



Dave Dougherty
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January 23, 2021

Dear NHSACA Board Member:

Please review the Instructions below to complete your online registration for the 2021 NHSACA National Convention which will be hosted at the Lincoln North Star H.S. from June 25-29. The first meetings that you will need to attend will begin on Sunday, June 25th at 1:00 p.m.

Go to the NHSACA website: www.nhsaca.org

- a. Click the “National Convention Menu Tab (top right)
- b. Click the “2021 National Convention Registration” link.

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- a. New Board Members: Choose “Join NHSACA” and enter your email and click join. (this allows you to register for the convention)
- b. Board Members who registered online last year: Sign in using your email and password from last year. (If you don’t remember your password you have the option to have your password sent to you)

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Click circle “o” NHSACA Convention Registration. Then click “Next”

3

- a. New Board Members: Fill in information and create a password for yourself. Then click “Next”
- b. Board Members who registered online last year: This page should be filled in for you from last year. Then click “Next”.

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Using the pull down menu box, choose z-Board Member (at the bottom of the list). Then click “Next”

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- c. You will have many items on page 5:
 - i. Contact me for information on the Board Hotel.
 - ii. Next, click the Register box.
 - iii. Once you do that the screen opens up for registration choices. Choose the specific events you wish to register for.
 - iv. Choose to purchase tickets for the Hall of Fame Luncheon and Coach of the Year Awards Banquet.
Click Next.



This page allows you to order a NHSACA convention t-shirt or a ¼ Zip shirt for yourself or family members. Both will commemorate this event and provide all of you with a physical remembrance of this very special event in your professional life.



This is your payment page. Select method of payment and complete the page. If you are paying by check please mail your check to the address at the top of this document. As a reminder: the Website Manager charges a fee to use your credit or cash card. This money does not go to NHSACA.

Please make sure you order your Hall of Fame Luncheon tickets and COTY Awards Banquet tickets on page

We have added a “Donation” button for those who wish to donate to provide additional support for the NHSACA.

****Hall of Fame tickets, COTY Banquet tickets that you purchase will be handed out to you at registration!!**

*****The bill on your credit card will refer to: Cordonco, this is the company that handles our registration!!!**

*****This is important. Print a copy of your registration form to use as your receipt when you check in at registration and as a future reference when you want to review what items you registered for.**

Please call or email me if you have any issues:

701.570.1008

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