



Dave Dougherty
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National High School Athletic Coaches Association
3409 50th St S
Fargo, ND 58104

January 18, 2021

Dear Coach:

Please review the following check list for preparation for the NHSACA National Hall of Fame Induction Ceremony to be held in Lincoln, NE at the Lincoln Station Great Hall: 201 N. 7th St.
If there are any changes, questions or clarifications that you need please contact me at:

Phone: 701-570-1008

Email: dougherty54@ymail.com

1. Check the name (spelling and if you have a shortened version or “nickname”) that you sent in. I will use the name you sent in on the forms and the high school you identified on the form for the information I put on your Hall of Fame Award.
2. Go to the NHSACA website: www.nhsaca.org
 - a. Click the “Convention” tab at the top of the screen. (a new screen will appear)
 - b. Click the phrase: 2021 National Convention Registration**
 - 1**
 - c. Choose “Join NHSACA” and enter your email and click join. (this allows you to register for the convention)
 - 2**
 - d. Click circle “o” NHSACA Convention Registration. Then click “Next”
 - 3**
 - e. Fill in information and create a password for yourself. Then click “Next”
 - 4**
 - f. Click the “Next” button on this page. Don’t do anything else.
 - 5**
 - g. You will have many items on page 5:
 - i. You may choose the “Hotel Link” and make your room reservations. This takes you to a different page, when you are done with the hotel registration you will want to return to the registration page. You do NOT have to make room reservations at the same time you register for the convention.
 - 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.

Updated: July 2020



- iv. Your registration includes your **free meal as a Hall of Fame Inductee**, so when you click “Hall of Fame Luncheon”, only include the number of tickets you need for the guests you are bringing. **“DO NOT”** include your free ticket in this count.
- v.
- vi. **THIS IS IMPORTANT!!** If you are only attending the Hall of Fame Luncheon and are not attending any other part of the Convention, go back to the top of the screen and click the “Unregister Box”. This will cancel the \$115.00 registration fee, but will keep the Hall of Fame Luncheon tickets you ordered!!
- vii. If you are also a Finalist for the National Coach of the Year, you must remain registered for the convention.
- viii. Click Next



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



- h. 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.

**** Please print the receipt for your registration at this time. You may need this record for future reference. This may be very important and useful for you!!!**
*****Your credit card statement will show this registration charge to “Cordonco”. Cordonco is the company that manages our online registration!!**

*****You may visit the NHSACA Online store at:
to view t-shirts, polo shirts and other items that you may wish to purchase for yourself or family members. The items you purchase will be waiting for you at the registration table.**

****Hall of Fame tickets, COTY Banquet tickets that you purchase will be handed out to you at the registration table when you check in!!**