



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

January 18, 2021

Dear NHSACA Guest:

Please review the following check list for preparation for the NHSACA National Hall of Fame Induction Ceremony or Coach of the Year Award Banquet to be held in Lincoln, NE held at the Lincoln Station Great Hall: 201 N. 7th St. on June 28, and/or, June 29, 2021.

If you have any questions or clarifications that you need please contact me at:

Phone: 701-570-1008

Email: dougherty54@ymail.com

1. When you go to the site you will have to create a login. You will use your email for your username and you will create your own password.
2. Go to the NHSACA website: www.nhsaca.org
 - a. **Click the National Convention Tab on Menu Bar.**
 - b. Click the “2021 National Convention Registration” link.
 - 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. **THIS IS IMPORTANT!!** If you are only attending the Hall of Fame Luncheon and/or COTY Awards Banquet and are not attending any other part of the Convention, at this time 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!!
- v. Click Next



This page allows you to order a NHSACA convention ¼ Zip shirt for yourself or family members. This 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 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!!**

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