

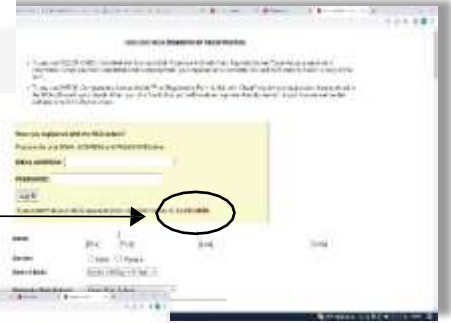
## Directions for Individual Registration

### IF PREVIOUSLY REGISTERED AS A NCA MEMBER:

1. Go to <https://ncacoach.org/> and click on “JOIN NOW” link, select “Register ONLINE for 2024-2025 Membership”.



2. If you have registered in the past, click “CLICK HERE” in the yellow box to receive a password.



3. Enter your email address previously used (This can be found on your 2023-2024 membership card) A password will be emailed to you.



4. Then click, “Click Here to Register.”

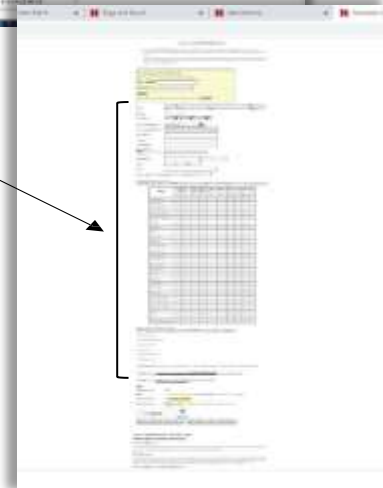


5. Retrieve your password.

6. Type email address and retrieved password in the yellow box. Click Log In.



7. Review and update the information from your name through the number of years coaching. Select the 2024-2025 coaching assignments, any administrative assignments and which FEES options you would like. **IMPORTANT: If you were a First Year Coach in 2023-2024 you need to make sure THAT BOX IS NOT marked for 2024-2025.**



8. Check the box “I’m not a robot” and select payment option.

\*If school is paying for all or some of your registration OR you are paying without school fees and sending a check click **Print Registration Form to Mail with Check.**

\*If paying with a credit card select **Continue to Credit Card Payment Screen. YOU MUST pay with a credit card at time of registration. You CANNOT get back in to pay with a credit card later – you will need to call to make payment over the phone.**



You will receive a confirmation email. (If you don't see it in your inbox, be sure to check the SPAM folder.) Your registration will now be on file with your AD and the NCA Office. You **WILL NOT** need to print this for the NCA Office unless you are paying yourself by sending a personal check.

### **Directions for Individual Registration**

9. Forward your confirmation email to your AD to let him/her know you have completed the registration process.
10. Once payment has been received by NCA another confirmation email, from NCA Office Staff, will be sent with directions to download your digital membership card into your wallet or print it off. Again, check your SPAM folder if you don't see an email in your inbox.

## Directions for Individual Registration

### **IF YOU HAVE NEVER BEEN A MEMBER OF NCA:**

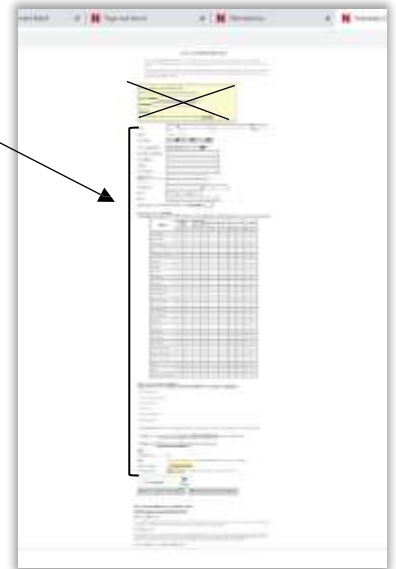
1. Go to <https://ncacoach.org/> and click on “JOIN NOW” link, select “Register ONLINE for 2024-2025 Membership”.
2. Ignore the yellow box. Enter your information (below yellow box) from your name through the number of years coaching. Select the 2024-2025 coaching assignments, any administrative assignments and which FEES options you would like.

3. Check the box “I’m not a robot” and select payment option.
  - \*If school is paying for all or some of your registration OR you are paying without school fees and sending a check click **Print Registration Form to Mail with Check.**
  - \*If paying with a credit card select **Continue to Credit Card Payment Screen.** **YOU MUST pay with a credit card at the time of registration.**



The screenshot shows the registration form with the following sections visible:

- Registration Information:** Includes fields for Name, Address, Phone, Email, and School.
- Registration Type:** Includes a dropdown menu for "Registration Type" and a "Print Registration Form to Mail with Check" button.
- Payment Information:** Includes a dropdown menu for "Payment Method" and a "Continue to Credit Card Payment Screen" button.



The screenshot shows the registration form with the "Print Registration Form to Mail with Check" button highlighted in yellow.

You will receive a confirmation email. (If you don't see it in your inbox, be sure to check the SPAM folder.) Your registration will now be on file with your AD and the NCA Office. You **WILL NOT** need to print this for the NCA Office unless you are paying yourself by sending a personal check.

4. Forward your confirmation email to your AD to let him/her know you have finished the registration process.
5. Once payment has been received by NCA another confirmation email, from NCA Office Staff, will be sent with directions to download your digital membership card into your wallet or to print it off. Again, check your SPAM folder if you don't see an email in your inbox.