

# 2018-2019 NCA Membership/Clinic Registration – INSTRUCTIONS

*Nebraska Coaches Association*

*ON-LINE REGISTRATION OPTION for membership renewal and clinic registration.*

*OPENS MAY 1, 2018*

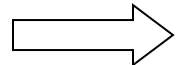
## ON-LINE OPTION INSTRUCTIONS:

1. Go to [www.ncacoach.org](http://www.ncacoach.org).
2. Locate the link for on-line registration in the upper right-hand column on the home page.
3. Click on the link, this will take you to the registration page.
4. Complete the on-line registration form in its ENTIRETY – PLEASE UPDATE ANY CHANGED INFORMATION.
5. You will be directed to either continue to a CREDIT CARD payment screen, or to PRINT the form and MAIL WITH PAYMENT.
6. You will receive an email confirming your registration. If you choose to pay with a credit card, your registration will be complete. If you choose to mail in your printed form, your registration will be complete when the NCA receives payment.
7. **If your school pays for all or part of your membership or clinic registration**, you may complete the form, print, and give to your Athletic Director to complete the registration process.

## SPECIAL INSTRUCTIONS:

- If paying by credit card, DO NOT CLICK “SUBMIT PAYMENT” MORE THAN ONCE.
- If you register for membership only, then later wish to sign up for the clinic, you will not be able to do this on-line. Call the NCA (402-434-5675) office or mail in a registration form indicating you are already a 2018-2019 member and registering for clinic only.

## MAIL-IN OPTION INSTRUCTIONS:



Please complete the registration form found on page 43 (or download from the NCA homepage) and mail with payment to:

NCA  
500 Charleston St, Ste 2  
Lincoln, NE 68508

If you wish to purchase the NCA Gold Card with your membership renewal, please mark the appropriate box and include this amount with your payment.

## GENERAL REMINDERS:

If you are a FIRST-YEAR coach (to the profession of coaching), you may attend clinic for free with a paid membership.

If you are a COLLEGE STUDENT -OR- COACHING OUT OF STATE, you may join the association for free (no insurance offered) but you must pay to attend clinic.

As a reminder, the 2018-2019 membership year will begin July 24, 2018 and run up to the day before the 2019 Multi-Sport Clinic (July 22, 2019).