

Program Registration Instructions

In order to view the registration pages for Sports Day and Team Sports, you must first register with HCYA and pay your membership dues. Once you have paid them, the other registration pages will be made available to you, but you must be logged into your Sports Engine account to do so. Please use the following steps to complete this process.

PLEASE READ THROUGH THE ENTIRE PAGE BEFORE EXECUTING THE STEPS. IF YOU HAVE NOT PAID YOUR MEMBERSHIP YET, PLEASE FOLLOW THE INSTRUCTIONS IN STEP 1 AND THEN RETURN HERE AND START ON PAGE 2 WITH STEP 3.

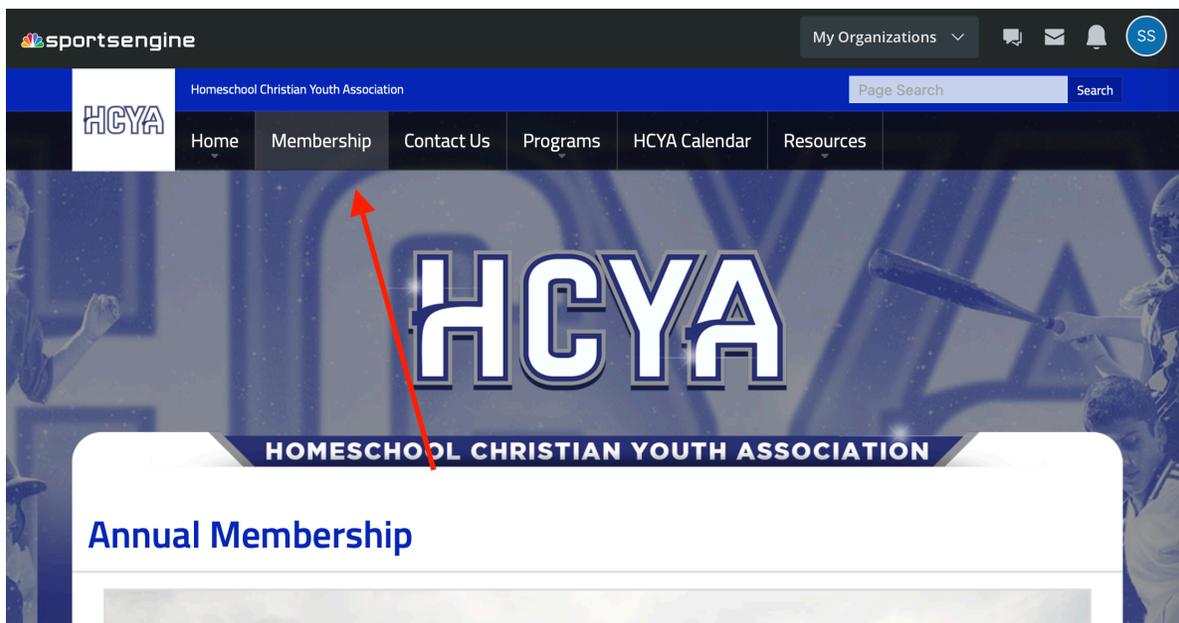
STEP 1: Go to HCYA.org and click on the MEMBERSHIP tab at the top (it is recommended that you read the entire home page and MEMBERSHIP page, especially if you are new to HCYA).

If you do not have a Sports Engine account, you will be prompted to create one during the registration process. If you do have an account, but are not logged/signed in, you will be prompted to sign in.

You will use this account to register each year with HCYA so make sure you save your username and password.

STEP 2: Once you have created your account or signed in, you can continue the registration process.

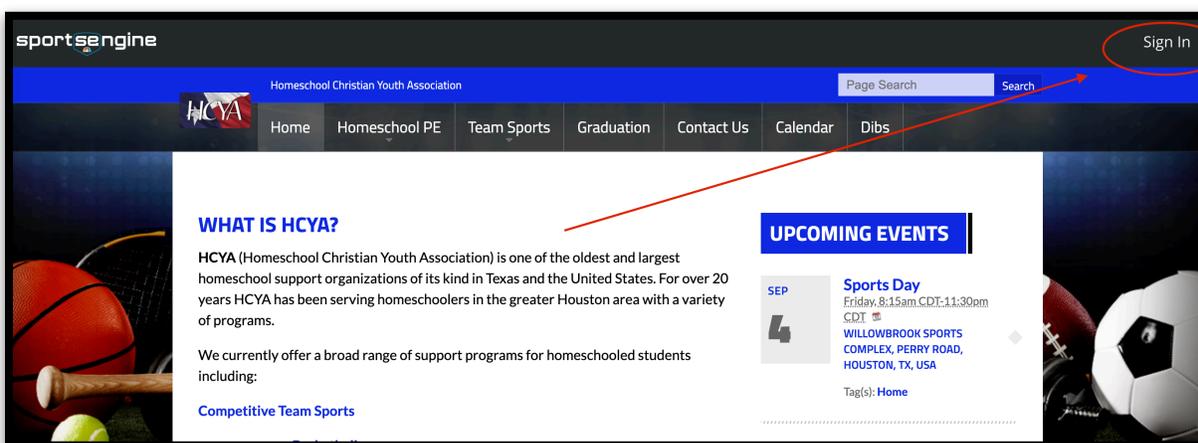
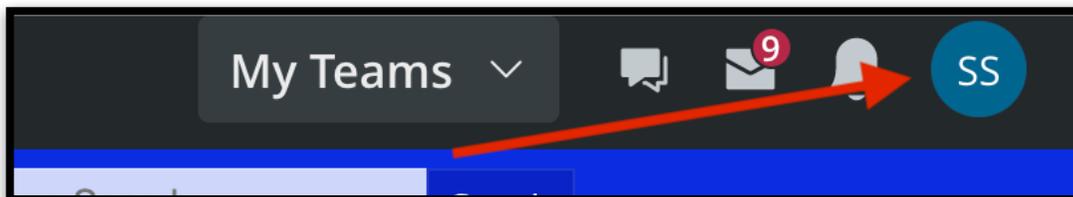
*At the 'end' of registering your first child, you have the option to continue and check-out/pay, OR you can ADD ANOTHER CHILD. If you are registering more than one child for HCYA, please add all the children in one registration. You can add children to your account during the registration process.



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STEP 3: When you complete the Membership Registration, you must go back to your web browser and type www.HCYA.org

**You may get logged out of your Sports Engine account so make sure that your initials are in the blue circle at the top left corner.*



*these photos are from 2021, the tabs will look different now, but the info is the same.

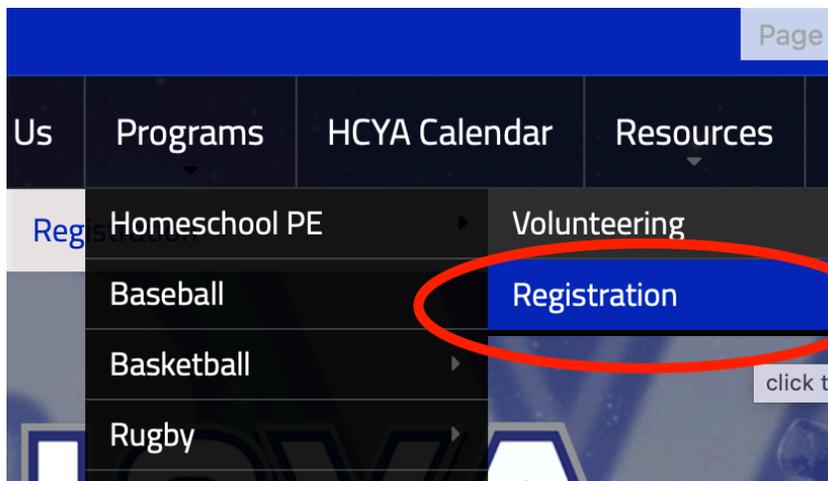
IF you get logged out, you need to log back in in order to view the Registration pages for Sports Day and Team Sports. They are **ONLY** viewable once you have paid your Membership Fees.

Program registrations continued on next page....

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SPORTS DAY REGISTRATION:

STEP 1: After confirming you are signed into your account, put your cursor over the PROGRAMS tab on the website and a menu will drop down. Homeschool PE is the first in the list. Click on the Homeschool PE tab OR hover over it and you will see two more tabs. One is Volunteering and one is Registration. If you do not see the Registration tab on the menu, you are not logged into your account or you have not yet paid your HCYA Membership Fee.



STEP 2: Please read through the information on this page before you register, including reading over the rules for Sports Day. You will be required to digitally sign that you agree to abide by these rules during the registration process.

The Student Registration link is on the right side of the screen. Make sure you read the first page of the registration, it has important information and details you will need to proceed through the registration.

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TEAM SPORT REGISTRATIONS:

Not ALL of our team sports have registrations on the HCYA page, however ALL membership dues must be paid through our website.

If you read through the Sports Day registration process, please note that the other team sports have similar tabs on their sections of the website. Click on their home page or hover over their main tab in order to see the other tabs on their page.

Please call, text, or email the HCYA Webmaster if you have any questions concerning this process.

Stacy Schochler
HCYA Webmaster, Registration Coordinator
346-414-8087
info@HCYA.org