

# HCYA Membership Registration Instructions

In order to view the registration pages for Graduation, Sports Day and Team Sports, you must first register with HCYA and pay your membership fees. 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.**

Step 1: Go to [HCYA.org](https://www.hcya.org) and scroll down until you see the MEMBERSHIP REGISTRATION (it is recommended that you read the entire home page, especially if you are new to HCYA).

If you do not have a Sports Engine account, you will be prompted to create one. 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.

## 2020-2021 MEMBERSHIP REGISTRATION

If any family member has been exposed to any individual who has tested positive for the COVID-19 virus, the entire family must quarantine away from any HCYA event for at least fourteen (14) days.

REGISTER: **2020-2021 HCYA MEMBERSHIP** →

Example 1: this photo is what you will see on the website

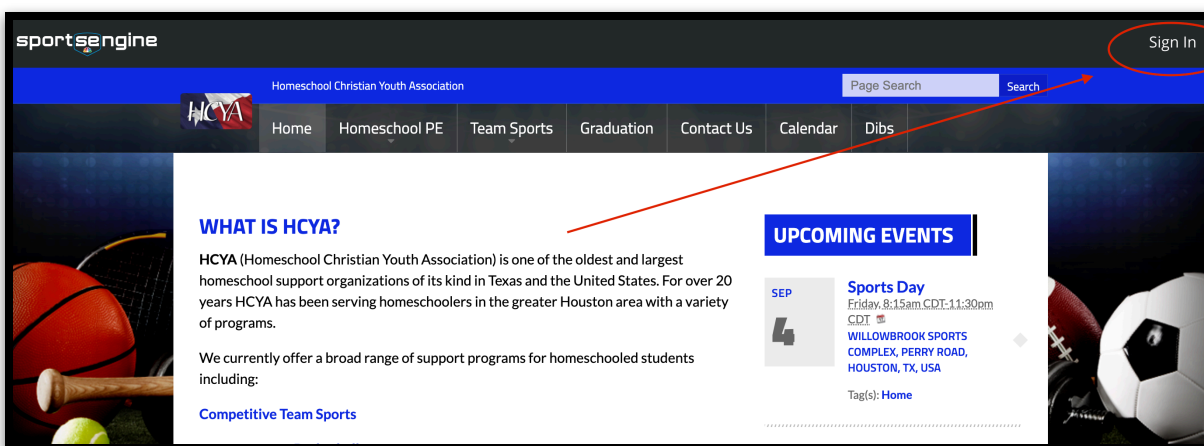
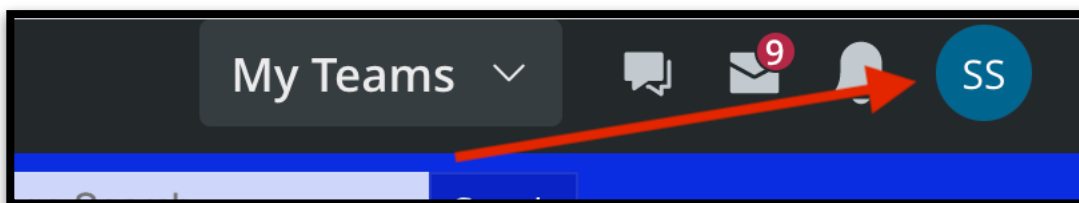
Step 2: Once you have created your account or signed in, you can continue the registration process.

\*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, there is a link at the end that will take you back to the HCYA home page. You can use this link OR you can go back to your web browser and type [www.HCYA.org](http://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.



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

NOT ALL TEAM SPORTS HAVE REGISTRATION PAGES, BUT ALL MEMBERSHIP FEES ARE TO BE PAID THROUGH SPORTS ENGINE.

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

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