

Minnesota Association of Dance Teams & Minnesota State High School Coaches Association
Membership Registration Process
2018-2019 Season

This year, MADT is again partnering with the Minnesota State High School Coaches Association for the 2018-2019 season. The registration process can be accessed through the MADT website madtcoaches.com/membership/become-a-member/ or directly at www.mshsca.org.

Step 1: Go to the MSHSCA website www.mshsca.org

Step 2: Under the Membership drop down select “Join Now”

Step 3: Click on the phrase “2018-2019 School Year Membership Registration” as shown below

MEMBERSHIP APPLICATION

- Please note MSHSCA Membership runs from August 1 to July 31
- Life Members can now register online
- ATTENTION this membership is for HS coaches and their assistants in school programs. If your coaching can not be verified by the school you list, your membership will not be granted and your money will not be refunded.
- **Register.cordonco.com is what you will see on your credit card statement for your MSHSCA membership. Please do not challenge this charge without calling 218-234-0345!**

Please make sure you register for the correct year! If you are registering for a spring sport choose the 2017-18 link. If you are registering for next year please choose the 2018-19 link.

2018-19 SCHOOL YEAR MEMBERSHIP REGISTRATION →

FOR ALL 2018 FALL SPORTS, 2018-19 WINTER SPORTS, AND 2019 SPRING SPORTS

Step 4: Under the “Join MSHSCA” portion, enter an individual email address and select the “Join” button – please note that this email identifies you individually. Multiple coaches cannot register under a “group” or team email; each coach needs their own email address.



Join MSHSCA

Enter your email address below and click Join to complete a membership form now

Email-Id# |

Join

Step 5: All current and active coaches should select the first radial button titled “Annual Dues Paying Member” and click the NEXT button



MINNESOTA State High School Coaches Association

Select Membership Type

1 2 3 4 5 6
Total \$0.00

<input checked="" type="radio"/>	ANNUAL DUES PAYING MEMBER Eligible: All Minnesota Secondary, Jr. High, and Elementary Coaches & ADs	\$35
<input type="radio"/>	ASSOCIATE MEMBER Eligible: Out-of-State Coaches – All College Coaches – MN Officials	\$20
<input type="radio"/>	LIFE MEMBER (with insurance) Eligible: 25 year coaches that have applied for and received a life card You are not eligible.	\$15
<input type="radio"/>	RETIRED LIFE MEMBER Optional: Helps defray cost of Minnesota Prep Coach You are not eligible.	\$5

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Step 6: Fill in ALL fields (even those without an asterisk) with your contact and coaching information. Once completed select the NEXT button:



MINNESOTA State High School Coaches Association

Enter Profile Information

1 2 3 4 5 6
Total \$35.00

*First Name :

Middle Initial :

*Last Name :

*School :

*Home Address :

*City :

*State :

*Zip :

*Home Phone :

Cell Phone :

*Years Coached :

Email :

*Password :

*Confirm Password :

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***PLEASE NOTE THE FOLLOWING ITEMS:**

- The email address entered on the beginning main screen will auto populate as shown above.
- Please be sure to input YOUR home address and personal contact information (not your school) as this information will be used for invites/mailings for events this year. Also, the MSHSCA membership follows you as a coach – it shouldn't track to a school.
- WRITE DOWN the password used in a safe place. This is the password to log in to the MSHSCA membership website information.

Step 7: Under the “Select a Sport” dropdown menu, select one of the following options to register for:

- Dance, All-Inclusive
- Dance, Regular

*Once selected, the cost of the MADT portion of the membership will appear on the right side of the screen as shown below:

The screenshot shows two rows of form fields. The first row has 'First Sport' set to 'Dance, All Inclusive' and 'Class' set to 'A'. To the right, a pink box displays 'Deadline : 12/31/2018' and 'Cost : \$80.00'. A blue arrow points from the 'Cost' text to the right. The second row has 'First Sport' set to 'Dance, Regular' and 'Class' set to 'AAA'. To the right, a pink box displays 'Deadline : 12/31/2018' and 'Cost : \$40.00'. A blue arrow points from the 'Cost' text to the right. Both rows have a 'Head Coach?' checkbox that is unchecked.

Or

This screenshot is identical to the one above, but the 'First Sport' dropdown is set to 'Dance, Regular' and the 'Class' dropdown is set to 'AAA'. The cost shown is \$40.00.

Step 8: Under the “Class” dropdown menu, select the dance team class of your school

- A
- AA
- AAA

Step 9: Only current **VARSITY HEAD COACHES** should check the “Head Coach” box listed under the sport dropdown (All other coaching levels should leave this box un-checked – Varsity Assistants, JV Head/Assts., B-Squad, etc.)

The screenshot shows the registration form with 'First Sport' set to 'Dance, All Inclusive' and 'Class' set to 'A'. The 'Head Coach?' checkbox is now checked. A blue arrow points from the left towards the checked checkbox.

Step 10: Once you have selected the sport, class, and noted the appropriate coaching level, select the NEXT button:

The screenshot shows two red buttons: 'Previous' on the left and 'Next' on the right. A blue arrow points from the 'Previous' button towards the 'Next' button.

Step 11: The below construction image will appear on the next screen. Select the NEXT button:



Please hit next to continue....

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Step 12: This screen will auto populate in some information

- The total of the level of membership selected will appear at the top next to “Payable Amount.” (This amount is the total of the MADT membership fees and the MSHSCA membership fees)
- Please note the handling fee and the official total that will be charged if you pay by credit card. That amount is listed next to “Total Amount” as highlighted in yellow below.

Payable Amount : \$115.00

Handling Fee : \$5.75

Total Amount : \$120.75

Please Select one.

*Payment Method :    Check/Money Order

Your credit card statement will show a charge from **Register.Cordonco.com**

*Credit card Number :

*Expiration Date : Month Year

*Security Code : ?

*Name On Card :

Please change the Address below if this is not the Billing Address for your Credit Card. Your card will be denied if the address does not match.

Billing Address :

Billing City :

Billing State :

Billing Zip :

Your membership materials will be mailed to you once we receive payment.





For issues with payments call (218) 732-0204.

Step 13: Select which payment method you would prefer to use either by Credit Card or Check

- Paying by Credit Card:

Please Select one.


*Payment Method :

    Check/Money Order

Your credit card statement will show a charge from **Register.Cordonco.com**


*Credit card Number :

*Expiration Date : Month Year

*Security Code : 

*Name On Card :

Please change the Address below if this is not the Billing Address for your Credit Card. Your card will be denied if the address does not match.

Billing Address : 

Billing City :

Billing State :

Billing Zip :

Your membership materials will be mailed to you once we receive payment.

For issues with payments call (218) 847-6796.

*Make sure the address for the credit card is listed correctly. Your personal address will auto populate, so if you are using a team credit card or school card, be sure you have changed it to the correct billing address listed to ensure payment is processed correctly. Your card will be denied if the address does not match.

- Paying by Check:

Payable Amount : \$115.00

Handling Fee :  N/A

Total Amount : \$115.00

Please Select one.

*Payment Method :    Check/Money Order

Mailing Address :
Minnesota State High School Coaches Association
16332 DeerView Road
Park Rapids, MN 56470

Your membership materials will be mailed to you once we receive payment.

For issues with payments call (218) 732-0204.

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Finish

*The mailing address to send your check is highlighted in yellow above. If paying by check, please send payment as soon as possible after completing the registration on the website.

Step 14: Click Finish



As soon as payment is received, membership materials will be mailed.

The Membership Card you will receive is from MSHSCA.

- The mailing information you receive will have two cards to punch out
 - o One is the actual membership card
 - o The other is the insurance information

Please write your password on the back of your membership card when it is received.

Your Membership card will be your access into the Coaches Room at the State Tournament.

MADT is not in charge of membership cards, materials OR passwords.

IMPORTANT REMINDER: Please ensure that you are putting your membership card in a safe place you will remember. Last year MSHSCA received a high number of requests from dance coaches for replacement membership cards to be mailed towards the end of the season. We want to avoid these requests to MSHSCA this year. Thank you for your help with this!

MEMBERSHIP REGISTRATION DEADLINE: DECEMBER 31st, 2018