Minnesota Association of Dance Teams & Minnesota State High School Coaches Association Membership Registration Process

MADT is partnering with the Minnesota State High School Coaches Association for the upcoming 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 "2022-2023 School Year Membership Registration" as shown below

MEMBERSHIP REGISTRATION

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. **Youth traveling teams, Club
 Teams and AAU Coaches are not eligible for membership
- 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 (952) 250-9535!

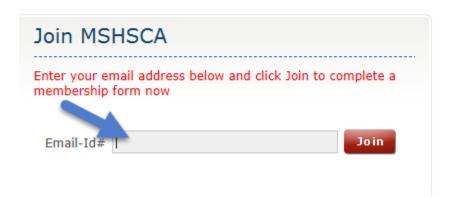
2022 - 23 MSHSCA MEMBERSHIP

VALID FROM 8/1/22 through 7/31/23

CLICK HERE FOR 2022-23 SCHOOL YEAR MEMBERSHIP REGISTRATION (VALID 8/1/21 THROUGH 7/31/22)
2022 FALL SPORTS, 2022-23 WINTER SPORTS, 2023 SPRING SPORTS and SUMMER WAIVER period through 7/31/23

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.



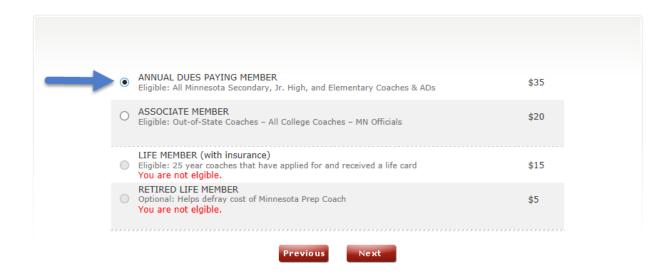


Step 5: All current and active coaches should select the first radial button titled "Annual Dues Paying Member" and click the NEXT button



Select Membership Type



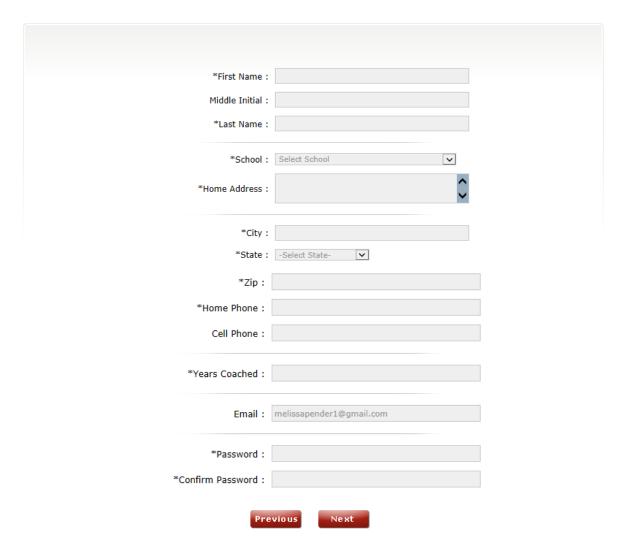


Step 6: Fill in ALL fields (even those without an asterisk) with your contact and coaching information. Once completed select the NEXT button:



Enter Profile Information





*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:

First Sport : Dance All Inclusive Head Coach? :	Make a Selec ∨	Deadline: 12/31/2022	Cost: \$135.00
<u>Or</u>			
Second Sport : Dance Regular Head Coach? :	Make a Selec ∨	Deadline: 12/31/2022	Cost: \$80.00

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

- A
- AA
- AAA

Step 9: Only current <u>VARSITY HEAD COACHES</u> should check the "Head Coach" box listed under the sport dropdown (All other coaching levels should leave this box <u>un-checked</u> – Varsity Assistants, JV, B-Squad)



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



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



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 "Subtotal" as shown below.

Price Qu	antity	Amount	
\$35.00	1	\$35.00	
\$100.00	1	\$100.00	
	S	ubtotal: \$135.00	
\$5.96	1	\$5.96 Total: \$140.96	
		Total Due: \$140.96	
	\$35.00 \$100.00	\$100.00 1	

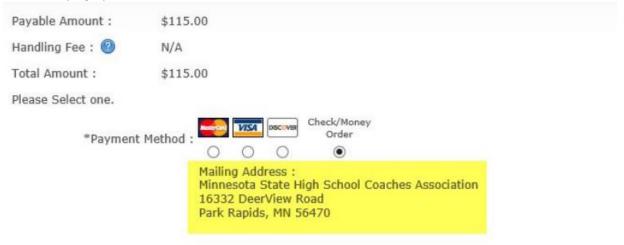
Step 13: Select which payment method you would prefer to use either by Credit Card or Check
Paying by Credit Card:

Please Select one.
*Payment Method : Oscover Order
Your credit card statement will show a charge from Register.Cordonco.com
*Credit card Number :
*Expiration Date : Month Year 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: Minneapolis
Billing State : MN
Billing 7in :

*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:



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

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



*The mailing address to send your check is highlighted 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. Please write your password on the back of your membership card when it is received. MADT is not in charge of membership cards, materials OR passwords.

MEMBERSHIP REGISTRATION DEADLINE: DECEMBER 31, 2022