

## GUIDELINES FOR RENEWING MEMBERSHIPS/NEW MEMBERS

### RENEWING MEMBERSHIPS:

If a renewing member has any questions regarding renewing their membership, please be advised that there is a demo video on the login screen (see below). Please be advised that **ALL Active, Returning, Renewing NHSRA members ALREADY have an account setup. PLEASE ADVISE YOUR MEMBERS NOT TO CREATE A NEW ACCOUNT.** [See below for reference on the login screen]

#### Returning NHSRA Member

To access your NHSRA account,  
claim your profile & enter your bio  
**LOGIN HERE**

Watch the Renewal Process demo video.

**SIGN IN**

[Forgot Password?](#) | [Forgot Username?](#)

#### New to NHSRA?

If you are a current or renewing NHSRA member, please login to your account.

**[Do not create a new account]**

If you are a new member, start registration by clicking on the Member Signup dropdown menu. Registration for the 2023 Season is currently open. Registration is open for the following states:

- North Dakota - Junior High School
- North Dakota - High School
- South Dakota - Junior High School
- South Dakota - High School
- Utah - Junior High School
- Wisconsin - High School
- Wisconsin - Junior High School

**If a renewing member, District Secretary and/or State Secretary creates a new account for an existing member, it will be deleted and the member will have to go into their existing account to complete their registration. In addition, any documents uploaded into the new account will have to be uploaded into the existing account by the member.**

**As secretaries, you have access to all your members' profiles, which contains their usernames and email addresses.**

Below are instructions on how members access their profiles, see below:

- If a member does not know their username, they can click "**Forgot Username?**" to receive an email providing this information or they can contact you to obtain their username.
- If a member does not know their password, they can click "**Forgot Password?**" to receive an email with a link to reset their password.

- Please be advised that if a member clicks “**Forgot Username?**” and/or “**Forgot Password?**” and does not receive an email, it is probably because the email address on their profile is not current. If this is the case, you will have to edit their profile to correct their email address in order for them to receive the email with their username and/or password reset link.

If you or the member cannot find their existing profile, their status may be inactive or deleted. Our office will have to restore their profile before you or the member are able to access it. If you are unable to locate their existing profile, please call Cindy at 303-452-0820 or email her at [membership@nhsra.org](mailto:membership@nhsra.org).

## NEW MEMBERS:

If a new member has any questions regarding creating their membership, please be advised that there is a demo video on the login screen (see below).

### Become a New NHSRA Member Online:

1. [www.NHSRA.com](http://www.NHSRA.com) > click on member login (top right) takes you to the membership site

2. Fill in the fields under Becoming a New Member  
[Remember to: **SAVE YOUR USERNAME**]

3. You will receive a confirmation email to the email address you provided (check your spam/junk)

4. Click the ‘Complete Registration’ button.

5. Complete your profile:

a) **Setup password** [note: Password must be a minimum of 7 characters long: 1 Uppercase, 1 lowercase, 1 number & 1 special character ie: #@?\$!]

b) 2 Security questions

c) **Personal Info** [name, address, phone, email, DOB]

d) **Membership Info** [choose state & district (if applicable) member of; years in JH/HS rodeo; events]

Idaho HS members- select the DISTRICT you compete for in the State/ District/ Province drop down menu

Idaho JH members: select Idaho- Junior High School

\*Once profile is complete, Click SAVE at bottom of page

6. Once all fields are filled in, system will generate a Membership Application Form → generated on last page. Print Membership Application Form & Minors Release Form.


7. Go to “Member Dashboard” to upload documents.

The image contains three screenshots of the NHSRA website's membership registration process. The top screenshot shows the 'Becoming a New Member' form, which includes fields for email, password, and a 'Complete Registration' button. A yellow arrow points to this form. The middle screenshot shows the 'My Profile Information' form, which includes fields for personal information and a dropdown menu for 'Membership Info'. A blue arrow points to the 'Membership Info' section. The bottom screenshot shows the 'The all about you' page, which includes a 'SAVE' button at the bottom. A blue arrow points to this page.

## GUIDELINES FOR TRANSFER REQUEST FORMS

Transfer Request Forms **MUST** be signed by the National Director of the State/Province of Residence and the National Director of State/Province Transferred To.

The Transfer Request Form should be emailed to the National Office for approval by the NHSRA Executive Director. Upon approval, copies of this form will be sent back to each state/province association via email. The National Office will upload the **duly executed and dated** form into the member's profile and approve the transfer.



**Please be advised that a member needs one Transfer form for Junior High and then again for High School if they are still a transfer member.**