

North Hills Athletic Association

Online Registration Process

Please note that the first time you register your child/children online you will need to provide some extra information about yourself, willingness to volunteer and child's information. Assuming you keep your NHAA account active throughout the season the online registration process will be considerably shorter in subsequent years.

We welcome your feedback and ideas on how to improve this process and our website. We hope this new website is just the beginning of much bigger things to come for NHAA!!

1. Click on "REGISTRATION" on the horizontal menu bar.
2. Choose from either "2007 Recreational Baseball" or "2007 Recreational Softball"
3. Choose which program you would like to register for.
4. Click on "Register Now" during open registration. Or choose the late registration option if outside open registration time frame. *note: late registration adds a late fee of \$15. If you are registering your second+ child, please choose the **Family Discount** option to save \$5 per additional child.
5. Choose a volunteer option. (nhaa appreciates the help)

*Online registration requires that you create an account. This account helps NHAA collect valuable information to better communicate with you throughout the season. This also provides you with a logon to view your child's team website that is created when the season begins. This website will provide team roster and practice/game schedule information.

6. Create your Account. Or log in using your existing account information.
7. Add your child's name to the "Select One" field by clicking on the "New Registrant" button.
8. Complete the web form with your child's first name, last name, your email address, etc. Then click "Add Person".
9. Now that you have entered your child's information you can select him/her from the drop down menu.

* If you selected the "I would like to Volunteer" option earlier, you will then be prompted to complete the Volunteer form. Click on the "New Volunteer" button and complete the Volunteer form. Add yourself as a new Volunteer by clicking on "New Volunteer". Fill out the short web form, click "Add Person" and then click "Continue Registration".
NHAA thanks you for your help!

10. This should take you to the online registration form that captures important information about your child and parent/guardian information. Please complete the entire form and then click on "Continue"
11. You should now be on the Payment page. This page will list your child's or children's names and corresponding registration price along with a total price. Please enter your credit card information and complete your registration.

*We encourage everyone to please register by credit card. However if this is not possible, please choose the "Pay by Check" button. You should make your check payable to NHAA and mail it to: NHAA PO Box 15133, Pittsburgh, PA 15237 along with a copy of your online registration receipt. Payment must be received before your child is considered registered to play.

12. Please be sure to print out and save your Order Receipt.

Thank you for registering online. If you have any questions, please email fpusateri@comcast.net.