

Northview Athletic Association

Sport Registration Procedure

Use of this form: To inform Directors and Treasurers how to request and manage registration for their sport.

NAA Communications shares responsibility for setting-up and supporting registration for Northview teams.

Season	Lynne Smith	Benicia Ammons
Fall	Cheerleading, Softball, Football	Cross Country, Volleyball
Winter	Cheerleading, Gymnastics, Wrestling	Basketball, Swim, Dive
Spring	Baseball, Tennis, Lacrosse	Soccer, Golf, Track & Field

To request registration set-up for your sport:

Send an e-mail to titansathletics1@gmail.com at least 1 week prior to the date you intend to open registration and include the following information:

1. Title of Registration: (example: 2013 Softball)
2. Date registration opens:
3. Date registration closes:
4. E-mail address of the person who should receive notification as players register (optional).
5. E-mail address of the person who should receive a report of player registrations at intervals during the registration process. (**Note: A report of player registration data complete with financial information will be sent to the head coach of the sport when registration closes.**)
6. Any additional fees that you would like to collect as part of the registration process, such as money for pre-game meals (2.5% of the fee will be deducted to cover the credit card processing fee). This is an optional fee for players as they register.
7. Would you like to include the option for participants to make a donation to your program when they register? (optional for players as they register)
8. Any other information that you would like to collect as part of the registration process?

At the conclusion of the registration period, the Head Coach should send an e-mail to the NAA Bookkeeper, naa.bookkeeper@gmail.com, requesting transfer of registration fees to Northview High School.

At the conclusion of the registration period, the Treasurer should send an e-mail to the NAA Bookkeeper, naa.bookkeeper@gmail.com, requesting transfer of additional fees (net of the 2.5% credit card processing fee) and donations to the sport team Booster account.

Note: If participants pay by check, the \$250 registration fee should be made payable to Northview High School and be given to the Head Coach. Any additional fees should be paid to the individual sport and submitted to the NAA Bookkeeper for deposit by the sport Treasurer.