



# 2024 MEMBERSHIP & COACHING SCHOOL REGISTRATION FORM CHECKLIST

**WHILE FILLING OUT YOUR FORM PLEASE REFERENCE THIS CHECKLIST**

ALL OF THESE ITEMS ARE VERY IMPORTANT TO KEEP YOUR MEMBER PROFILE AS ACCURATE AS POSSIBLE. ALSO, THIS WILL HELP YOU TO AVOID LOGIN ISSUES.

No	TO DO	<input checked="" type="checkbox"/>
1	Fill in THSCA ID # (You can find this in your member portal or contact us)	
2	<b>Fill in Date of Birth</b>	
3	<b>Fill in Last, First, &amp; Middle Name (put nickname in parenthesis but also include your legal name)</b>	
4	<b>Email Address (Please use personal email address to decrease login issues to your portal)</b>	
5	Mailing address (personal is best to ensure you receive mailouts)	
6	Mobile Phone Number	
7	Previous School (if you are registering since changing schools)	
8	<b>Current School (name of campus vs name of district)</b>	
9	Write in each sport you are coaching & for each sport check- school level, boys or girls, & if you're the head coach	
10	Check if you are the Athletic Director, Coordinator, Trainer, or Retired	
11	<b>Select your membership fee by checking the box that applies to you.</b>	
12	<b>Check the box of how you want to receive your Texas Coach Magazine</b>	
13	Select any other products that you wish to include. ( If you wish to pay separately for any of these for example: Liability Insurance, you can check it and note what payment should be used for the \$65 or you can do it online in your portal once the membership goes through)	
14	<b>Add up the products you selected and put the total in the Total Amount Due Box (double check your math before you send payment)</b>	
15	<b>Check if it is an individual payment or a school payment. Write ISD name if it is a school payment</b>	
16	<b>Fill in the payment method information. Make sure the expiration date of the credit card is filled out.</b>	
17	THSCA Membership and Liability Insurance run from July 1st through June 30th of the next year. (if you purchase after July 1st then your coverage starts at payment date)	