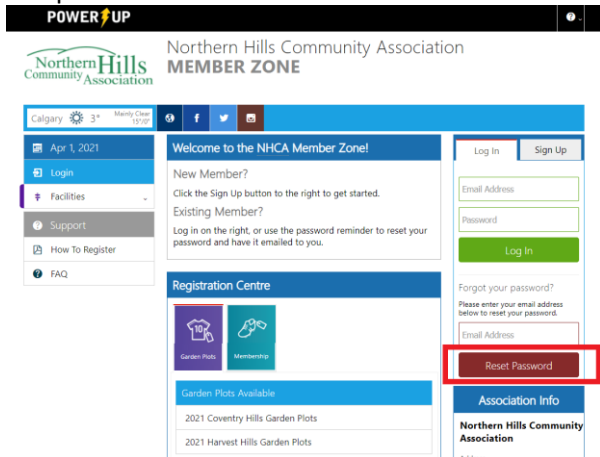


NHCA COMMUNITY GARDENS REGISTRATION GUIDE

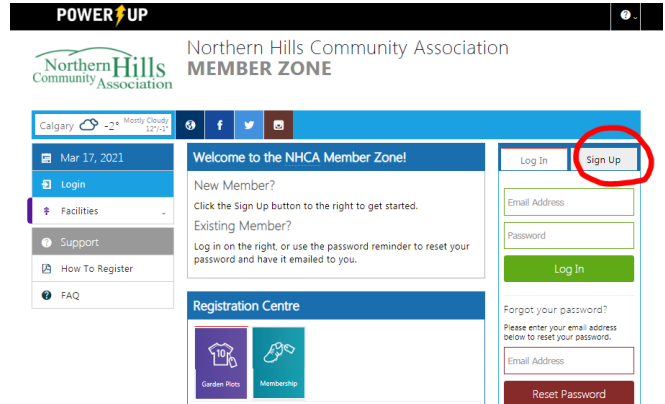
Please Note: The registration for Gardeners will end on May 14st at 9:00am or once all the plots are sold out, whichever comes first.

1. Go to <https://nhca.powerupsports.com/>

2. If you have a senior member or have recently registered for programs with us then we have your profile in the new system and you need to reset your password. Click "Reset Password" and proceed.

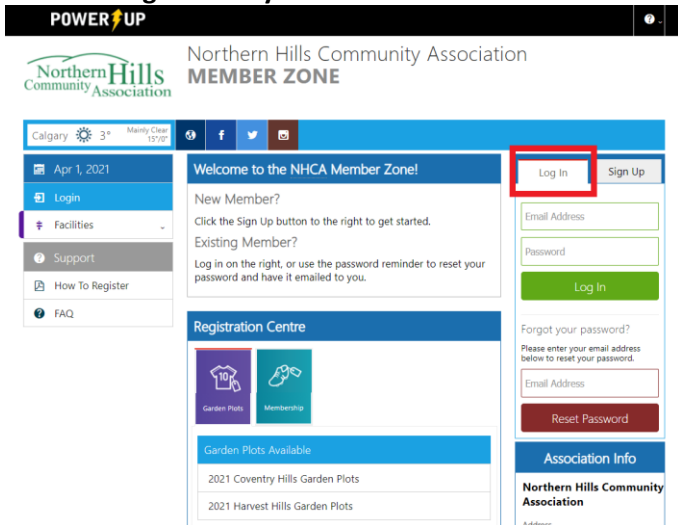


2. If you are new to us, please create a new Profile by clicking on "Sign Up" on the right hand side.

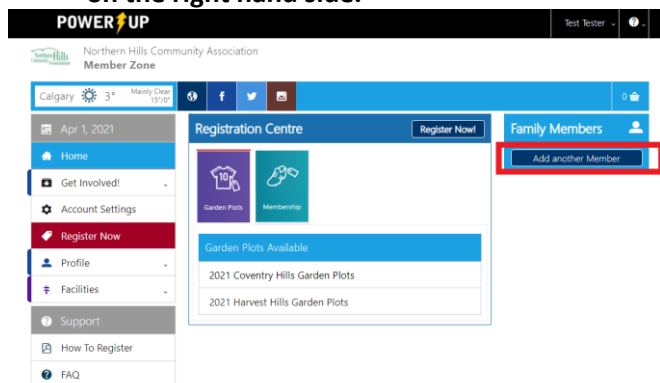


3. Check your email inbox and follow the steps to create a new password. Then proceed to click on "Log In" into your account.

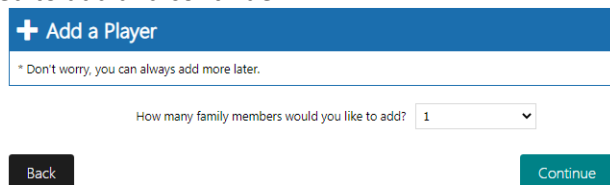
3. Then Support Tips window will appear with three easy steps to register. Read it and close the window to proceed with creating your account by providing all the necessary information.

A screenshot of the Northern Hills Community Association (NHCA) Member Zone website showing the "User Profile" form. The form is titled "Please enter your personal information." and includes fields for "First Name *", "Middle Name", "Last Name *", "Email Address *", "Home Phone *", "Business Phone", and "Mobile Phone". It also includes a "Will you be playing or participating? *" section with "Yes" and "No" radio buttons, a "Birth Date *" section with "Day", "Month", and "Year" dropdown menus, and a "Gender *" section with "Female" (checked) and "Male" radio buttons. There is also a "Do you want to receive club information by email?" section with "Yes" and "No" radio buttons, and an "Association Information" section with a "See what you could be missing out on" button.

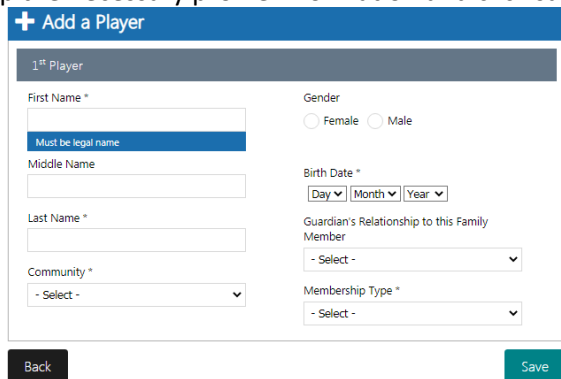
- Once you log in, you can add your family members from the same household to your account by clicking on “Add another Member” on the right hand side.



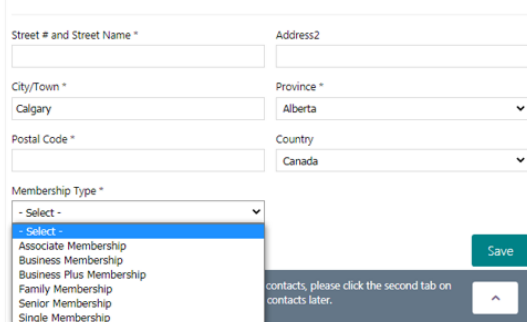
If you need to add a family member, click on the button, and proceed with choosing how many members you need to add and continue.



Fill up the necessary profile information and click save.

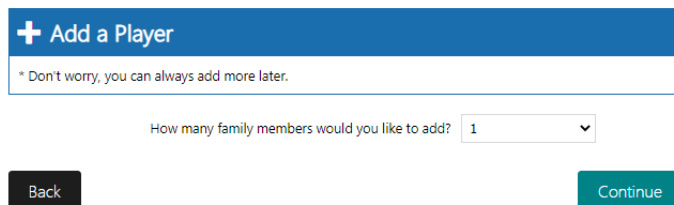


Choosing a type of membership and click the save button.

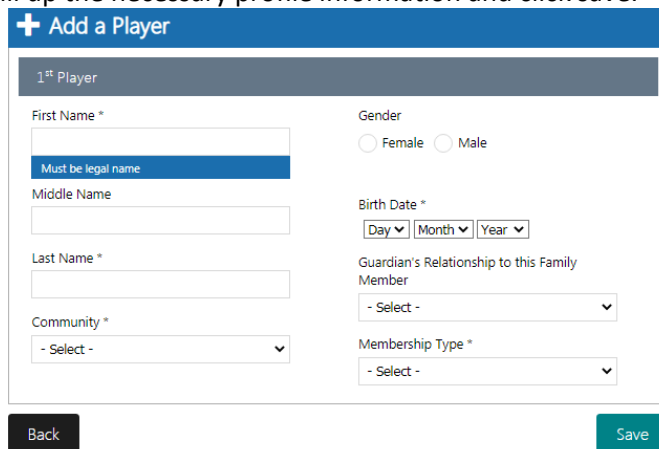


- Once your account is complete, you will have a navigation window directing you to add more family members to your account. Proceed if you have more members to add and if not close the window.

If you need to add a family member, click on the button, and proceed with choosing how many members you need to add and continue.



Fill up the necessary profile information and click save.







5. You are now on your main profile page. Click on “Register Now!” in the blue Registration Centre line.

The screenshot shows the 'POWER UP' logo at the top left, followed by 'Northern Hills Community Association Member Zone'. Below this is a navigation bar with 'Calgary' weather, social media icons, and a shopping cart icon. A left sidebar contains a menu with 'Register Now' highlighted in red. The main content area is titled 'Registration Centre' and features a 'Register Now!' button circled in red. Below this are 'Garden Plots' and 'Membership' sections, with a list of available garden plots: '2021 Coventry Hills Garden Plots' and '2021 Harvest Hills Garden Plots'. A 'Family Members' section with an 'Add another Player' button is also visible.

6. Choose the appropriate garden and find the garden plot(s) after clicking on the arrow.

The screenshot displays a multi-step process: Step 1 'Choose', Step 2 'Basket', Step 3 'Additional Info', Step 4 'Payment Methods', and Step 5 'Payment'. The 'Garden Plots' section is active, showing a list of plots. The first plot, '2021 Coventry Hills Garden Plots', has a downward arrow circled in red. The second plot, '2021 Harvest Hills Garden Plots', also has a downward arrow circled in red. At the bottom, there is a '0 Products selected' box and 'Go To Basket' and 'Add To Basket' buttons.

7. Choose the plot(s) that you want to add to your shopping basket by clicking “Add to Basket”.

	 (4'x12')	\$30.00	<input checked="" type="checkbox"/>
	 (4'x12')	\$30.00	<input type="checkbox"/>

0 Products selected Go To Basket Add To Basket

8. You will see a window Welcoming you to a shopping basket. Close the window to proceed.
9. Check all the items in your basket.
10. Click Check Out.
11. Complete and make sure you read the required questionnaire information on the gardens waiver and agreement.
12. Now you are on the payment page, proceed with your preferred payment option.
13. **As per the Gardens Agreement each gardener is required to volunteer and complete the required number of duty shifts** (you’re welcomed and encouraged to do more! 😊). Please proceed to the volunteer sign-up by clicking on the appropriate garden’s link below:
- a. Coventry Garden: <https://forms.gle/AUeDMW4YhT3AFqKm9>
 - b. Harvest Garden: <https://forms.gle/kx3AHpigvPGP7vim9>

Thank you for completing this registration process!

If you have any questions along the way, please call (403-226-6422) or email us (info@nhca.ca).

Please Note: The registration for Gardeners will end on May 14st at 9:00am or once all the plots are sold out, whichever comes first.