

## NHCA COMMUNITY MEMBERSHIP GUIDE

1. Go to <https://nhca.powerupsports.com/> and Create a new Profile for you by clicking on “Sign Up” on the right hand side.

The screenshot shows the NHCA Member Zone website. At the top, there is a black header with "POWER UP" and a lightning bolt icon. Below this is the Northern Hills Community Association logo and the text "Northern Hills Community Association MEMBER ZONE". A blue navigation bar contains social media icons for Facebook, Twitter, and Instagram. Below the navigation bar, there is a weather widget for Calgary showing a temperature of -2°C and a forecast of "Mostly Cloudy" with a high of 12°C and a low of -1°C. A date widget shows "Mar 17, 2021". A left sidebar menu includes "Login", "Facilities", "Support", "How To Register", and "FAQ". The main content area is titled "Welcome to the NHCA Member Zone!" and contains instructions for new and existing members. Below this is a "Registration Centre" section with two buttons: "Garden Plots" and "Membership". On the right side, there is a "Log In" and "Sign Up" section. The "Sign Up" button is circled in red. Below the "Log In" button are input fields for "Email Address" and "Password", and a green "Log In" button. Below the "Sign Up" button is a "Forgot your password?" section with a text prompt and an input field for "Email Address", and a red "Reset Password" button.

2. Support Tips window will appear with three easy steps to register. Read it and close the window to proceed.

3. Proceed with creating your account by providing all the necessary information.

a. Choosing a type of membership and click the save button.

4. 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.

- a. 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.

+
Add a Player

\* Don't worry, you can always add more later.

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How many family members would you like to add? 1 ▼

Back

Continue

- b. Fill up the necessary profile information and click save.

+
Add a Player

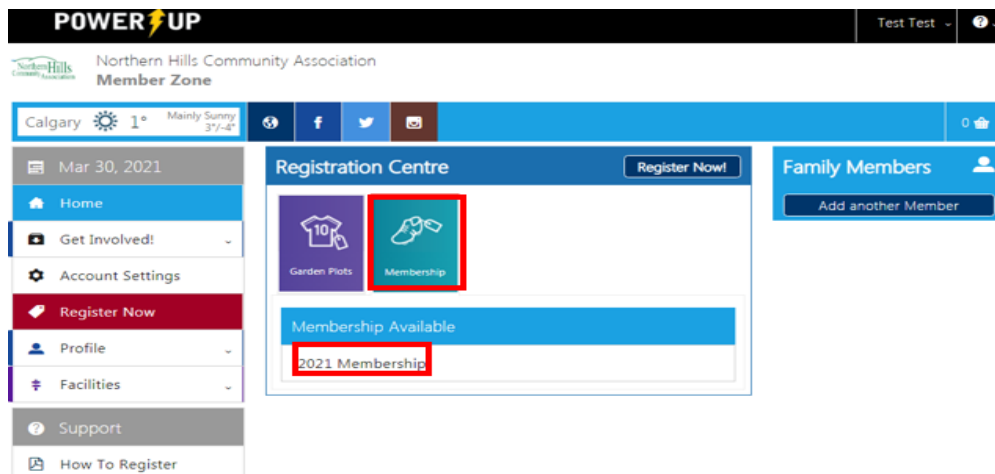
1<sup>st</sup> Player

<p><b>First Name *</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <div style="background-color: #0056b3; color: white; padding: 2px; font-size: 10px; margin-top: 2px;">Must be legal name</div> <p><b>Middle Name</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <p><b>Last Name *</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <p><b>Community *</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="flex-grow: 1;">- Select -</span> <span style="font-size: 12px;">▼</span> </div>	<p><b>Gender</b></p> <p><input type="radio"/> Female <input type="radio"/> Male</p> <p><b>Birth Date *</b></p> <div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; font-size: 10px;">Day ▼</div> <div style="border: 1px solid #ccc; padding: 2px; font-size: 10px;">Month ▼</div> <div style="border: 1px solid #ccc; padding: 2px; font-size: 10px;">Year ▼</div> </div> <p><b>Guardian's Relationship to this Family Member</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="flex-grow: 1;">- Select -</span> <span style="font-size: 12px;">▼</span> </div> <p><b>Membership Type *</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="flex-grow: 1;">- Select -</span> <span style="font-size: 12px;">▼</span> </div>
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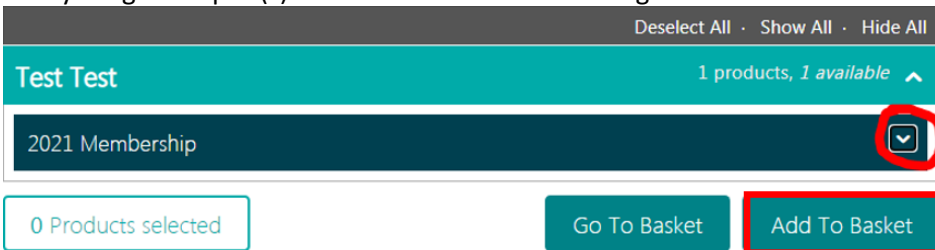
Back

Save

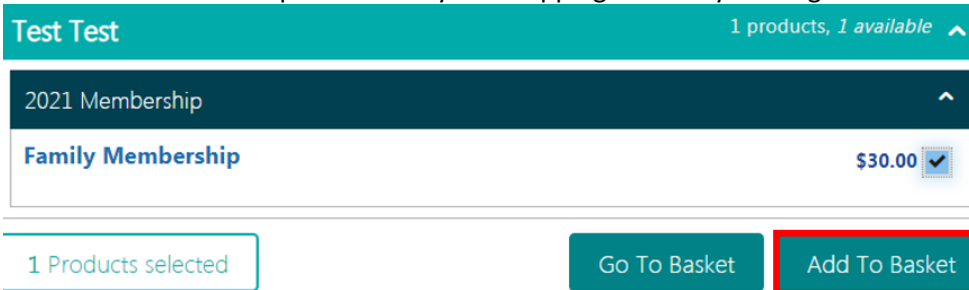
- You are now on your main profile page. Click on “Membership” in the blue Registration Centre line and click on “202X Membership”



- Find your garden plot(s) from last season after clicking the arrow.



- Choose the membership and add to your shopping basket by clicking “Add to Basket”



- Click Check Out, read the membership waiver, and tick the box to confirm. Choose your community and click “Submit”.

I have read and accept the NHCA Membership Waiver

\* Which Community do you live in? --- Select ---

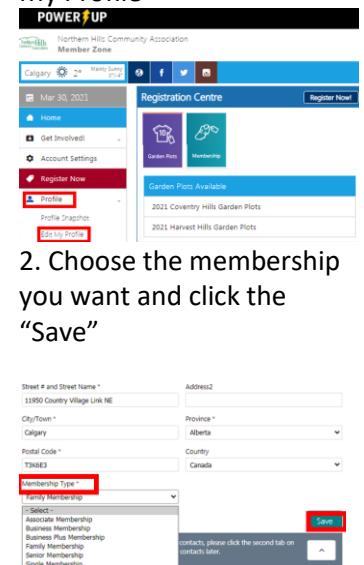
Please specify if Other Community

Submit

- Now you are on the payment page, proceed with your preferred payment option.

If you like to choose different membership,

- Please go to the main page and click “Profile” and “Edit My Profile”



**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](mailto:info@nhca.ca)).**