

## **NCPAL Horizon Registration Instructions**

*If you are completely new to Horizonwebref.com follow these instruction:*

1. Open Horizonwebref.com in a New Web Browser (Google Chrome Recommended)
2. Choose "Member Login" from Grey Toolbar on your Right
3. Choose New Users Registration
4. Complete the Form and Select the Appropriate User Type (Coach or Athletic Director)
5. **Association Number for Boys Program is 205216**
6. **Association Number for Girls Program is 205185**
7. Include in Personal Message Section the Town you belong to & Grade Level you are coaching
8. Submit Registration and Wait for Email Saying you Have Been Accepted

*If you are a Returning User and Need to Update Your Account:*

1. Login on Horizonwebref.com
2. On Home Page Click On Yellow Words "**Change Team Affiliation**"
3. Choose Correct Team Affiliation for the 2020 Season

*If Already a Member of One Program (Boys) and Need to Join the Other (Girls):*

1. Login on Horizonwebref.com
2. Choose Administrative Forms from the Grey Toolbar on your Right
3. Choose "**Join Another Association**"
4. Use 205216 to Join the Boys and 205185 to Join the Girls
5. User Type would be Coach and Include your Town & Grade Level Coaching under Personal Message