

As we prepare for next season, below are some guidelines as it relates to Membership Applications, Minor's Releases, Transfer Request Forms and Rodeo Activities Forms. I would specifically bring your attention to the items listed as **VERY IMPORTANT**.

Once a new member creates their account and/or a returning member renews their membership, the Membership Application, Minor's Release and Transfer Request Form, if applicable, are computer generated. At the completion of the registration process, the member needs to print the Membership Application, Minor's Release and Transfer Request Form, if applicable. **Any old-style paperwork will not be accepted, i.e. old version of Minor's Release. In addition, if a member downloads incorrect paperwork (i.e. Membership Application from a previous year), this paperwork will not be accepted.**

VERY IMPORTANT – Any returning NHSRA member who creates a new profile will be refunded their dues less the online convenience fees and will be required to renew their membership using their existing profile – **NO EXCEPTIONS!** The newly created profile will be deleted once the refund is processed. The member will also be responsible for uploading any documents they uploaded into their new profile into their existing profile. NHSRA will not merge profiles or transfer any paperwork uploaded into the wrong profile into the correct profile. This is the member's responsibility. It would be highly recommended that an email be sent out to all existing members advising them of this situation to avoid any problems once registration begins. As State/Provincial Secretaries, you have access to your members' profiles. If a member does not remember their username, you can access their profile and look this up for them. You do not have access to their passwords. If a member forgets their password, they will have to go to "Returning NHSRA Member," enter their username and click the "Forgot Password" button. A reset password email will be sent to the member's primary email address. Once they receive the email, they will be able to reset their password and have access to their profile. You may want to verify that the primary email address on file is still correct. If their primary email address has changed, you can edit this information for them.

The **Membership Application** must be signed by the member **and** both parents or legal guardian. **If only one parent is signing the form, they must note the reason on the signature line. For example, DECEASED, SOLE CUSTODY, DIVORCED AND FULL CUSTODY, etc.** The following reasons are not acceptable: N/A, divorced, divorced and lives in another state, not available when signing paperwork, etc. If only one parent is signing the paperwork and they are divorced, they either need to state that they have sole custody, full custody, or they are the legal guardian. If they do not have sole custody, full custody, or are the legal guardian, then the other parent must also sign the Membership Application - no exceptions. If one of the parents is deceased, this must be indicated on the paperwork. **Electronic signatures are not accepted; handwritten signatures required.** This information is contained on the bottom of the Membership Application. For legal purposes, we will not accept paperwork without the appropriate signatures.

The **Minor's Release** must be signed by the member **and** both parents or legal guardian before a notary public. Once again, **if only one parent is signing the form, they must note the reason on the signature line. For example, DECEASED, SOLE CUSTODY, DIVORCED AND FULL CUSTODY, etc.** The following reasons are not acceptable: N/A, divorced, divorced and lives in another state, not available when signing paperwork, etc. If only one parent is signing the paperwork and they are divorced, they either need to state that they have sole custody, full custody, or they are the legal guardian. If they do not have sole custody, full custody, or are the legal guardian, then the other parent must also sign the Membership Application - no exceptions. If one of the parents is deceased, this must be indicated on the paperwork. **If a member appears before a notary to sign their Minor's Release and the notary refuses to notarize the member's signature because the member does not have a government issued legal identification, this needs to be noted on the Minor's Release by the notary. The member is still required to sign the Minor's Release.** For legal purposes, we will not accept paperwork without the appropriate signatures.