

Registering for NCHA Secretaries

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First, complete #1, 2, & 3 on the Registration page, then choose "NCHA Judges Pool" in Step 4 labeled 'Add Businesses'.

Next, click on the Register button. Now, logout and return to the front page of the website, where the picture of the lady is located and click on "login". Now, type in your username and password.

The next screen should display a calendar. Before doing anything, go to the upper right and click on the downward pointed arrow in the "Business" box. Then, click on NCHA Judges Pool. The next page that appears will ask for basic information, so please fill the in the blanks accordingly. Finally, type in 5959 for the NCHA Passcode.

Once these basic information fields are complete and register or the enter key has been pressed, a new screen will appear announcing your success. Again, please fill in the required fields and click on "Update Required Fields". Upon doing this, a new screen will appear showing a calendar with green and blue boxes. Green means judges are available on that day and yellow means you have selected a judge for that day.

For further details about scheduling the judge or using the system please go to the messages tab and read the "NCHA Show Secretary Tutorial". Thanks for using ScheduleYourLife.com!