

Individual Registration Instructions

26-Jan-12

Spring 2012 Individual Registration Procedure

Players who are interested in joining a team for the first time this spring but have not already paid their individual registration fee for the 2011/2012 year will need to register online. Membership dues are \$10.00 for January 1 through May 31, 2011. The spring season will start on Monday, January 30, 2012.

To register as a new member, go to the HLTA website at www.hlta.com and click on "Join HLTA" in the top right hand corner of the website. Follow the instructions to pay for your registration with a credit card.

To register as a returning member, log in to the HLTA website with your email address and password. If you have forgotten your password, click on "Forgot Password" and it will be emailed to you. Once you receive your password in an email, be sure to copy and paste the password from the email into the space provided on the log-in screen on the HLTA website to ensure the characters are correct. Once you have logged in, you should get a prompt asking if you want to renew your membership. Follow the steps required to renew your membership. Once registered, you will be able to update your profile and change your password. **All HLTA members who have not renewed their memberships within the last year will need to join as new members.**

Please renew your membership early. Renewing early gives you time should you encounter questions or problems. Please do not wait until the last minute!

Captains are responsible for adding and removing players from the team roster. January 26 will be the last date anyone can be removed from a team. Players can be added to a team any time during the season, as long as the team has fewer than 16 players on its roster. After January 26, the team captain must contact her level coordinator to add a player to her team. That player must have already paid her membership dues in order to be added to the team.

If you have any questions concerning any of these items, please contact the HLTA office at 713-773-4000.

Thank you.

Leona Kain

4th VP