

### **New** KJRA member Registration Direction

- 1) Email us at [kjrsecretary@gmail.com](mailto:kjrsecretary@gmail.com) with the following information First Name, Last Name, date of birth, email address, and phone number for each contestant in the family.
- 2) An invoice for membership fees will be emailed, please pay membership invoice online as soon as possible.
- 3) Once invoice is paid, you will receive an email with contestant login information, please log into your contestant's portal and uploaded the following documents 2023 Membership Application, birth certificate, 2023 Release of Liability, and W-9 for each contestant.
- 4) Email us again at [kjrsecretary@gmail.com](mailto:kjrsecretary@gmail.com) for membership verification, once verified, members will be able to enter rodeo online. Please add in email subject line Verify Membership.

### **Current** KJRA member Registration Direction

- 1) Please log into your contestant's portal and uploaded the following documents 2023 Membership Application, birth certificate, 2023 Release of Liability, and W-9 for each contestant.
- 2) Email [kjrsecretary@gmail.com](mailto:kjrsecretary@gmail.com) when all your documents are uploaded. Please write in the subject Verify membership.
- 3) We will email you an invoice for membership fees, please pay membership invoice online as soon as possible.
- 4) Once invoice is paid you will receive an email confirming payment and you will be able to enter rodeo online.