

Hockey Canada Registry (HCR) 3.0

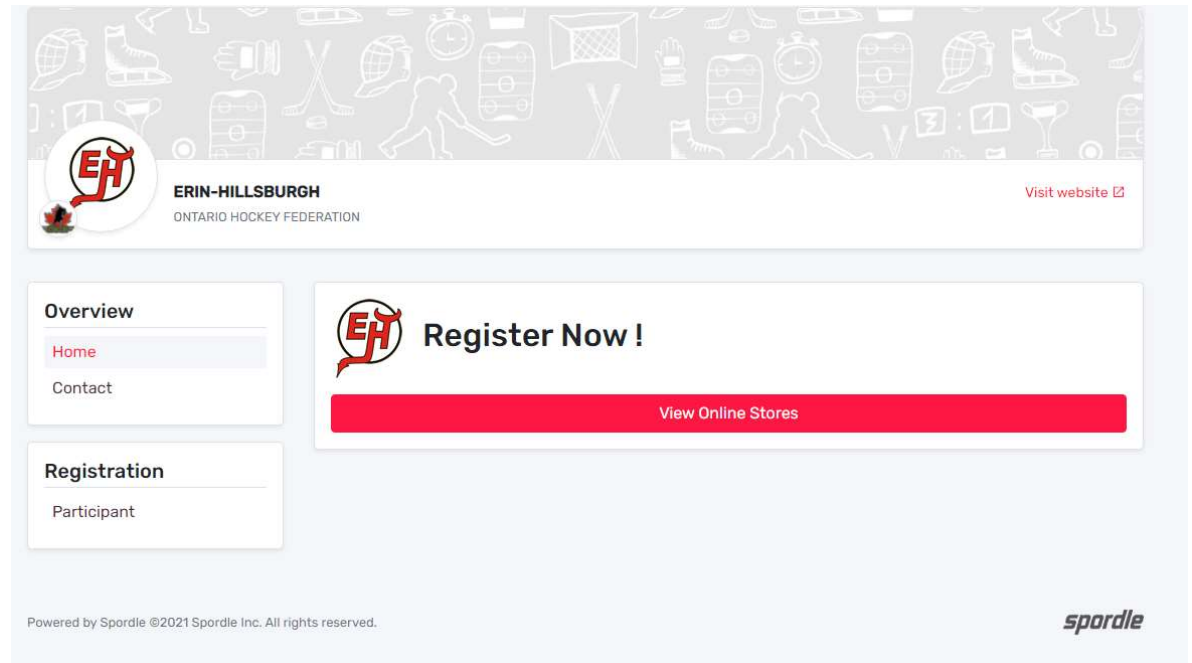
Registration Instructions HCR 3.0

Intro

Hockey Canada has rolled out a new registration platform for all Associations and end users across Canada.

The following slides are provided to help you through the registration process.

You should find that the new release is much easier to use and repetition of data entry is reduced.

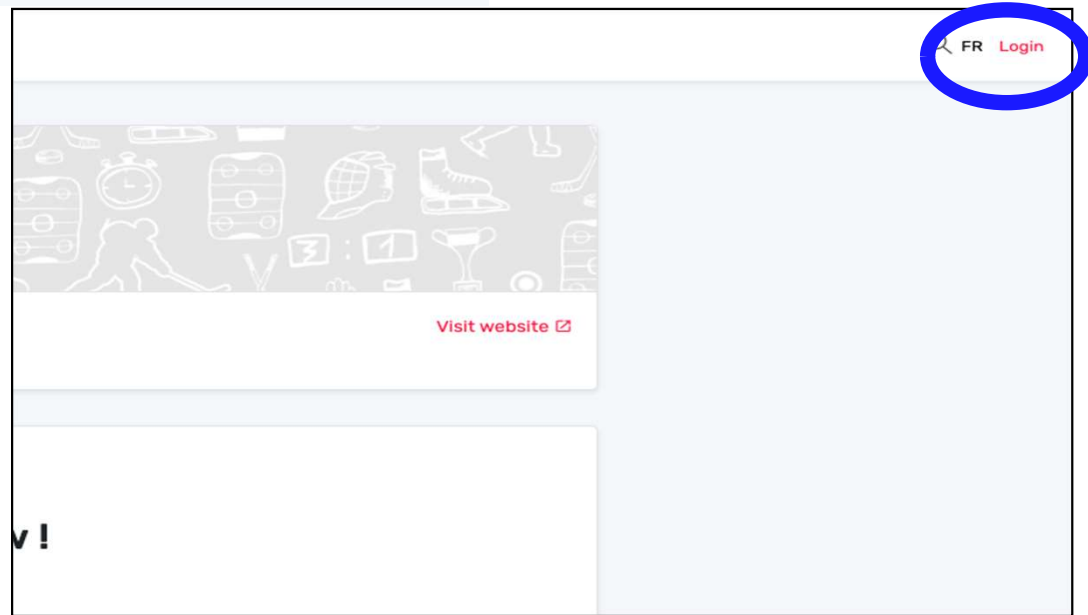
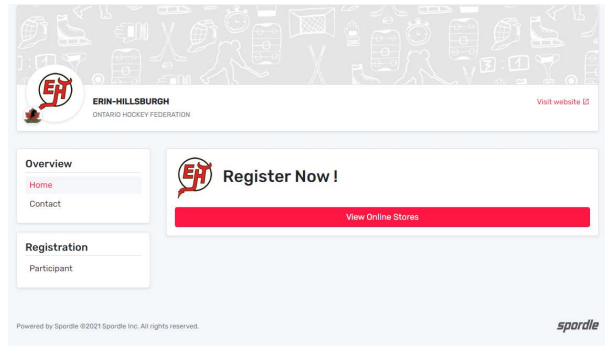


First Sign-in

When you first click the Registration link from our EHMHA website, you will be taken to the “Register Now!” page.

In the upper right corner, you will see the “Login” button. You will click there to create your account in HCR 3.0.

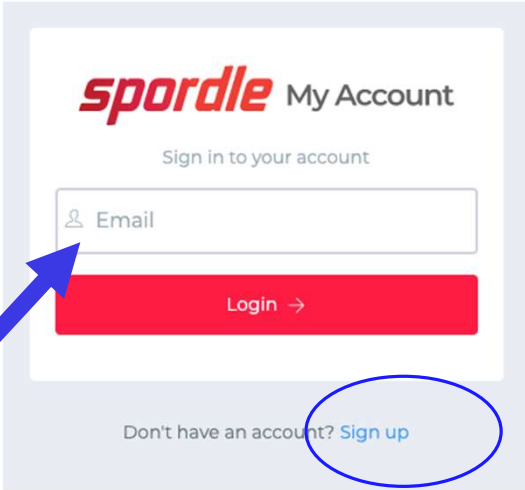
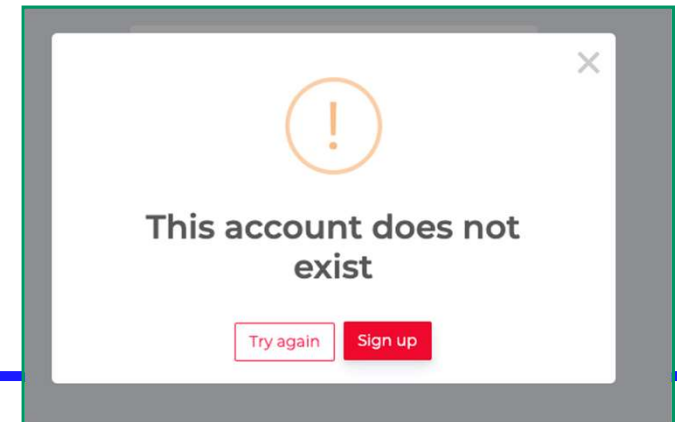
NOTE: All existing members/participants have been migrated from the old system. You will be required to set up a new account. Please use a personal email and not a work email, as those may change and make password recovery difficult. The office no longer has the ability to change passwords.



...First Sign-in

You can either enter an email you have used before or click on the “Sign up” button. Both will prompt you to set up an account.

You may get the error message if the email does not exist in the system. This is OK, just continue to click on Sign up.

A screenshot of the 'spordle My Account' sign-in page. The page has a white background with a light blue border. At the top, the 'spordle' logo is in red, followed by 'My Account' in black. Below this is the text 'Sign in to your account'. There is a white input field with a person icon and the label 'Email'. Below the input field is a red button with the text 'Login →'. At the bottom, there is a link that says 'Don't have an account? Sign up', where 'Sign up' is in blue and underlined. A blue arrow points from the left towards the 'Email' input field. A blue circle highlights the 'Sign up' link.

Creating Your Account

Fill out the form that appears, entering your email, first name and last name.

NOTE: ensure the email is valid and that you have access to it.
A verification code will be sent in the next step!

The password you create must have the following as a minimum:

- 8 characters
- 1 Upper case letter
- 1 lower case letter
- 1 number
- 1 special character (e.g. *^_?, etc.)

Once entered, click “Sign up”

The screenshot shows a web form for creating a Spordle account. At the top left is a link '< Back to login'. The header features the 'spordle' logo in red and 'My Account' in black. Below the header is a 'Sign up' link. The form contains several input fields: 'Email' (with a placeholder 'EMAIL ADDRESS' in a dark box), 'First name', 'Last name', 'Password' (with an information icon), and 'Confirm password'. Below these is a language selection dropdown menu currently set to 'English'. A red 'Sign up →' button is at the bottom of the form. At the very bottom of the page, there is a link 'Already have an account? Sign in'.

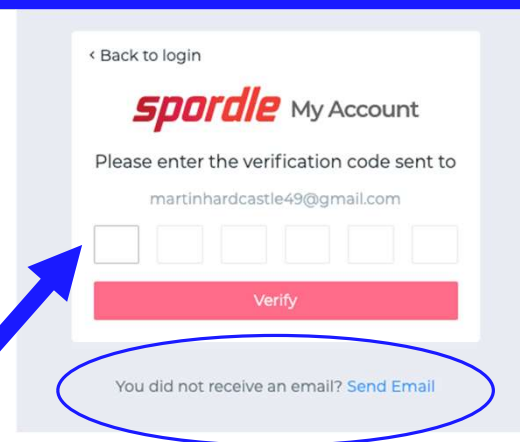
...Creating Your Account

Enter the verification code sent to you via email. If email is not received, you can try the “Send Email” link on the bottom. As well, check your spam/junk folders.

Once entered, click “Verify”

If verification is valid, you will be directed to the login screen again. Login (again), and then agree to Hockey Canada Registry Terms and Conditions.

After that, you will be directed to the Register Now! page again, but this time you are signed in and ready to register participants.



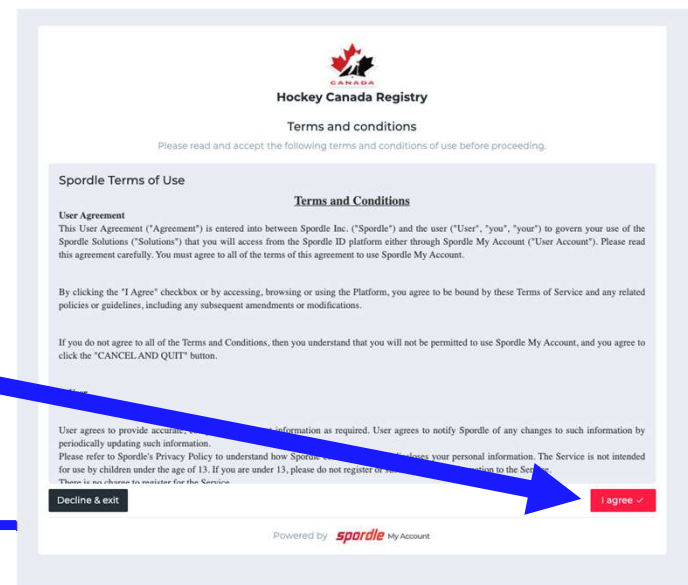
< Back to login

spordle My Account

Please enter the verification code sent to
martinhardcastle49@gmail.com

Verify

You did not receive an email? [Send Email](#)



Hockey Canada
Hockey Canada Registry

Terms and conditions

Please read and accept the following terms and conditions of use before proceeding.

Spordle Terms of Use

Terms and Conditions

User Agreement

This User Agreement ("Agreement") is entered into between Spordle Inc. ("Spordle") and the user ("User", "you", "your") to govern your use of the Spordle Solutions ("Solutions") that you will access from the Spordle ID platform either through Spordle My Account ("User Account"). Please read this agreement carefully. You must agree to all of the terms of this agreement to use Spordle My Account.

By clicking the "I Agree" checkbox or by accessing, browsing or using the Platform, you agree to be bound by these Terms of Service and any related policies or guidelines, including any subsequent amendments or modifications.

If you do not agree to all of the Terms and Conditions, then you understand that you will not be permitted to use Spordle My Account, and you agree to click the "CANCEL AND QUIT" button.

User agrees to provide accurate, complete and up-to-date information as required. User agrees to notify Spordle of any changes to such information by periodically updating such information.

Please refer to Spordle's Privacy Policy to understand how Spordle collects, uses and discloses your personal information. The Service is not intended for use by children under the age of 13. If you are under 13, please do not register for or use the Service.

There is no charge to register for the Service.

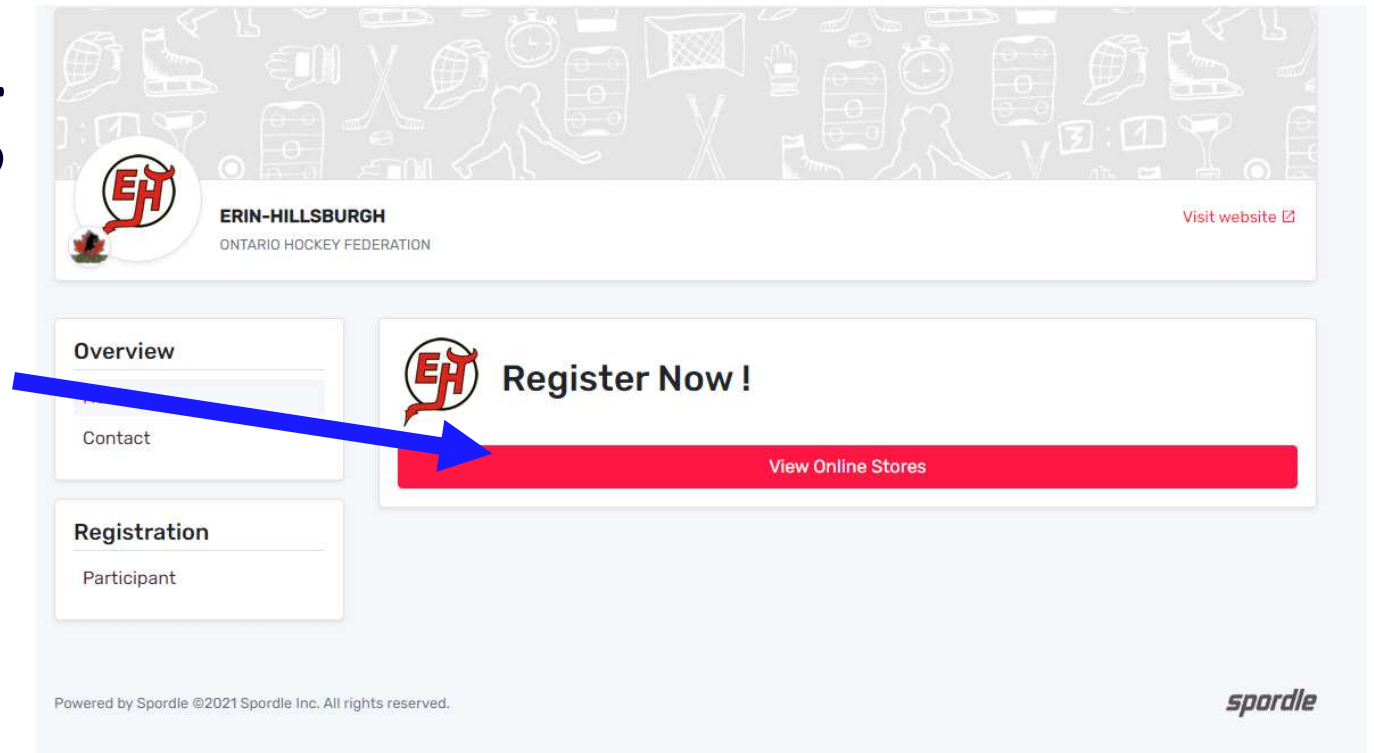
Decline & exit

I agree ✓

Powered by **spordle** My Account

Registering

To register a player, you need to start by clicking “View Online Stores”.

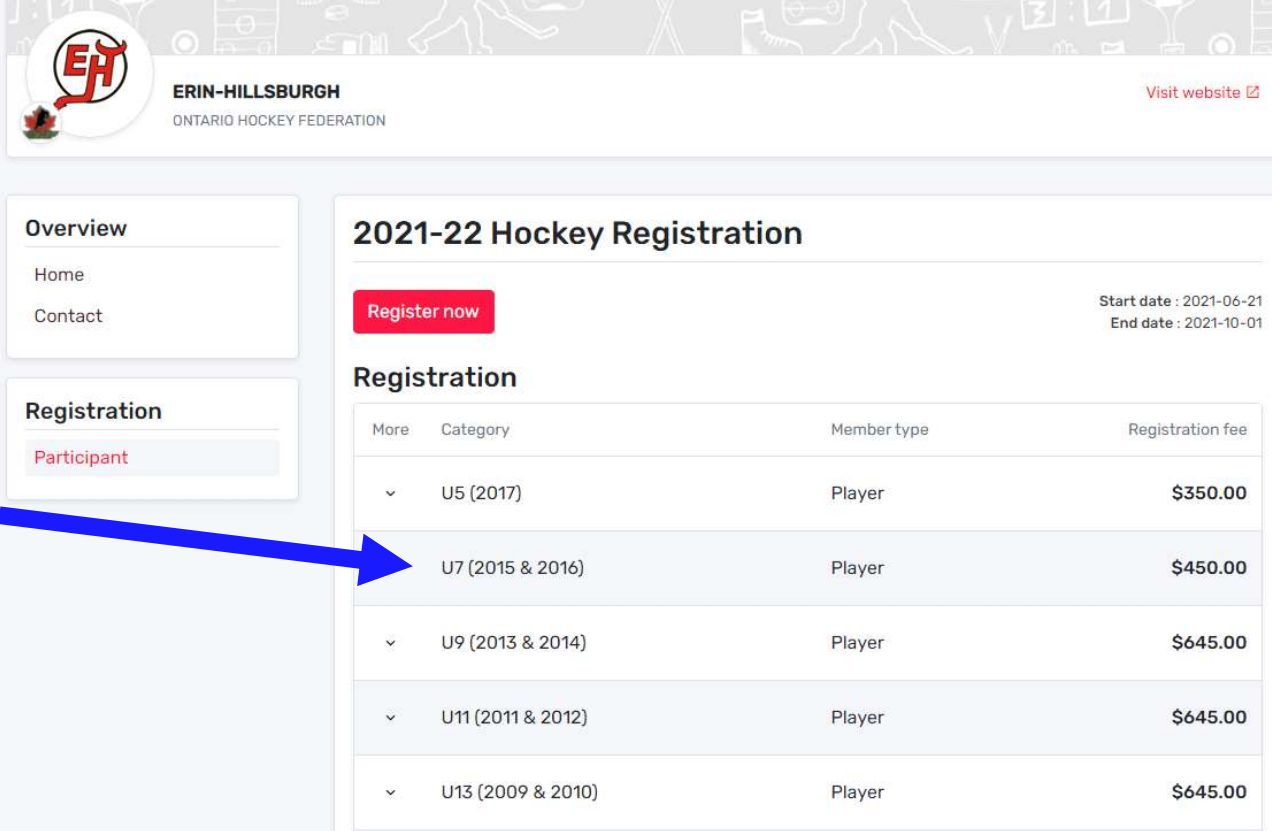


...Registering

Online Store

Simply choose the category that matches the birth year of your player.

****NOTE FEES AND ITEMS ARE FOR EXAMPLE ONLY AND ARE SUBJECT TO CHANGE**



ERIN-HILLSBURGH
ONTARIO HOCKEY FEDERATION

[Visit website](#)

Overview

- Home
- Contact

Registration

- Participant**

2021-22 Hockey Registration

[Register now](#) Start date : 2021-06-21
End date : 2021-10-01

Registration

More	Category	Member type	Registration fee
▼	U5 (2017)	Player	\$350.00
	U7 (2015 & 2016)	Player	\$450.00
▼	U9 (2013 & 2014)	Player	\$645.00
▼	U11 (2011 & 2012)	Player	\$645.00
▼	U13 (2009 & 2010)	Player	\$645.00

...Registering

You have the option of registering an existing participant OR registering a new participant.

If your participant has played before, select “register an existing participant”. If your participant has never played organized hockey, select “register a new participant”.

We are obligated to confirm age and residency. If you are registering a new participant, we will be contacting you for proof of birth and address.

Once your selection is made, click “Start Registration”

Let's start with existing participant...

The screenshot shows a web form titled "Register a participant" with a close button (X) in the top right corner. The form contains two main options, each with a person icon and a plus sign:

- Register an existing participant**
Already participated in organized hockey as a player, coach, official or volunteer.
- Register a new participant**
Never participated in organized hockey.

Below these options is a blue button labeled "Start Registration →".

In the background, a table is partially visible with the following data:

ERIN-HIL	ONTARIO H	
		Visit website 🔗
		Start date : 2021-06-23 End date : 2021-10-01
		Registration fee
		\$300.00
U7 (2015 & 2016)	Player	\$400.00

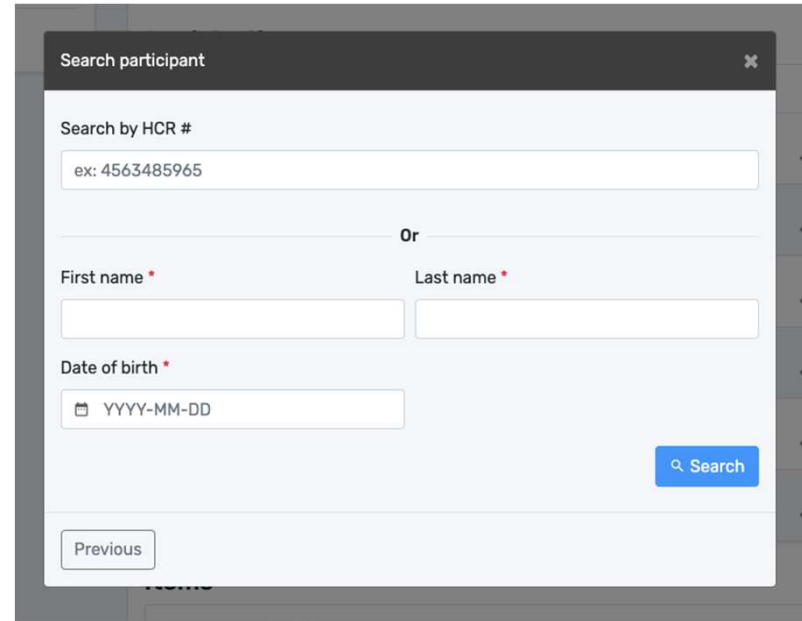
...Registering

EXISTING PARTICIPANT

Your player may show up in your account, but if not, you simply have to search for them and then select.

You can search by HCR# or by First, Last Name
AND Birthdate (required).

Once found a list of available registrations is displayed under their name. Typically only your player will show up, but there may be multiple selections. The default selection should be the correct one based on the birth year. Please read and confirm your player.

A screenshot of a web form titled "Search participant" with a close button (X) in the top right corner. The form has a light blue background and a white border. It contains three main search sections: "Search by HCR #" with a text input field containing "ex: 4563485965"; "Or" with a horizontal separator; and a section with "First name *" and "Last name *" labels above two text input fields. Below these is a "Date of birth *" label above a date picker input field showing "YYYY-MM-DD". A blue "Search" button with a magnifying glass icon is on the right. A "Previous" button is at the bottom left.

...Registering

EXISTING PARTICIPANT

Again, the default selection should be the correct one based on the birth year, however, READ and CONFIRM carefully!

The example on the right, shows an example of multiple selections. Ensure the proper registration is selected based on BIRTH YEAR.

Then click “Next”

Registration Options

TM TEST MEMBER (6 yrs.)

Available Registrations

- ☒ U5 (2017) (\$300.00)
- ☐ U7 (2015 & 2016) (\$400.00)

Previous Next

Ensure the correct
registration, by
birth year is selected!

...Registering

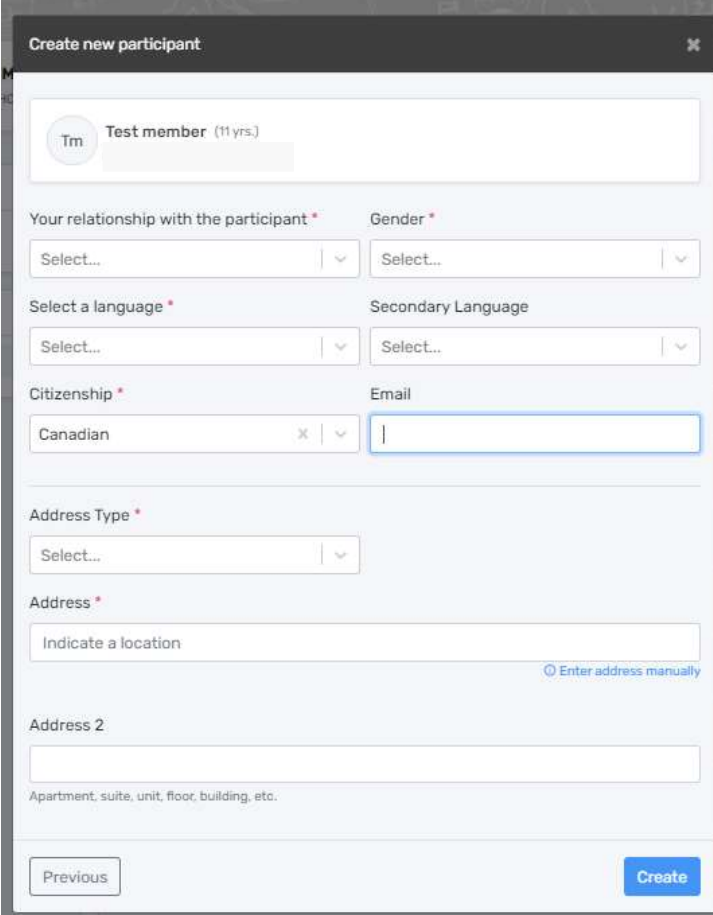
NEW PARTICIPANT

The process for a new participant is the same as explained previously, except BEFORE you get to available registrations you will be filling out all the information for the new participant, including all your information, address etc.

Remember to only select NEW Participant if they have never played hockey before within Canada.

We will be contacting you prior to your first ice time for proof of age (birth certificate or passport) and residency (parent/guardian drivers licenses).

The email you enter here does not have to be the same email you used for your log in. It MUST be the email you wish to be used for your coach or the EHMHA to contact you. Please use an email you check frequently.



The screenshot shows a web form titled "Create new participant" with a close button (X) in the top right corner. The form is for a "Test member (11 yrs.)" and includes the following fields:

- Your relationship with the participant ***: A dropdown menu with "Select..." as the placeholder.
- Gender ***: A dropdown menu with "Select..." as the placeholder.
- Select a language ***: A dropdown menu with "Select..." as the placeholder.
- Secondary Language**: A dropdown menu with "Select..." as the placeholder.
- Citizenship ***: A dropdown menu with "Canadian" selected and a close button (X).
- Email**: A text input field.
- Address Type ***: A dropdown menu with "Select..." as the placeholder.
- Address ***: A text input field with the placeholder "Indicate a location". A link "Enter address manually" is visible to the right.
- Address 2**: A text input field.
- Apartment, suite, unit, floor, building, etc.**: A text input field.

At the bottom of the form, there are two buttons: "Previous" and "Create".

...Registering

Questionnaire

Once the participant and their category is selected, the next step is reviewing the questionnaire. You are required, to fill this out for each player you register. This is how Hockey Canada has set up the platform.

The screenshot shows a web interface titled "Questionnaire" with a close button (X) in the top right corner. Below the title bar, there is a white box containing a circular icon with "TM" and the text "TEST MEMBER (6 yrs.)" and "U7 (2015 & 2016)". Below this box, the section "Player Details (U7 and Below)" is displayed. It contains two questions, each with a dropdown menu. The first question is "Which jersey size will be required for this season? *" with a dropdown menu showing "Select..." and a downward arrow. The second question is "Which size of hockey socks will be required?" with a dropdown menu showing "Select..." and a downward arrow. At the bottom of the form, there are two buttons: "Previous" on the left and "Next" on the right.

...Registering

Optional Items

Once you have clicked “Next” on the questionnaire you will be brought to the optional items for purchase.

Tryout packages are OPTIONAL and should only be selected if your player is trying out for one of our rep teams in the fall. In order to tryout, registration must be complete and paid by August 30, 2021. If your player is trying out, Select the appropriate tryout package by year of birth.

You must select the “+” to add a tryout package to your cart. If you do not wish to purchase a tryout package, simply leave it at zero.

Click Next

Items Selection

TM TEST MEMBER (6 yrs.)
U7 (2015 & 2016)

Optional Items

TRYOUTS

U8/9 Tryout Card

Price: \$100.00

– 00 +

TRYOUTS

U10/11 Tryout Card

Price: \$100.00

– 00 +

TRYOUTS

U12/13 Tryout Card

Price: \$75.00

– 00 +

TRYOUTS

U14/15 Tryout Card

Price: \$75.00

– 00 +

TRYOUTS

U16/17/18 Tryout Card

Price: \$75.00

– 00 +

TRYOUTS

U19/20/21 Tryout Card

Price: \$75.00

– 00 +

Selected Items (0) \$0.00

Previous

Next

...Registering

Waivers

Next are the waivers. These will include mandatory Hockey Canada waivers along with our own.

Waivers

TM TEST MEMBER (6 yrs.)
U7 (2015 & 2016)

Waivers (1 of 4)

HOCKEY CANADA
Agreement

Hockey Canada does not sell, trade or otherwise share the information we collect outside our Members and Associations. However, we may from time to time use this information for the purposes of offering additional services, promotions, including promotions offered by third parties, and/or hockey specific research. This type of usage of your personal information by Hockey Canada, its Members and/or associations is entirely at your discretion. Should you choose to allow this type of usage please check the box below.

☐ I have read and accept the waiver *

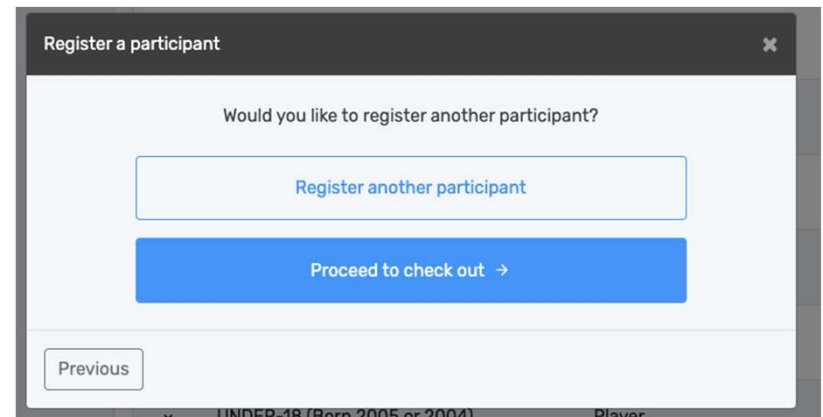
Previous

Next

...Registering

Checking Out? Registering another player?

Once you have clicked on the last waiver you are brought here. It asks if you want to proceed to checkout or if you want to register another. If you accidentally press the wrong selection, you will get another chance to go to payment, or register another participant depending on what you selected.



The screenshot shows a modal window titled "Register a participant" with a close button (X) in the top right corner. The main text inside the modal asks, "Would you like to register another participant?". Below this text are two buttons: a light blue button with the text "Register another participant" and a solid blue button with the text "Proceed to check out →". At the bottom left of the modal is a "Previous" button. Below the modal, a portion of a table is visible, showing a dropdown menu with "UNDER-18 (Born 2005 or 2004)" selected and a "Player" column header.

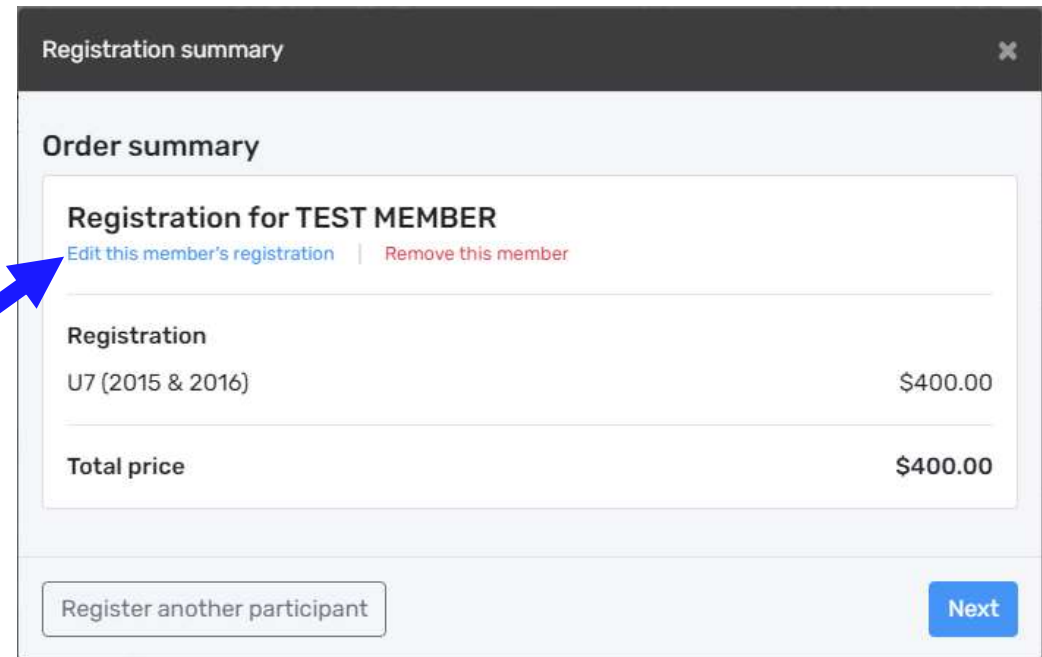
...Registering

Made a Mistake/Forgot Something? No Problem

Review your “order”. If something isn’t correct you can:

1. Remove optional items (i.e. Tryout Card) or
2. Edit the registration- it will take you back to the first screen for that member’s registration and you can redo it. (e.g. selected wrong birth year, forgot to add the tryout package, etc.)

****NOTE FEES AND ITEMS ARE FOR EXAMPLE ONLY AND ARE SUBJECT TO CHANGE**



Registration summary

Order summary

Registration for TEST MEMBER

[Edit this member's registration](#) | [Remove this member](#)

Registration	
U7 (2015 & 2016)	\$400.00
Total price	\$400.00

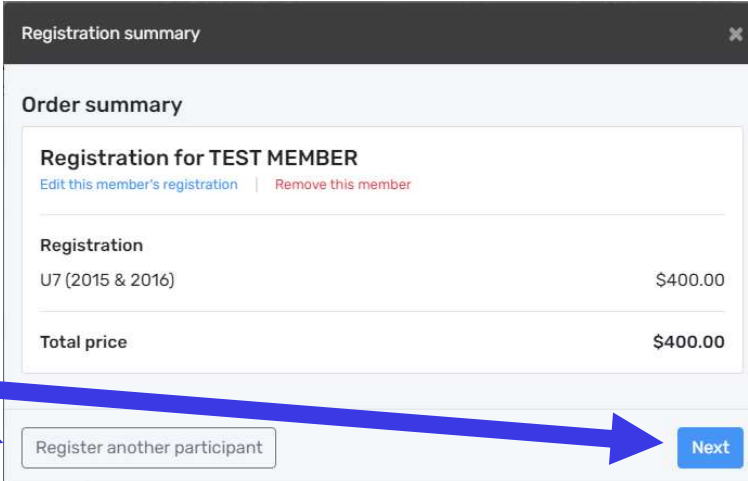
[Register another participant](#) [Next](#)

...Registering

Your Cart/checkout

Prior to checkout you can view the Order summary. If you wanted to register another player, select the button the bottom left.

Otherwise, if you are OK with the summary simply click next.



Registration summary

Order summary

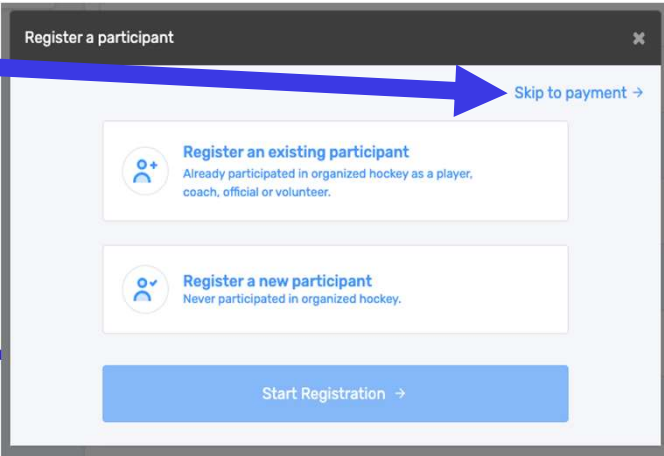
Registration for TEST MEMBER
[Edit this member's registration](#) | [Remove this member](#)

Registration	
U7 (2015 & 2016)	\$400.00
Total price	\$400.00

[Register another participant](#) [Next](#)

If you accidentally selected Register another participant and want to check out, you can get back to your checkout by selecting Skip to payment.

****NOTE FEES AND ITEMS ARE FOR EXAMPLE ONLY AND ARE SUBJECT TO CHANGE**



Register a participant

[Skip to payment →](#)

[Register an existing participant](#)
Already participated in organized hockey as a player, coach, official or volunteer.

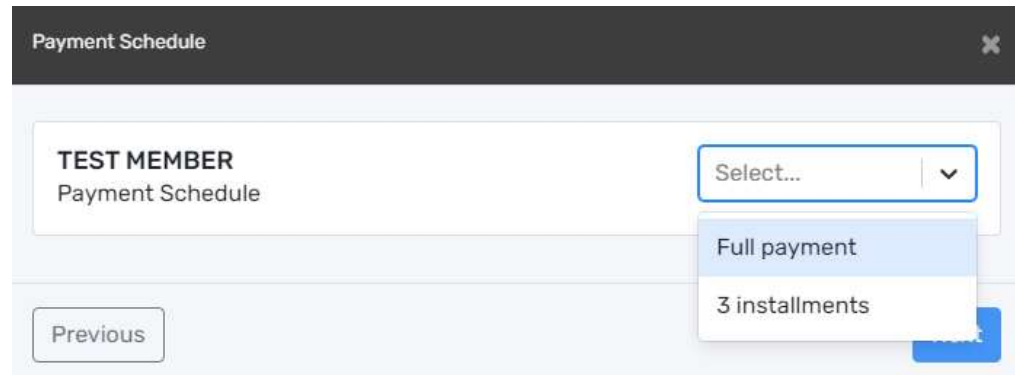
[Register a new participant](#)
Never participated in organized hockey.

[Start Registration →](#)

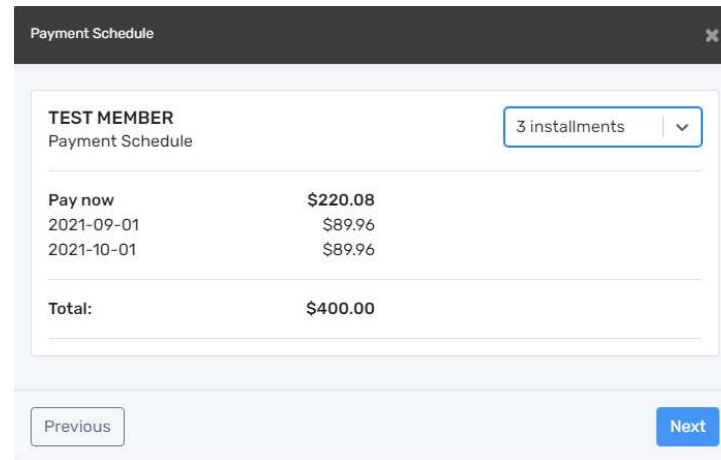
...Registering

Payment Schedule:

Select either “Full payment” or “3 installments” option.



The dialog box is titled "Payment Schedule" and contains a header "TEST MEMBER Payment Schedule". A dropdown menu is open, showing two options: "Full payment" and "3 installments". A "Previous" button is located at the bottom left of the dialog.



The dialog box is titled "Payment Schedule" and contains a header "TEST MEMBER Payment Schedule". The dropdown menu is set to "3 installments". Below the header, the following payment schedule is displayed:

Pay now	\$220.08
2021-09-01	\$89.96
2021-10-01	\$89.96
Total:	\$400.00

At the bottom of the dialog, there are "Previous" and "Next" buttons.

...Registering

Payment Terms and Conditions

Next is our terms and conditions of payment and registration. Payment can be made by Visa, Visa Debit or MasterCard. Our refund policy can be found on our website (<https://ehmha.ca>) under the Support Resources Players/Parents tab. Please review prior to registering.

Payment Terms and Conditions

Payment Terms and Conditions

Payments must be made at time of registration. No participant will be allowed on the ice until payment is received and the mandatory one-time Parent Respect in Sport is linked to the player profile.

Payment Options:

Payments can be made by Visa, ~~Visa Debit~~ or MasterCard

1) Full Payment; or

2) 3 Installments

- Initial payment will be 50% of fees upon registration
- 25% will be charged on September 1, 2021
- The final 25% will be charged on October 1, 2021

Refund Policy:

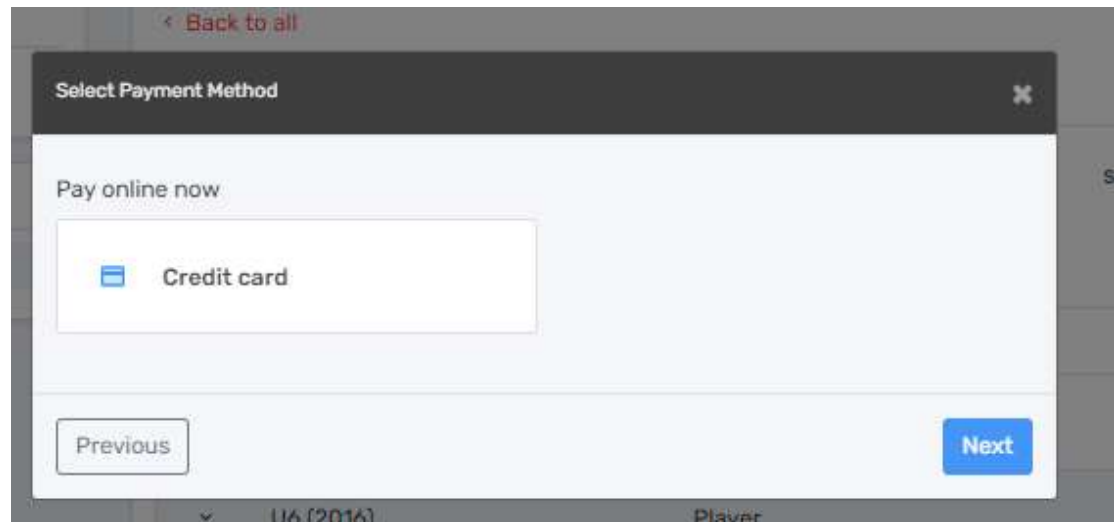
☐ I have read and accept the terms and conditions *

Previous

Next

...Registering

Payment is made online like any other online transaction. Simply follow the directions.



The screenshot shows a 'Select Payment Method' dialog box with a dark header bar containing a close button (X) and a '< Back to all' link. The main content area is light blue and features the text 'Pay online now' above a white box containing a credit card icon and the text 'Credit card'. At the bottom of the dialog, there are two buttons: 'Previous' on the left and 'Next' on the right. The background of the page is partially visible, showing a dropdown menu with 'U6 (2016)' and the word 'Player'.

Oops, I forgot something!

If you forgot to purchase a tryout package or if your player changed their mind about trying out, please contact us prior to August 30, 2021 at:
registrar@ehmha.ca

At this time, participants do not have access back into their store to purchase added items (other than registering another player). Our EHMHA office will need to do this manually.

Once complete, you will see a Thank You screen with your receipt number.



Thank you for Registering!

Your receipt number is: #.....

Thank you for registering with Erin-Hillsburgh Minor Hockey. We are looking forward to an exciting 2021-22 season. Please ensure you are checking our [website](#) regularly for season updates and important announcements.

Your registration needs to be confirmed by the EMMHA. Once the following items are complete, you will receive a confirmation of registration email.

- For new players, we will require documented proof of age and residency;
- One time [Respect in Sport](#) online course needs to be on file;
- Full payment is made.

If you have any issues with the registration process, please contact us at registrar@ehmha.ca.

Thank you!

You are done!

Congratulations, you have successfully registered a player. The email confirmation you receive is simply an invoice showing the all items purchased.

Please retain your invoice for proof of payment.

NEW: We are now required to confirm registration. Once your items are complete:

- *Payment
- *Respect in Sport Parent course
- *New Players: proof of age/residency,

you will receive a confirmation email.

Please keep an eye on our [homepage](#) for important announcements regarding the upcoming season.

If you are interested in volunteering, please contact us!

If you need to contact our office, **please provide your name and your player's name and their date of birth** so we can assist you as efficiently as possible. Contact: registrar@ehmha.ca

Thank you!