



# PARENT GUIDE

(Online registration for the 2022-2023 season)



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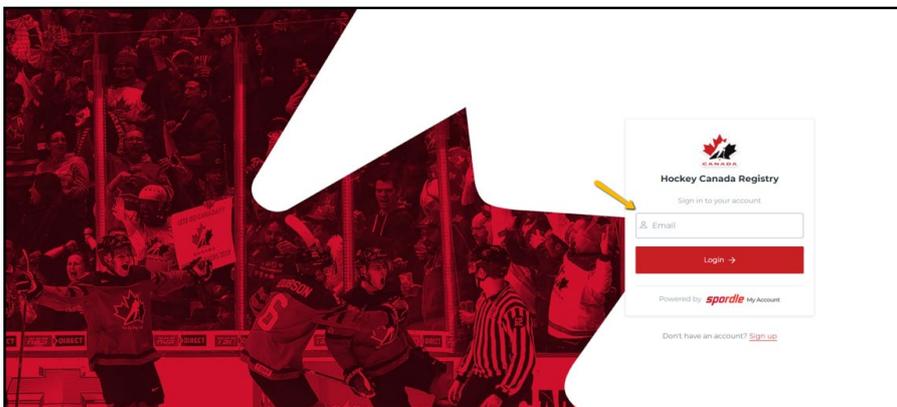
## 1. MY ACCOUNT – SET UP

The first step is to create a login account.

Navigate to <https://register.hockeycanada.ca/home> and click 'Login' from the top right-hand corner.



To create a new account, you will first need to enter your email to confirm if an account exists with that email. If no account is found, click 'Sign up' to create your login.



Enter your first and last name, and a password - your password needs to contain an Upper case letter, a lower-case letter, a number and a symbol, then click 'Next'.

< Back to login



**Hockey Canada Registry**

Sign up  
All fields are required

Email  
sally.test@gmail.com

First name

Last name

Password 

Confirm password

Next →

Powered by **spordle** My Account

Select the desired language, enter your phone number and address, then click, 'Sign up'

< Back to login



**Hockey Canada Registry**

Sign up  
All fields are required

< Previous

English 

 +1 \_\_\_-\_\_-\_\_\_\_

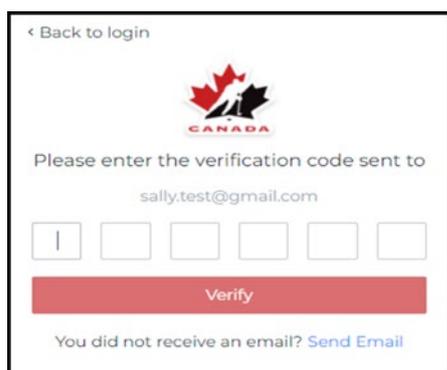
Address

Enter address manually

Sign up →

Powered by **spordle** My Account

A 6-digit code will be sent to your email (check junk mail if you do not receive the code). Enter the code to verify your account.



< Back to login



Please enter the verification code sent to  
sally.test@gmail.com

Verify

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

Click 'I agree' on the terms and conditions



  
**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.

Decline & exit I agree ✓

Powered by  My Account

Congratulations, you now have Spordle My account on HCR 3.0 - Hockey Canada Registry.

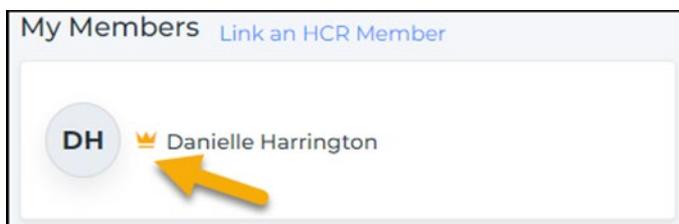
## 2. MY ACCOUNT – DASHBOARD

The Dashboard of My Account is a display of all organizations and members your login account has access to within the HCR 3.0 platforms.

What you can do on the Dashboard page:

- Link yourself and your family's Hockey Canada profiles to your login account.
- Dashboard Configurations - My members

When you first set your My Account, the Dashboard page will only show one member of My Members section. You will notice that your name will have a gold crown beside it. The gold crown indicates that this is a login account only - no Hockey Canada profile information will be included on the member.



a. Link yourself and your family's Hockey Canada profiles to your login account.

Link Hockey Canada Information to your login account

To add yourself and your family members, click 'Link an HCR Member.'

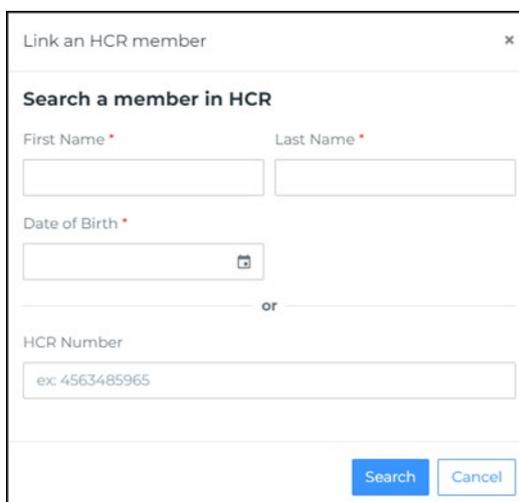
Enter the name and birthday of the member or HCR#

Click 'Search'

Click 'Link this member'

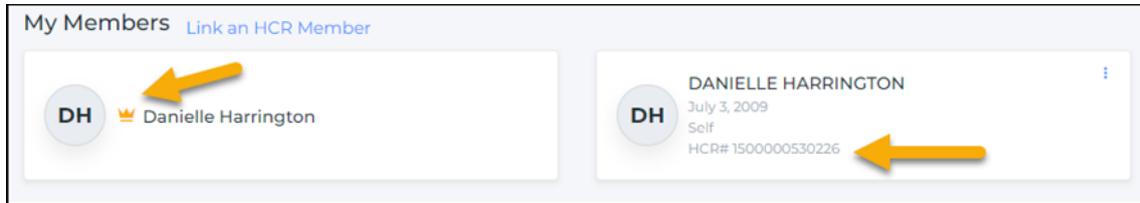
Select the relationship of the member. Note: choose 'Self' when adding your own profile.

Click 'Link'



A Hockey Canada profile is now linked to your login account. If you need to remove a linked member, click on the 3 blue dots and select 'Remove'.

To add another member, click on 'Link an HCR Member' and repeat each step.

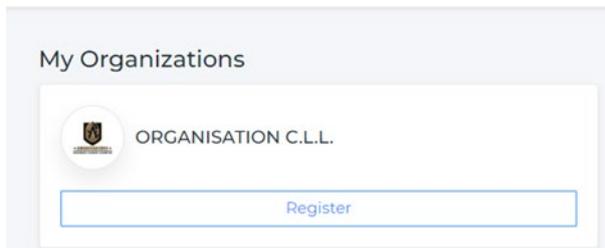


## b. Dashboard - My organizations

Once you have your members linked to your My Account, refresh the page. A new section above My Members will now be there called My Organizations.

My members: There will be a box for each organization that a linked member to My Account belongs to.

In the example below, I've linked Kim to my account. Kim is a member of the Organization CLL minor hockey association and she is able to sign up to play with them.



### 3. MY ACCOUNT – MEMBERS - DOCUMENTATION

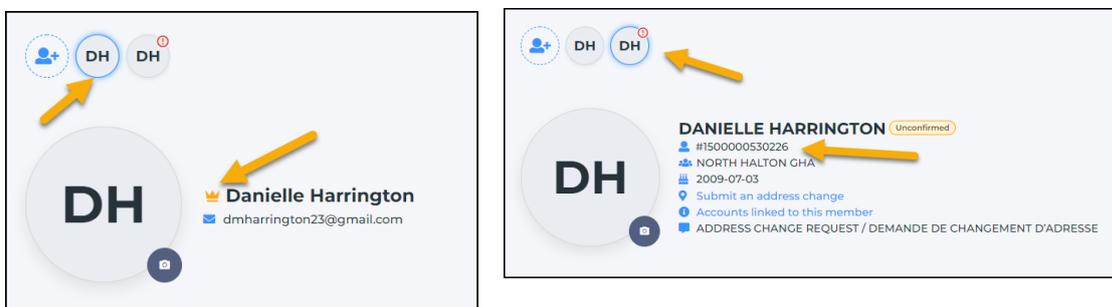
When entering the Members section of My Account, you will see at the top circles with initials or pictures. Each circle represents a profile that is linked to your account, as well as one of your log in accounts.

You can add a member by clicking the circle with the 'person +' and follow the instruction of Linking a member.

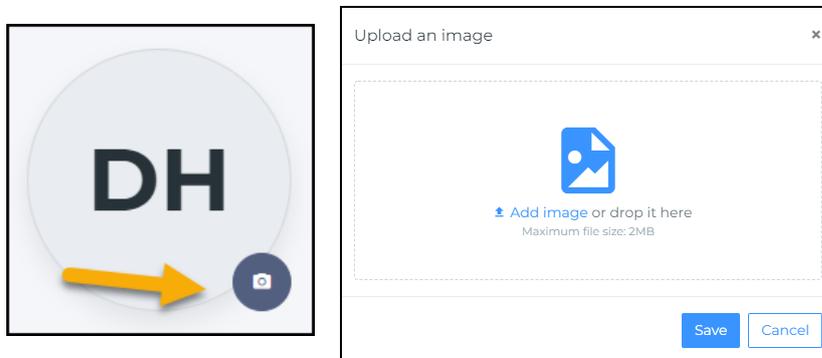
The profile showing a gold crown is your login account. To view information related to your Hockey Canada profile, select the circle that lists your Hockey ID#.

NOTE: If you have linked your Hockey Canada profiles to your My Account, your name will appear in 2 circles.

The profile with a gold crown is your login account. To view your Hockey Canada profile information, select the circle that shows your Hockey ID number.

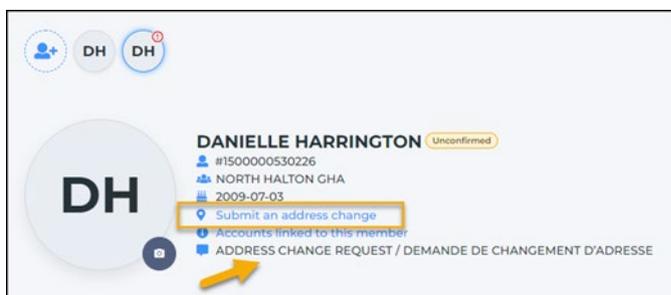


To add a picture to your profile, click the 'Camera', 'Add image', and 'Save'.



## a. Change Address

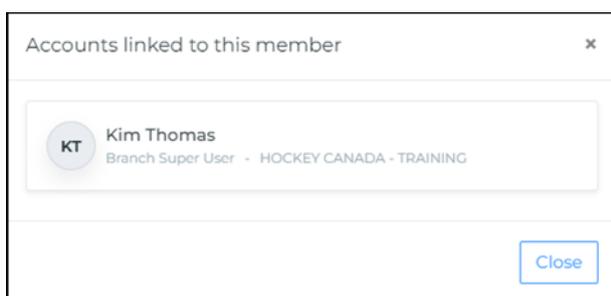
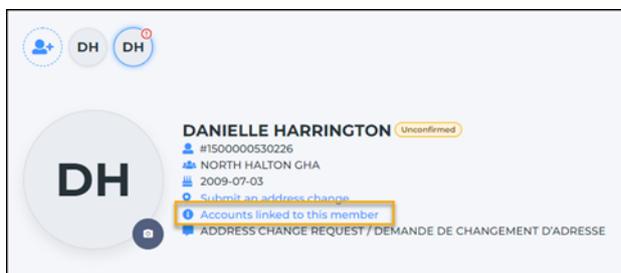
To update an address from My Account / Members menu, click on the member's circle so their information is displayed. Click on 'Submit an address change'. The message Address Change Request will be added, and the profile status will change to Unconfirmed the next time you log in to your My Account.



Note: To update an address to more than one profile linked to your My Account at once, you can make the change from the settings menu.

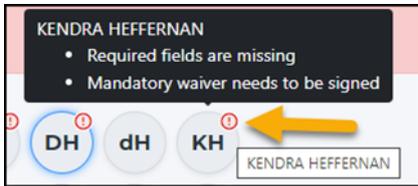
## b. Linked to this Member

By clicking on the accounts linked to this member, you can view who has added this HCR member to My Account.



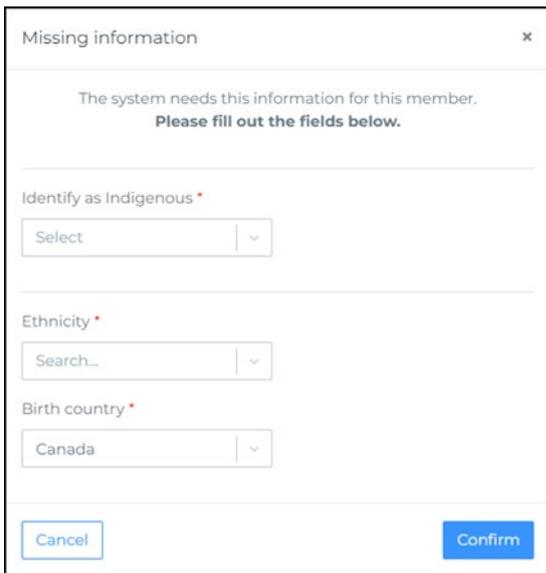
### c. Red Exclamation Mark

From time to time, you may find red exclamation marks on the circle with the profile's initials. This will let you know that there are missing requirements that needs to be updated - Required fields are missing, mandatory waivers need to be signed, and/or missing documents.

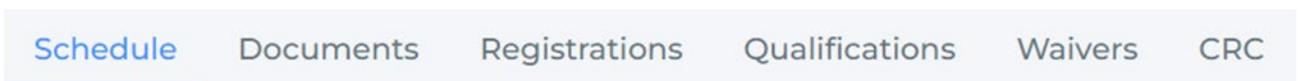


### d. Required fields are missing

There are fields that are now mandatory to be updated on a member's profile - Indigenous, Ethnicity, and Birth Country. If these are missing from a member's profile, a required fields are missing flag will show on the profile page. You can click on the flag to open it, and you can update the missing fields.

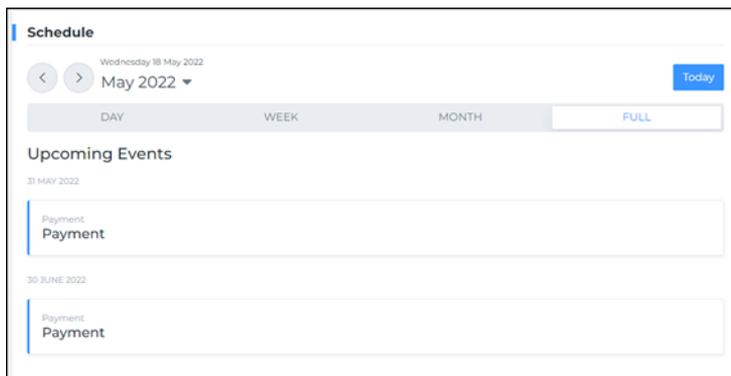
A 'Missing information' dialog box with a close button (x) in the top right corner. The text inside reads: 'The system needs this information for this member. Please fill out the fields below.' There are three dropdown menus: 'Identify as Indigenous' with 'Select' as the current value, 'Ethnicity' with 'Search...' as the current value, and 'Birth country' with 'Canada' as the current value. At the bottom, there are two buttons: 'Cancel' and 'Confirm'.

### e. Tabs available on a members page



#### i) Schedule:

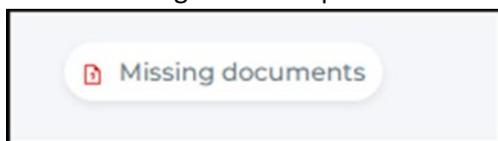
Upcoming payments and course dates can be viewed for the selected participant. If the course is offered online, a link will be available by going to the date the course starts on. You can view the schedule by day, week, month or full schedule.



ii) Documents:

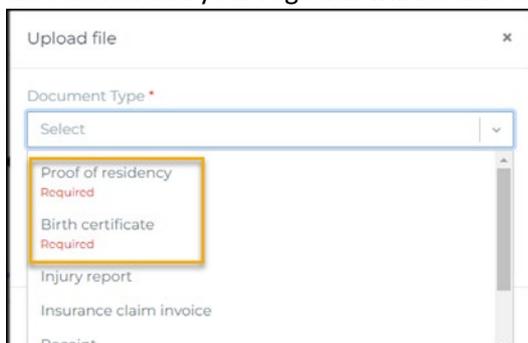
Documents may be required to approve your profile - please ask your association for a full list of what is required in your area.

If a document is needed, you may see a Missing Document Flag, you can click on it and it will let you know what is missing or needs updated.



Required documentation can be added, click the 'Add' button, select the Document type, then click 'Save'. Only one document can be added at a time, but type of document can be used as many times as needed.

If a document has been added by mistake, or is no longer valid, please contact your local hockey association and your registrar will be able to remove them.



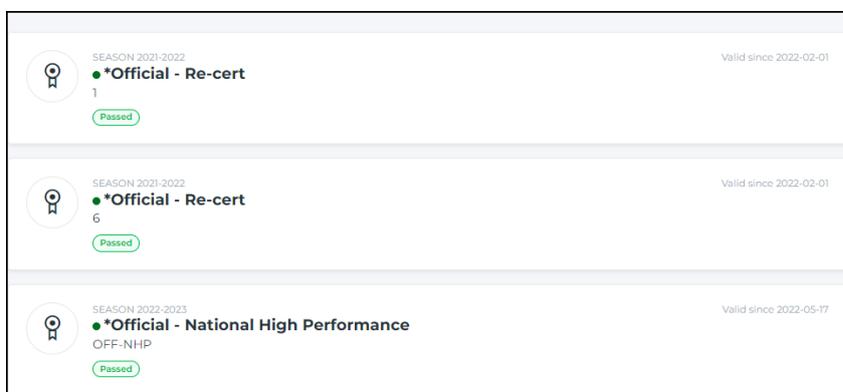
iii) Registrations :

A history of the participant's registration can be viewed here.



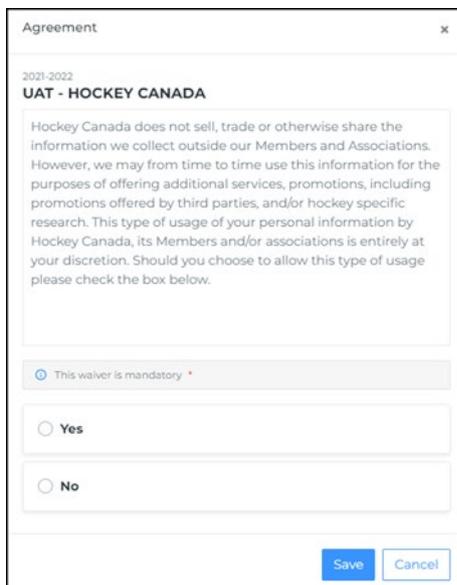
iii) Qualifications :

All qualifications and the status will be shown for the participant. When registering for a course, be sure to use your correct HCR#, so the qualification can be added to your profile.



iv) Waivers :

If a waiver is needs to be signed, you may see a Mandatory waiver needs to be signed Flag, you can click on it and it will open the waiver that needs to be signed.



A history of the member's waivers will be displayed, showing the season, reference #, waivers and whether it has been signed or not. If waiver has not been signed, click on it - the side panel will open and you can click on the blue pencil to sign the waiver.

Waivers						
Search					C	Sign all mandatory waivers
Season ↑↓	Reference	Waiver	↑↓	Signed	↑↓	
2021-2022	#2021200503445	<b>Mandatory Rowans Law</b> ONTARIO HOCKEY FEDERATION		✗ Not signed		
2021-2022	#2021200503445	<b>Mandatory Agreement</b> UAT - HOCKEY CANADA		✗ Not signed		
2021-2022	#2021200503445	<b>Mandatory Waiver</b> UAT - HOCKEY CANADA		✗ Not signed		

→

2021-2022  
**Agreement**  
UAT - HOCKEY CANADA  
 **Mandatory**

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.

✗ Not signed

v) CRC :

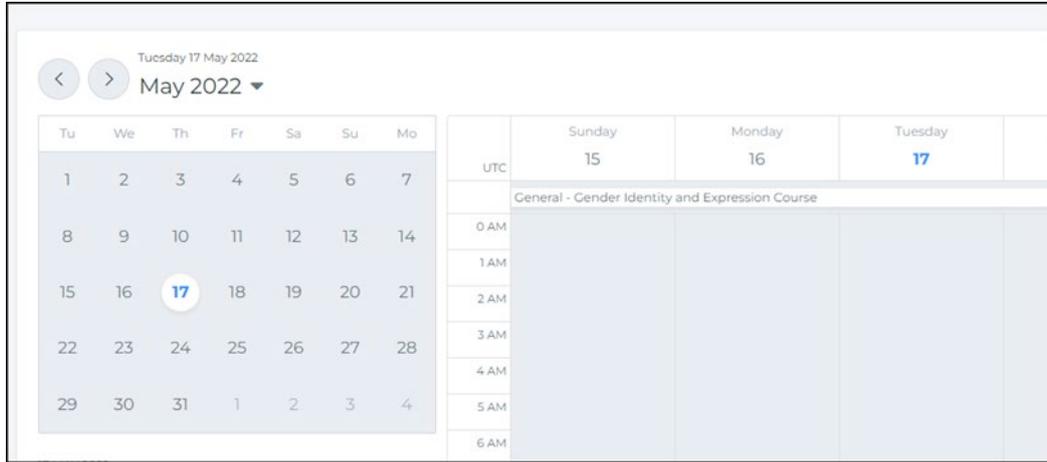
Criminal record checks and the status can be viewed here.

Criminal record check									
Search						C			
Created by	↑↓	Type	↑↓	Validity date	↑↓	Expires on	↑↓	Status	↑↓
Donna Harrington UAT - HOCKEY CANADA On 2022-05-17 Last updated 2022-05-17		VSC		2022-05-01		2025-05-31		Completed	

## 4. MY ACCOUNT - CALENDAR

From the calendar menu, you can view the upcoming payments and training/clinics for all participants that are linked to your My Account.

If the training or clinics are offered online, a link to the module will be included. Note: To view the course of the calendar, select the dates that the course is available on.



## 5. MY ACCOUNT - PAYMENT

If your MHA has credit card payment options, they will have selected a Merchant Account Provider.

They will have selected:

Paysafe: your credit card information can be stored in the 'Vault' and can be used for future transactions. (Note: information can be removed or edited at any time.)

There will be three tabs; All, Pending, Completed.

For pending transactions:

When the payment comes due, a 'Pay Now' box will appear on the side of the screen.

For transactions with no due date, you can click on it and pay.

Transaction Info: it will give you the invoice number, payment mode, next payment, total invoice and description.

Payment: will show you the balance of the next payment.

Card: will show you the card you will be paying with or click on Add card.

The screenshot displays a 'Payments' interface. At the top, there are three tabs: 'All', 'Pending', and 'Completed'. Below the tabs, there is a list of transactions. The first transaction is dated 2022-04-04, with an amount of \$375.00, and is described as 'test MILTON MINOR HOCKEY ASSN'. The second transaction is dated 2022-04-07, with an amount of \$125.00, and is also described as 'test MILTON MINOR HOCKEY ASSN'. Below the list, there is a summary card for the first transaction, showing the status as 'Pending', the description 'test MILTON MINOR HOCKEY ASSN', and the payment mode as 'SportsPay'. A blue 'Pay Now' button is visible at the bottom of this summary card. To the right of the list, there is a larger summary card for the first transaction, showing the date '2022-04-04', the title 'New Registration', the amount '\$375.00', the description 'test MILTON MINOR HOCKEY ASSN', and a large blue 'Pay Now' button.

## 6. MY ACCOUNT - PURCHASES

A history of all your transactions will be shown. For transactions with invoices, you can click on the invoice to view or print. To export a list of all your transactions, click 'export'.

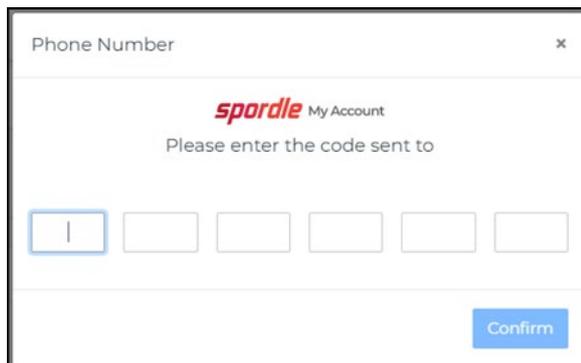
Transaction	Payment method	Type	Items	Total	Paid	Due
2022-05-04 2:24 #2022220000017	Cash	Registration	1 Registration(s)	\$400.00	-	\$400.00
2022-04-19 17:42 #2021200535858	Cash	Registration	1 Registration(s)	\$675.00	-	\$675.00
2022-04-05 18:53 #2022220000012	Check	Registration	1 Registration(s)	\$500.00	\$50.00 (\$50.00)	\$450.00

## 7. MY ACCOUNT - SETTINGS

My account - Settings allows you to view and update information associated with your Login Account.

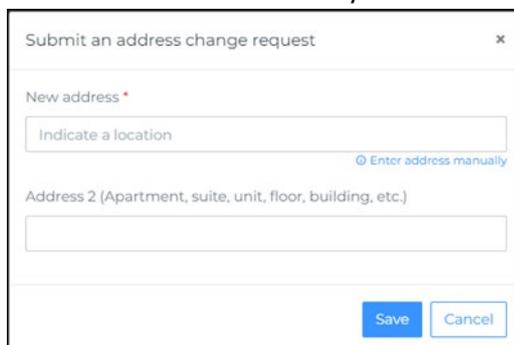
To update information click 'edit'.

When changing an email address or cell phone number, you will be asked to enter the current one, the new one, and to confirm. A 6-digit code will be sent to the new email or to your phone by an SMS message.

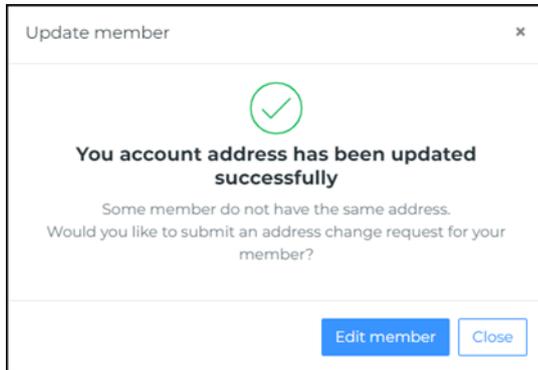


To update an address, click 'edit'. Enter the updated address and click 'Save'. You can start typing your address in the 'indicate a location box' and select the Google maps suggested addresses, or link the blue link.

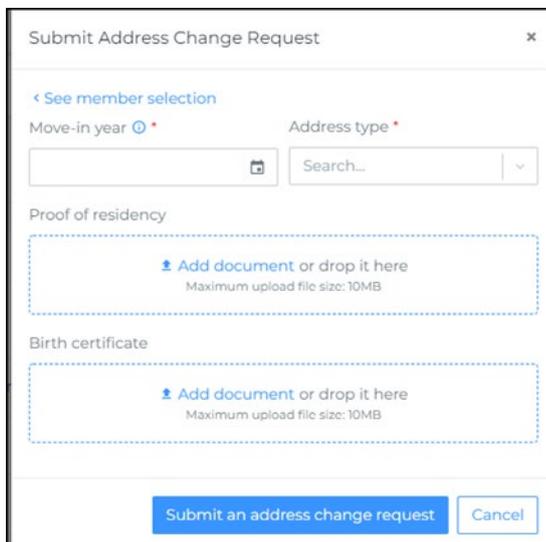
To enter an address manually.



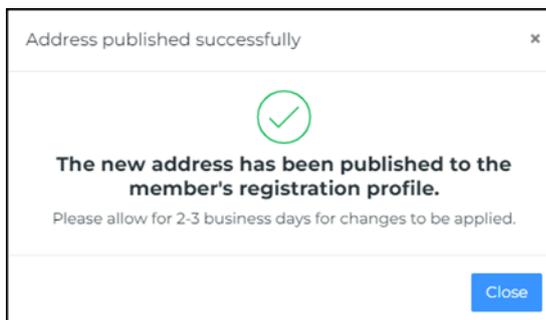
You can select to update the address for members linked to your account. Click 'edit member' and select the members you want to update the address for. Note: Linked members to your My Account will be sorted by the primary associations listed on their profile, and will be displayed one association at a time. You will be asked to review and select members with the option to Skip or Select from each list.



Choose the move-in-year, address type and you can upload the required documents. Click 'Publish new address'.

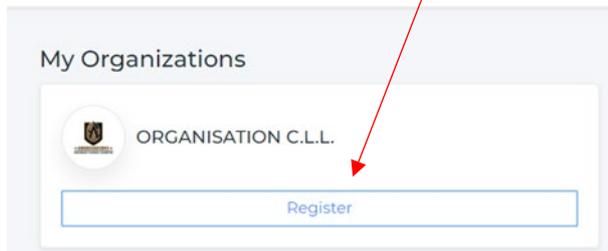


Note: Changes to an address will need to be approved by the MHA or Branch office.



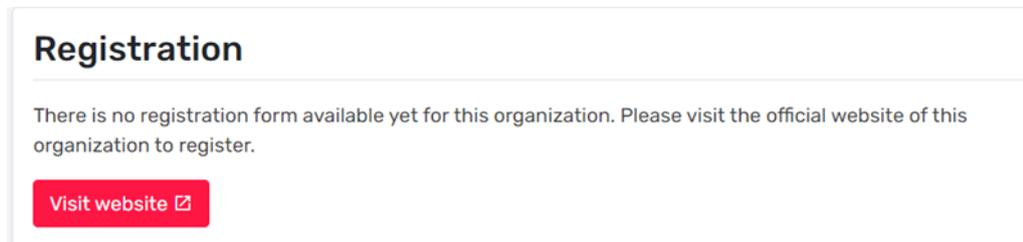
## 8. ONLINE MEMBER REGISTRATION

To proceed with the online registration of a member, you must go to the 'Home' tab and at the level of 'My Organizations' you click on 'Register'.



You will be directed to the public page of your minor hockey association. You click on 'register now' and follow the steps.

If the registration period is not yet available, the following message will appear:



You can also find your minor hockey association's information in the 'Support' tab.

