



## Junior Officials 2017-18 Registration Instructions (17 and Under by Dec. 31, 2017)

All Officials, junior, senior, returning, new and ACOP participants all need to complete the online registration, online modules and select a clinic to attend prior to attending one of the 85 clinics across the province. Attached in the email are the clinic scheduled. Please review the notes attached to each clinic so you can ensure you are eligible to attend that clinic.

If you sign up for a clinic and then can't attend and need to be moved to another clinic, please email [TrentC@sha.sk.ca](mailto:TrentC@sha.sk.ca).

Instructions for Senior Officials will be provided at a later date, as there is a new process for the 2017-18 season and the final work for that website is being completed. It should be ready to go the last week of August.

Here are the instructions to follow to complete the Junior certification process:

1. Go to [www.sha.sk.ca](http://www.sha.sk.ca)
2. Select the 'Officials' option from the menu bar and click on 'Officials Registration' and 'Registration'
3. Click the link for 'Junior Officials Registration'
4. Select either 'Junior Official Registration' or Aboriginal Coaches & Officials program Registrant'
5. Fill in the registration completely, check the box stating 'I'm not a robot' and click 'Submit'
6. This will take you to the payment page to complete the payment through PayPal (if applicable).
7. Fill out the payment page and submit the payment.
8. Following payment you will be provided with a link (<https://ehockey.hockeycanada.ca/ehockey/ClinicList.aspx?oid=5>)
9. Sign in with your EHockey Account
  - Use the same Email and Password as last season
  - If you forget your Email or don't have access to that email anymore contact SHA Manager of Officials at [TrentC@sha.sk.ca](mailto:TrentC@sha.sk.ca) or call 306-789-5101.
  - If you forgot your password, click 'Forgot Your Password?' and enter your email address you use for your EHockey account. Your password will be emailed to that address.

10. Click 'Sign Up For A Clinic'
11. Select the appropriate participant in the profile by clicking 'Select' by the name of the proper participant
12. In the box for 'Type' select 'HU – Online Officiating 1/2' and click 'Search'

**RESULTS**

Click on "Info" in the "Actions" column of a clinic to obtain more information. Click on "Signup" to signup for that clinic. Click on an underlined header to sort on this column.

| Type                         | Level | Association                     | Location                        | Address | City   | Province | Postal Code | Season | Date                  | Time  | Actions                                     |
|------------------------------|-------|---------------------------------|---------------------------------|---------|--------|----------|-------------|--------|-----------------------|-------|---|
| *HU - ONLINE Officiating 1/2 | -     | SASKATCHEWAN HOCKEY ASSOCIATION | Saskatchewan Hockey Association |         | Regina | SK       |             | 2016   | 07/18/2016-11/30/2016 | 00:00 | <a href="#">Signup</a> <a href="#">Info</a> |

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13. Click 'Signup' beside the listed clinic
14. Select the applicable 'Hockey Division' the participant is registered in as a player or coach. If they are not a player or coach of an SHA sanctioned team this season select 'N/A'
15. Click 'Next'
16. Click 'Checkout'
17. Click on the blue 'HU – Online Officiating 1/2' link to begin the modules.

**CLINICS**

| Season    | Qualification                | City   | Start Date | Attended                            | Passed                              | Certified                           | Pre-Task / Written Assignment | Post-Task / Field Evaluation | Actions              |
|-----------|------------------------------|--------|------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------|------------------------------|----------------------|
| 2016-2017 | *HU - ONLINE Officiating 1/2 | Regina | 7/18/2016  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/>     | <a href="#">View</a> |

[\\*HU - ONLINE Officiating 1/2 - \(COMPLETED\)](#)

If you do not complete all the modules at once follow these directions to sign back in to continue working on the modules:

- Sing into your EHockey account
  - Select the appropriate participant by clicking 'View'
  - Under 'Clinics', select 2017-18 Hu-Online Officiating 1/2
18. When you have fully complete the modules you will be provided with a certificate. This certificate needs to be produced at the clinic you attend (Either a printed copy or photo on your mobile device)
  19. Now to register for a clinic to attend, sign into you EHockey account once again.

20. Click 'Sign up for a Clinic'
21. Select the appropriate participant by clicking 'Select'
22. In the 'Type' box select '\*Official Clinic'
23. Click 'Sign Up' for the appropriate clinic you will be attending
24. Select the appropriate hockey division you are registered with or 'N/A' and click 'Next'
25. Click 'Checkout'

You are now registered, have completed the online modules and selected a clinic to attend. The final step is to attend a clinic and contact your local association/assignor after completing the clinic and start working games for the 2017-18 season.

Have a great year,