



Hockey Alberta – Elk Point Hockey Association

### **Suggested User Instructions for Respect in Sport- Activity Leader Program (for Coaches)**

The following brief instructions are provided to assist with accessing and advancing through Respect in Sport.

Registering for Respect in Sport- Activity Leader program: <https://ha.respectgroupinc.com>

- Click on the link or button displayed to access the program. By default the system will load in English. Click the word “Français” to translate the page.
- Select “Register a New User”
- Any field with a “?” in a circle beside the red X has a tool tip. If you run your mouse over the tool tip, more information about that field will be displayed.
- Create a username and password for your self to enter in the appropriate fields. Respect Group Inc. recommends using an email as a username as this is generally unique to an individual and not easily forgotten.
- Complete all fields. Any fields identified with a red X is a mandatory field and must be completed. Other fields are considered optional but are requested by your organization.
- On the registration page, there is a field called Pre-Registration code #. The Pre-registration Code # for **ELK-K4A6D6S** This is case sensitive so please enter exactly as shown. If the code is entered correctly the X will turn to a check mark ✓.
- Review and accept the Respect Group Inc. privacy policy.
- Click Submit at the bottom of the page.
- Click on your language button of choice to access the program content.
- Enjoy the Respect in Sport program.

Re-accessing Respect in Sport

- Click on the link or button displayed to access the program. By default the system will load in English. Click the word “Français” to translate the page.
- Enter the username and password you entered while registering for the program.
- The completed lessons will be indicated with a checkmark; you can then continue to the next uncompleted lesson.
- You can re-access any completed lessons and handouts.

**Please Note : The helpdesk does not have access to the pre-registration codes and the users can only receive the code from the organization**