



Hockey Alberta Parent – Elk Point Hockey Association

Suggested User Instructions for Respect in Sport-Parent Program

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

Registering for Respect in Sport-Parent program: <https://hockeyalbertaparent.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-H3Z6V6P** 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.
- Once you have entered your registration information you will be taken to the page to associate your children to your profile. This is very important and is required for proper recognition of program completion.
- Once children have been associated to your profile, you will be directed into the program. Click on your language button of choice to access the program content.
- Enjoy the Respect in Sport Parent 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



Hockey Alberta - Parent Program for Elk Point Hockey Administrators

Procedures:

1. A parent registers at the appropriate URL for the program:
<https://hockeyalbertaparent.respectgroupinc.com>
2. Immediately on completing their registration, the parent is displayed with the Child Management Page where they can add the first name, last name and date of birth of each child they need to have associated to them.
3. The parent completes the program.
4. Immediately on completion of the program, the system will talk to the HCR and do a look-up based on associated children only. (If there are no children associated, no information will be transmitted). The look up will be based on the Branch ID (which is why it is important the user registers at the appropriate URL), the child's first name, last name and date of birth.
5. If a match is found, the HCR will tell us which Minor Hockey Association the child is affiliated with (this is known as the Office ID). Our system will then talk to the HCR again and update the appropriate child record using the correct Office ID. The information placed on the Child Athlete's record is the parent's certification number and the name of the parent who completed the program.
6. If no match is found, a new record will be created for the Child Athlete and on it will be the Parent Program certification number and the name of the parent who completed.
7. Elk Point Hockey can run reports in the HCR on their own members to identify who has completed the program.
8. Elk Point Hockey can also confirm individuals that are certified in the program if they have the certification information by going to <https://validation.respectgroupinc.com>