



Kevin Laird &lt;triporthockey@gmail.com&gt;

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## How Parents credit a new child with their previously taken Parent Version of RIS...

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**Charlotte Johnson** <charlotte.johnson@shaw.ca>  
Reply-To: cjohanson@viaha.org  
To: Charlotte Johnson <charlotte.johnson@shaw.ca>

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Here are the steps Parents with the 'Parent Version' of RIS need to take in order to credit another one of their children with their certification. Please forward to whomever needed...

- **Go to** <https://bchockeyparent.respectgroupinc.com>
- **Login in to their (the parents) profile**
- Once logged in **select 'Profile'** at the top of the screen
- Once in their profile scroll down to **'Child Management'**
- **Enter and add the new child**
- Click **'Save & Add'**
- **The system will try to associate children with parents so a selection screen will pop up and the parent is to select the correct child from this**
- **Click Save** – and this should successfully credit the child's Hockey Canada Profile with the Parent's RIS certification.

\*Use these steps if a parent did not successfully add their first child when first taking the certification as well

Thank you.

Yours truly,

*Charlotte Johnson*

Executive Director

Vancouver Island Amateur Hockey Association

Phone: [250-751-8811](tel:250-751-8811)

Fax: [250-751-8812](tel:250-751-8812)

Email: [cjohnson@viaha.org](mailto:cjohnson@viaha.org)