

# Hockey Canada Registry (HCR) 3.0

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# Registration Instructions HCR 3.0

# Intro

Hockey Canada has rolled out a new registration platform for all Associations and end users across Canada.

The following slides are provided to help you through the registration process.

You should find that the new release is much easier to use and repetition of data entry is reduced.

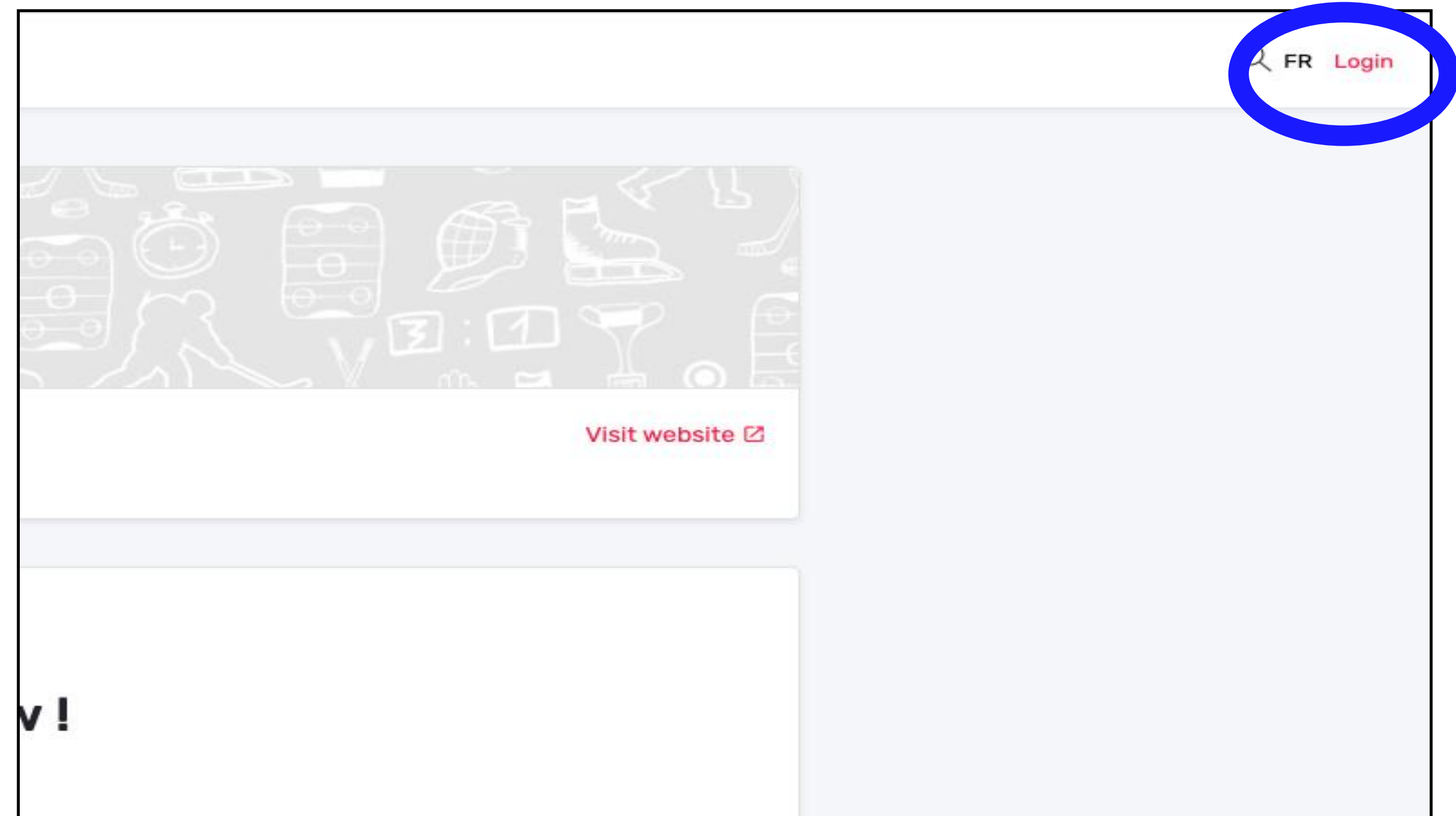
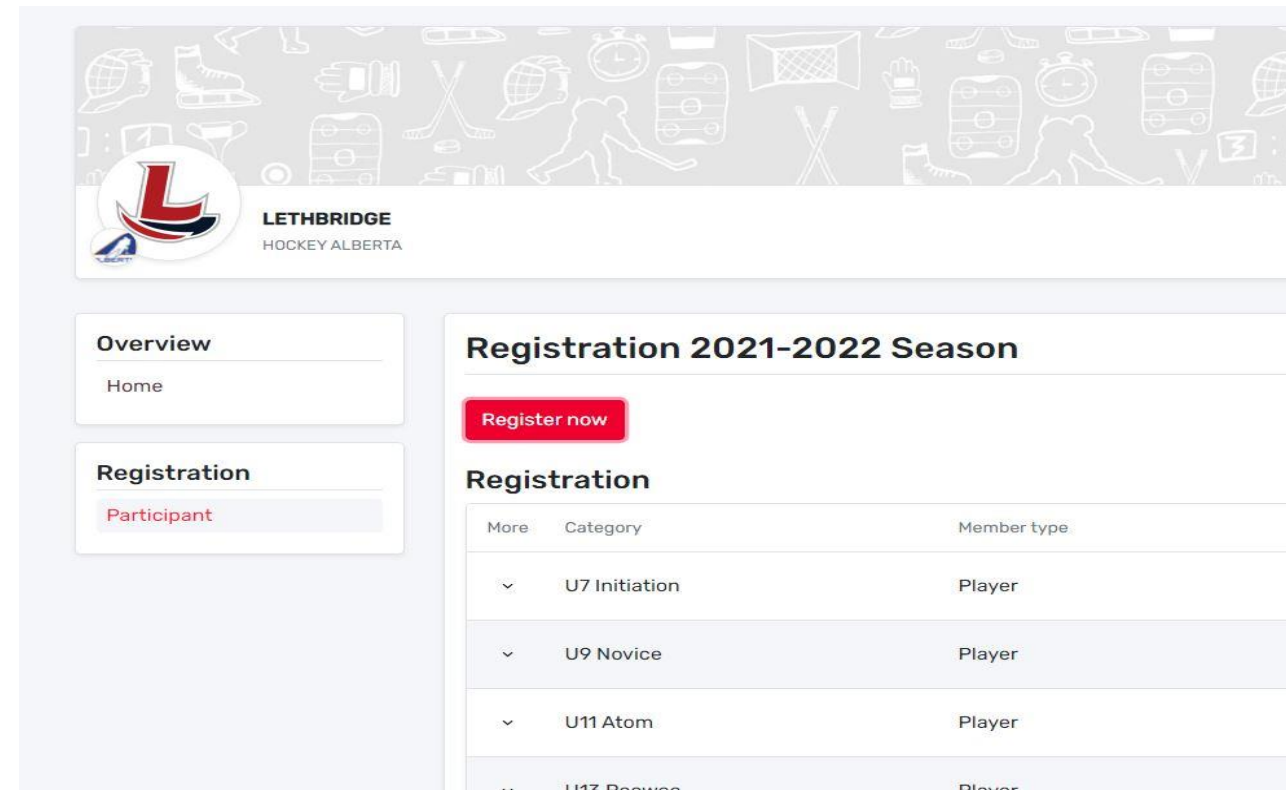
The screenshot shows the Lethbridge Hockey Alberta website interface. At the top, there is a header with the Lethbridge Hockey Alberta logo and a decorative background of hockey-related icons. Below the header, there are two main sections: 'Overview' and 'Registration'. The 'Registration' section is active, showing a 'Participant' tab. A prominent red 'Register now' button is visible. Below the button, there is a table titled 'Registration' with columns for 'More', 'Category', and 'Member type'. The table lists several categories: U7 Initiation, U9 Novice, U11 Atom, and U13 Pee wee, all with 'Player' as the member type.

More	Category	Member type
▼	U7 Initiation	Player
▼	U9 Novice	Player
▼	U11 Atom	Player
▼	U13 Pee wee	Player

# First Sign-in

When you first click the Registration link from our LMHA website, you will be taken to the “Register Now!” page. In the upper right corner, you will see the “Login” button. You will click there to create your account in HCR 3.0.

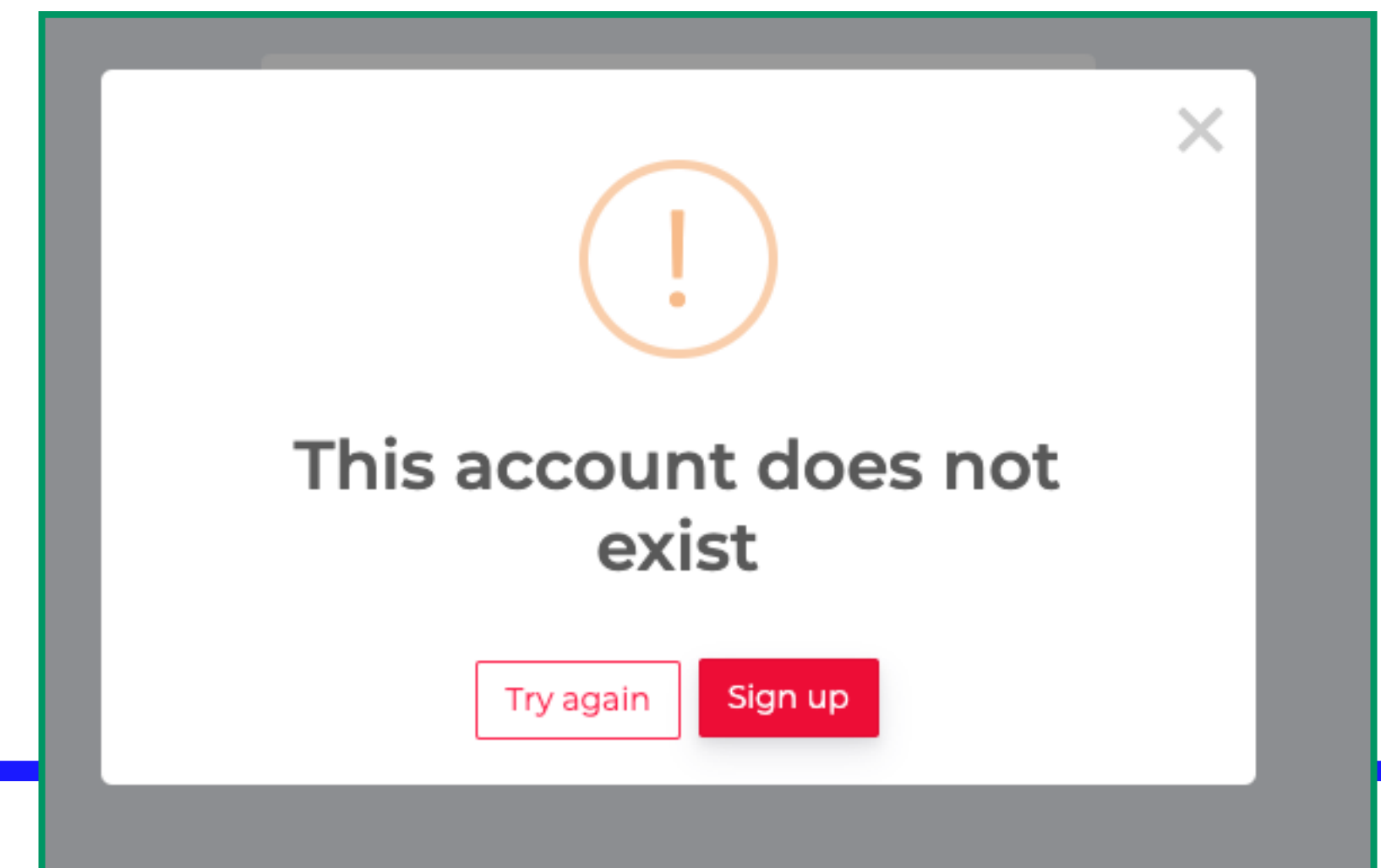
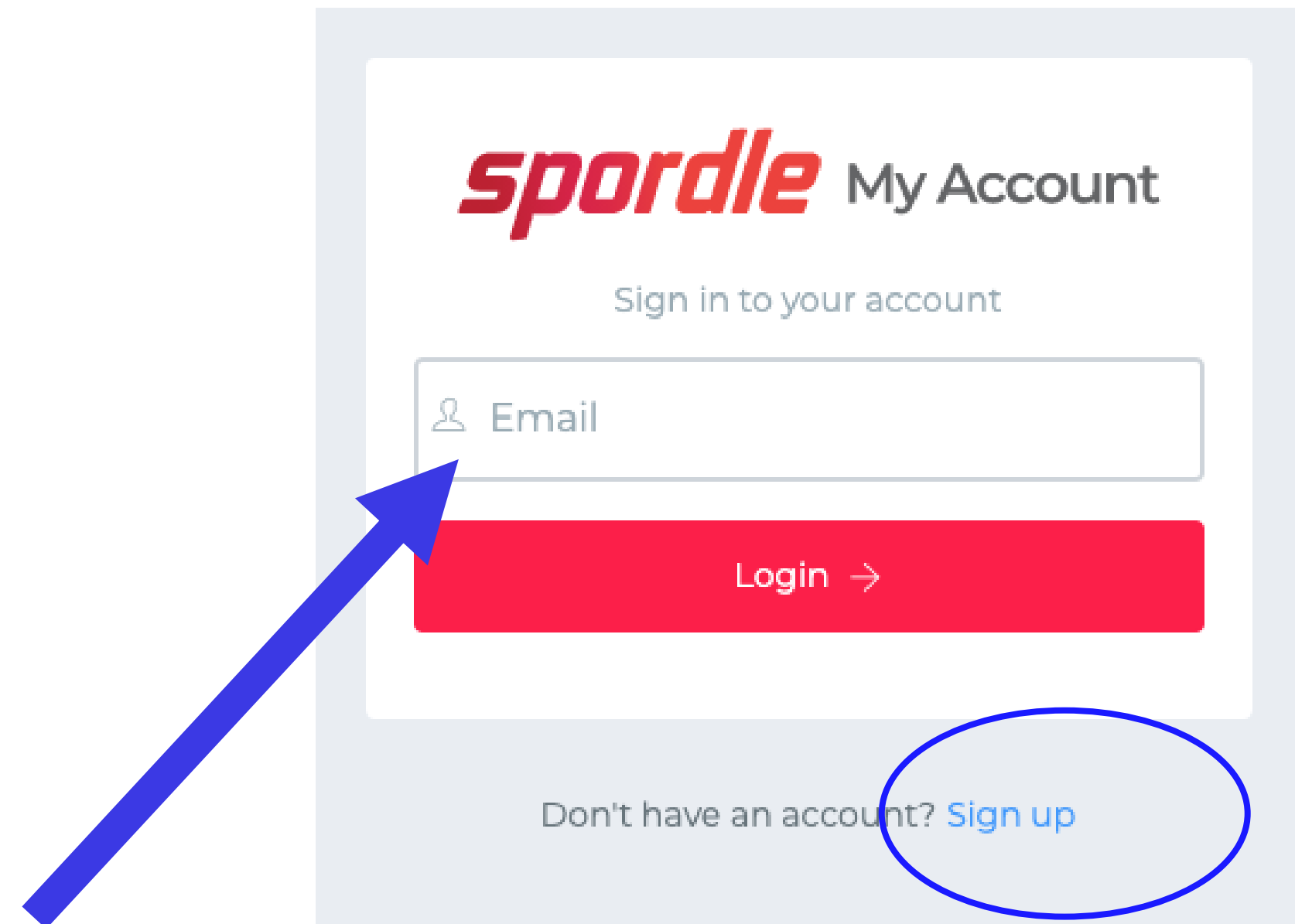
**NOTE:** All existing members/participants have been migrated from the old system. You will be required to set up a new account. Please use a personal email and not a work email, as those may change and make password recovery difficult. The office no longer has the ability to change passwords.



# ...First Sign-in

You can either enter an email you have used before or click on the “Sign up” button. Both will prompt you to set up an account.

You may get the error message if the email does not exist in the system. This is OK, just continue to click on Sign up.



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# Creating Your Account

Fill out the form that appears, entering your email, first name and last name.

NOTE: ensure the email is valid and that you have access to it.  
A verification code will be sent in the next step!

The password you create must have the following as a minimum:

- 8 characters
- 1 Upper case letter
- 1 lower case letter
- 1 number
- 1 special character (e.g. \*^\_?, etc.)

Once entered, click “Sign up”

The screenshot shows a mobile-style sign-up form for Spordle. At the top left is a link for '< Back to login'. The header features the 'spordle' logo in red and 'My Account' in black. Below the header is a 'Sign up' button. The form contains several input fields: 'Email' (with a placeholder 'EMAIL ADDRESS'), 'First name', 'Last name', 'Password' (with an information icon), and 'Confirm password'. There is also a language selection dropdown menu currently set to 'English'. At the bottom of the form is a large red 'Sign up →' button. Below the form, there is a link: 'Already have an account? Sign in'.

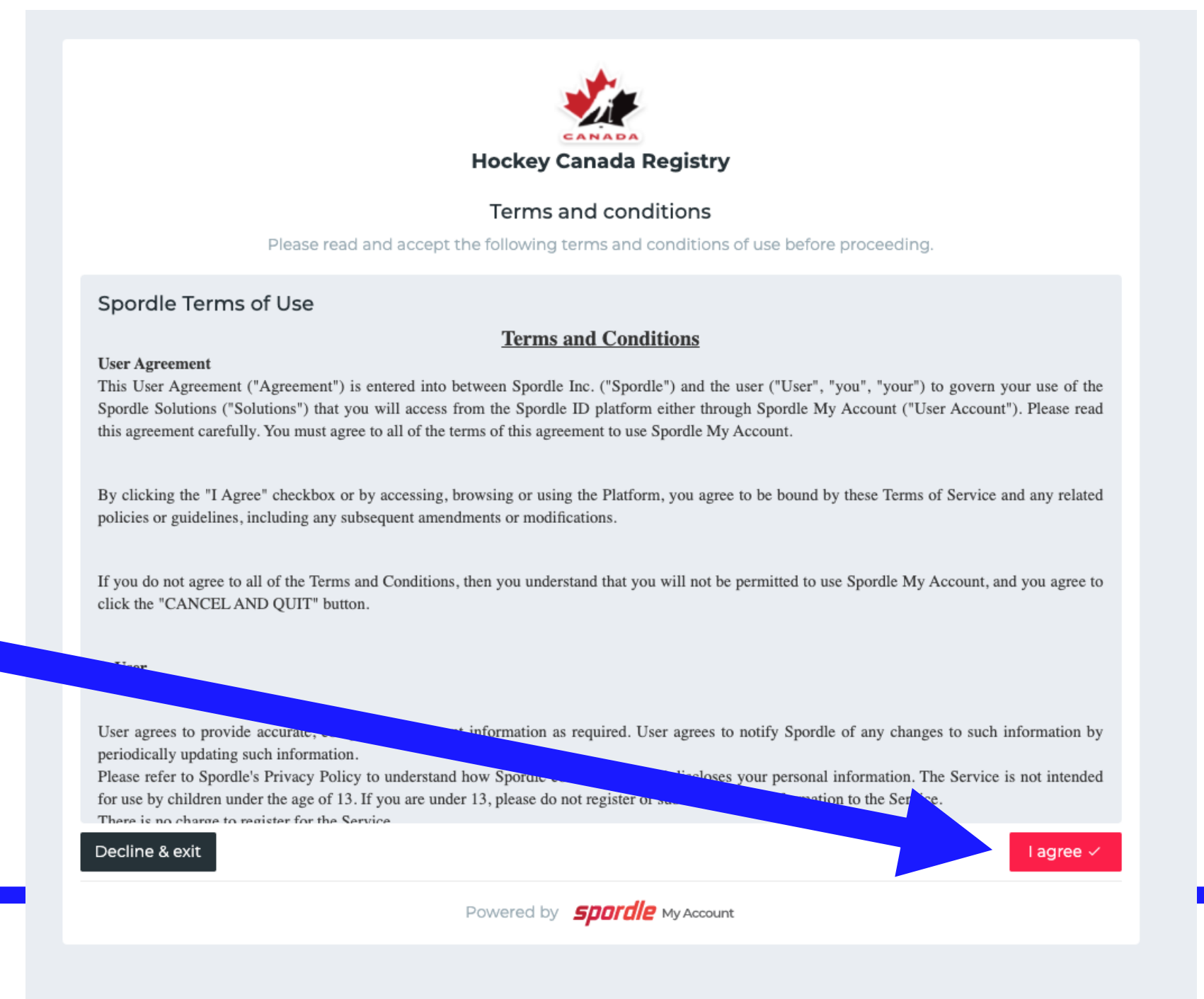
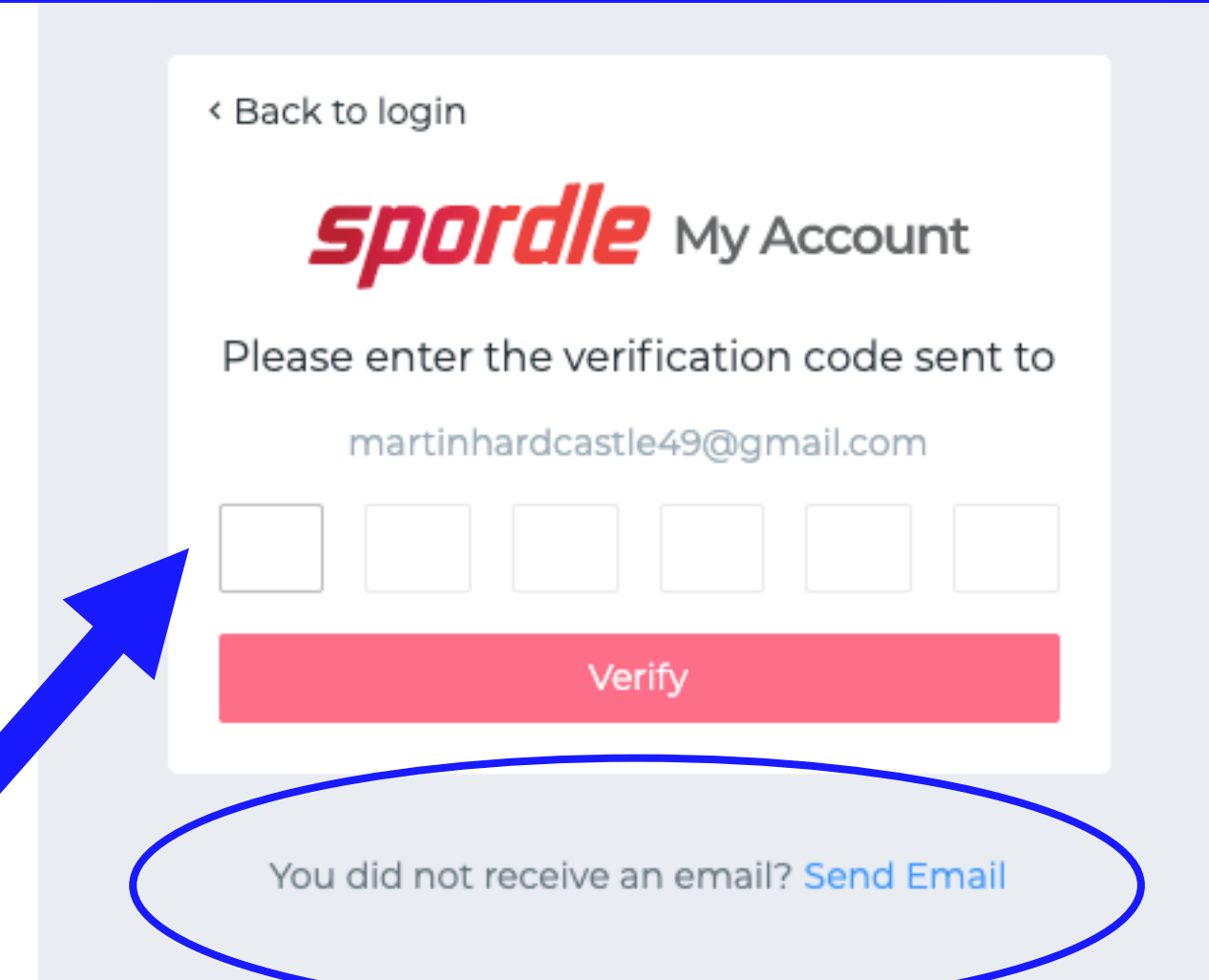
# ...Creating Your Account

Enter the verification code sent to you via email. If email is not received, you can try the “Send Email” link on the bottom. As well, check your spam/junk folders.

Once entered, click “Verify”

If verification is valid, you will be directed to the login screen again. Login (again), and then agree to Hockey Canada Registry Terms and Conditions.

After that, you will be directed to the Register Now! page again, but this time you are signed in and ready to register participants.



# Registering

Online Store

Simply click on “Register now”.

The screenshot shows the Lethbridge Hockey Alberta website. The header features the Lethbridge Hockey Alberta logo and the text "LETHBRIDGE HOCKEY ALBERTA". Below the header, there is a navigation menu with "Overview" and "Home" options. The "Registration" section is active, showing a "Participant" option. The main content area is titled "Registration 2021-2022 Season" and features a prominent red "Register now" button. Below this, there is a table listing registration categories and member types.

More	Category	Member type
▼	U7 Initiation	Player
▼	U9 Novice	Player
▼	U11 Atom	Player
▼	U13 Power	Player

# ...Registering

You have the option of registering an existing participant OR registering a new participant.

If your participant has played before, select “register an existing participant”. If your participant has never played organized hockey, select “register a new participant”.

We are obligated to confirm age and residency. If you are registering a new participant, we will be contacting you for proof of birth and address.

Once your selection is made, click “Start Registration”

Let’s start with existing participant...

U5 to U21 Online Registration

Start date : 2021-06-08  
End date : 2021-08-15

Register a participant

**Register an existing participant**  
Already participated in organized hockey as a player, coach, official or volunteer.

**Register a new participant**  
Never participated in organized hockey.

Start Registration →

Registration fee
\$380.00
\$480.00
\$480.00
\$675.00



# ...Registering

## EXISTING PARTICIPANT

Your player may show up in your account, but if not, you simply have to search for them and then select.

You can search by HCR# or by First, Last Name AND Birthdate (required).

Once found a list of available registrations is displayed under their name. Typically, only your player will show up, but there may be multiple selections. The default selection should be the correct one based on the birth year. Please read and confirm your player.

The image shows two overlapping windows from a software application. The top window, titled "Search participant", has a search bar for "Search by HCR #" with the example "ex: 4563485965". Below it are fields for "First name \*" and "Last name \*", and a "Date of birth \*" field with a calendar icon and the format "YYYY-MM-DD". A blue "Search" button is at the bottom right, and a "Previous" button is at the bottom left. The bottom window, titled "Registration Options", shows a player profile for "TM TEST MEMBER (4 yrs.)" with HCR # 2021532000000286. Under "Available Registrations", there are three radio button options: "U5 (2017) (\$239.84) - Early fee" (selected), "U6 (2016) (\$339.84) - Early fee", and "U7 (2015) (\$339.84) - Early fee". "Previous" and "Next" buttons are at the bottom.

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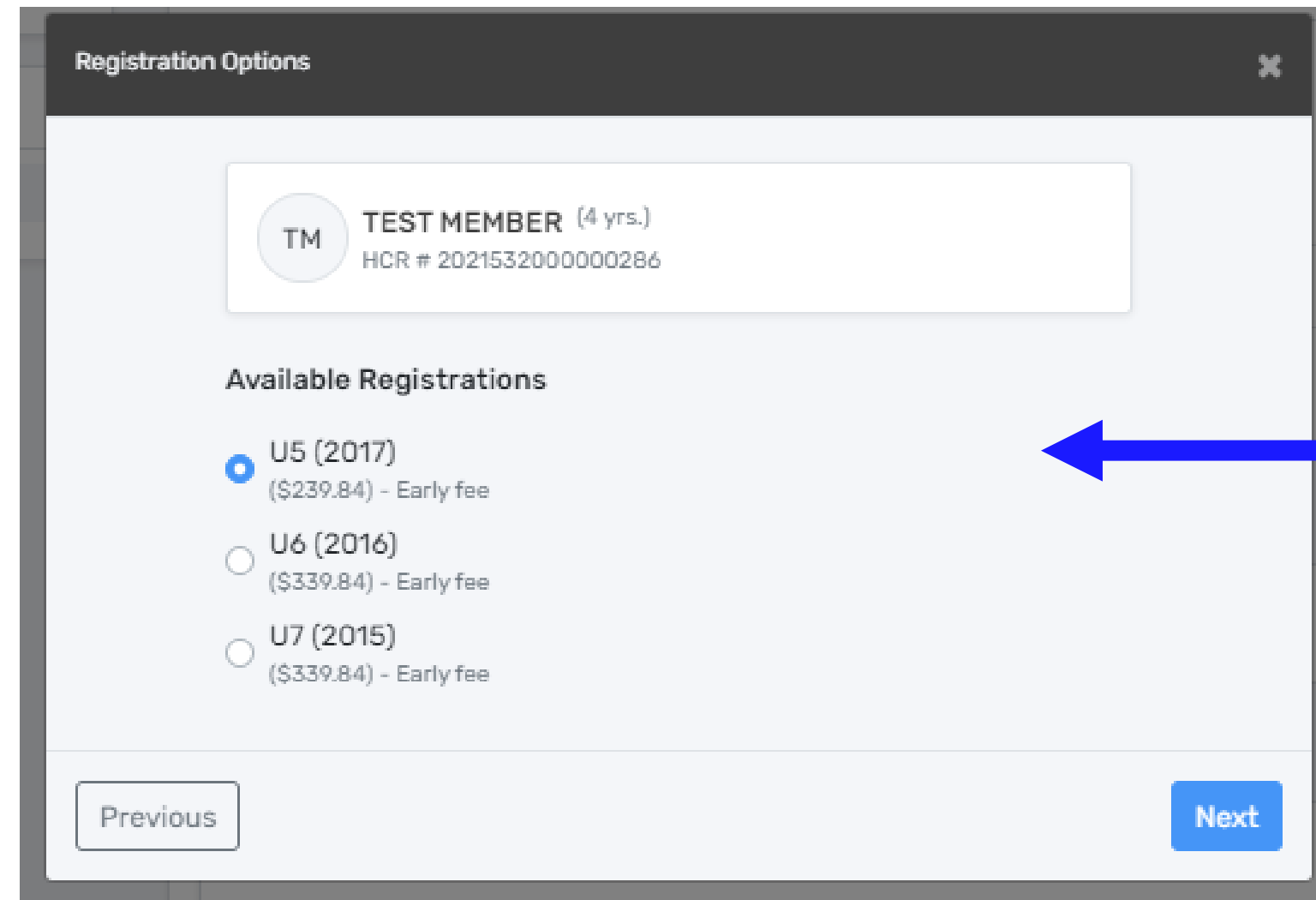
# ...Registering

## EXISTING PARTICIPANT

Again, the default selection should be the correct one based on the birth year, however, READ and CONFIRM carefully!

The example on the right, shows an example of multiple selections. Ensure the proper registration is selected based on BIRTH YEAR.

Then click “Next”



The screenshot shows a window titled "Registration Options" with a close button (X) in the top right corner. At the top, there is a member profile card with a circular icon containing "TM", the text "TEST MEMBER (4 yrs.)", and "HCR # 2021532000000286". Below this is a section titled "Available Registrations" with three radio button options:

- U5 (2017) (\$239.84) - Early fee
- U6 (2016) (\$339.84) - Early fee
- U7 (2015) (\$339.84) - Early fee

At the bottom of the window, there are two buttons: "Previous" on the left and "Next" on the right.

Ensure the correct registration, by birth year is selected!

# ...Registering

## NEW PARTICIPANT

The process for a new participant is the same as explained previously, except BEFORE you get to available registrations you will be filling out all the information for the new participant, including all your information, address etc.

Remember to only select NEW Participant if they have never played hockey before within Canada.

The email you enter here does not have to be the same email you used for your log in. It MUST be the email you wish to be used for your coach or the LMHA to contact you. Please use an email you check frequently.

The screenshot shows a web form titled "Create new participant" with a close button (X) in the top right corner. The form is divided into several sections:

- Participant Summary:** A box containing a profile icon with the initials "Tm", the name "Test member (11 yrs.)", and the organization "MILTON MINOR HOCKEY ASS'N".
- Relationship and Gender:** Two dropdown menus. The first is labeled "Your relationship with the participant \*" and the second is labeled "Gender \*". Both currently show "Select...".
- Language:** Two dropdown menus. The first is labeled "Select a language \*" and the second is labeled "Secondary Language". Both currently show "Select...".
- Citizenship and Email:** A dropdown menu for "Citizenship \*" is set to "Canadian". Next to it is an empty text input field for "Email".
- Address Type:** A dropdown menu labeled "Address Type \*" currently shows "Select...".
- Address:** A text input field labeled "Address \*" with the placeholder text "Indicate a location". A blue link "Enter address manually" is visible to the right of the field.
- Address 2:** A text input field labeled "Address 2" with the placeholder text "Apartment, suite, unit, floor, building, etc." below it.
- Navigation:** At the bottom left is a "Previous" button, and at the bottom right is a blue "Create" button.

# ...Registering

## Questionnaire

Once the participant and their category is selected, the next step is reviewing the questionnaire. You are required, to fill this out for each player you register. This is how Hockey Canada has set up the platform.

**\*\*NOTE ITEMS ARE FOR EXAMPLE ONLY AND ARE SUBJECT TO CHANGE**

Questionnaire ✕

**TM** TEST MEMBER (4 yrs.)  
HCR # 2021532000000286  
U5 (2017)

**2021-22 Questionnaire**

Please provide your player's current address. \*

Has your player played organized hockey previously? \*

Select... | ▾

If new to Milton, how many years has the player played organized hockey? (Between 0 and 16) \*

# ...Registering

## Waivers

Next are the waivers. These will include mandatory Hockey Canada waivers along with our own.

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Waivers

TM TEST MEMBER (4 yrs.)  
HCR # 2021532000000286  
US (2017)

Waivers (1 of 6)

**MILTON MINOR HOCKEY ASS'N**  
INFECTION CONTROL WAIVER

Participants: - all participants, coaches, members, volunteers, staff, and family members of participants and any other person while in attendance at Association activities

All Participants of the **Milton Minor Hockey Association** agree to abide by the following when entering designated public facilities operated by the Town of Milton and/or participating in Milton Minor Hockey Association hockey activities under the Return To Play Protocol:

- I agree to symptom screening checks prior to entering the facility and will let MMHA know if I have experienced any of the symptoms in the last 14 days
- I agree that I will regularly check the MMHA website for any new or revised information and protocols.
- I agree to submitting, if mandated, an online covid screener for my player and any accompanying person on the day of and at least one hour before every scheduled ice time.
- I agree that my participant and accompanying adult, if mandated, will wear a mask in any common areas of the facility, other than on the ice surface.

I have read and accept the waiver \*

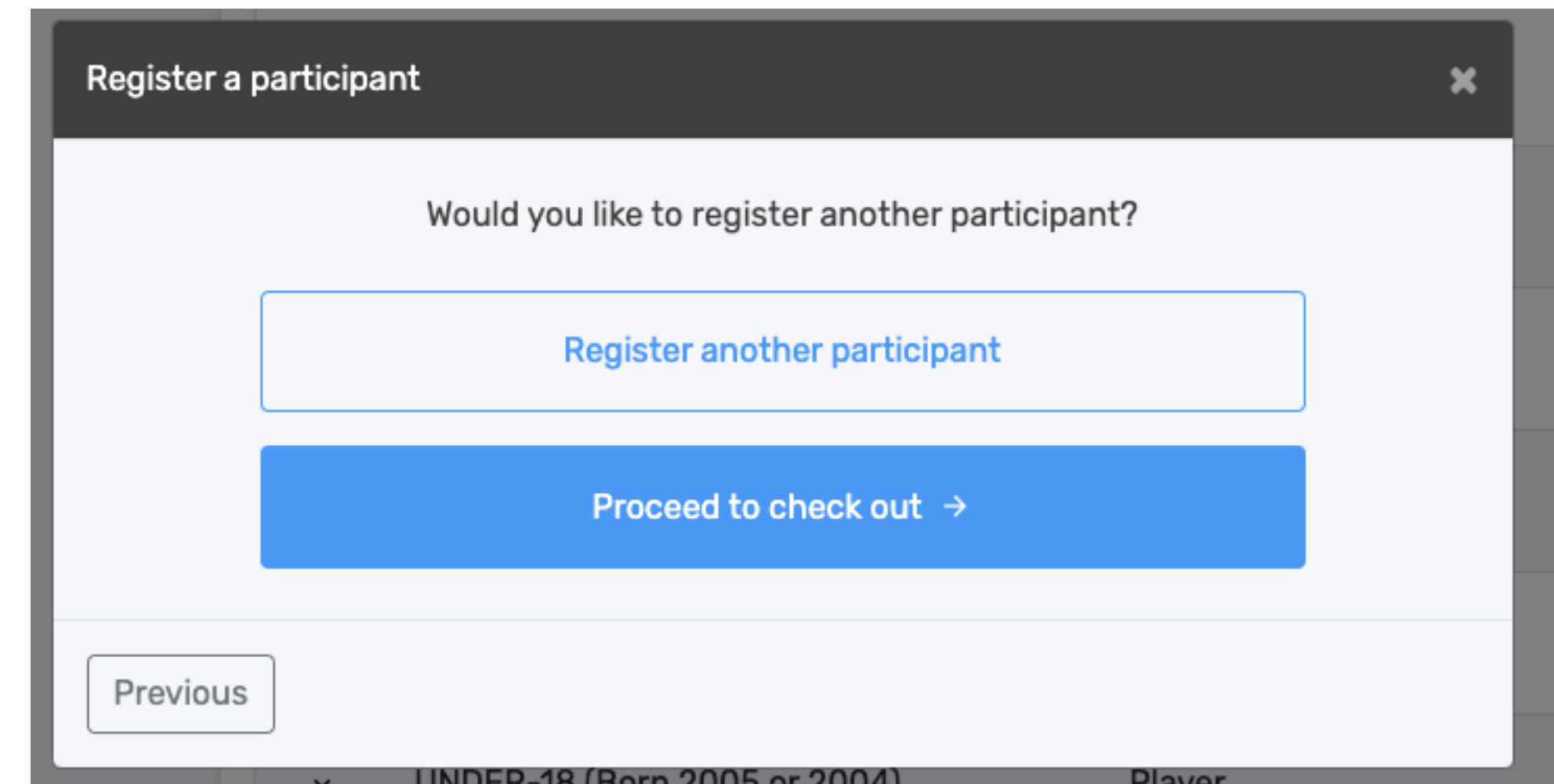
Previous Next

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# ...Registering

## Checking Out? Registering another player?

Once you have clicked on the last waiver you are brought here. It asks if you want to proceed to checkout or if you want to register another. If you accidentally press the wrong selection, you will get another chance to go to payment, or register another participant depending on what you selected.



The screenshot shows a modal dialog box titled "Register a participant" with a close button (X) in the top right corner. The main text inside the dialog asks, "Would you like to register another participant?". Below this text are two buttons: a light blue button with the text "Register another participant" and a solid blue button with the text "Proceed to check out →". At the bottom left of the dialog is a "Previous" button. At the bottom of the dialog, there is a dropdown menu showing "UNDER-18 (Born 2005 or 2004)" and the word "Player" to its right.

# ...Registering

This part is VERY important.

If you have a credit, you MUST activate the credit to use it.

If you are certain you have a credit but “Available credits” is not listed. DO NOT GO ANY FURTHER.

Credits must be activated before you checkout.

If you checkout without activating, the credits CAN NOT be applied to the 2021-22 season. This is a Hockey Canada Registration issue.

Contact Julie if you do not see “Available credits” and you should have credits.

Julie  
Monday – Thursday 2:00pm – 5:00pm  
Friday 12:00 – 5:00pm

403-320-0745 LMHA office  
403-892-7816 Cell

Lethbridge Minor Hockey Association  
EMAIL: [lmhareg@telus.net](mailto:lmhareg@telus.net)

Registration summary

Order summary

Registration for [redacted]  
[Edit this member's registration](#) | [Remove this member](#)

Registration	
U15 Bantam	\$875.00
Available credits - <a href="#">Activate credits for this member</a>	-\$0.00
Subtotal for [redacted]	\$875.00
Total price	\$875.00

[Register another participant](#) [Next](#)

**\*\*NOTE FEES AND ITEMS ARE FOR EXAMPLE ONLY AND ARE SUBJECT TO CHANGE**

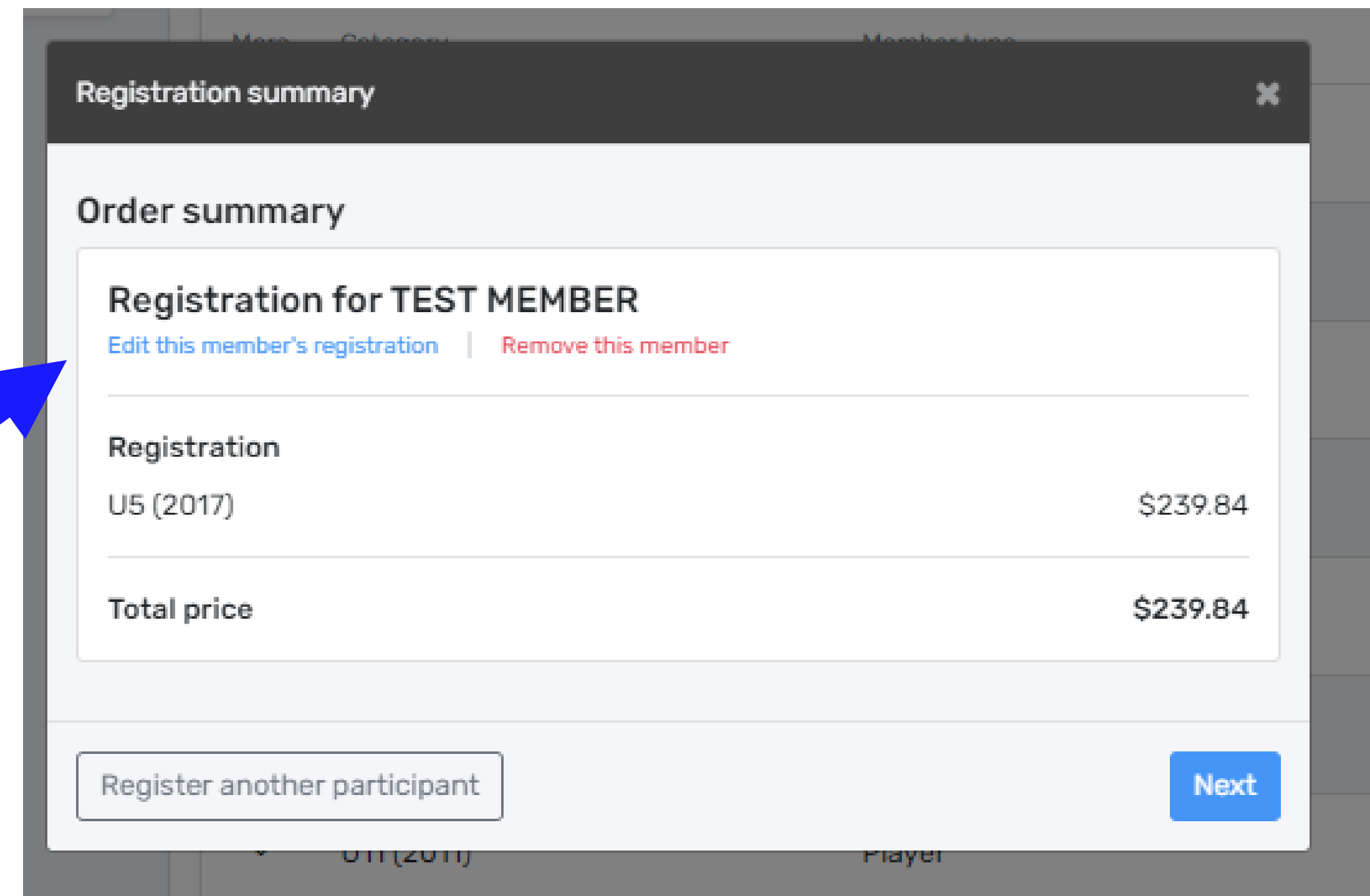
# ...Registering

Made a Mistake/Forgot Something? No Problem

Review your “order”. If something isn’t correct you can:

Edit the registration- it will take you back to the first screen for that member’s registration and you can redo it. (e.g. selected wrong birth year, forgot to add the tryout package, etc.)

**\*\*NOTE FEES AND ITEMS ARE FOR EXAMPLE ONLY AND ARE SUBJECT TO CHANGE**



Registration summary

Order summary

Registration for TEST MEMBER

[Edit this member's registration](#) | [Remove this member](#)

Registration	
U5 (2017)	\$239.84
Total price	\$239.84

Register another participant

Next

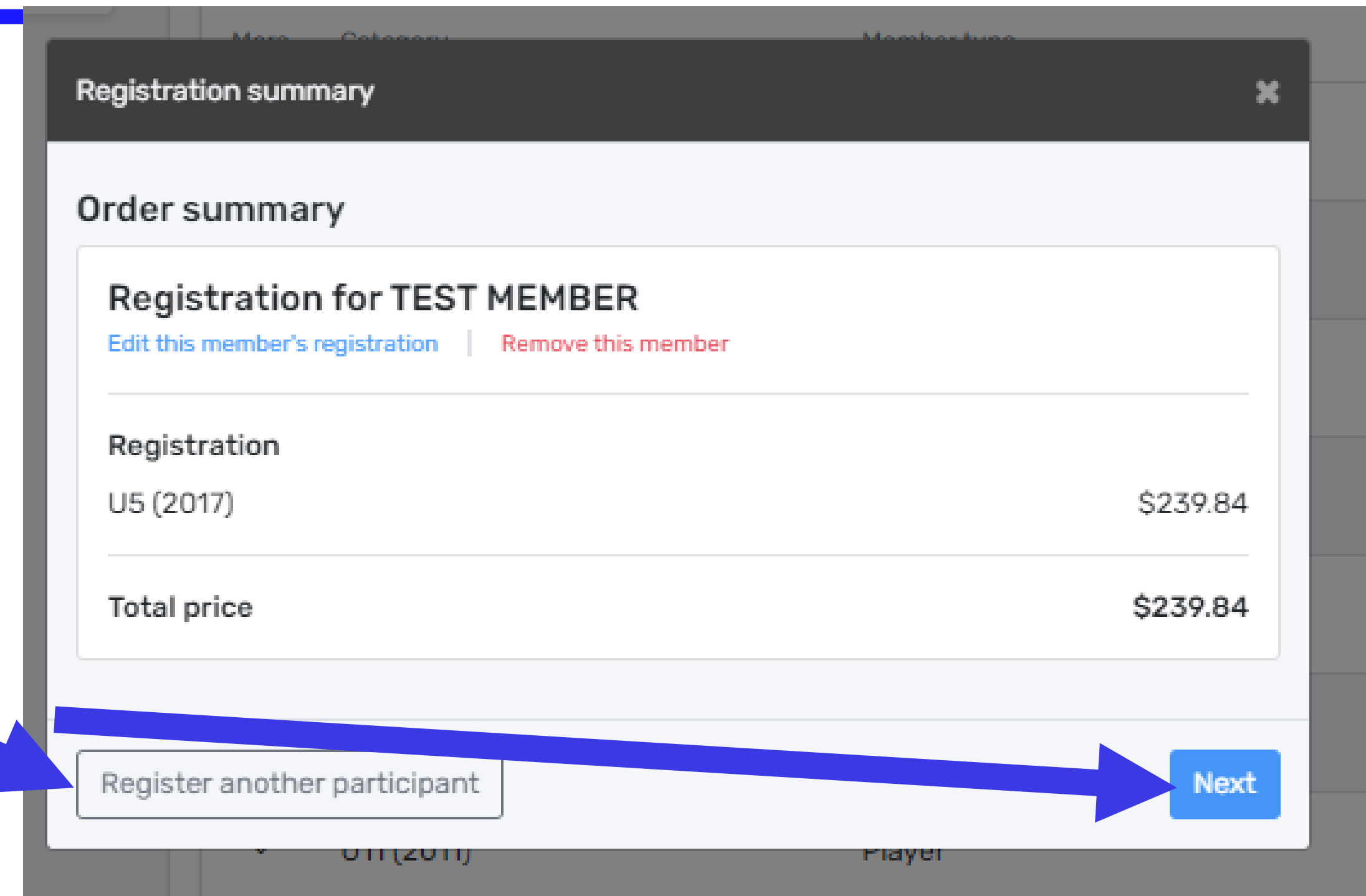


# ...Registering

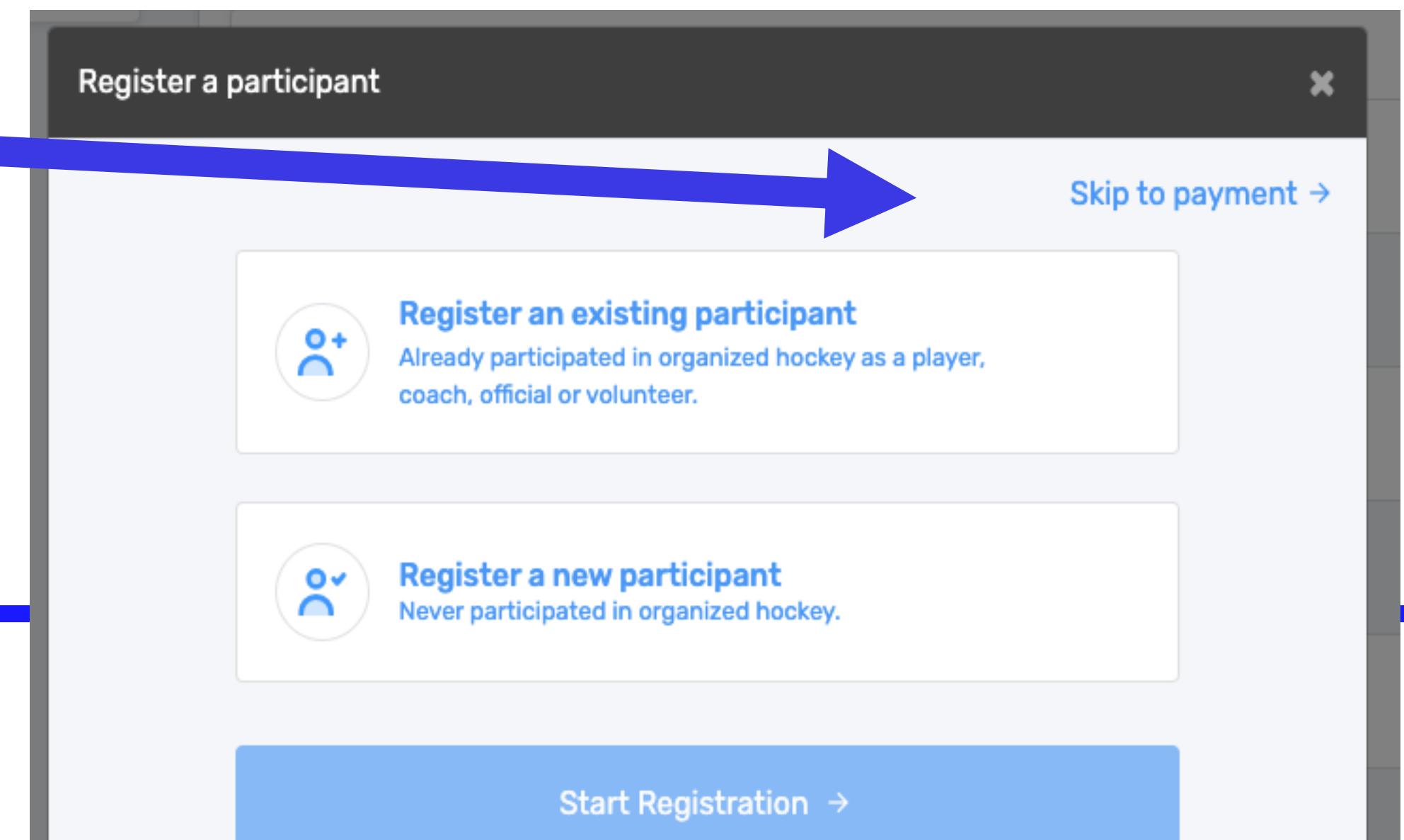
## Your Cart/checkout

Prior to checkout you can view the Order summary. If you wanted to register another player, select the button the bottom left

Otherwise, if you are OK with the summary simply click next.



If you accidentally selected Register another participant and want to check out, you can get back to your checkout by selecting Skip to payment.

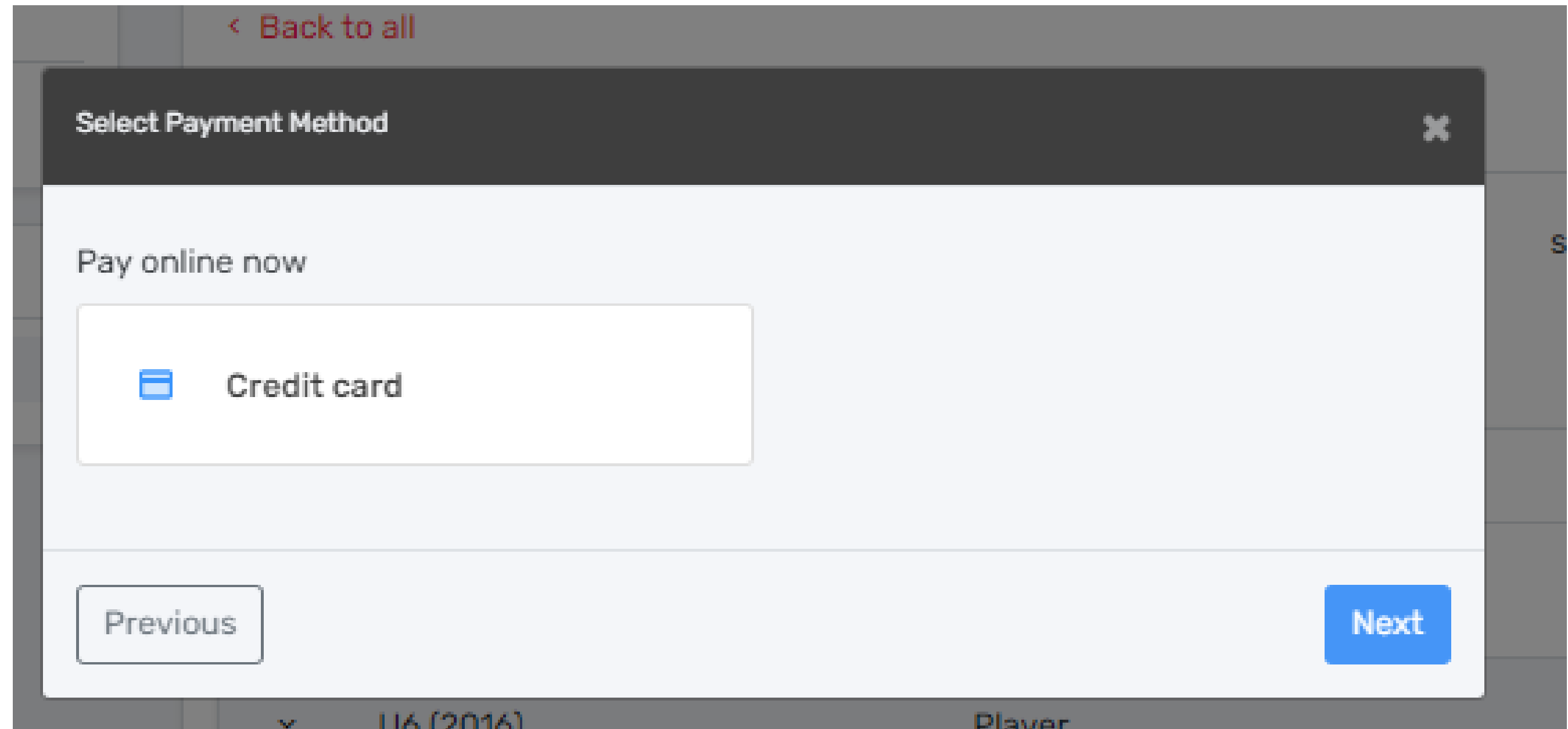


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# ...Registering

Payment is made online like any other online transaction. Simply follow the directions.



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# You are done!

Congratulations, you have successfully registered a player. The email confirmation you receive is simply an invoice showing the all items purchased.

Please retain your invoice for proof of payment.

If you are interested in volunteering or coaching or helping out in any way, please contact the hockey office.

Thank you!