

## **Registering a NEW PLAYER:**

### **Getting an HCR Number, Respect in Sport Certificate, Teamsnap profile**

#### **Creating an HCR Number**

This guide will walk you through the steps to create an HCR (Hockey Canada Registry) number. The HCR number is a unique identifier used by Hockey Canada and its Members for managing registrations, rosters, player profiles, and much more.

Please note that this is a two-step process and both must be completed in order to create an HCR number.

#### **Step 1: Create a My Account login**

1. Go to <https://myaccount.spordle.com/login>

2. Enter your email in the “Email” field and click login

a. If the Password field is displayed, you already have an account. Enter your password or click “Forgot Password?” to recover your password and access My Account. In this case, proceed to Step 2: Create an HCR Number.

b. If you receive a message stating “This account does not exist. Sign up”, click the “Sign up” link. In this case, continue through Step 1: Create a My Account login.

3. Enter your first name, last name, a password, and confirm your password in the appropriate fields. Then click “Next”.

a. Your password must:

- Include at least eight (8) characters
- Include at least one (1) number
- Include at least one (1) uppercase letter
- Include at least one (1) lowercase letter
- Include at least one (1) special character

4. Choose your primary language, enter your primary phone number, and your primary address. Click “Sign Up”.

a. Please verify your address. If your address does not appear properly due to the Google address automation, you may enter your address manually by clicking “Enter address manually” and filling out the address fields.

5. A six-digit code will be sent to your email. Enter the code in the “Code” field and click “Verify” to finish setting up your My Account.

- a. Please check your junk/spam mail if you do not receive the code.
  - b. If you do not receive the email, click on the link for “Resend Email”.
6. You will then be prompted to login. Enter your password and click “Login”.
7. The last step is reading and accepting the Spordle Terms and Conditions. Please review the test and click “I Agree” to proceed.
- You are now in your My Account. For more information on My Account, you can review the documentation, here.

## **Step 2: Create an HCR Number**

1. Now that you are in your My Account, use this link:  
<https://page.spordle.com/ha/register/1f030f87-1cc6-66b8-82df-0281acc700a5>
2. Click the red “Register Now” button, then the “Create HCR Number” link, and then the “Yes, let’s go!” button. You will be taken to your Branch’s registration page. Click “Register now”.
3. Please enter in the first name, last name, and birthdate for the participant you are registering. Only enter in your own details here if you are registering yourself. If you are registering someone else, please ensure that you enter their information. Click “Search”.
  - a. HCR will search the database and will display participants with matching information. Please review the search results, including the name, age, and current organization(s). If this appears to be the correct participant, you may copy the HCR Number and do not need to proceed with this step.
  - b. If the participant(s) displayed do not seem correct or if no results are displayed, please click “Create a new participant” to proceed.
    - i. Before moving forward, it’s recommended to try variations of first names to ensure that there isn’t an existing profile. For example, Sue and Susan, Elizabeth and Liz, Jim and James, etc.
4. Please complete the Participant Creation form. The mandatory information is email, citizenship, Gender Identity, Identify as Indigenous, Race & Ethnicity, Phone Number, Phone Type, Address Type, and Move-in Year.
  - a. There is a small ‘i’ icon next to Gender Identity, Birth Country, and Race & Ethnicity that explain why this information is being collected. As well, there’s a section at the bottom of the form explaining why all the demographic information is collected.

5. Click "Create". A window called "Manage Participant" will appear. You may skip past this by clicking "Register". Then, select the "Skip the registration selection" and click "Next".

6. You will now see "Create HCR Number" as an Optional Item. Click the "+" to add one and click "Next". Then click "Complete". If you have multiple HCR Numbers to create, you can then click "Add another participant" and repeat Step 2 from item 4 as many times as needed. If done, click "Checkout", then "Next".

7. You must accept the Terms and Conditions here by selecting the checkbox above the "Previous" button. Select it, then click "Next". Click the box that says "Cash" – don't worry, there is no cost – and then click "Pay".

8. You have now completed the HCR Number creation. If you click the Invoice Number, you will be taken to your My Account and will see your invoice (this will also be emailed to you). Your HCR Number will be located right next to the participant's name(s) that you registered.

## **Respect in Sport (RIS) PARENT Account**

If you or the other parent does not have a RIS account yet, you will have to create one and take an online course.

This course takes roughly 1.5- 3 hours.

There is a fee associated with the course that is non refundable.

This course is MANDATORY by the HCR. One parent must have completed this course before their child can be put on a Hockey Canada Roster. Please be sure to ADD your child to YOUR RIS Profile with their HCR number.

Once the course is completed, you will have a certificate number on your account. This will automatically link your certificate number to your child's HCR Profile allowing them to be rostered.

This course must be redone every 3 years.

The link to this course is below and can be found on the PMH webpage under Coach and Parent Resources

<https://www.hockeyalberta.ca/members/respect-sport/>

**BE SURE TO TAKE THE PARENT COURSE AS THE COACH COURSE DOES NOT APPLY TO YOUR KIDS.**

## **TEAMSNAP**

We use Teamsnap to register for hockey and to communicate amongst our teams. If you do not have a team snap account, please create one. If you have an account already, create a household member for each child you plan to register. Your child's birthdate will default them to a child's profile. You can also add other adults to your

profile if you want them to have access to the team information. If your child already has a teamsnap profile on your account then you can register for hockey.

<https://www.teamsnap.com/>

If you have any questions regarding this process, please reach out to your local registrar by email:

registrar@provostminorhockey.com