



How to Create a Spordle Account

A step-by-step guide for MHAs & registrars to access
the Hockey Canada Registry (HCR)

Why you need a Spordle Login

- A Spordle account grants you access to your personal Hockey Canada profile, and you can link members of your family to your account
- Those that are in executive roles with MHAs (registrar, etc) will have their personal Spordle account linked to the MHAs HCR in order to complete the following:
 - Access to registration and participant records
 - Ability to manage teams, coaches, and volunteers
 - Required for rostering & insurance
 - Certification tracking

If you use an MHA specific email, you can create a Spordle login with the MHA email

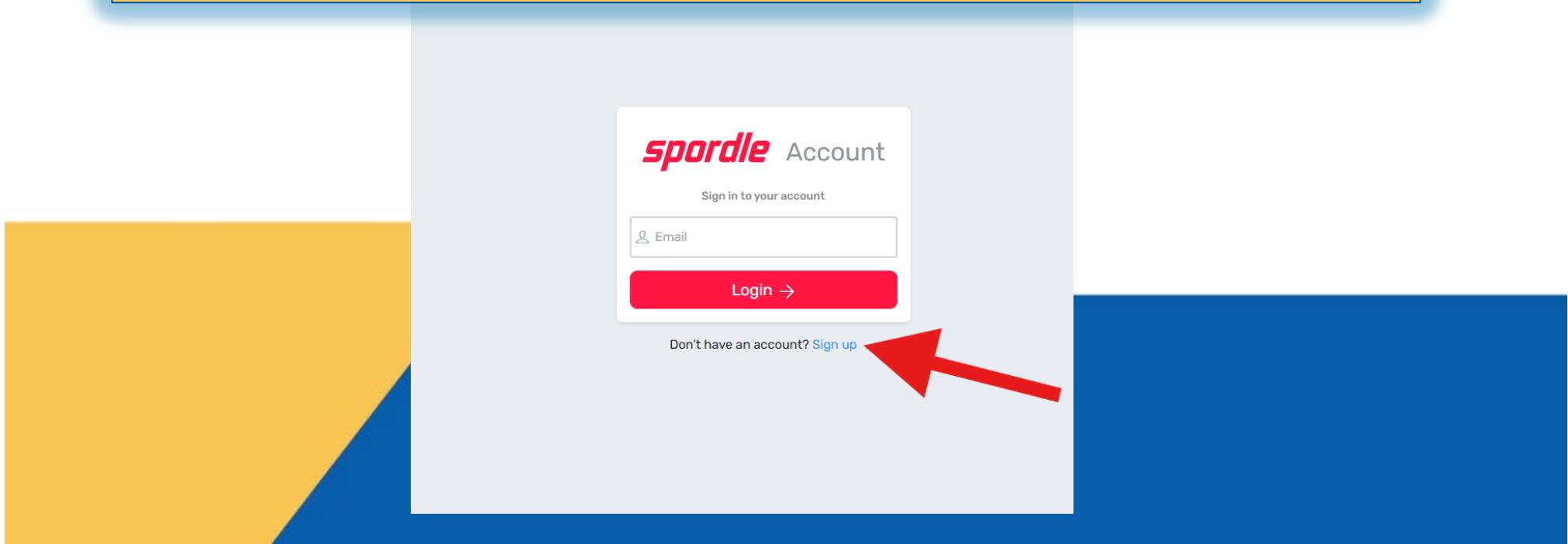
Step 1

Create a Spordle Login

No existing Spordle Login

- Link to Spordle: <https://myaccount.spordle.com/login>
 - Save this to your browser bookmarks
- “Sign up” and follow the prompts

If you already have an existing Spordle account that you would like to use for your MHA role, you can skip to Step 2



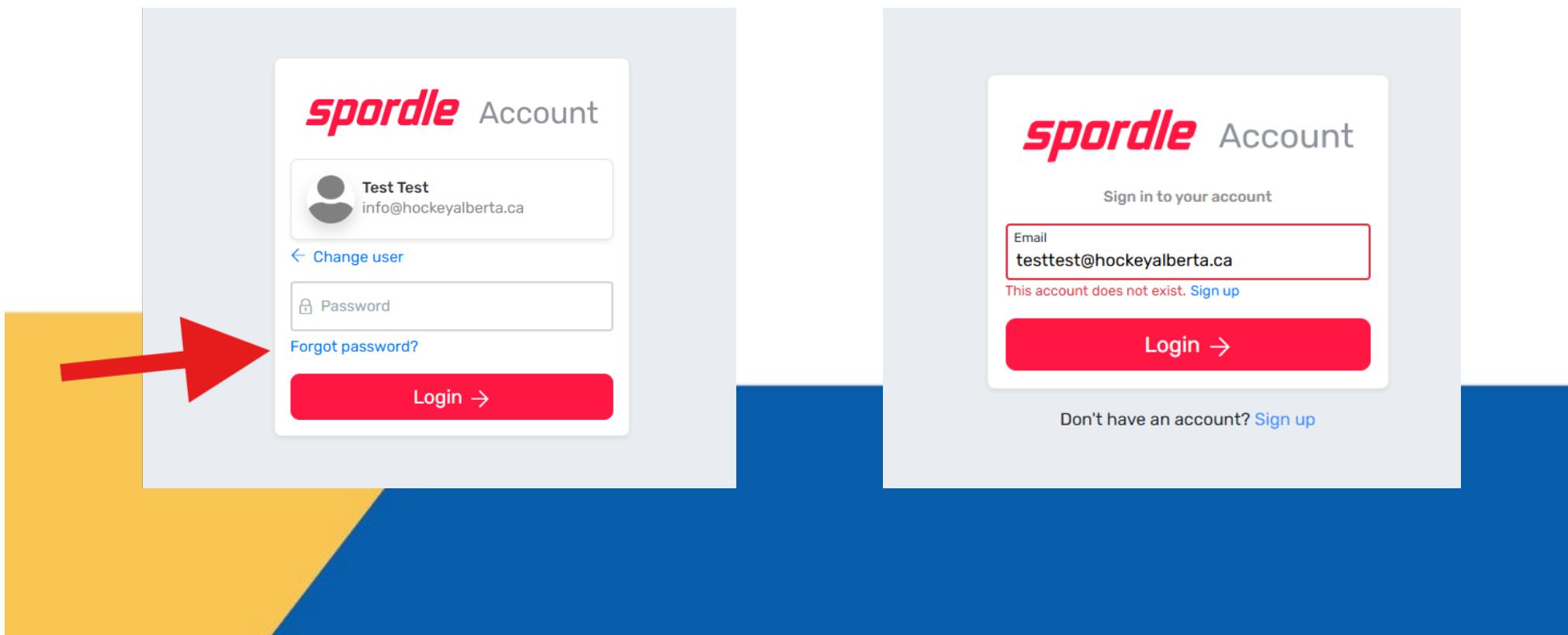
Step 1

Create a Spordle Login

Forget Login/unsure of login info

Not sure if you have a Spordle login? - enter your email & “login”

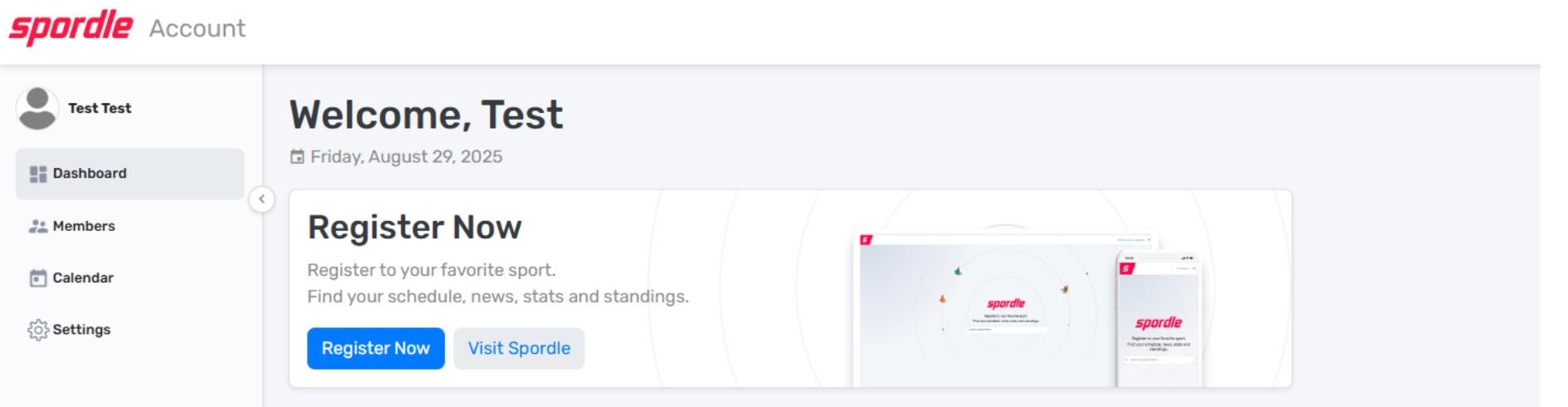
- If you **have** an account it will prompt for a Password
 - Can't recall/don't have password – choose “Forgot Password”
- If you **do not** have an account it will prompt you to sign up



Step 1

Create a Spordle Login

- Once all prompts have been completed, you should end up with a page that looks like this:



Step 2

Communicate account creation

- Confirm with the Individual/League/Team/Association that you have finished creating a Spordle login, and are ready for access to HCR - **this can take up to 5 business days to complete.**

Step 3

Confirm Access

- Log back into your Spordle account
- You will now be able to “Manage” your associations HCR account from your Dashboard

spordle Account

The screenshot shows the Spordle account dashboard for a user named 'Test Test'. The dashboard features a sidebar with icons for Dashboard, Members, Calendar, and Settings. The main area displays a 'Welcome, Test' message, the date 'Friday, August 29, 2025', and a 'Register Now' section. Below this is an 'Admin' section containing a card for 'MHA Write Registrar HC-HOCKEY ALBERTA' with a 'Manage' button. A large red arrow points to the 'Manage' button in the Admin section.

Welcome, Test

Friday, August 29, 2025

Register Now

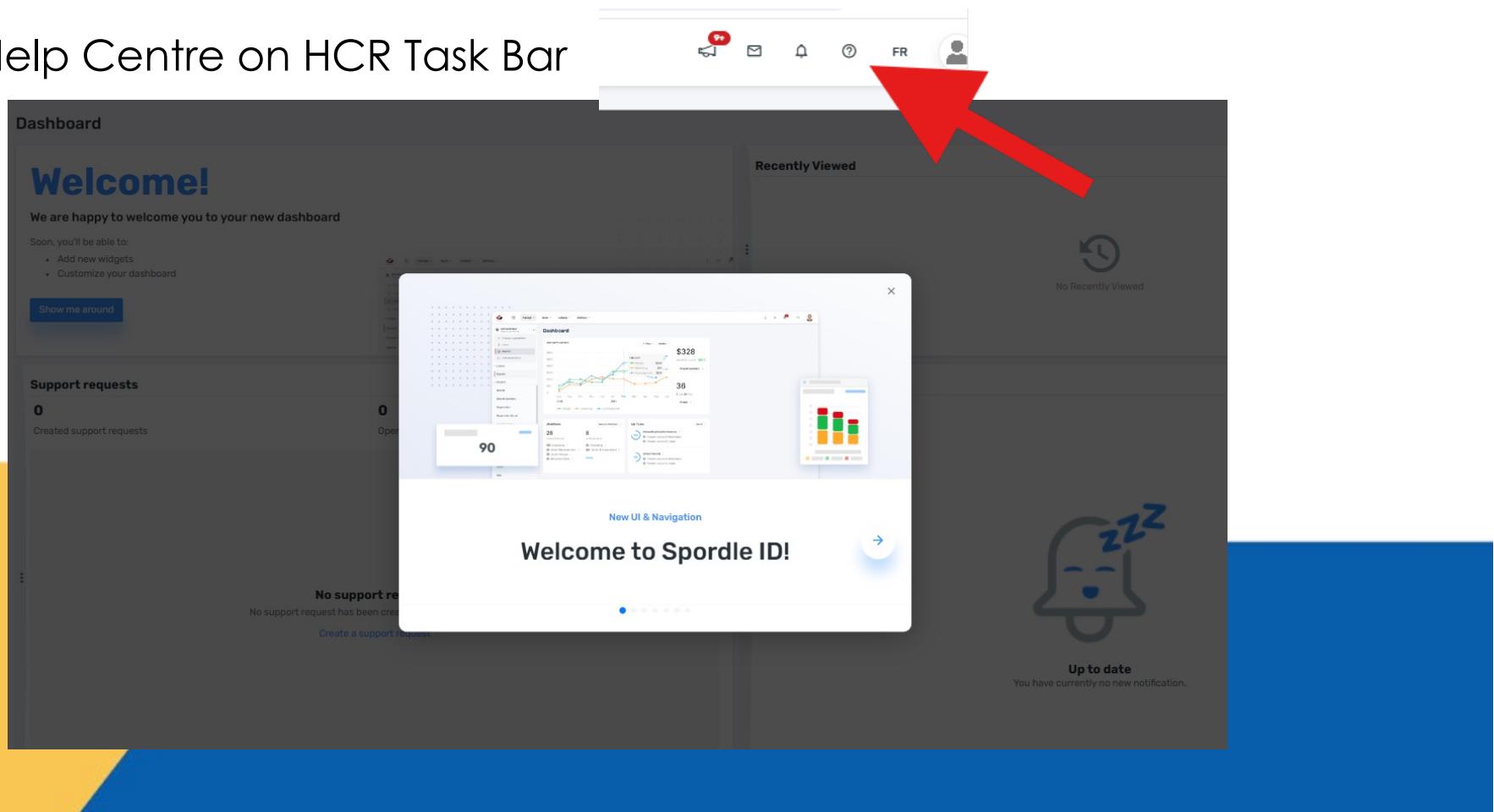
Admin

MHA Write Registrar
HC-HOCKEY ALBERTA

Manage

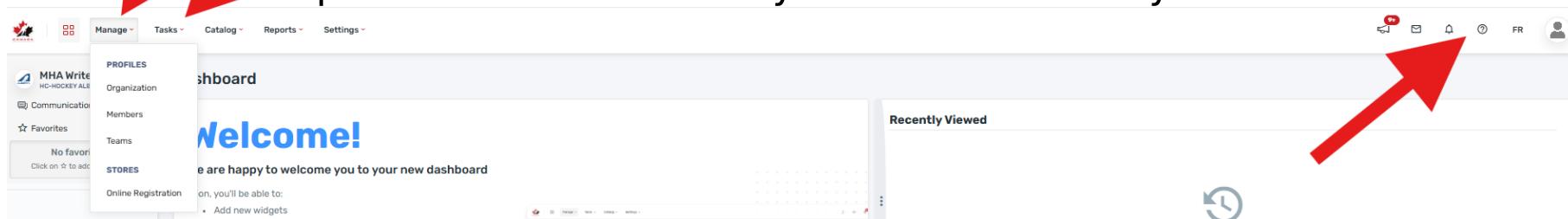
Resources & Support

- Minor Admin (found under Volunteer Contacts on hockeyalberta.ca)
- Member Services Staff at Hockey Alberta
- Help Centre on HCR Task Bar



Resources & Support

- **“Manage”**
 - Teams – you will see your associations team. Team Order forms are available on Hockey Albertas website under forms & are submitted to your Minor Admin to create teams
 - Members – able to search Members, access for registration & updating is provided to those within your association only



- **“Tasks”**
 - Transfers – you can view the transfers. Open with Action Required are members with transfers that need your associations review

