

# HCR 3.0 Spordle Account: Linking Self and Family Members

## 1.0 General Information

Effective the 2021 – 2022 season, the previous Hockey Canada Registry (HCR 2.0), will be replaced with HCR 3.0 Spordle.

## 1.1 Why is this changing?

This upgraded version of HCR will replace three (3) platforms (*eHockey, HCR Online Registration and Hockey Canada Registry*)  $\rightarrow$  and merge them into one!

## 1.2 Hockey Canada ID (HCR)

Information that was previously used within these platforms has been moved over to HCR 3.0.

Hockey Canada ID #'s are required in order to register for hockey.

In order for members to access their Hockey Canada ID #'s, <u>ALL</u> members <u>MUST</u> create an account login for HCR 3.0 Spordle.

#### 1.3 What do members need to do?

To link an existing HCR ID (coaches and/or participants), to the HCR 3.0 Spordle Account, this "How to" guide has been provided.

Members **MUST** follow this guide in the order the information is being provided below.

**NOTE**: Creating this account should be done **PRIOR** to registering for the upcoming Minor Hockey season so that you have access to your existing Hockey Canada ID.

#### 1.4 Questions / Problems / Forgot Password?

Forgot Password: Refer to Section 5.0

Questions / Problems: Refer to Section 6.0

## 2.0 Terminology

**NOTE:** The following references when creating the new account.

Account Holder Is the parent, guardian, grandparent or coach (if you have a coaching certification account). Coaches who are creating the new account, MUST their LEGAL name.	
MemberRefers to the participant (player / goalie).	
Participant is the player / goalie	
<b>Relationship</b> Is how the <u>ACCOUNT HOLDER</u> is related <u>TO</u> the Member.	

# 3.0 Setting up an Account

3.1 Visit <u>Hockey Canada 3.0 Spordle Log-in Page</u>, and as a first-time user, you must click "Sign up"



**3.2** Enter an email address you want to use for this account.

**NOTE**: It is strongly recommended this be a personal email address, and NOT a business one. Then press '**Next**'.



**3.3** Complete the information requested for the 'Account Holder'.

**<u>REMEMBER</u>**: 'Account Holder' refers to the; member (adult, parent / guardian, grandparent OR coach).

The email will auto-populate with the email that was provided in **Section 3.2**. After you have entered the required information, click on '**Sign up'**.

	Email will auto-populate
Sign up	
Email I First name	Coaches MUST enter their LEGAL names
Last name	Create & save your
Password ①	password for future
Confirm password	reference. Password minimum 8 characters. MUST
English	include: Uppercase, Lowercase, Number and Special Character
Sign up →	opeonal onaraoter
Already have an account? Sign in	Click 'Sign up'

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**3.4** A verification code will be emailed to the email address that you provided as the 'Account Holder'.

$\leftarrow$	HCR 3.0 Access		
НС	HCR Hockey Canada <no-reply-hcr@hockeycanada.ca> Fri 2021-06-25 12:03 PM To: You Your verification code is 082552.</no-reply-hcr@hockeycanada.ca>	V	erification Code
	Reply Forward		

Enter the code (from your email verification) when prompted, then click 'Verify'.

< Back to login	
<b>spordle</b> My Account	
Please enter the verification code sent to	
numberonehockeymom@hotmail.com	
0 8 2 5 5 2	
Verify	

**3.5** Login to the new HCR 3.0 Spordle 'My Account' with the email and password that was just created. Click 'Login'.

Password Forgot password? Click 'Login'	<b>Spordle</b> My Account	Will auto-populate
Forgot password?	numberonehockeymom@hotmail.com	Enter your password
Click 'Login'		
	Forgot password?	Click 'Login'

**3.6** Review the Hockey Canada Registry Spordle Terms and Conditions, in order to move forward.

	-
	Hockey Canada Registry
	Terms and conditions
	Please read and accept the following terms and conditions of use before proceeding.
Spordle Te	rms of Use
	Terms and Conditions
Spordle Solutio	4 and "Agreement") is entered into between Specific Iac. ("Specific") and the user ("User", "you", "your") to govern your use of the at ("Solitation") that you will access from the Specific DD platform either fromgit Specific My Account ("User Account"). Please read wellity. You many greet to all of the terms of this agreement to use Specific My Account.
	"I Agree" checkbox or by accessing, browsing or using the Platform, you agree to be bound by these Terms of Service and any related lines, including any subsequent amendments or modifications.
	ree to all of the Terms and Conditions, then you understand that you will not be permitted to use Sportle My Account, and you agree to CEL AND QUIT* button.
l. User	
Decline & exit	lagree ~
	Powered by <b>Spordle</b> My Account

**3.7** The newly created account Dashboard will appear. To link your participant(s) Hockey Canada ID profile(s) to the Account Holder, click 'Link this Member'.

<b>Spordle</b> My Account	=	
JOFA 'TEST' BOWLES	Dashboard	Link this Member
Dashboard	My Organizations	
<b>Q</b> Members	My Members Link a Member	
🛗 Calendar	JB 🗑 JOFA 'TEST' BOWLES	

**NOTE**: In this example; 'JOFA 'TEST' BOWLES, is the Parent.

- **3.8** Now, to search for a participant; either of these choices can be used:
  - 1. The First Name, Last Name AND Date of Birth can be entered. **OR**;
  - 2. HCR Number --- **ONLY IF** you **ALREADY** have this number available. If you do not have your HCR # available, then proceed with #1.

After you have entered information for either #1 or #2, click 'Search'.

Link a member	×	
Seach a member in HCR		Enter ALL 3 pieces of
First Name * Last Name *		information
Date of Birth *		<u>05</u>
		<u>OR</u>
HCR Number		
ex: 4563485965		HCR #, IF you have available.
	Search Cancel	

**3.9** Confirm the participant profile that appears and is listed under "Existing Profiles" <u>MATCHES</u> the participant that you were searching for.

Then beside the **CORRECT** participant's name, click 'Link this Member'.

**<u>NOTE</u>**: If the participant does <u>NOT</u> match  $\rightarrow$  Re-enter #1 <u>OR</u> #2 from <u>Section 3.8</u>, and click 'Search' again. If your participant is still not appearing, <u>STOP and CONTACT</u> the Red Deer Minor Hockey, jackie@reddeerminorhockey.com

ccount	=	Link a member	×		
VLES	Dashboard My Or	Seach a member in HCR First Name *	.ast Name *		Is this the participant you
	My Me JB ¥ JOFA TEST'E	Date of Birth •			were searching for?
		HCR Number			<mark>lf 'YES'</mark> , then click 'Link this member'
	2	∆ The other filters will be ignored.			
		CRAF TEST' BOWLES (14 HCR#1500	yrs.) Link this member		If 'NO, re-enter / correct <mark>#1 OR #2</mark> , and click 'Search'
•••			Search Cancel		again.

If **INCORRECT** information was entered, you will get an **ERROR** message:

Link a member Seach a member in HCR		This example shows an error. There is missing punctuation around TEST, and should have
First Name *	Last Name *	been typed: 'TEST'
FAITH TEST	BOWLES	This is a reminder, that the
Date of Birth *		LEGAL spelling of your
2014-06-02	5	participant MUST be used, and
0	r	spelt CORRECTLY!
HCR Number		
ex: 4563485965		Error Message
Oops! It looks like the member yo records.	u are trying to find isn't in our Search Cancel	Re-enter / Correct either #1 or #2, and again click 'Search'.

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**3.10** Next to add is: **HOW** the '<u>Account Holder</u>' is related **TO** the <u>member</u> (participant).

If the participant is your child → you select 'Parent' (or other applicable option that will appear in the drop-down menu).

If the member is yourself (e.g., for a coaching account)  $\rightarrow$  Select 'Self'.



**3.11** The member has now been successfully linked to your new HCR 3.0 account and this participant will now appear on the Account Dashboard! **GREAT JOB!** 

Repeat Section 3.8 to Section 3.10 for EACH participant that you need to link to this account.

**NOTE**: If the "My Organizations" don't show up right away, then click on a couple of tabs to the left, then go back to the 'Dashboard'. The "My Organizations" should then appear.

<b>spordle</b> My Account	=	
JOFA 'TEST' BOWLES	Dashboard	<ul><li>'My organizations' will be the hockey associations linked to your</li></ul>
Dashboard	My Organizations	HCR account.
A Members	SOUTHWEST HOCKEY ASSOCIATION	
🛱 Calendar	Register	Account Holder will have a 'crown' beside name.
몇 Purchases ôộ Settings	My Members Link a Member	crown beside name.
	JB 🗑 JOFA TEST' BOWLES	GRAF TEST BOWLES 1   June 2, 2007 Parent   HCR# 13000000597103 1
	FAITH 'TEST' BOWLES June 2. 2015 Parent HCR# 202148500001630	
spordle …		Your Participants

**3.12** To sign out, click the "person icon", then "Sign Out".

<b>Spordle</b> My Account		A 🖬 II 🕫 🛔
JOFA TEST BOWLES	Dashboard	JOFA 'TEST' BOWLES
Dashboard	My Organizations	
	SOUTHWEST HOCKEY ASSOCIATION	B Sign Out
	Register	

# Forgot Password

4.0

To reset the password, use the link found in Section 3.0.

On the login page, enter your email and then click "Login".

	Login
<b>Spordle</b> My Account	Login
Sign in to your account	
Email numberonehockeymom@hotmail.com	
Login ->	
Don't have an account? Sign up	

Your name should appear → then click "Forgot Password?"

spor	My Account
	<b>'TEST'</b> eronehockeymom@hoty_xil.com
Change user	
A Password	
Forgot passwor	d?
	Login →

A verification code will be sent to the email address. Enter the verification code, along with the NEW password. Click '**Submit**'.

Back	to login				
4	5 <i>po</i> l	rdle	My A	cour	nt
	Pass	word	Reco	very	,
	er the ve Imberone	ema	il at:		
4	3	7	0	1	5
New p	assword	•••			
Confir ••••	m passwo	rd ●●●		,	
		Sub	mit		

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If you do **NOT** get your verification code, then **BEFORE** clicking the "You did not receive an email? Send Email" option, **PLEASE check your Spam/Junk Folder** and then **ALSO** mark that email as NOT JUNK, to help prevent further emails going to junk/spam.

Once you have entered the verification code and the new password, you will be brought back to the "Login" page. Enter your NEW updated password, then "Login"  $\rightarrow$  this will bring you to the Dashboard.

# 6.0 Contact

All registration questions should be directed to the SW Registrar at: registrar@southwesthockey.ca

