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***) → 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, **ALL** members **MUST** 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**

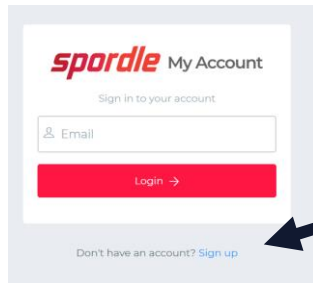Questions / Problems: Refer to **Section 6.0**

2.0 Terminology

NOTE: The following references when creating the new account.

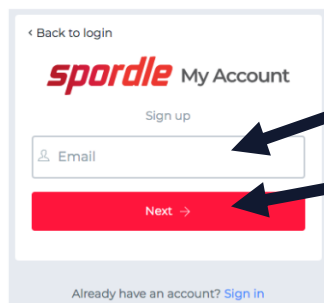|	
Account Holder	Is the parent, guardian, grandparent or coach (if you have a coaching certification account). Coaches who are creating the new account, MUST use their LEGAL name.
Member	Refers to the **participant** (player / goalie).
Participant	is the player / goalie
Relationship	Is how the **ACCOUNT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

3.0   Setting up an Account

3.1   Visit [Hockey Canada 3.0 Spordle Log-in Page](#), 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**'.
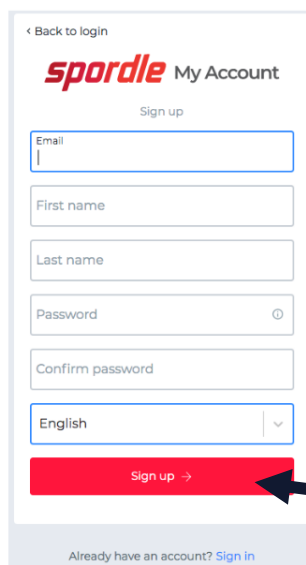

3.3   Complete the information requested for the '**Account Holder**'.

REMEMBER: '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**'.
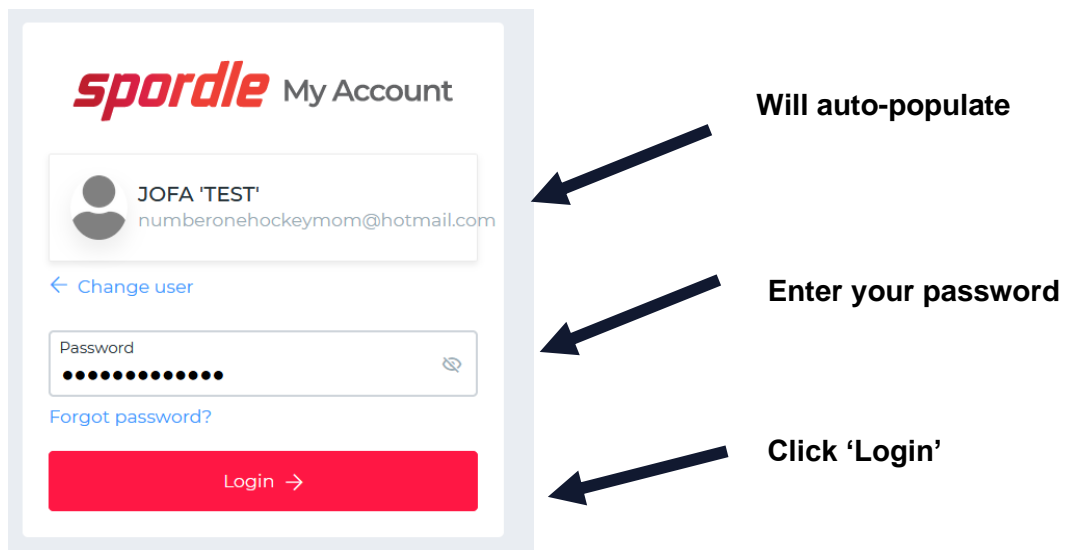
3.4   A verification code will be emailed <u>to the email address that you provided as the 'Account Holder'</u>.
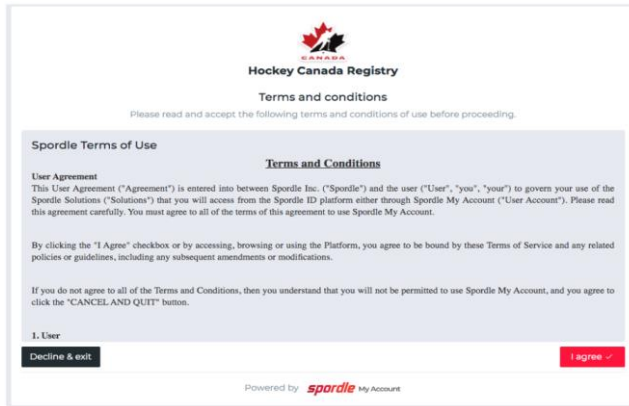

Verification Code

Enter the code (from your email verification) when prompted, then click '==Verify=='.
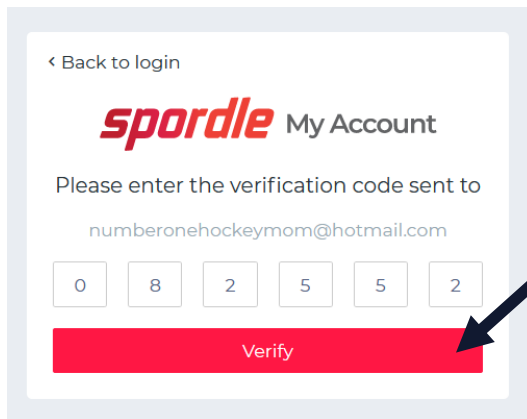
3.5   Login to the new HCR 3.0 Spordle 'My Account' <u>with the email and password that was just created</u>. Click '==Login=='.

Will auto-populate
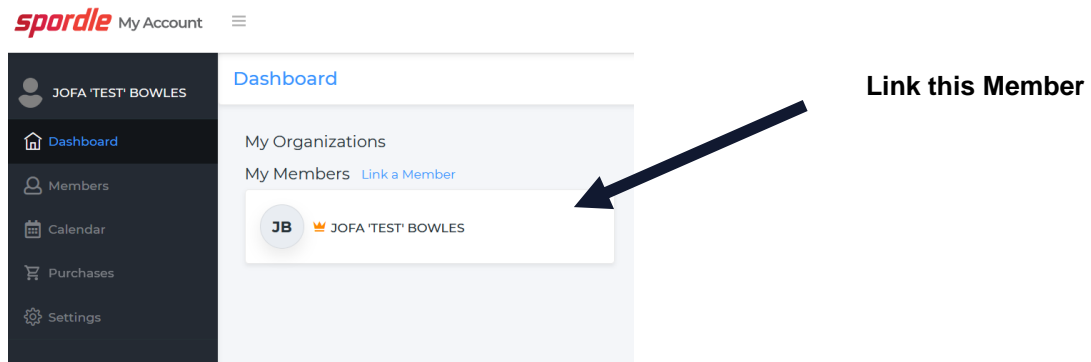
Enter your password

Click 'Login'

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

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=='.

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

Link this Member

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=='.

Enter ALL 3 pieces of information

==OR==

HCR #, IF you have available.
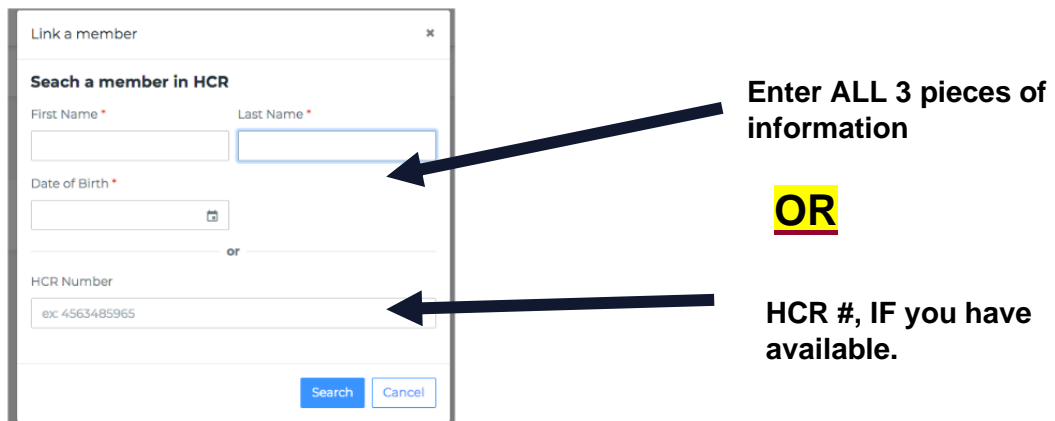
3.9   Confirm the participant profile that appears and is listed under "Existing Profiles" **MATCHES** the participant that you were searching for.

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

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

Is this the participant you were searching for?

If 'YES', then click 'Link this member'

If 'NO', re-enter / correct **#1** OR **#2**, and click 'Search' again.

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

This example shows an error. There is missing punctuation around TEST, and should have been typed: 'TEST'

This is a reminder, that the LEGAL spelling of your participant MUST be used, and spelt CORRECTLY!

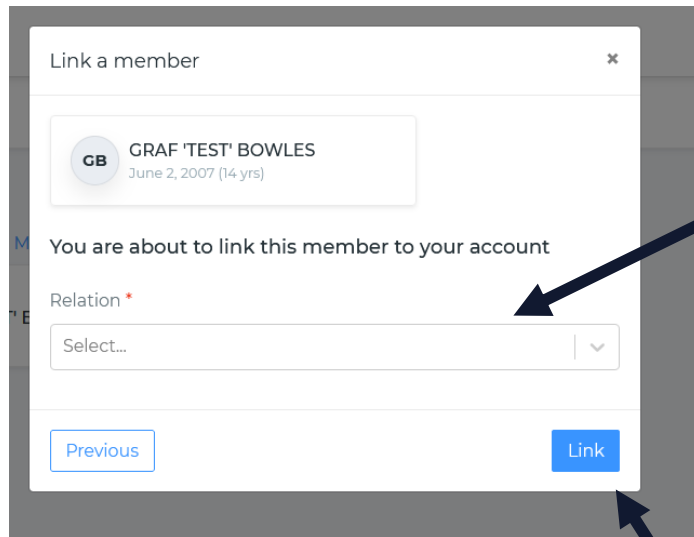**Error Message**

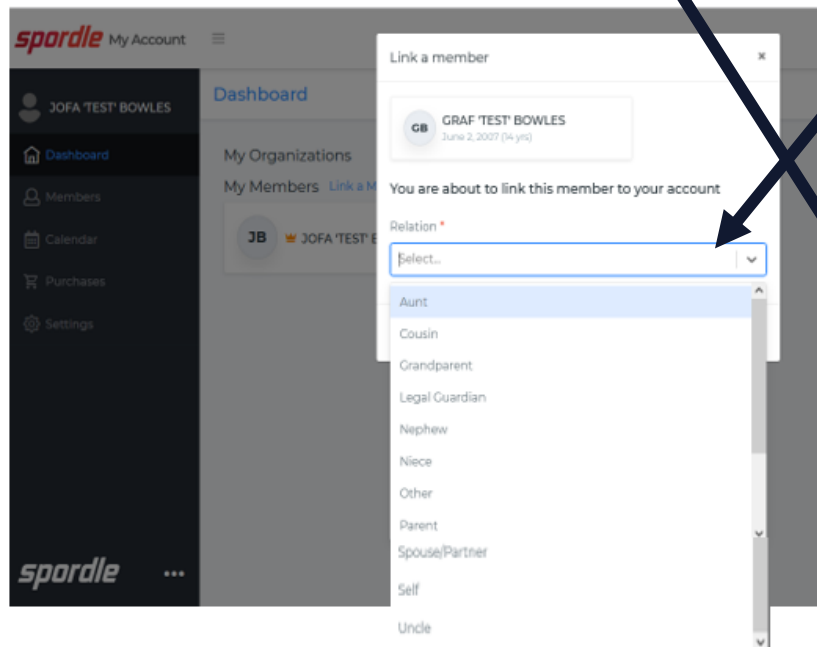**Re-enter / Correct either #1 or #2, and again click 'Search'.**

3.10 Next to add is: **HOW** the 'Account Holder' is related **TO** the member (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) → Select 'Self'.

Click 'Select' to see the drop-down menu

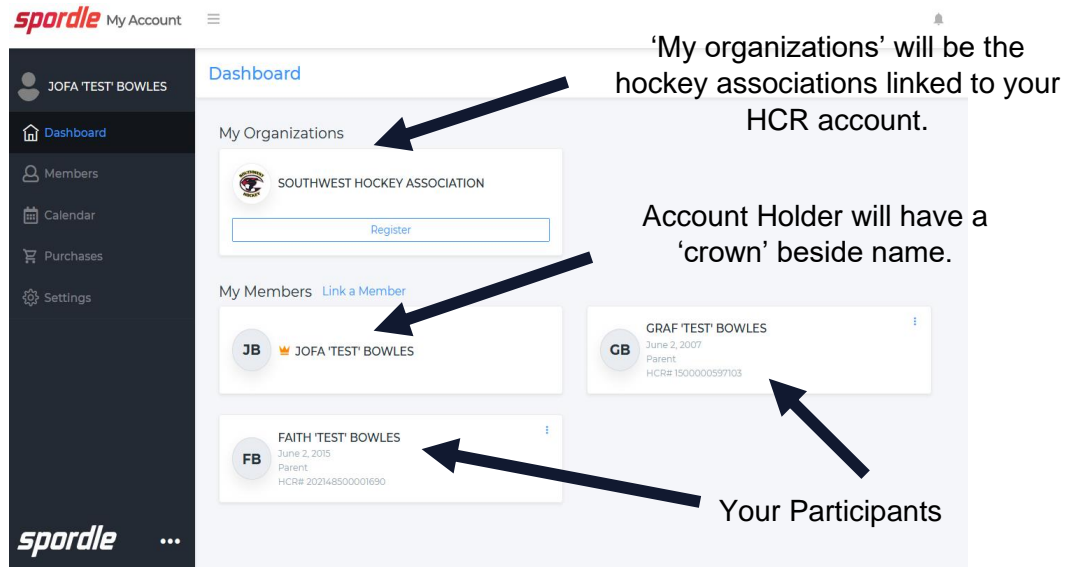**1ˢᵗ**

Choose an option.
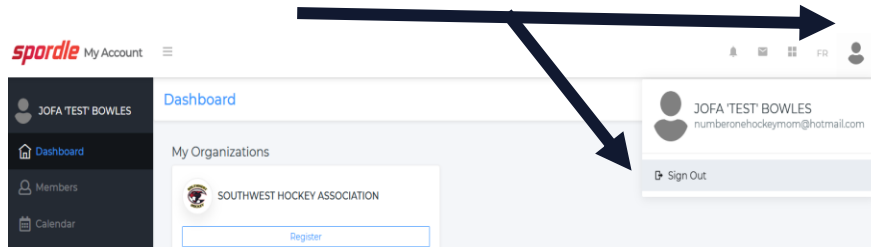
2ⁿᵈ

Then click 'Link'

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.
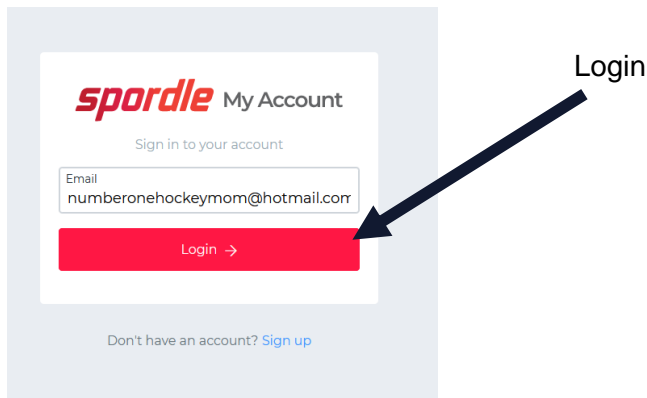

'My organizations' will be the hockey associations linked to your HCR account.

Account Holder will have a 'crown' beside name.

Your Participants

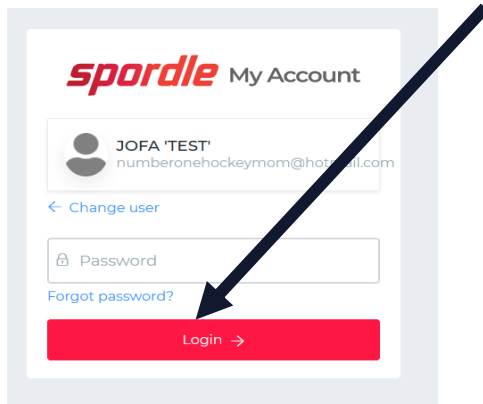**3.12** To sign out, click the "person icon", then "Sign Out".

4.0

Forgot Password

To reset the password, use the link found in **Section 3.0.**
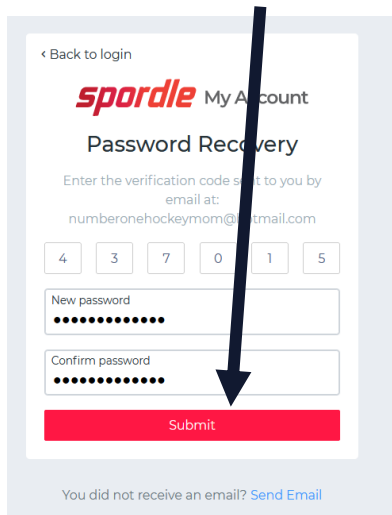
On the login page, **enter your email** and then click "**Login**".

Login

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

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

Important:

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" → this will bring you to the Dashboard.

6.0 Contact

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