

Hockey Canada Registry (HCR) 3.0

Account Creation and Registering in HCR 3.0

Introduction

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 account creation and 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 Stettler Hockey Alberta registration website. The header features a red 'S' logo and navigation links for 'FR' and 'Login'. The main content area is divided into two columns. The left column contains an 'Overview' section with links for 'Home' and 'Contact', and a 'Registration' section with a 'Participant' link. The right column is titled '2021 - 2022 Registration' and includes a 'Register now' button, start and end dates (2021-07-30 to 2021-08-20), and a table of registration options.

More	Category	Member type	Registration fee
▼	U7 Registration	Player	\$215.00* *Required items included.
▼	U11 Registration	Player	\$630.00* *Required items included.

First Sign in

When you first click the Registration link from our SMHA website, you will be taken to the “2021 - 2022 Registration” 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.

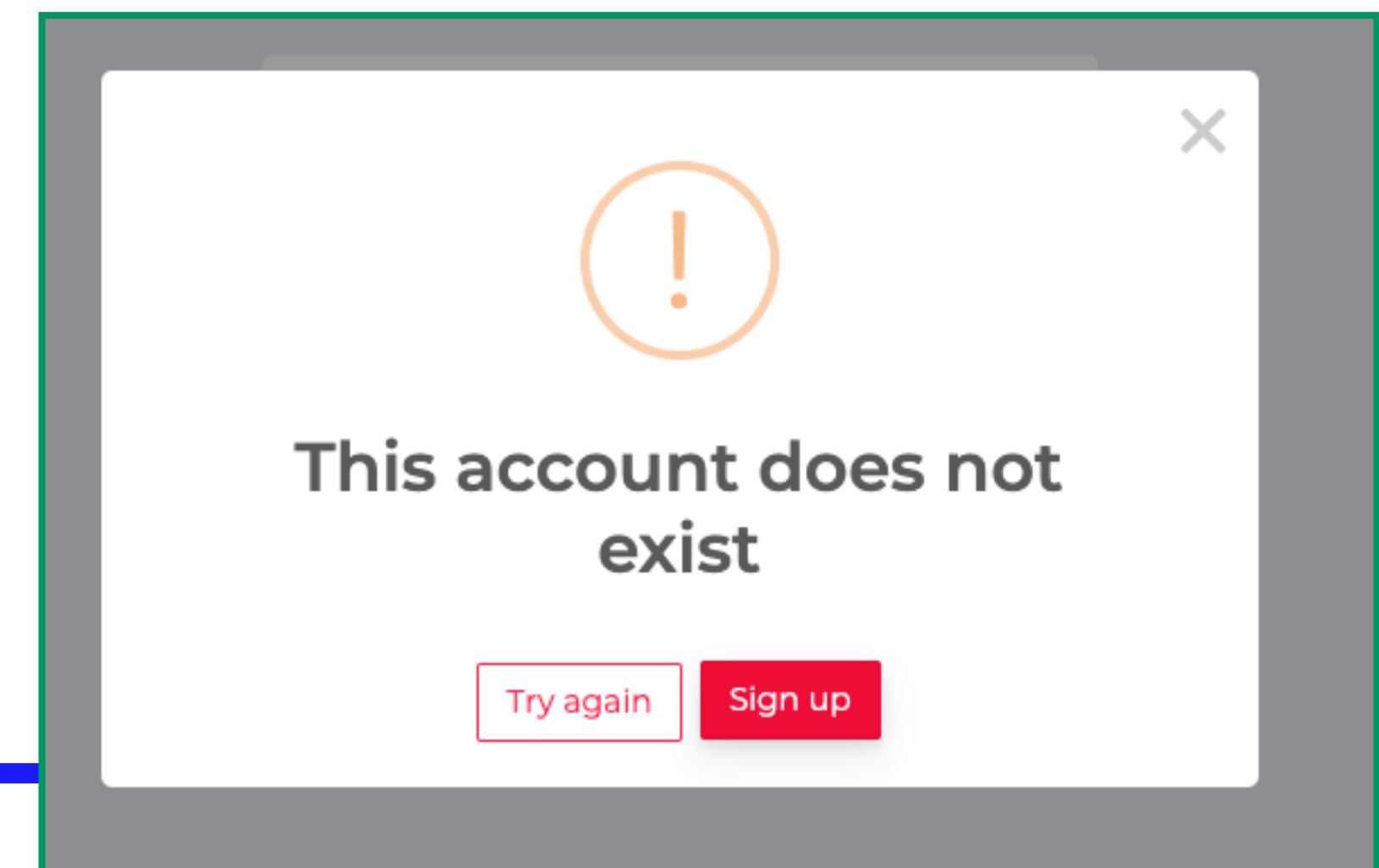
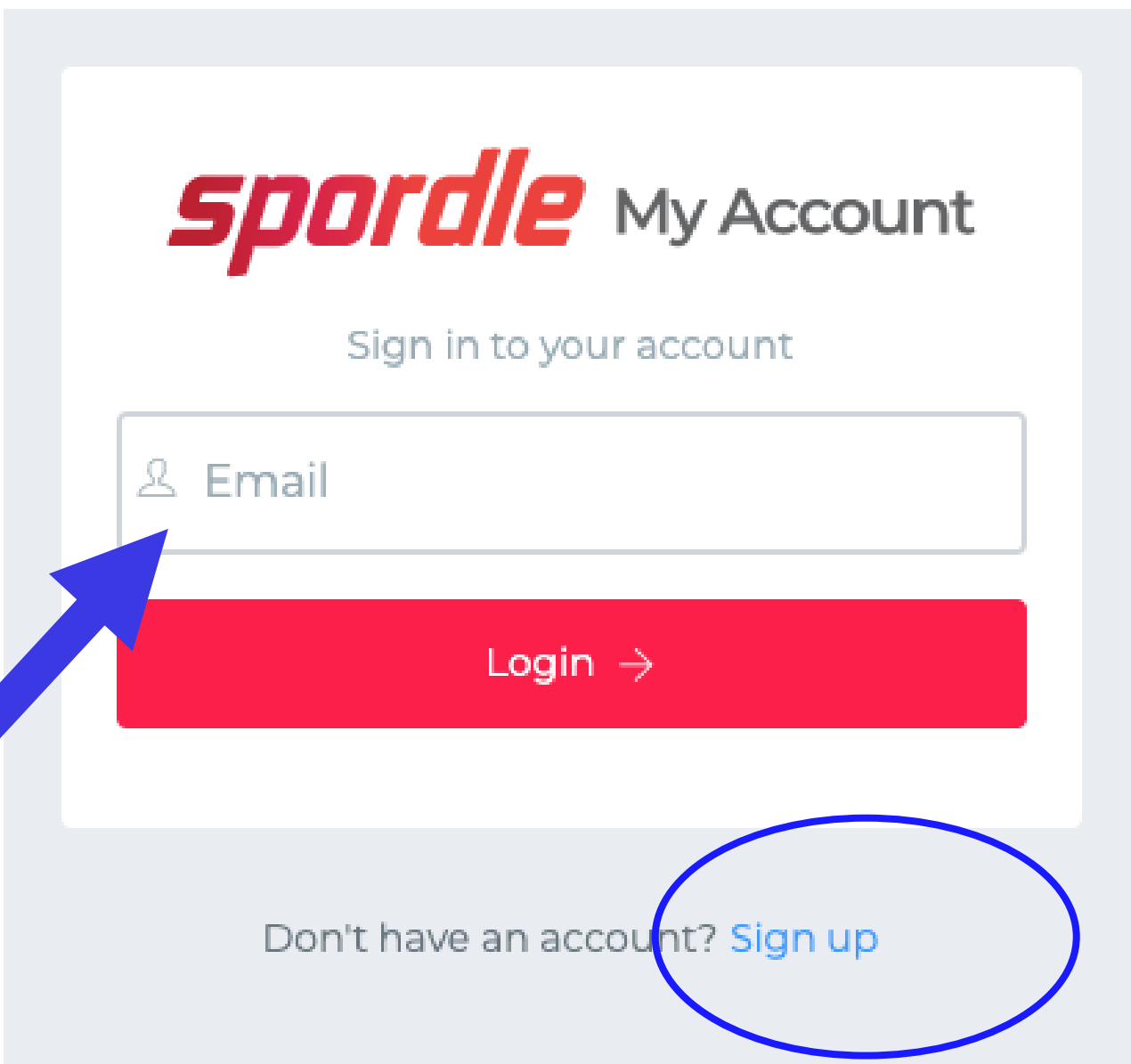
The screenshot shows the registration page for Stettler Hockey Alberta. The page has a header with the organization's logo and name. A navigation menu on the left includes 'Overview' (with sub-links for Home and Contact) and 'Registration' (with a sub-link for Participant). The main content area is titled '2021 - 2022 Registration' and features a red 'Register now' button. To the right of the button, the registration period is listed as 'Start date : 2021-07-30' and 'End date : 2021-08-20'. Below this is a table with the following data:

More	Category	Member type	Registration fee
▼	U7 Registration	Player	\$215.00* <small>*Required items included.</small>
▼	U11 Registration	Player	\$630.00* <small>*Required items included.</small>

First Sign in (cont'd) ...

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.



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 '< Back to login'. The Spordle logo is in red, followed by 'My Account' in black. Below the logo is the text 'Sign up'. The form contains several input fields: 'Email' (with a placeholder 'EMAIL ADDRESS'), 'First name', 'Last name', 'Password' (with an information icon), and 'Confirm password'. Below these is a language dropdown menu currently set to 'English'. A prominent red 'Sign up →' button is at the bottom of the form. At the very bottom of the page, there is a link: 'Already have an account? Sign in'.

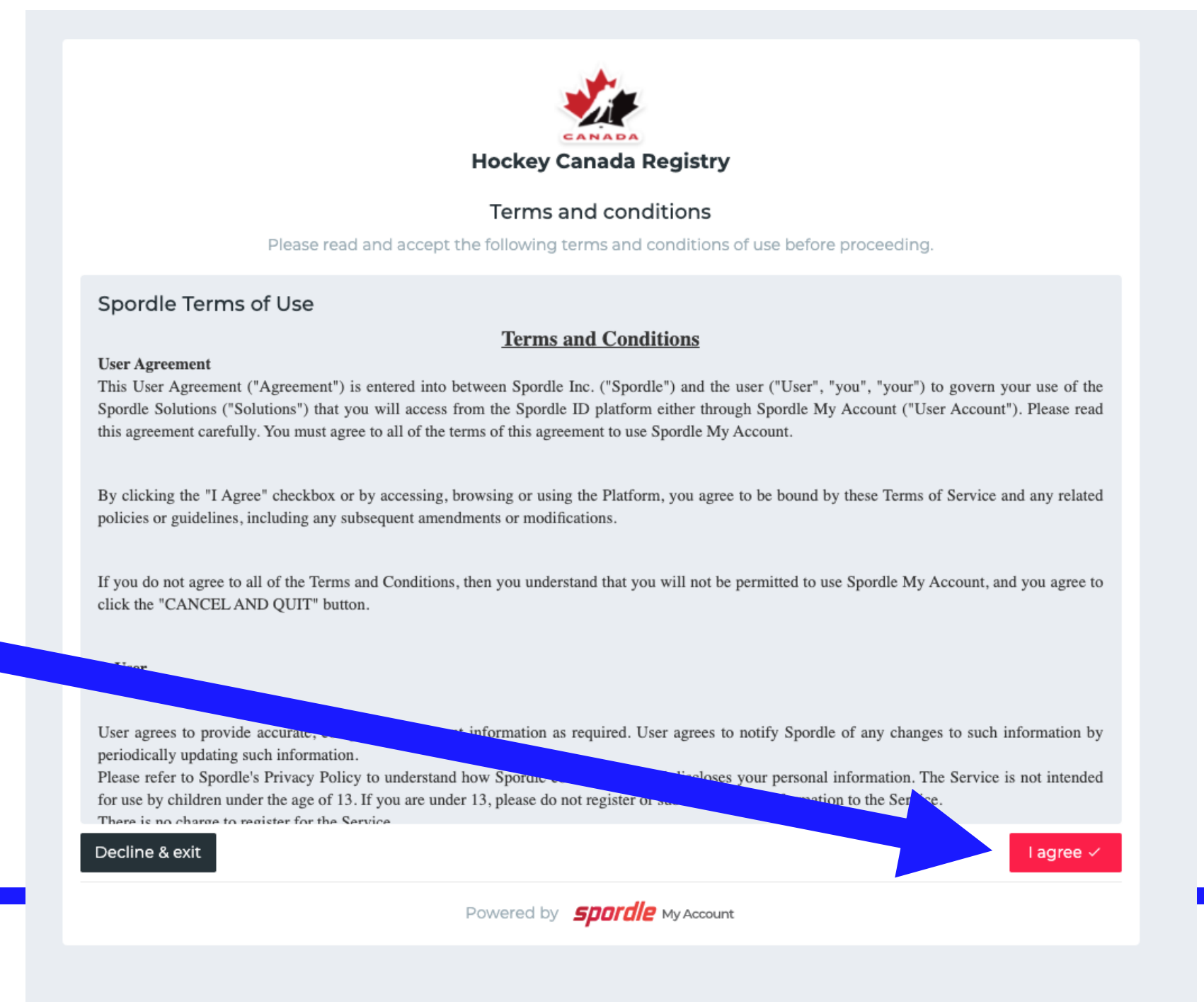
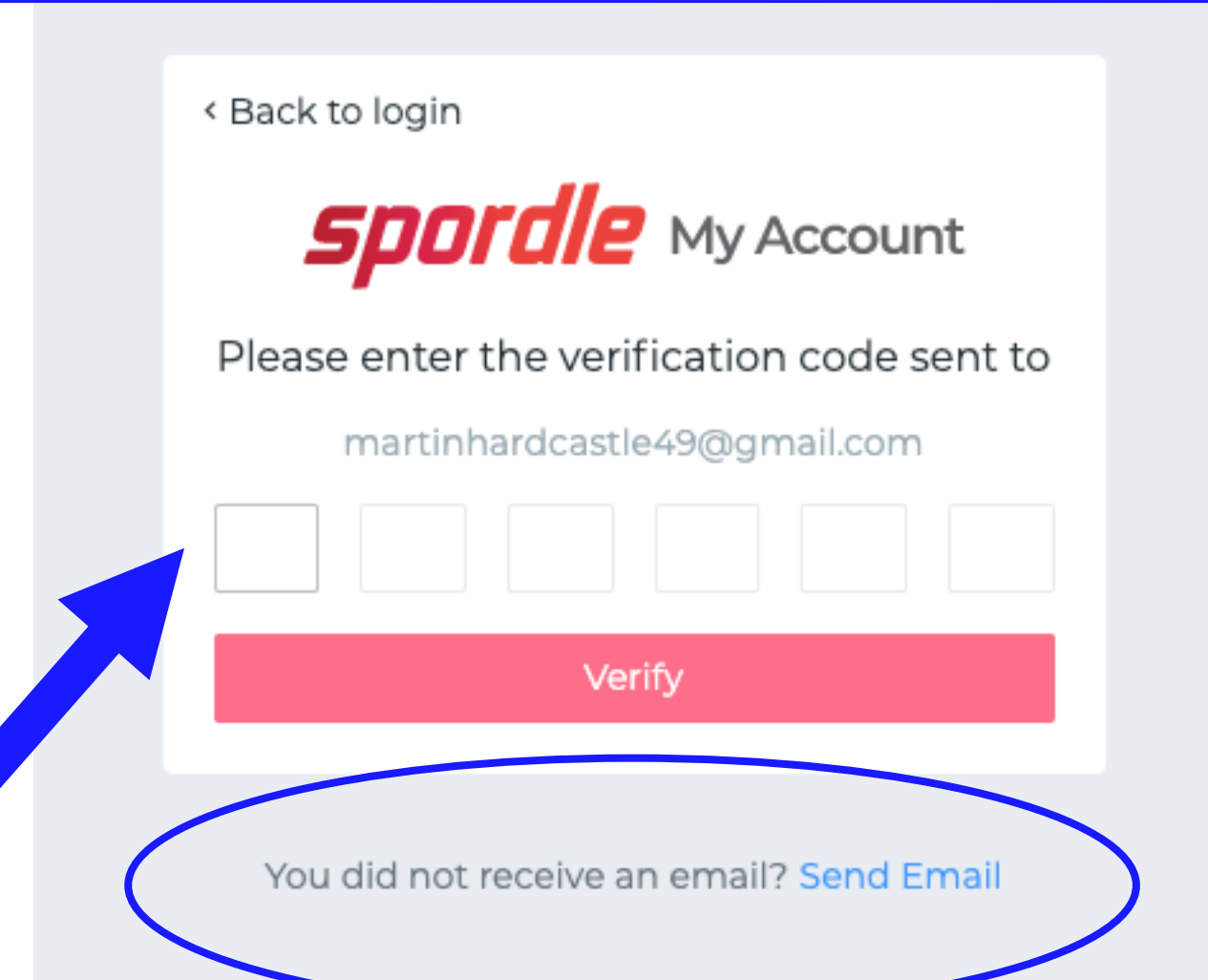
Creating Your Account (cont'd)

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 2021 - 2022 Registration page again, but this time you are signed in and ready to register participants.



Registering

Online Store

Simply click on "Register now".

STETTLER
HOCKEY ALBERTA

2021 - 2022 Registration

[Register now](#) ←

Start date : 2021-07-30
End date : 2021-08-20

More	Category	Member type	Registration fee
∨	U7 Registration	Player	\$215.00* <small>*Required items included.</small>
∨	U11 Registration	Player	\$630.00* <small>*Required items included.</small>

Registering (cont'd)

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 an existing participant...

U5 to U21 Online Registration

Register a participant

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

Registration fee

\$380.00
\$480.00
\$480.00
\$675.00

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 →

****NOTE ITEMS ARE FOR EXAMPLE ONLY AND DO NOT REFLECT SMHA REGISTRATION FEES OR DIVISIONS**

Registering (cont'd)

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.

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The image shows two overlapping windows from a web 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 "TEST MEMBER (4 yrs.)" with HCR # 2021532000000286. Under "Available Registrations", there are three 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.

Registering (cont'd)

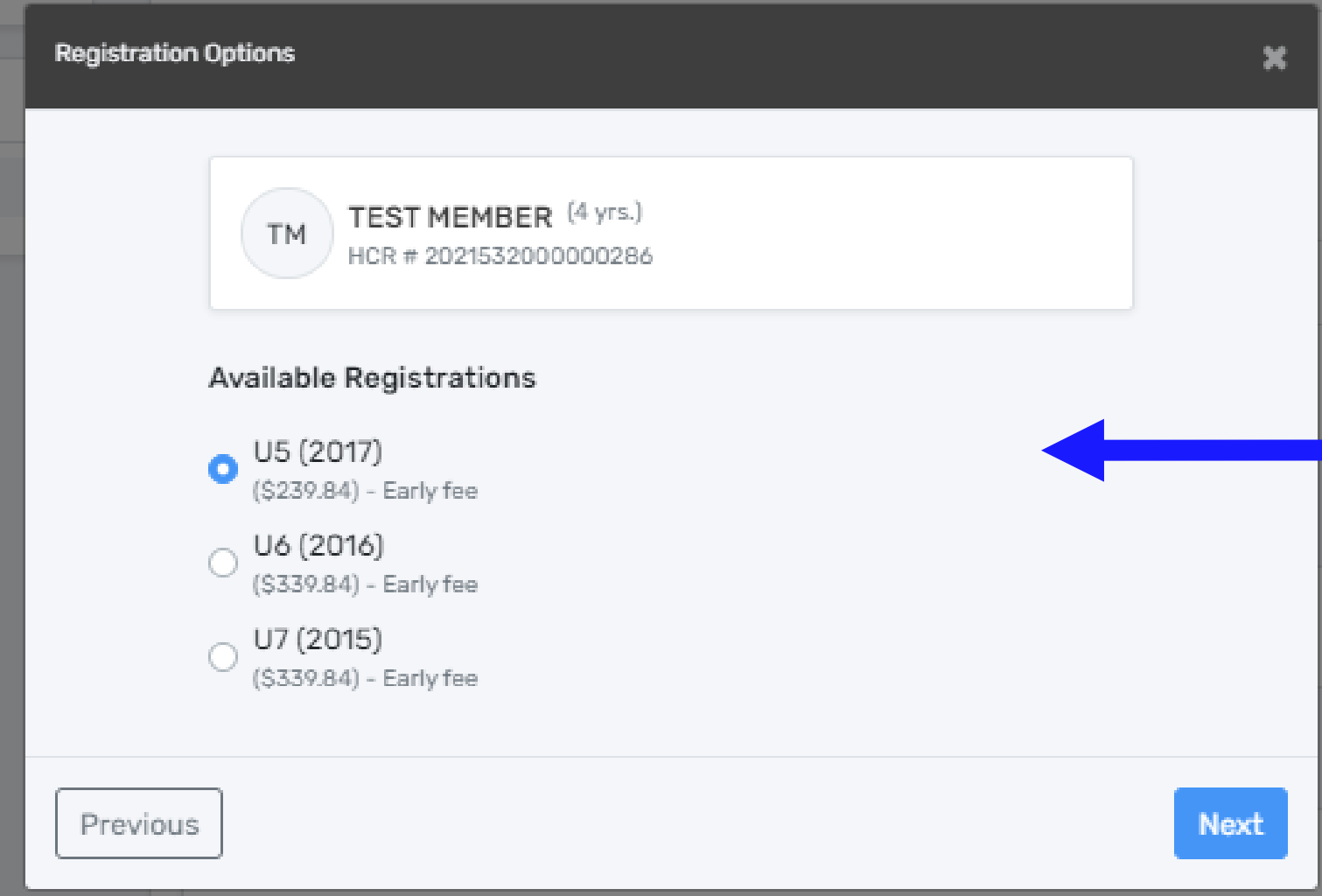
EXISTING PARTICIPANT

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”

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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" containing three radio button options: "U5 (2017) (\$239.84) - Early fee" (which is selected), "U6 (2016) (\$339.84) - Early fee", and "U7 (2015) (\$339.84) - Early fee". At the bottom left is a "Previous" button and at the bottom right is a "Next" button.

Ensure the correct registration, by birth year is selected!

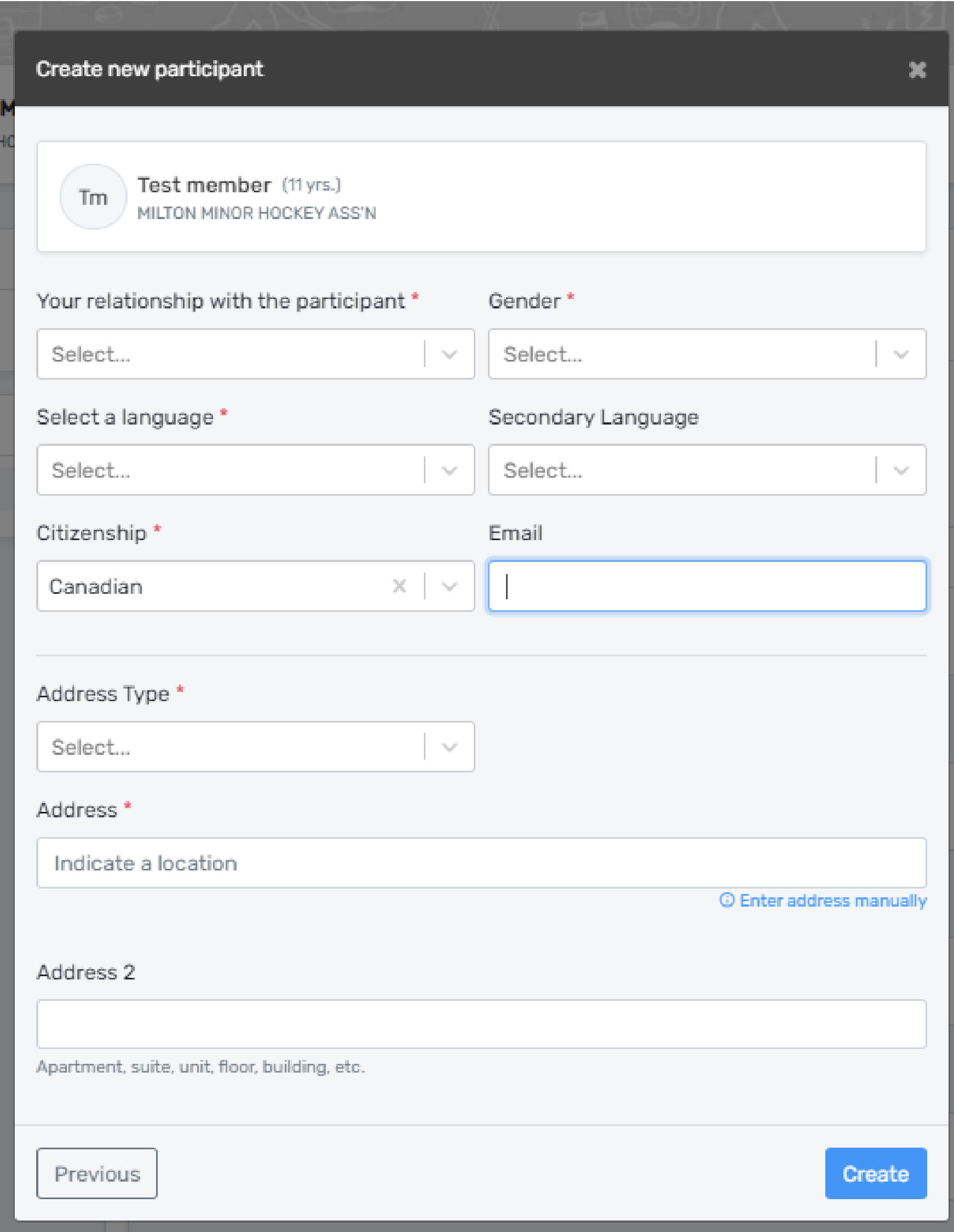
Registering (cont'd)

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 circular profile picture placeholder with the initials "Tm" is next to the text "Test member (11 yrs.)" and "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 *" contains 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" is currently empty. Below it is the text "Apartment, suite, unit, floor, building, etc."

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

Registering (cont'd)

Questionnaires

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.

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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 (cont'd)

Waivers

Next are the waivers. These will include mandatory Hockey Canada, and any applicable waivers from SMHA.

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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

Registering (cont'd)

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.

Register a participant

Would you like to register another participant?

Register another participant

Proceed to check out →

Previous

UNDER-18 (Born 2005 or 2004) Player

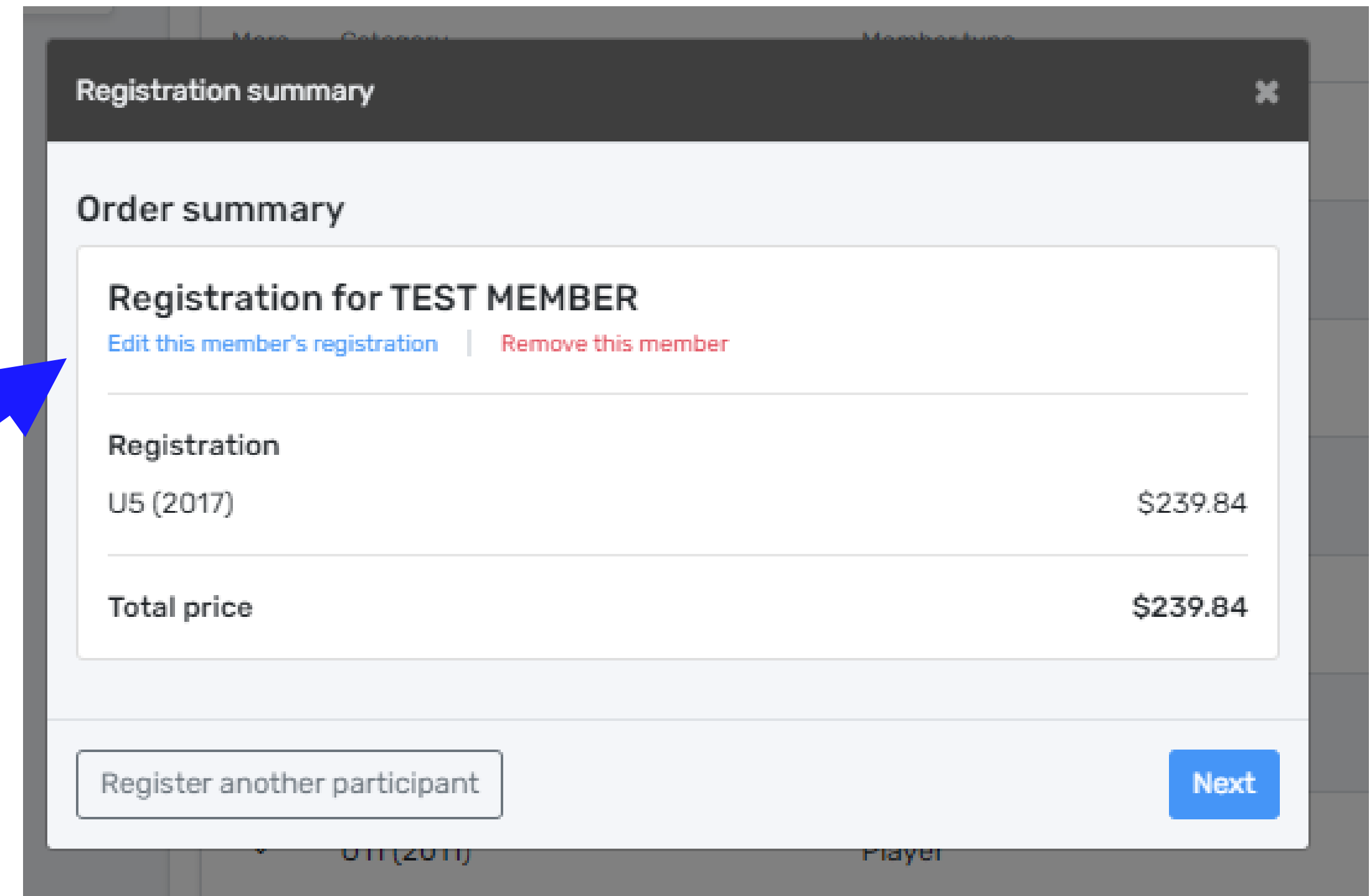
Registering (cont'd)

Made a Mistake or 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

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The screenshot shows a 'Registration summary' window with a dark header and a light body. The main content is an 'Order summary' for a 'Registration for TEST MEMBER'. It includes links to 'Edit this member's registration' and 'Remove this member'. A table lists the registration details and total price. At the bottom, there are buttons for 'Register another participant' and 'Next'. A blue arrow points from the text 'Edit the registration' to the 'Edit this member's registration' link.

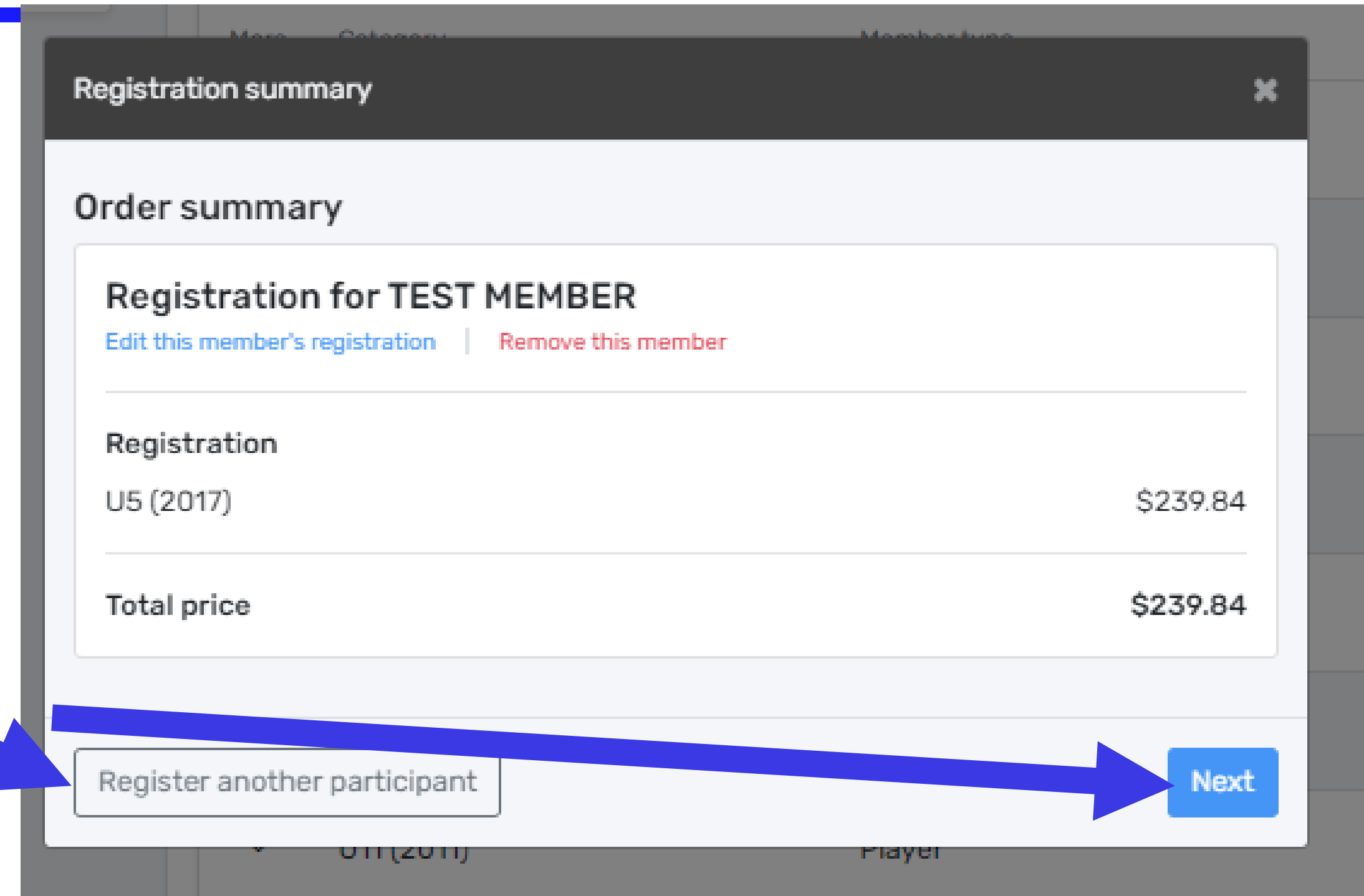
Order summary	
Registration for TEST MEMBER	
Edit this member's registration Remove this member	
<hr/>	
Registration	
U5 (2017)	\$239.84
<hr/>	
Total price	\$239.84

Registering (cont'd)

Your Cart/Checkout

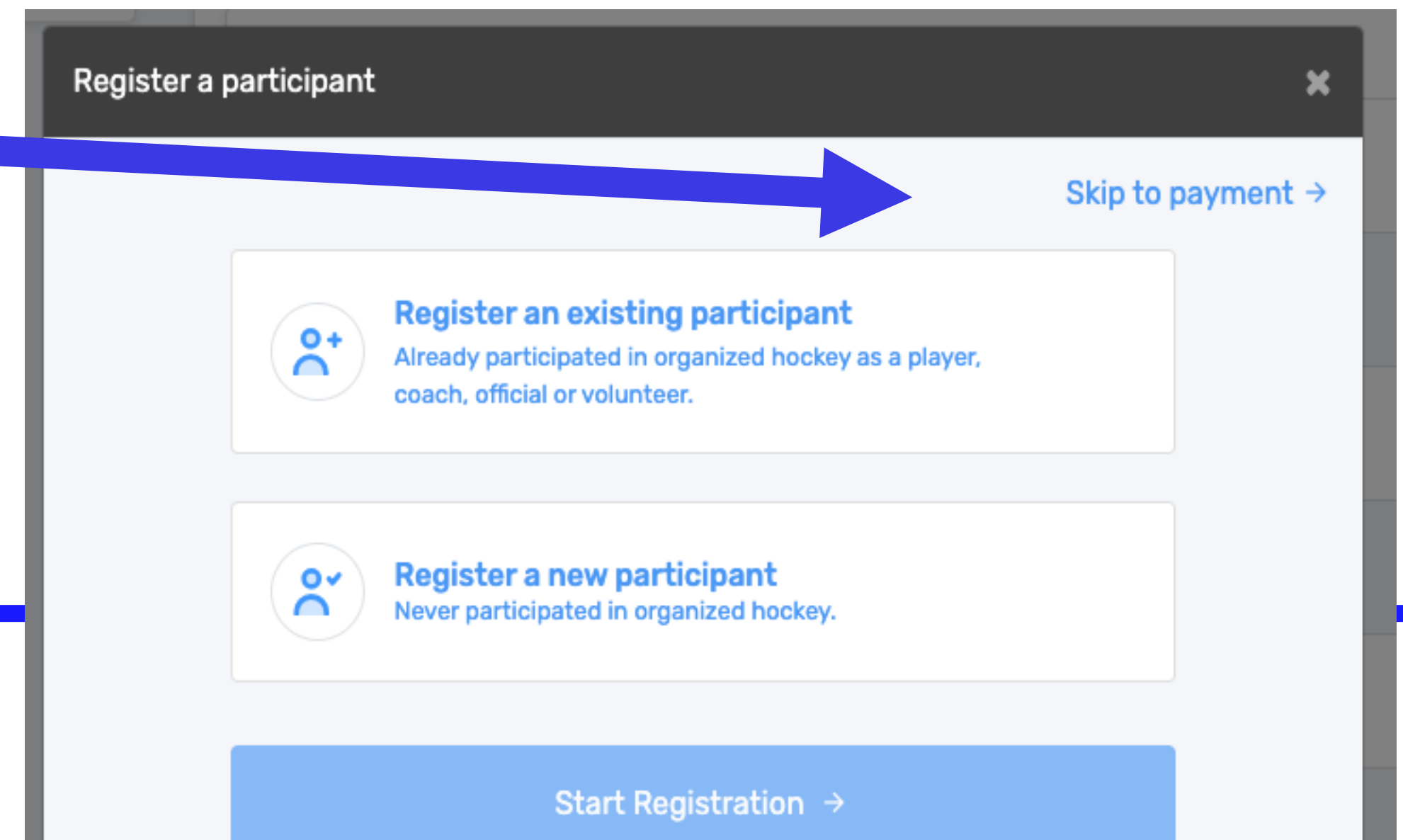
Prior to checkout you can view the Order summary. If you wanted to register another player, select the button the bottom left

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



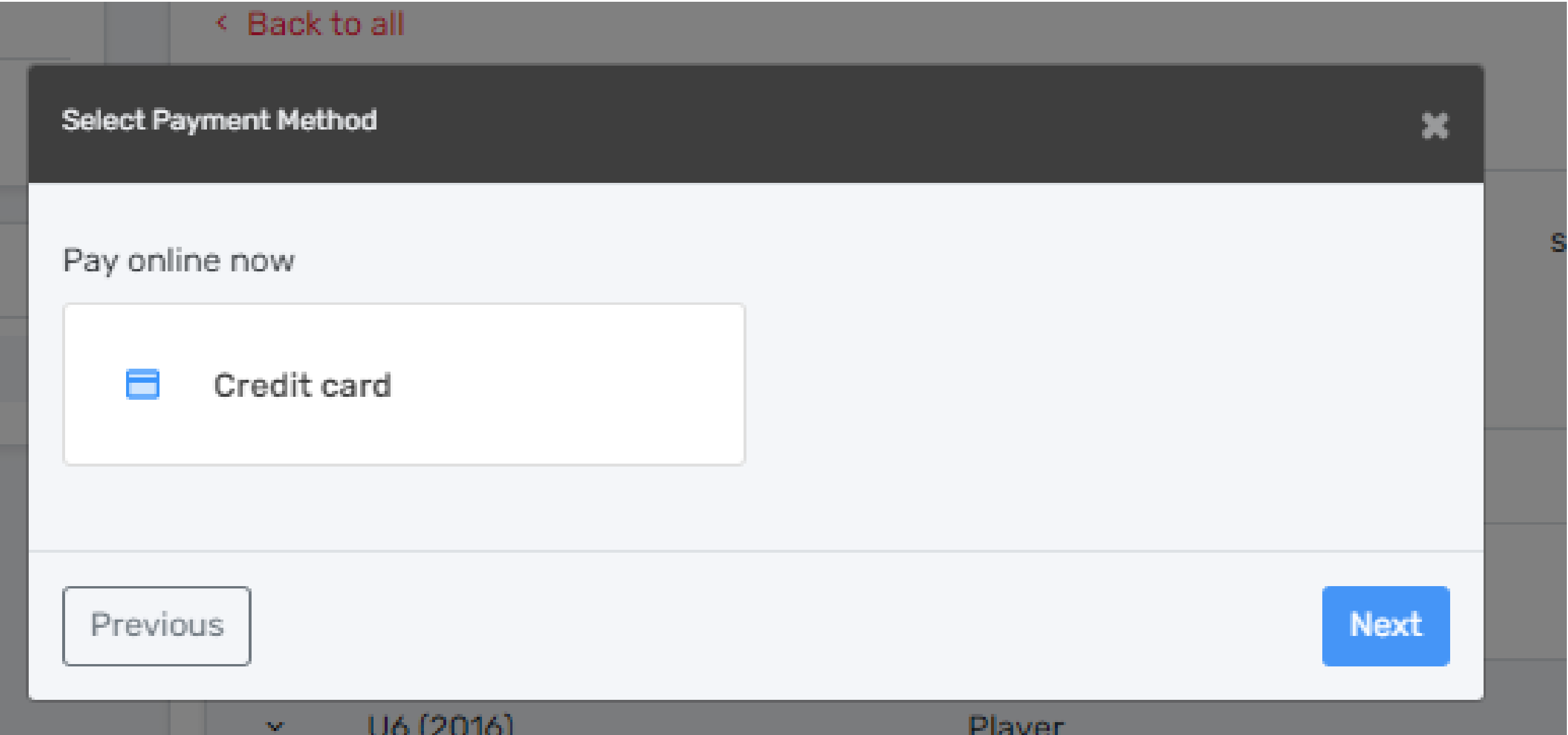
If you accidentally selected Register another participant and want to check out, you can get back to your checkout by selecting Skip to payment.

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Registering (cont'd)

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



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 SMHA Registrar at registrar@stettlerminorhockey.com.

Thank you!