



ONTARIO WOMEN'S HOCKEY ASSOCIATION  
225 WATLINE AVENUE, MISSISSAUGA, ON, L4Z 1P3  
www.owha.on.ca  
Email: clinics@owha.on.ca

## Are you over 18 years of age?

If you are 18 years old, you will require a current Vulnerable Sector Check (VSC). Please contact your local police station for information on how to obtain a VSC. Your VSC document must be uploaded via the Screening Portal in order for it to be validated and added to your HCR Profile.

## **I do NOT have a current VSC uploaded into Spordle**

### HOW TO SUBMIT YOUR VSC DOCUMENT VIA THE SCREENING SUBMISSION PORTAL

1. Click [Screening Submission Portal](#).  
Once there follow the instructions. There is no charge to submit your documents.

**Screening Submission Portal**

**Registration**  
No registration fee available.

**Items**

| Items | Item info  | Price |
|-------|--|-------|
|       | <b>Screening Policy</b><br>Please use this to begin the process to submit your Vulnerable Sector Check (VSC) and/or declaration. You will retrieve your HCR number and link to submit your documents after registration. Rostering will be restricted to ONLY those that have completed their appropriate screening. | Free  |

**Screening Submission Portal**

Start date  
2024-03-04

End date  
2025-05-01

**Register now**

Once you are on the website, click "REGISTER NOW".

2. Once you have clicked "Register Now" you will be prompted to log into your HCR Account. Use your email and password to log into your HCR account. Once logged in, you will be prompted to select your HCR account. See image below.

**Participant Registration**

Select the participant from your Spordle Account

|      |   |   |          |                     |
|------|---|---|----------|---------------------|
|      | S | M | (43 y/o) | <b>Register Now</b> |
| # 15 | 8 |   |          |                     |

**Add a player**

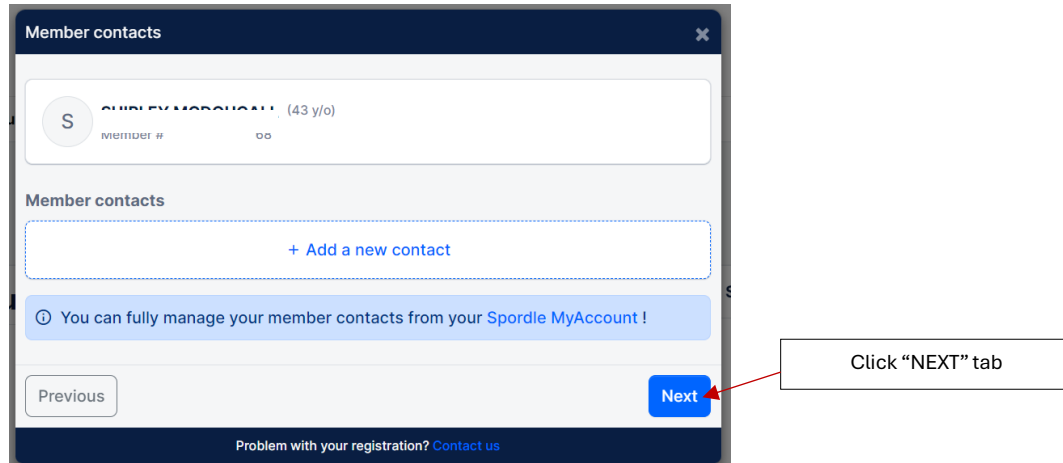
Problem with your registration? [Contact us](#)

Click "REGISTER NOW" tab beside your name

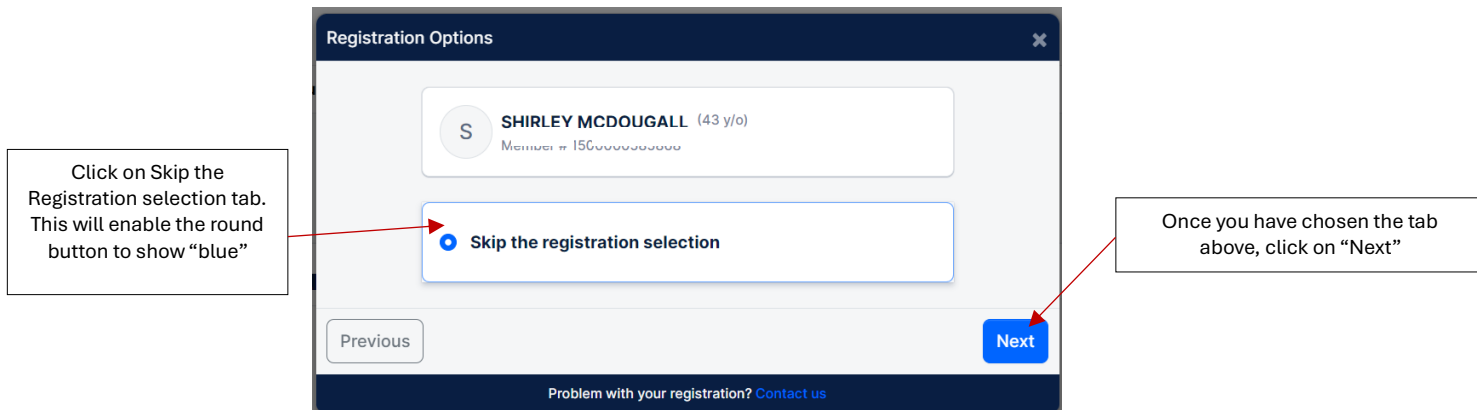


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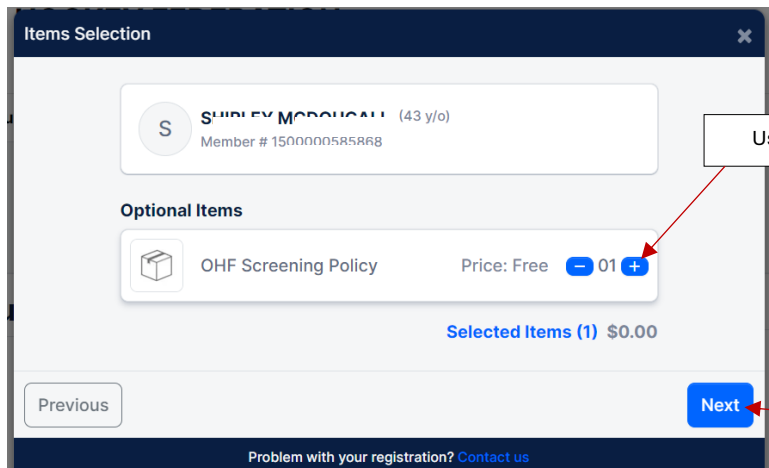
3. On the next window, you will be prompted to move forward by clicking on the “Next” tab.



4. On the next window, please ensure that you click on the “Skip the registration selection” tab.  
See below.



5. On the next window, you must use the (+) symbol to toggle to ( 1 ). The Selection Items, must show (1). This will enable you to move forward with your registration / submission.

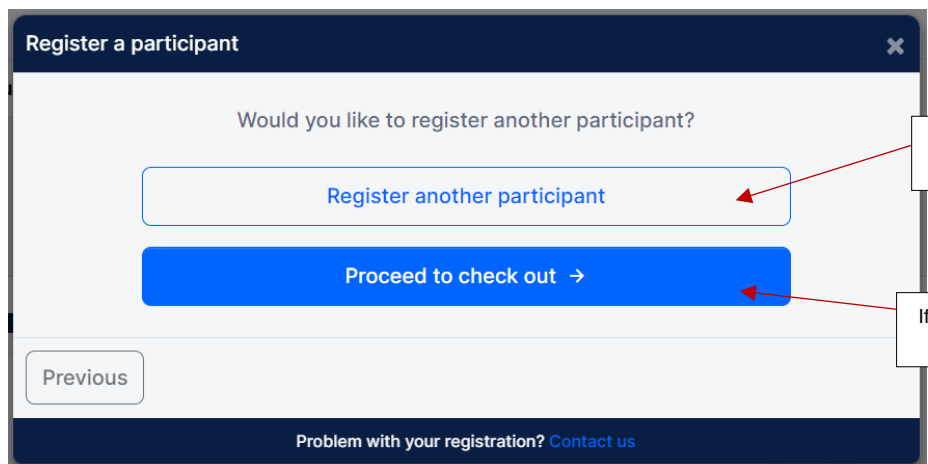


The screenshot shows the 'Items Selection' window. At the top, it displays the participant's name 'S SHIRLEY MCDONALD (43 y/o)' and their member number 'Member # 1500000585888'. Below this, under 'Optional Items', there is a checkbox for 'OHF Screening Policy' with a price of 'Free' and a quantity of '01'. A red arrow points to the '+' button next to the quantity. At the bottom, there is a 'Next' button. A red arrow points to the 'Next' button.

Use the (+) tab to toggle to ( 1 )

Once you have chosen the tab above, click on "Next"

6. The system will then prompt you to ask if you wish to register another participant. It is unlikely that you will have another participant to register, but if you do, you can certainly register another. If not, please click on "Proceed to check out".



The screenshot shows the 'Register a participant' window. It asks 'Would you like to register another participant?'. There are two buttons: 'Register another participant' and 'Proceed to check out →'. A red arrow points to the 'Register another participant' button. Another red arrow points to the 'Proceed to check out →' button. At the bottom, there is a 'Previous' button and a footer with the text 'Problem with your registration? Contact us'.

If you have another participant to register, you can do so by clicking on this tab.

If you are ready to proceed to check out, click here.



7. On the next window, you will be provided with a Registration Summary / Order Summary. You can proceed by clicking "Next"

Registration summary

### Order summary

**Registration for S M**  
[Edit this member's registration](#) | [Remove this member](#)

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**Other items**

|                      |        |
|----------------------|--------|
| OHF Screening Policy | \$0.00 |
|----------------------|--------|

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**Total price** \$0.00

[Register another participant](#) [Next](#)

Problem with your registration? [Contact us](#)

Click here to move forward with Registration.

8. You will now need to ensure that you Read and Accept the terms and conditions of payment.  
Ensure that you read the disclaimer and check the box before proceeding.

Payment Terms and Conditions

**Payment Terms and Conditions**

The Ontario Hockey Federation is committed to respecting and protecting the privacy of our Member Partners, their Associations, individual members, their families and our employees. The information collected on this form will be used for the sole purpose of administering the Rules, Regulations and By Laws of the OHF and/or for the purpose of registering the individual in the program for which they have enrolled and may be used to provide them with the information necessary for participation.

I have read and accept the terms and conditions \*

[Previous](#) [Next](#)

Problem with your registration? [Contact us](#)

Ensure you have read and checked this box before moving forward

Click here to move forward



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- You will then be provided with a Registration Confirmation window. This window will provide you with your invoice number and will also provide you with the link you need to submit your documents on the Submission Screening Portal.

**DO NOT CLOSE THIS WINDOW**  
**It contains the link you need to use to submit your VSC document for verification**

Registration Confirmation

Thank you for registering!

Your invoice number is [#2024200144717](#)  
An email confirmation has been sent to

Thank you for support in coaching and officiating our great game.

Your HCR number is required in order to submit your screening. Your HCR number can be found by visiting your [HCR Spordle account](#), clicking on the invoice number above, or within the invoice document that you should have just received via email from Hockey Canada post registration.

*If you do not receive the invoice email within a few minutes of registering, please check your Junk/Spam E-mail folder just in case the confirmation email got delivered there instead of your inbox.*

Once you have your HCR number ready, please use this link to submit your screening:  
[Screening Submission Portal](#)

Please note that you will not be eligible to be rostered as a team official, or register for an officiating clinic, until your screening is submitted and the review is completed.

Please donate to the Hockey Canada Foundation.

Problem with your registration? [Contact us](#)

Registration Confirmation – Invoice Number. This will also show under the Transactions tab on your HCR account.

**\*\*\*IMPORTANT\*\*\***  
This is the link to access the Screening Submission Portal where you will have to now use to submit your VSC document.



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10. The image below is what you will see when you click on the Screening Submission Portal.

Here is where you must follow the instructions to submit your VSC document.

**Screening Submission Portal**

The Ontario Hockey Federation is committed to respecting and protecting the privacy of our Members, their Associations, individual members, their families, and our employees. The information collected on this form will be used for the sole purpose of administering the Rules, Regulations and By-Laws of the OHF and/or for the purpose of registering the individual in the program for which they have enrolled and may be used to provide them with the information necessary for participation.

Submission Requirements

- o Users must know their Hockey Canada Registry (HCR) Number.
- o If you do not know your HCR Number, please refer to [OHF.on.ca/Risk-Management/Vulnerable-Sector-Checks](http://OHF.on.ca/Risk-Management/Vulnerable-Sector-Checks).
- o All documents submitted must be in PDF format. Submissions that include any other file format will be automatically rejected.
- o If you do not have access to a scanner, you can download Adobe Scan on your smartphone and create PDF documents for submission.

**\*\*\*IMPORTANT\*\*\***  
You will need to scroll down, to answer and complete the required questions. #5 is where you will need to enter your HCR account number.

Once you have answered question #6, the system will then provide you with the link to upload your PDF documents. Please ensure that you read the information carefully and follow the instructions.

11. When you click on the link, you will be taken to another window, this window will request that you select the appropriate files from your computer to upload.

OHF Screening is requesting files for

**PDF Copy of document(s)**

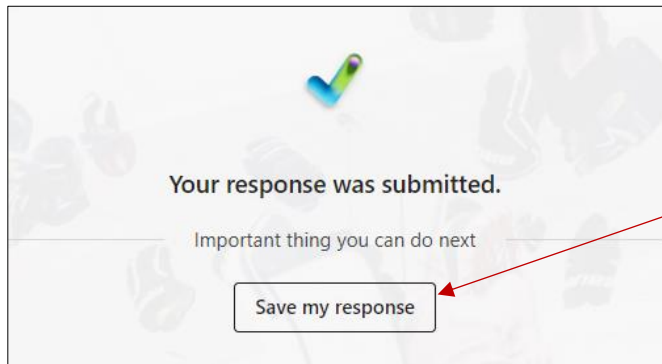
Select files

When you click on "Select Files" you will be prompted to choose the files from your computer that you wish to upload. Ensure that you select the correct files.



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12. Once you have uploaded your document you will then be taken back to question #7 so that you can identify which files you did upload.
13. Once you have made your choice, you can then select "Submit"
14. You will then see a confirmation that Your response has been submitted.



This marks the end of your VSS Submission. You have the option to "Save my Response" if you wish to save a copy that your responses were submitted.