



HOCKEY CANADA REGISTRATION GUIDE

GENERAL

Hockey Canada has rolled out a new registration platform for both the Association and the end user. It has been a large project across Canada and many associations have participated in a pilot project including GMHA.

The following slides are provided to help you through the registration process.

You should find that the new release is much easier to use, and repetition is severely cut down on address entry, etc.

The screenshot shows the homepage of the Guelph Minor Hockey Association. The header features a navigation bar with the Guelph Jr Gryphons logo, the text "GUELPH MINOR HOCKEY ASSOCIATION" and "ONTARIO HOCKEY FEDERATION", and a "Visit website" link. Below the header, there are two main content areas. On the left is a navigation menu with "Overview" (containing "Home" and "Contact") and "Registration" (containing "Participant"). On the right is a large "Register Now!" button with a "View Online Stores" link below it. The footer contains the text "Powered by Spordle ©2021 Spordle Inc. All rights reserved." and the Spordle logo.

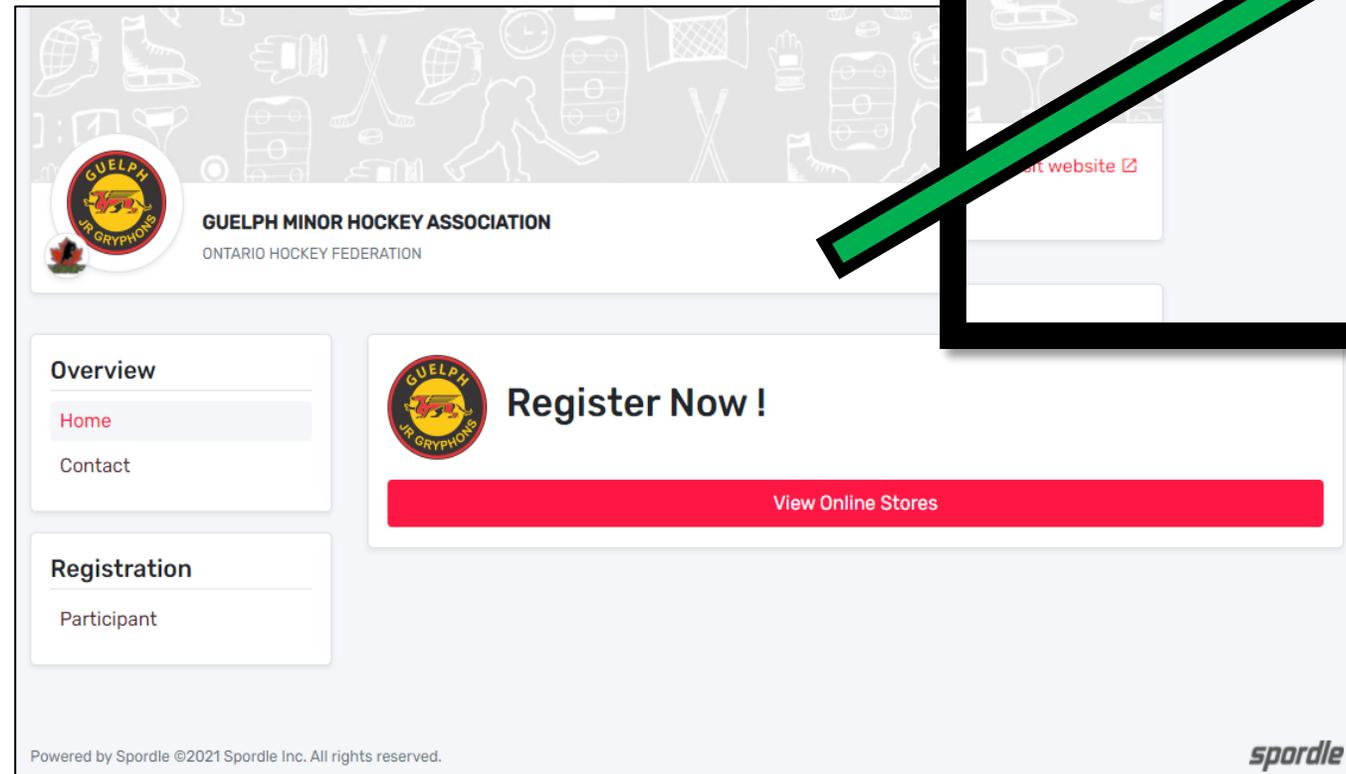
FIRST SIGN-IN

This new system requires everyone to register, even if you have used Hockey Canada registration sites in the past.

NOTE: All members/participants have been migrated from the old system and you can use any email you have in the past or a new email going forward. Even though you may be in the system from the migration, new accounts are set up due to newer security settings.

When you first click the link from the GMHA Website, you will be taken to the “Register Now!” page.

In the upper right corner, you will see the “Login” button. You will click there to create your account in HCR 3.0.



The screenshot displays the website for the Guelph Minor Hockey Association, an affiliate of the Ontario Hockey Federation. The header features the Guelph Gryphons logo and the text "GUELPH MINOR HOCKEY ASSOCIATION" and "ONTARIO HOCKEY FEDERATION". A navigation menu on the left includes "Overview" (with sub-links for Home and Contact) and "Registration" (with a sub-link for Participant). A prominent red button labeled "Register Now !" is centered on the page, with a "View Online Stores" link below it. In the top right corner, there is a search icon, the text "FR", and a "Login" button. A green arrow points from the "Login" button to a larger, magnified view of the top right corner of the page, which is enclosed in a black border.

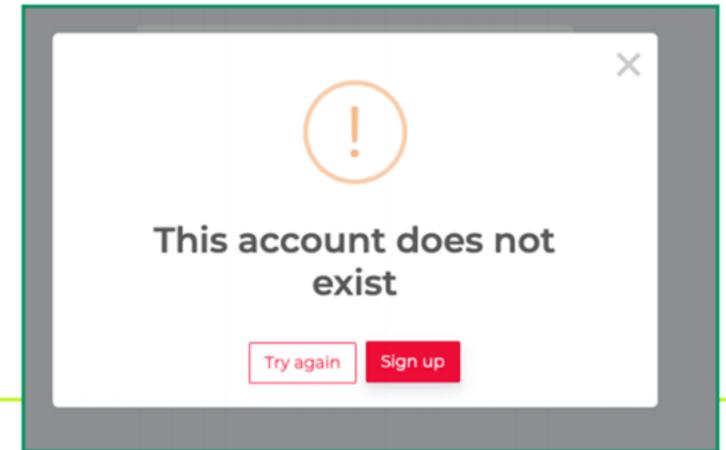
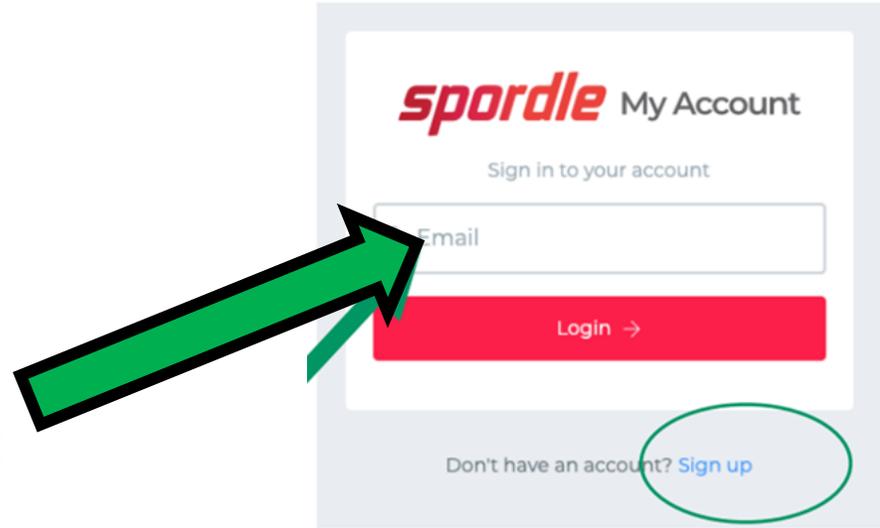
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FIRST SIGN-IN

You can either enter the email you have used before or click on the “Sign up” as they both will end up doing the same thing in the end.

You may get the error message if the email does not exist.

This is OK, just continue to click Sign up.



MAKING YOUR ACCOUNT

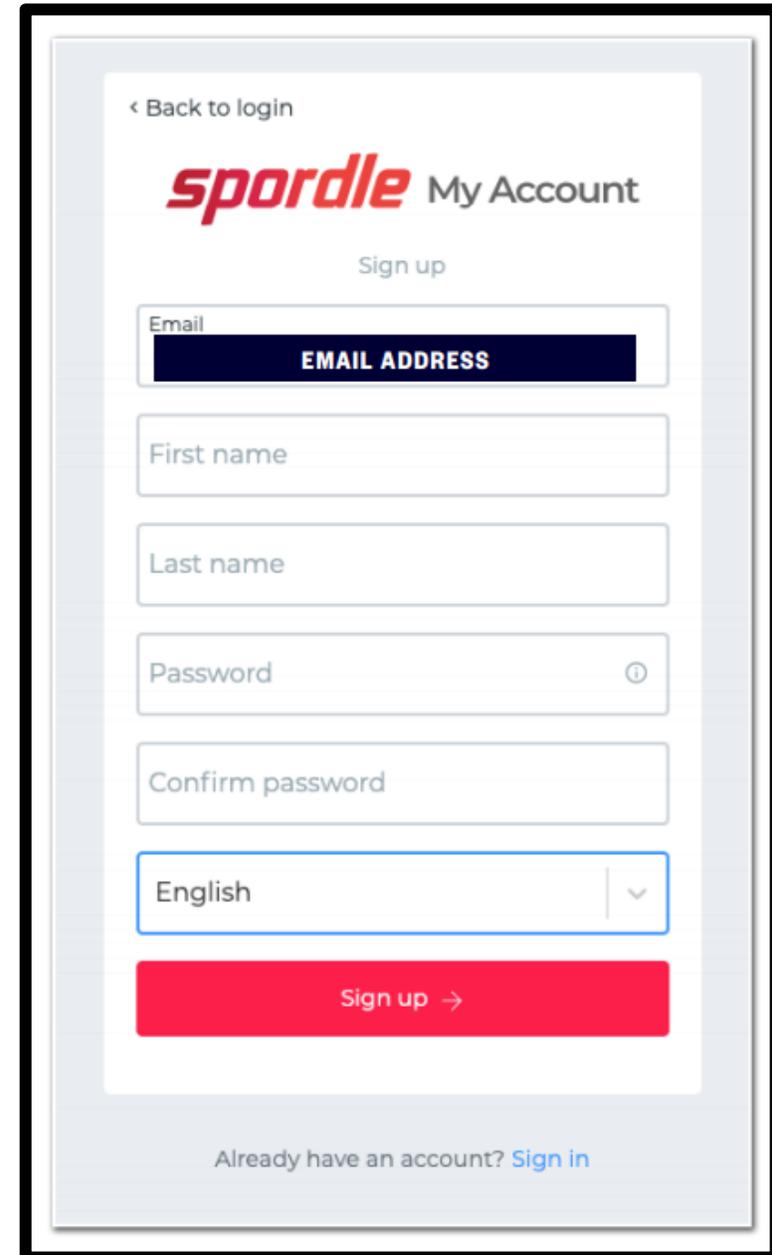
Fill out the form that appears to enter your email, first name and last name.

NOTE: Ensure the email is valid and you are able to access that email as a verification code is 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 (i.e., *^_?, etc.)

Once entered, click “Sign up”



The image shows a screenshot of the Spordle 'My Account' sign-up page. At the top left, there 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 consists of several input fields: 'Email' (with a dark blue placeholder 'EMAIL ADDRESS'), 'First name', 'Last name', 'Password' (with a password strength indicator icon), 'Confirm password', and a language dropdown menu currently set to 'English'. A 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'.

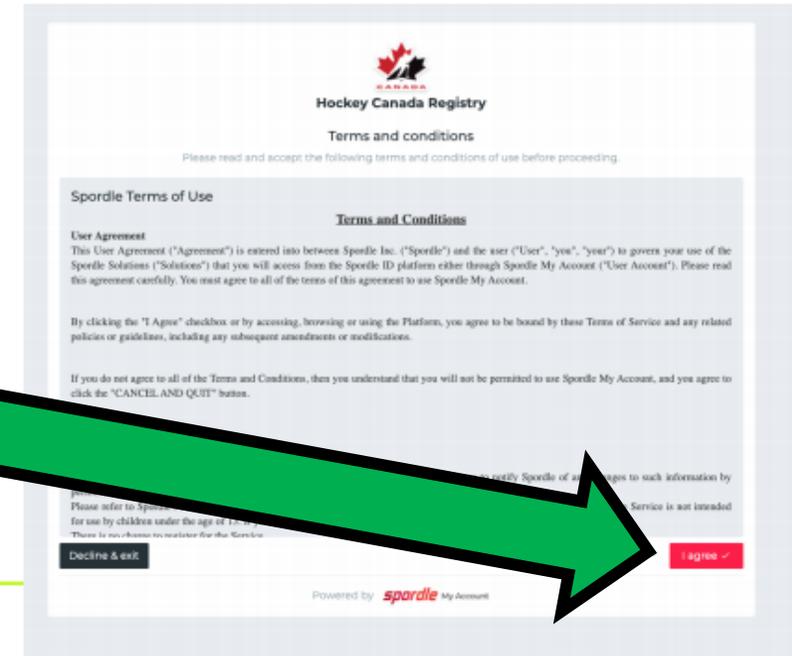
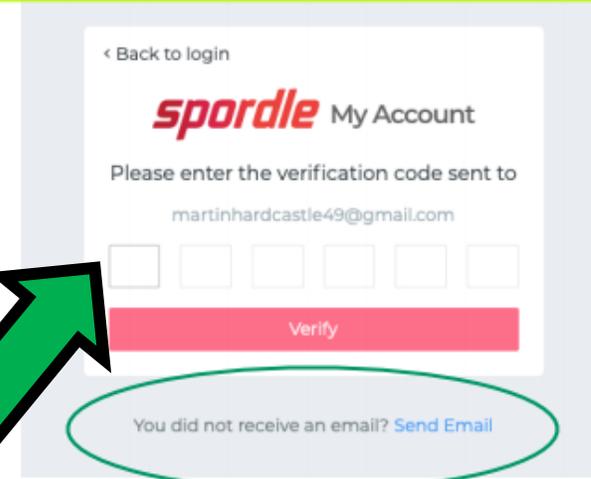
MAKING YOUR ACCOUNT

Enter the verification code sent to you via email. If Email is not received, you can try the “Send Email” link on the bottom. Ensure to check your spam/junk folders as well if you feel you did not get the email.

Once entered, click “Verify”

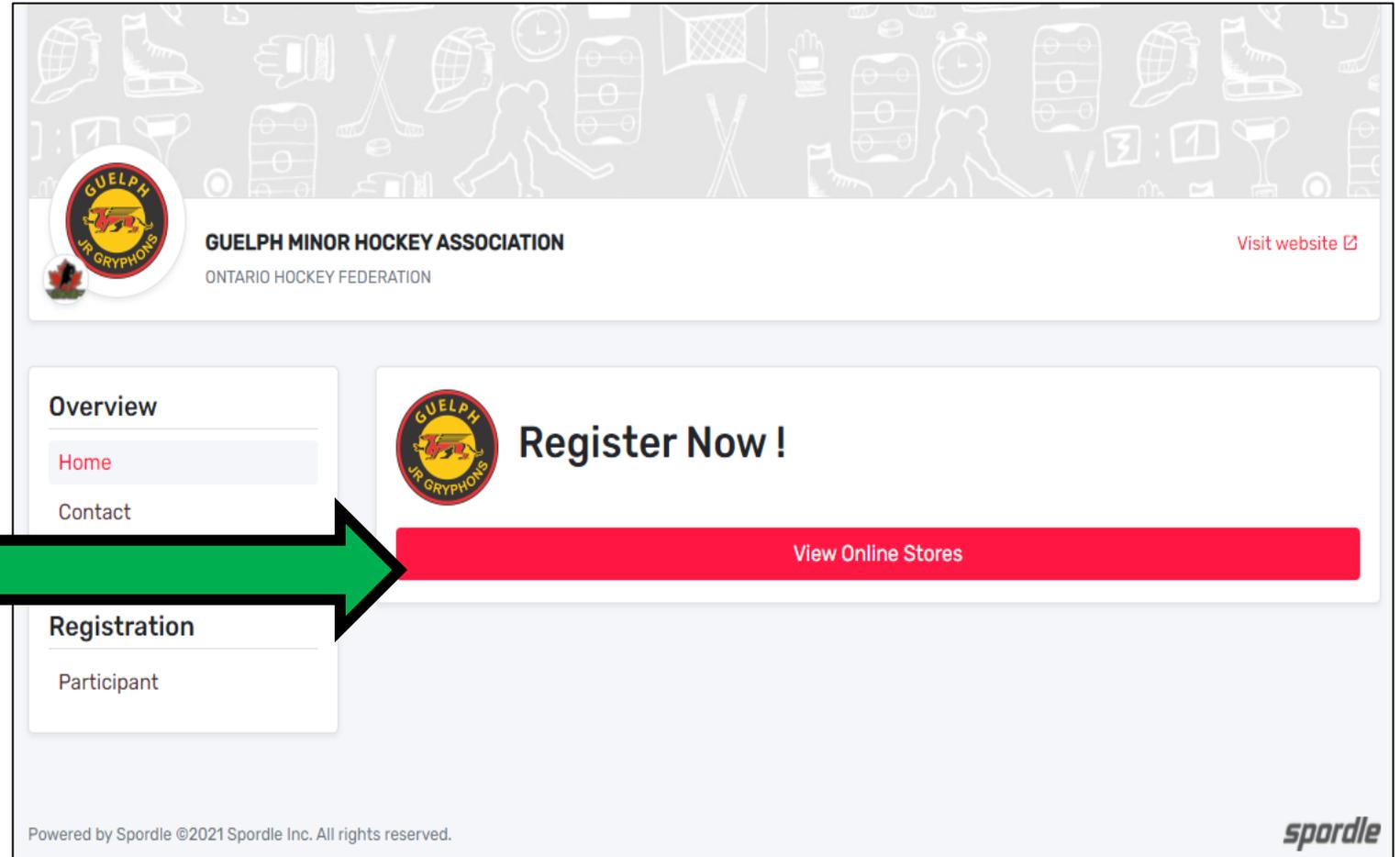
If verification is valid, you will be directed to the login screen again. Login (again), and then agree to Hockey Canada Registry Terms and Conditions.

After that, you will be directed to the Register Now! page again, but this time you are signed in and ready to register participants.



REGISTERING

To register a player, you need to start by clicking on “View Online Stores”.

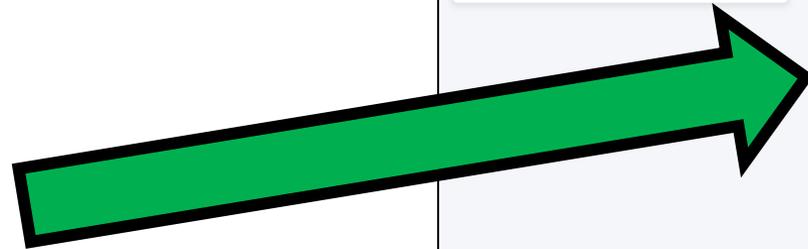


The screenshot displays the website for the Guelph Minor Hockey Association, which is part of the Ontario Hockey Federation. The header features the Guelph Jr Gryphons logo and the text "GUELPH MINOR HOCKEY ASSOCIATION" and "ONTARIO HOCKEY FEDERATION". A "Visit website" link is visible in the top right corner. The main content area is divided into two sections. On the left, there is a navigation menu with "Overview" as the main heading, containing links for "Home" and "Contact". Below this, the "Registration" section is active, with a link for "Participant". On the right, a prominent red button labeled "View Online Stores" is positioned below the "Register Now!" text and the Guelph Jr Gryphons logo. A large green arrow points from the "View Online Stores" button towards the "Participant" link in the registration menu. The footer includes the text "Powered by Spordle ©2021 Spordle Inc. All rights reserved." and the Spordle logo.

REGISTERING

Online Store

Simply choose an online store which matches the birth year range for your player.



The screenshot shows the website for the Guelph Minor Hockey Association, part of the Ontario Hockey Federation. The header features a pattern of hockey-related icons and the association's logo. A navigation menu on the left includes 'Overview' (with sub-links for 'Home' and 'Contact') and 'Registration' (with 'Participant' highlighted). The main content area is titled 'Member registration' and lists four options, each with a document icon, a title, a date range, and a red arrow:

- U12-U18 (2004-2010 born)**
2021-2022
- U8-U11 (2011-2014 born)**
2021-2022
- U6-U7 (2015-2016 born)**
2021-2022
- Skating School (10 and under)**
2021-2022

A 'Visit website' link is located in the top right corner.

REGISTERING

Online Store

Once selected it will open to show you the fees

NOTE: The basic registration, fee is the only mandatory fee. Tryout Passes are optional for those not looking to attend Representative/ADP Tryouts. If you want to tryout, you **MUST** purchase a Tryout Pass.

Click “Register Now” in the online store.

The screenshot shows the website for the Guelph Minor Hockey Association, part of the Ontario Hockey Federation. The page is for U6-U7 (2015-2016 born) registration. A green arrow points to the 'Register now' button. The page includes a navigation menu with 'Overview', 'Home', and 'Contact'. The 'Registration' section is active, showing a table of registration options. The table has columns for 'More', 'Category', 'Member type', and 'Registration fee'. Two options are listed: 'U6 (Skills Development 1) - 2021-22 Season' and 'U7 (Skills Development 2) - 2021-22 Season', both for 'Player' members with a fee of '\$500.00'. The start date is 2021-07-05 and the end date is 2021-10-01. Below the table, there is an 'Items' section with the message 'No items available.'.

Overview

- Home
- Contact

Registration

Participant

[Register now](#) Start date : 2021-07-05
End date : 2021-10-01

More	Category	Member type	Registration fee
∨	U6 (Skills Development 1) - 2021-22 Season	Player	\$500.00
∨	U7 (Skills Development 2) - 2021-22 Season	Player	\$500.00

Items

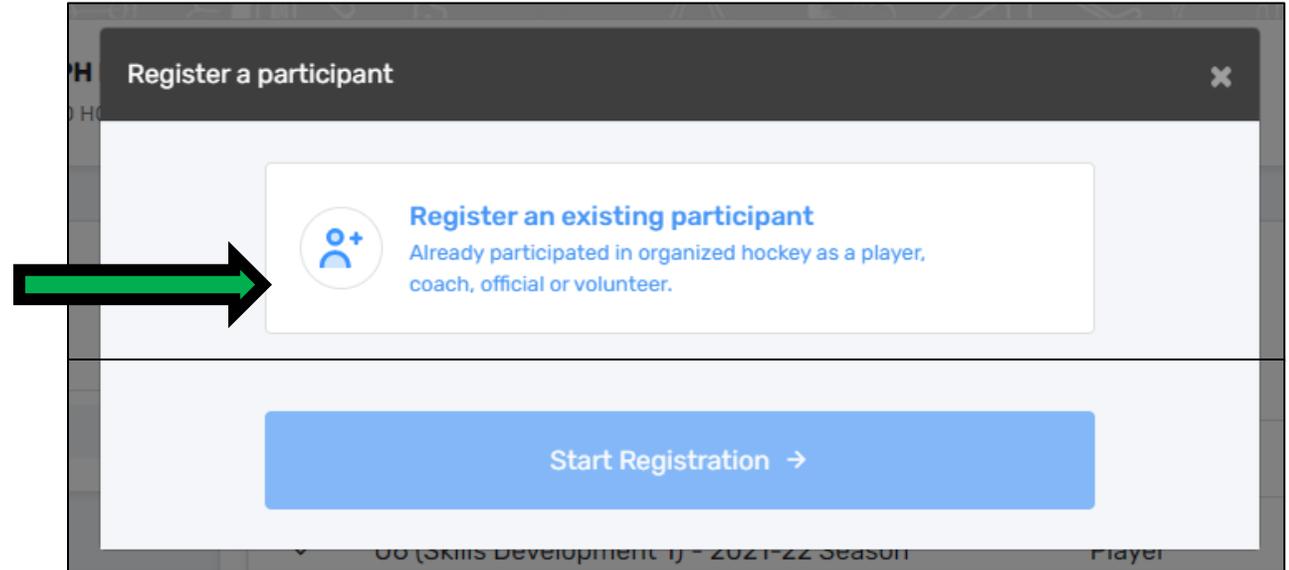
No items available.

REGISTERING

You have the option of Registering an existing participant

If your participant has played before, you can use existing, if not see next step.

Once your selection is made, click “Start Registration”.



REGISTERING

Existing Participant

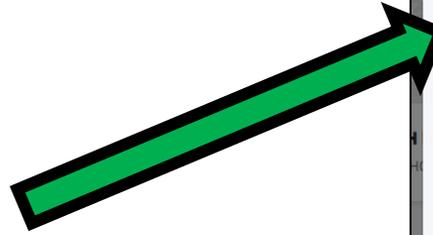
They may show up in your account, but if not, you must search for them and then select.

You can search by HCR# or by First, Last name AND Birthdate.

Once found a list of available registrations is displayed under their name but **BE CAREFUL** as there may be multiple selections. 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. Pick the proper available registration based on **BIRTH YEAR!**

Then click "Next".



Search participant

Search by HCR #

Or

First name *

Last name *

Date of birth *

Search Result(s)

TT TEST TES (7 yrs.)
HCR #1500001087022
GUELPH MINOR HOCKEY ASSOCIATION

None of these profiles are mine, proceed with the participant creation.



Registration Options

TT TEST TES (7 yrs.)
HCR # 1500001087022

Available Registrations

- U8 [2014] (Skills Development 3) (\$525.00)
- U9 [2013] (\$525.00)

REGISTERING

New Participant

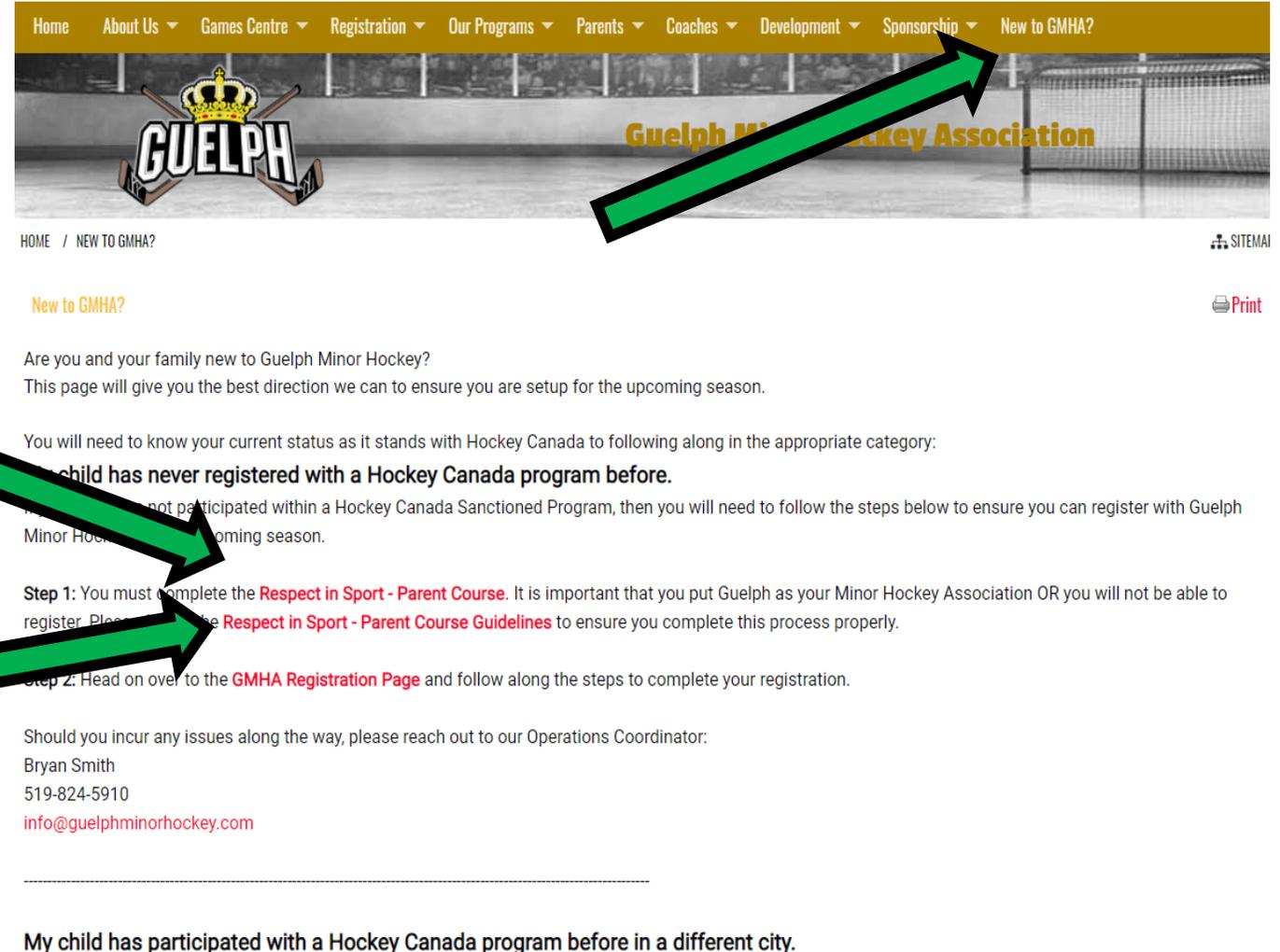
New participants will need to head to the "[New to GMHA](#)" page.

Follow the steps to either completing the **Respect in Sport – Parent Course**

OR

Adding a child to your profile by following along the steps in the **Respect in Sport – Parent Course Guidelines**.

After completing those steps, you can continue onto the GMHA Registration Page and complete the registration process.



HOME / NEW TO GMHA?

New to GMHA?

Are you and your family new to Guelph Minor Hockey?
This page will give you the best direction we can to ensure you are setup for the upcoming season.

You will need to know your current status as it stands with Hockey Canada to following along in the appropriate category:

- My child has never registered with a Hockey Canada program before.**
If your child has not participated within a Hockey Canada Sanctioned Program, then you will need to follow the steps below to ensure you can register with Guelph Minor Hockey for the upcoming season.

Step 1: You must complete the **Respect in Sport - Parent Course**. It is important that you put Guelph as your Minor Hockey Association OR you will not be able to register. Please see the **Respect in Sport - Parent Course Guidelines** to ensure you complete this process properly.

Step 2: Head on over to the **GMHA Registration Page** and follow along the steps to complete your registration.

Should you incur any issues along the way, please reach out to our Operations Coordinator:
Bryan Smith
519-824-5910
info@guelphminorhockey.com

My child has participated with a Hockey Canada program before in a different city.

REGISTERING

Questionnaire

Once the participant is selected and their applicable category, the next step is a questionnaire. If you have multiple player families, you will unfortunately have to fill this out again for each player.

GMHA is giving feedback to Hockey Canada to make this more targeted (i.e., one questionnaire per family).

A note regarding the email address...

This does not have to be the same email you used for HCR. It can be any email that you wish to be used to be contacted for timely and required information that we cannot have missed by not visiting the website.

Questionnaire

TEST TES (7 yrs.)
HCR # 1500001087022
UB [2014] (Skills Development 3)

Contact Information

What position does your child play? *

Select... | v

Has your child been registered with GMHA in previous years? *

Select... | v

What is your current address? (Address, City, Prov. PC) *

How long have you lived at this address? (Round up in years)
(Between 1 and 100) *

What is your primary email address? *Check Syntax* *

What is your primary email address? *Check Syntax* *

Association Needs

Are you willing to volunteer? Check all that apply *

House League Head Coach House League Trainer

House League Bench Staff House League Convenor

Board Member

Other (Tournaments, Fundraising, Community Engagement, Tech Support, etc.)

Would you be interested in sponsoring GMHA? *

Select... | v

If yes, please tell us about your company (Company Info, etc.)

Previous Next

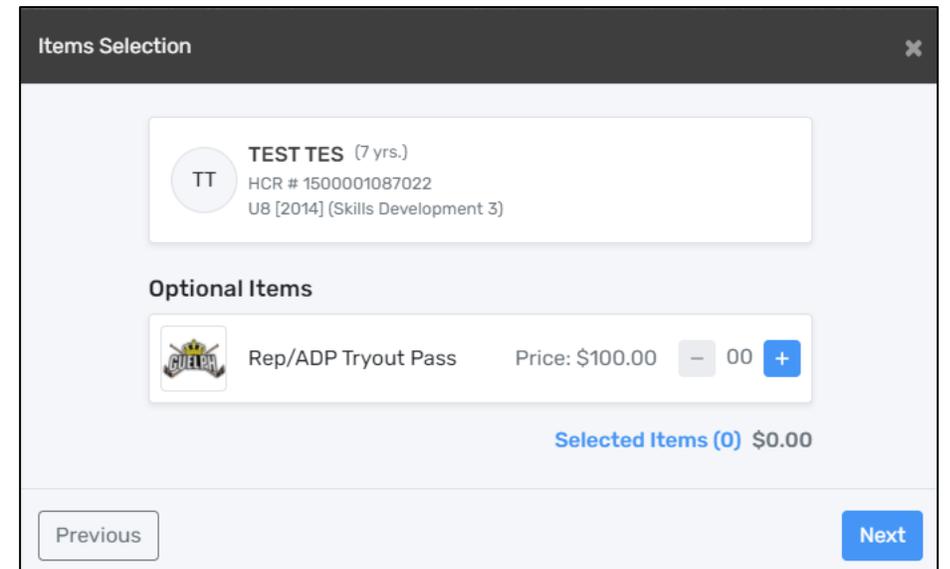
REGISTERING

Optional Items

Once you have clicked “Next” on the questionnaire you will be brought to the additional items (above basic registration) that you will click.

The Tryout Pass is available for fall tryouts. You must select the “+” to add a Tryout Pass to your cart. If you do not wish to purchase a Tryout Pass, simply leave it at zero.

Click Next



The screenshot shows a window titled "Items Selection" with a close button (X) in the top right corner. The window contains the following elements:

- A card for "TEST TES (7 yrs.)" with a circular icon containing "TT". Below the icon, the text reads: "HCR # 1500001087022" and "U8 [2014] (Skills Development 3)".
- A section titled "Optional Items" containing a card for "Rep/ADP Tryout Pass". The card features a logo with a crown and the word "GUERRA". To the right of the logo, the text says "Rep/ADP Tryout Pass" and "Price: \$100.00". To the right of the price is a quantity selector with a minus sign, the number "00", and a plus sign.
- At the bottom right of the window, the text "Selected Items (0) \$0.00" is displayed.
- At the bottom left, there is a "Previous" button.
- At the bottom right, there is a blue "Next" button.

REGISTERING

Waivers

Next are the waivers. These include:

- 2 Hockey Canada waivers .
- OHF Rowan's Law waiver.
- GMHA waiver.

If you are registering multiple participants, you may only have to fill out the GMHA waiver for the remaining participants.

Waivers

TEST TES (7 yrs.)
HCR # 1500001087022
UB [2014] (Skills Development 3)

Waivers (4 of 4)

GUELPH MINOR HOCKEY ASSOCIATION
Guelph Minor Hockey Association Waiver

GUELPH MINOR HOCKEY ASSOCIATION (GMHA)

Rules of Conduct, E-mail Communication, Information Use Policy

I agree to abide by all rules, regulations, and by-laws of the GMHA, in this or any successive years of participation. By registering with GMHA, the applicant and their parents or guardians acknowledge that they are opting-in to receive email communications from GMHA and that any and all email communications from GMHA to them does NOT constitute SPAM or unwanted email communications.

I further understand that the GMHA collects information about myself, son/daughter and other family members or child guardian such as names, home address, email addresses, telephone numbers, banking information or image and will consider it personal and confidential not already available publicly. I agree that GMHA can use and disclose the provided personal information for purposes of registration, administration of GMHA, OMHA, OHF and Hockey Canada rules and regulations, publishing player, game or event information in such form or deemed as it appropriate to promote the results and performance of any of the individual

I have read and accept the waiver *

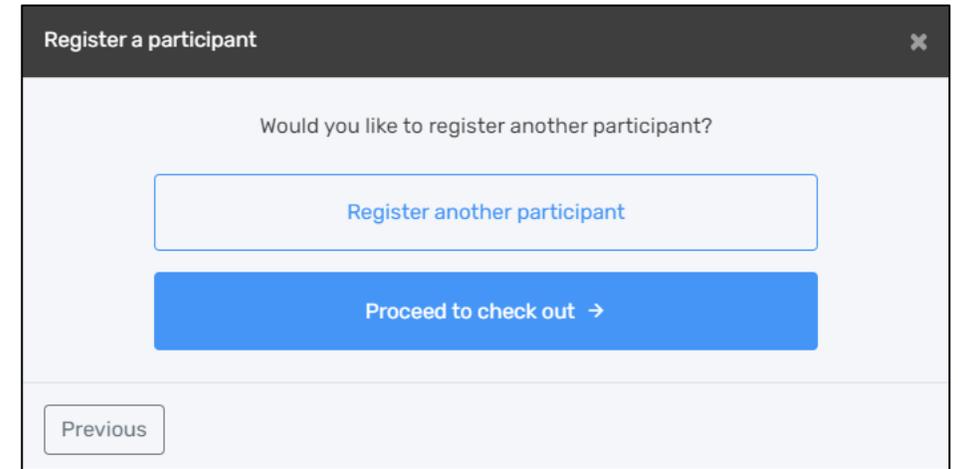
Previous Next

REGISTERING

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

ONE HICCUP TO “REGISTER ANOTHER PLAYER”

If you are going to register another player, the player’s age MUST fall into the same category/store. For example, if you are registering two or more participants in the U12-U18 store, you can register another player.

HOWEVER, IF the next participant is in a different ‘store’ (e.g., U8-U11) you must proceed to checkout and then start again. The feature to select a different store may be available in the future. However, right now, you must select proceed to checkout if they are two different age brackets/stores.

This of course will generate separate receipts for each time you checkout.

REGISTERING

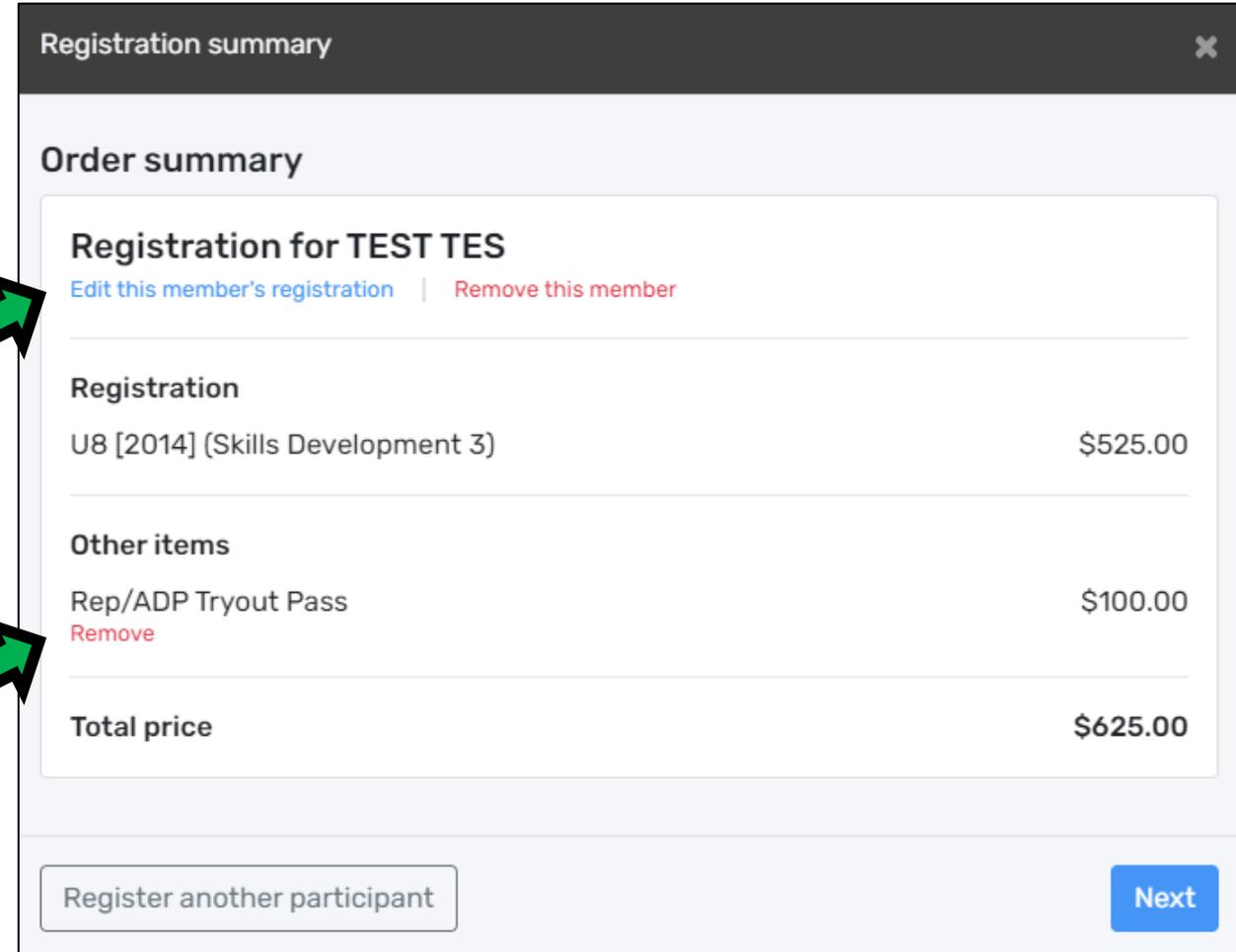
Made a Mistake/Forgot Something?

No Problem

Review your “order”.

If something is incorrect you can:

1. Edit the registration where it will take you back to the start of that participant’s registration and you can redo it. (i.e., selected wrong birth year, forgot to add the tryout pass, etc)
2. Remove optional items (i.e., Tryout Pass)



Registration summary

Order summary

Registration for TEST TES
[Edit this member's registration](#) | [Remove this member](#)

Registration	
U8 [2014] (Skills Development 3)	\$525.00
Other items	
Rep/ADP Tryout Pass Remove	\$100.00
Total price	\$625.00

Register another participant

Next

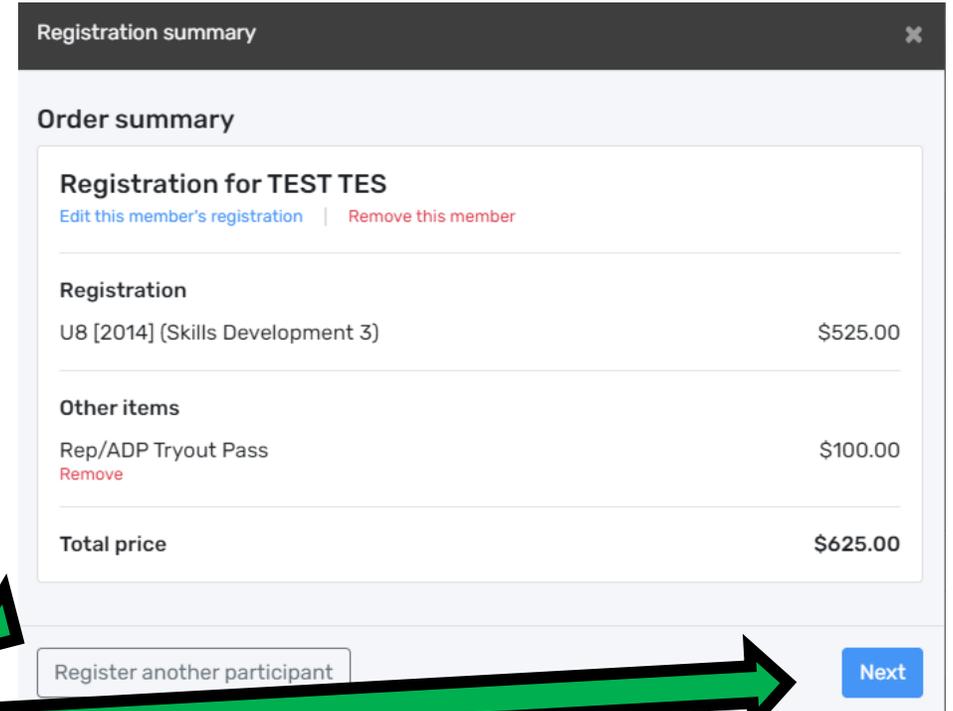
REGISTERING

Your Cart/Checkout

Prior to checkout you get the Order summary. If you wanted to register another, click **“Register another participant”**

Otherwise, review and click **“Next”**.

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



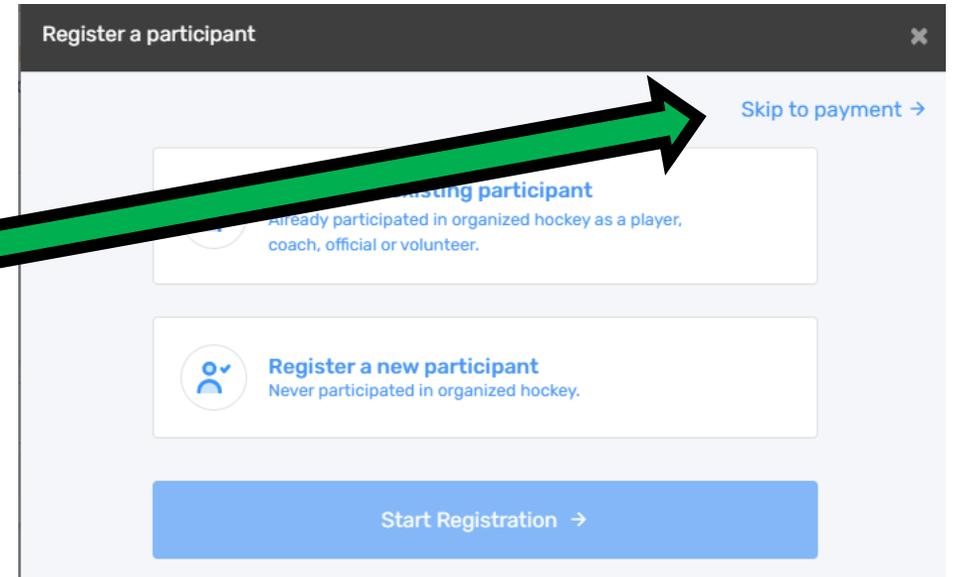
Registration summary

Order summary

Registration for TEST TES
[Edit this member's registration](#) | [Remove this member](#)

Registration	
U8 [2014] (Skills Development 3)	\$525.00
Other items	
Rep/ADP Tryout Pass Remove	\$100.00
Total price	\$625.00

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



Register a participant

[Skip to payment →](#)

[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 →](#)

REGISTERING

Payment Schedule

This year, GMHA is offering the option to pay via a payment schedule.

You can choose to pay the full amount.

If you choose the payment plan option:

- Deposit of 25% due right away
- Remaining balance due September 15, 2021

Payment Terms & Conditions

Review and agree to the terms and conditions to continue to checkout.

Payment Schedule

TEST TES
Payment Schedule

Select... ▼

Full payment

2 installments

Previous

Next

Payment Terms and Conditions

Payment Terms and Conditions

I have read and accept the terms and conditions *

Previous

Next

REGISTERING

Payment

Payment options are:

- Credit Card
- Cheque
- E-Transfer

Credit Card is instantly paid online like any other online transaction, simply follow the directions. All other payments require delivery as per the Terms and Conditions you see during payment.

Please read Terms and Conditions carefully when they come up and you accept them.

Select the applicable payment method.

Select Payment Method

Pay online now

Credit card

Send my payment manually

Cheque

Manual interac e-transfer

Previous

Next

REGISTERING

Registration Confirmation

Congratulations! You have completed your registration. Please review the registration confirmation page.



Registration Confirmation ✕



Thank you for registering!

Your receipt number is #2021200024440
An email confirmation has been sent to
info@guelphminorhockey.com

Thank you for registering with Guelph Minor Hockey!

Your registration is not confirmed without full payment being made prior to the beginning of the season. Your child will not be permitted to participate in on-ice sessions without full payment being received.

Please ensure at least one parent has complete the **Respect in Sport - Parent Course**. Your child will not be permitted to participate in on-ice sessions without completion of this course.

Please ensure you complete the **Hockey Canada Medical Form** and provide the completed form to your Team's assigned trainer.

Invoice



Date: 2021-07-06 13:57



Invoice #: 2021200024440

Payment method: Cheque

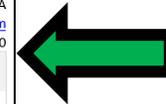
Paid by

Bryan Smith
100 CRIMEA SENT
N1H2Y6
GUELPH, ON, CA

Organisation

GUELPH MINOR HOCKEY ASSOCIATION
100 Crimea Street, Unit C11
N1H 2Y6
Guelph, ON, CA
info@guelphminorhockey.com
+15198245910

Item(s)	Price	QTY	Total
TEST TES #1500001087022			
Registration : Test Season : 2021-2022	\$0.00	x 1	\$0.00
Sub total:			\$0.00
Taxes :			\$0.00
Total:			\$0.00



Registration Email Confirmation

You will receive an email confirmation with your invoice details.



QUESTIONS? ISSUES?

IF YOU GET STUCK OR EXPERIENCE ANY ISSUES, PLEASE EMAIL:
INFO@GUELPHMINORHOCKEY.COM

PLEASE INCLUDE:

1. YOUR NAME
2. PHONE #
3. NAME OF PLAYER BEING REGISTERED
4. BRIEF DESCRIPTION OF ISSUE