



PARENT’S GUIDE TO ONLINE REGISTRATION

June 2021

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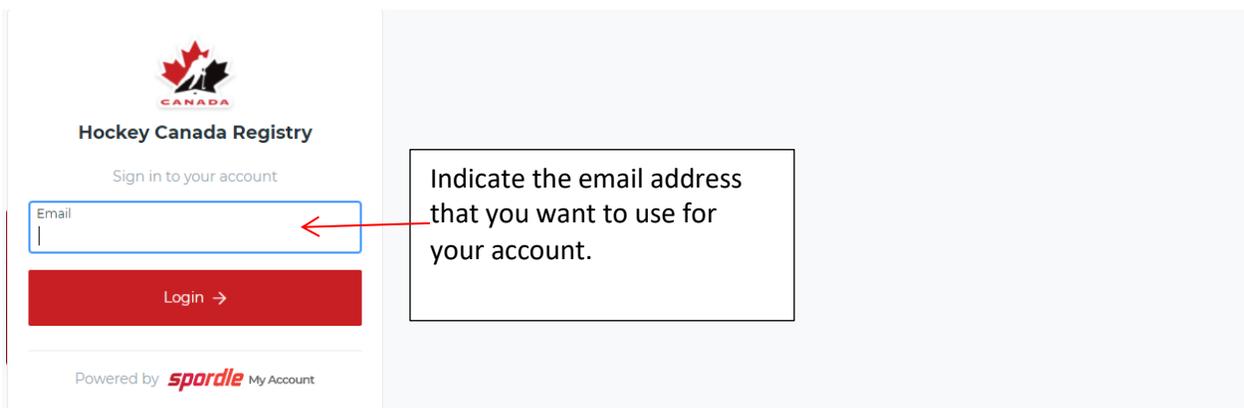
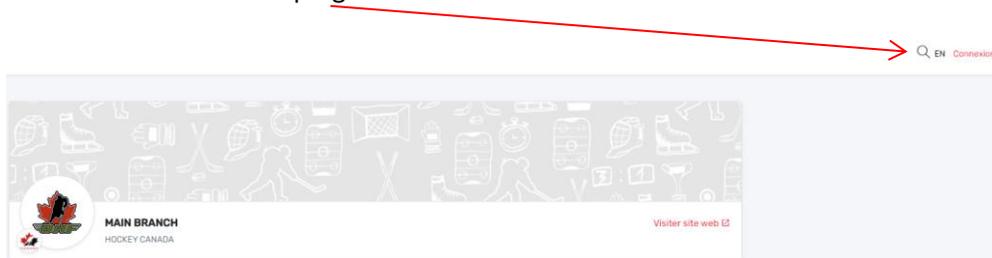
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1. Create your account

You must go to the link that your association will provide you.

When you open the online registration home page, you need to create your account. Click on « Connection » at the top right.



[Back to login](#)



Hockey Canada Registry

Sign up

Complete the information to create your account and click on « Sign up ».

You must accept the terms of use.



Registre de Hockey Canada

Termes et conditions

Veuillez lire et accepter les termes et conditions suivantes avant de procéder.

Conditions d'utilisation Spordle

Termes et conditions

Entente avec l'utilisateur

La présente entente d'utilisation ("Entente") est conclue entre Spordle Inc. ("Spordle") et l'utilisateur ("Utilisateur", "vous", "votre") pour régir votre utilisation des Solutions Spordle ("Solutions") que vous accédez à partir de la plateforme Spordle ID soit par Spordle My Account ("Compte utilisateur"). Veuillez lire attentivement cet accord. Vous devez accepter tous les termes de cet accord pour utiliser Spordle My Account.

En cliquant sur la case à cocher « J'accepte » ou en accédant, en naviguant ou en utilisant la plateforme, vous acceptez d'être lié par ces conditions de service et par l'une des politiques ou directives connexes, y compris les modifications ou modifications ultérieures.

Si vous n'acceptez pas tous les Termes et Conditions, alors vous comprenez que vous ne serez pas autorisé à utiliser Spordle My Account, et vous vous engagez à cliquer sur le bouton "ANNULER ET QUITTER".

Refuser & quitter

J'accepte ✓

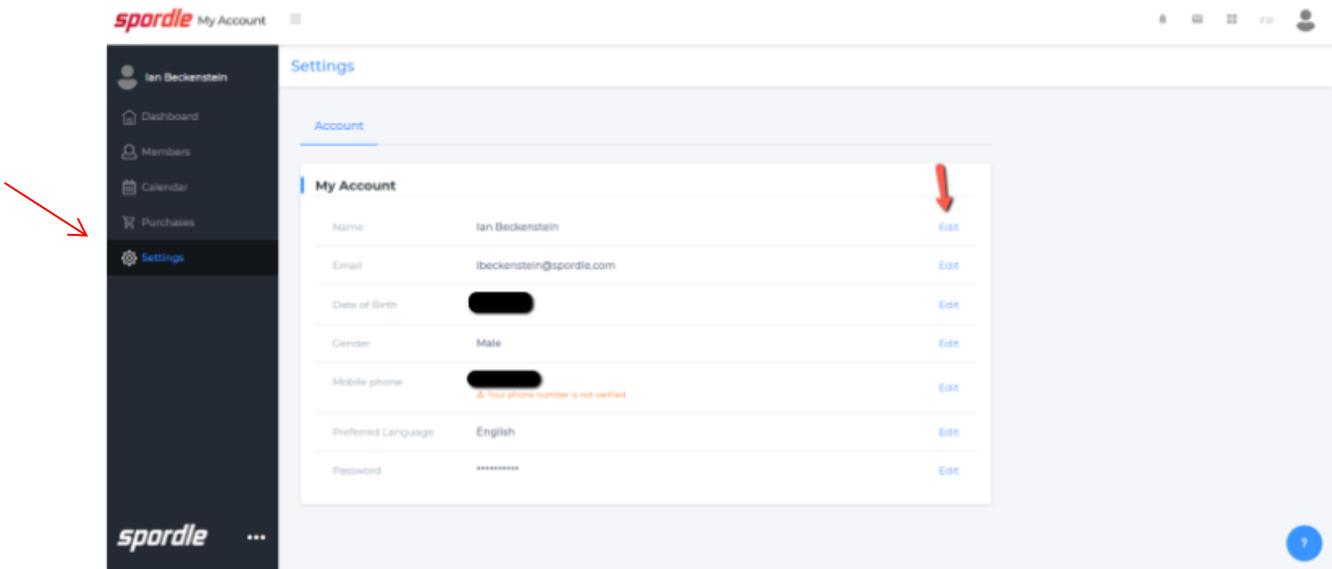
Powered by **spordle** My Account

2. Account Information

To save your account information, click on the person icon at the top right.

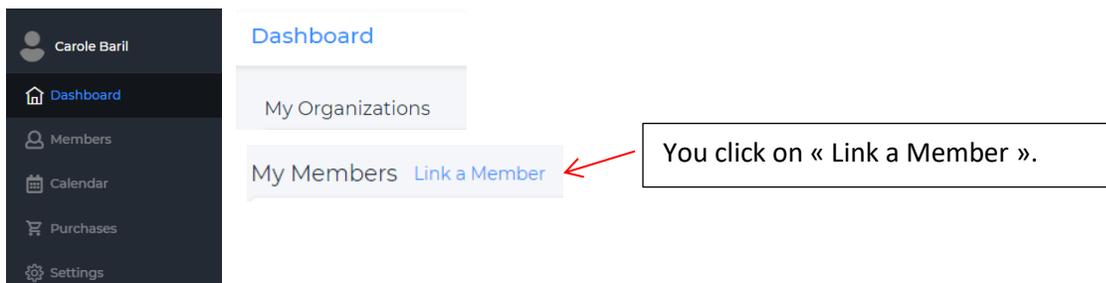


The settings section is where you can set up your personal information. Please note that not all of your information can be seen by other members in the HCR. You can edit your information by clicking on the edit button as indicated by the red arrow on the right.



2.1. Link a member to your account

You must link members (your child, your spouse, yourself) to your account to complete their registration (online registration for the season, clinic (training)).



Link a member ✕

Search a member in HCR

First Name * Last Name *

Date of Birth *

or

HCR Number

ex: 4563485965

You must search with first name, last name and date of birth or with the HCR number (if you know it).

Link a member ✕

Search a member in HCR

First Name * Last Name *

Date of Birth *

or

HCR Number

ex: 4563485965

Existing profiles

If a record matches your search criteria, the member's record will appear at the bottom. When you have the right file, click on « Link this member ».

Link a member ✕

TESTC TEST
April 1, 2015 (6 yrs)

You are about to link this member to your account

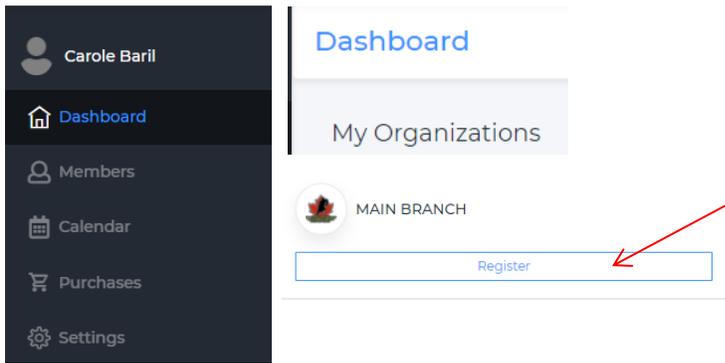
Relation *

Select this member's relationship to you from the drop-down list and click on « Link ».

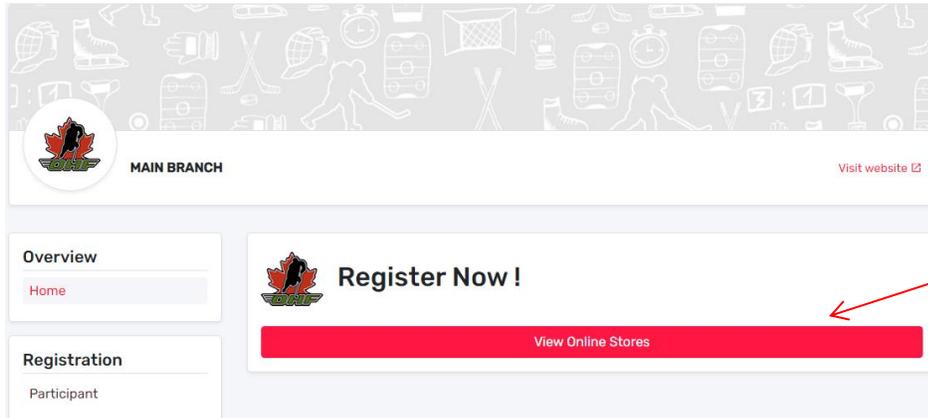
3. ONLINE REGISTRATION

3.1. Register your child online

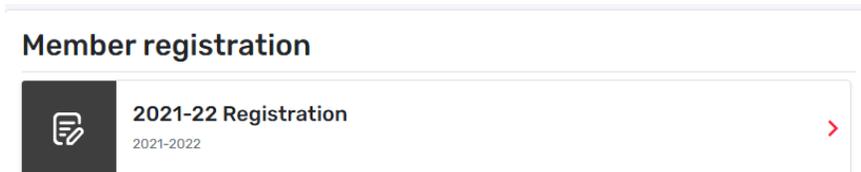
When you have linked all family members to your account, go to the « Dashboard » tab and click on « Register ».



You will be directed to the registration page for your MHA.



Click on « View online stores ». You will see all the online fees for your MHA 2021-2022 season.



Select the registration option that you want to see the details for each of the divisions.

< Back to all

2021-22 Registration

Register now Start date : 2021-05-28
End date : 2021-09-24

Registration

More	Category	Member type	Registration fee
▼	test	Player	\$475.00
▼	INSCRIPTION M11	Player	\$325.00
▼	INSCRIPTION M13	Player	\$325.00
▼	2021-22 Registration	Player	\$475.00

Items

Items	Item info	Price
	Team Fee	\$100.00

Items

Items	Item info	Price
	Team Fee	\$100.00

Details

- ⊙ Discounts ×
- family discount
- ⊙ Terms & conditions +

If you click on the « + » you will see the discounts and the terms & conditions.

Click on « Register now ».

3.1.1. Search of existing participant

To register your child, you click on « Register now » at the top.

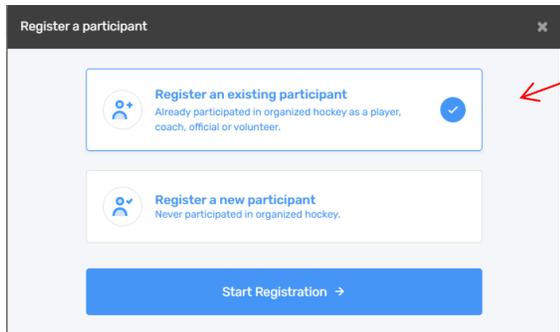
< Back to all

2021-22 Registration

Register now Start date : 2021-05-28
End date : 2021-09-24

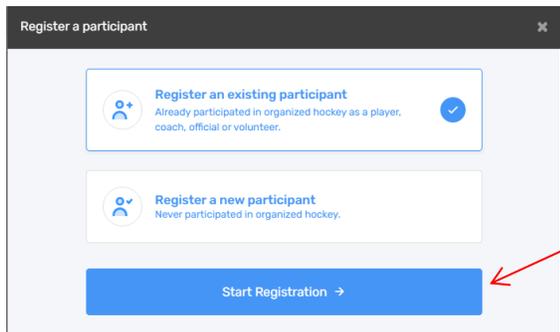
Registration

Click on « Register an existing participant ».

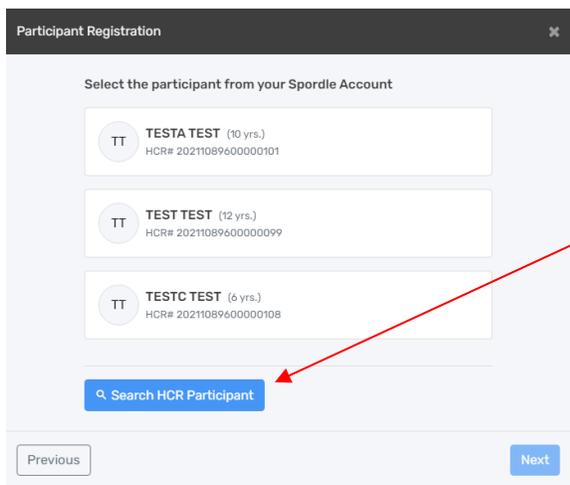


Please note that you cannot register a new participant who has never played. To register a new participant (player who has never played for this organization), you must contact your MHA so that they create your child's file or request the transfer of your child's file (please note that certain documents are required to create a new file). When your child's record has been created or transferred, your MHA's registrar will notify you so that you can proceed with the online registration.

You click on « Start registration ».



Membership records that you have linked to your account will appear in the list. Select the 1st participant to register.



If you have not linked a member to your account, you can search manually a participant by clicking on « Search HCR Participant ».

Search participant

Search by HCR #

Or

First name *
 Last name *

Date of birth *

[Search](#)

[Previous](#)

Registration Options

TT TESTC TEST (6 yrs.)
 HCR # 20211089600000108

No available registrations

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

last name and date of birth.

Search participant

Search by HCR #

Or

First name *
 Last name *

Date of birth *

[Search](#)

Search Result(s)
 We could not find your profile, would you like to create a new participant?

[Create a new participant](#)

[Previous](#)

If your child's record is not in your MHA, you will see the message « We could not find your profile. Would you like to create a new participant? ». If you are trying to create a new participant, this is the message you will receive.

Registration Options

Tt Teste teste (6 yrs.)

No available registrations

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

If you do a search and your child's file is in the database of another MHA, you will receive the following message « None of these profiles are mine, proceed with the participant creation ». In both cases, you must contact your MHA.

When you have found your child's record, it will appear at the bottom. Click « Select » and « Next ».

Search participant

Search by HCR #

Or

First name *
 Last name *

Date of birth *

[Search](#)

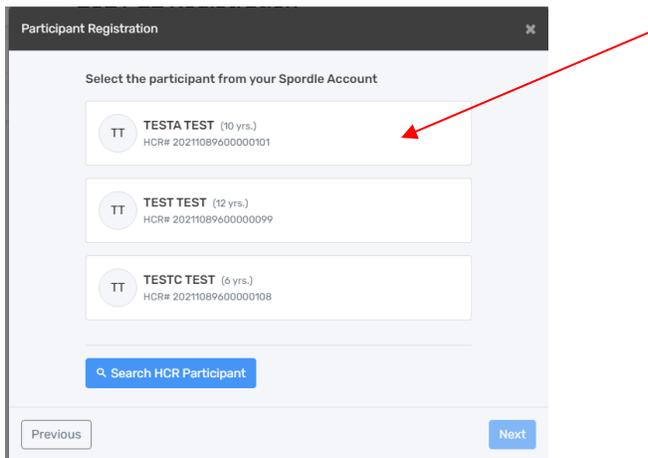
Search Result(s)

TT TESTC TEST (6 yrs.)
 HCR #20211089600000108
 MAIN BRANCH
 This member is already in your account

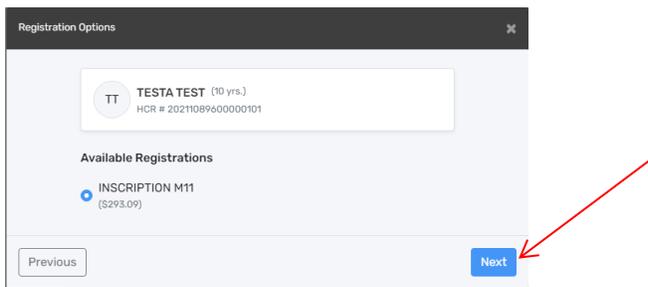
[Select](#)



If you had linked a member's record to your account, it will appear. Select the desired participant.

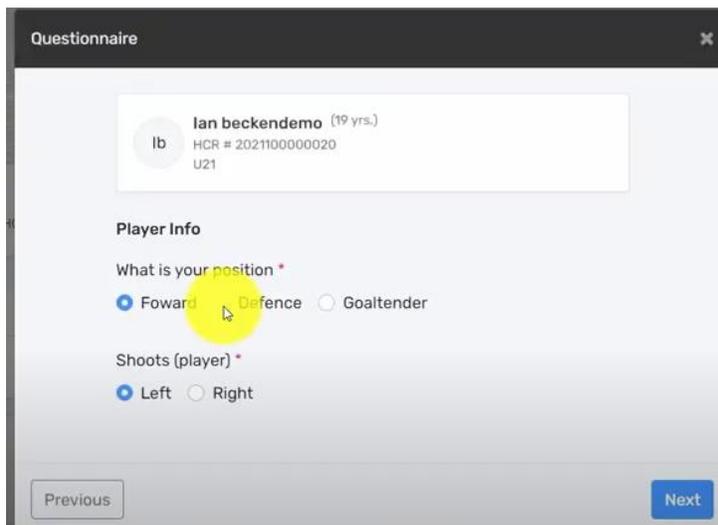


The registration option available for that participant will appear. Click « Next ».



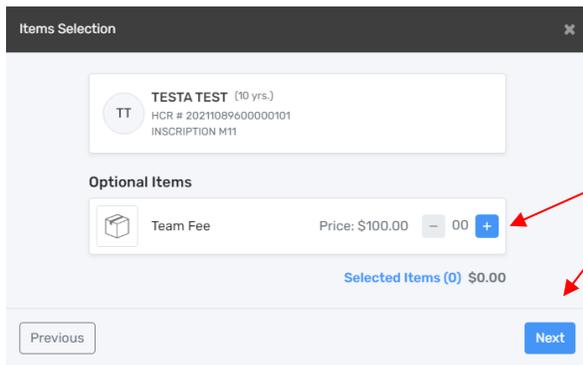
3.1.2. Survey

If your MHA has requested a survey, you will need to complete it at this stage.



3.1.3. Other items

If other items are available for your MHA, you will have these options.

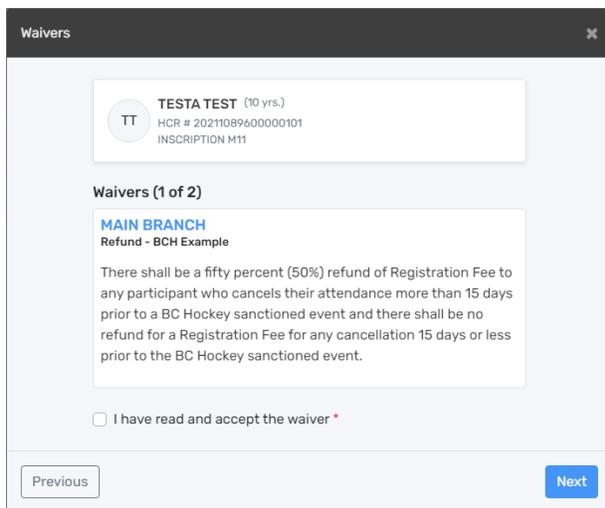


To add an article, click on the + and then « Next ».

If your MHA has placed mandatory articles, these will be identified with an * next to the article.

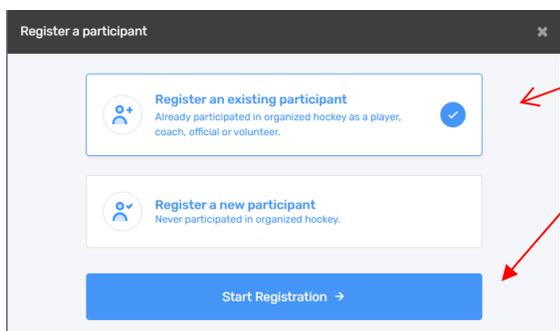
3.1.4. Waivers

You must read and accept the waivers for Hockey Canada, Hockey Québec and your MHA (if applicable).

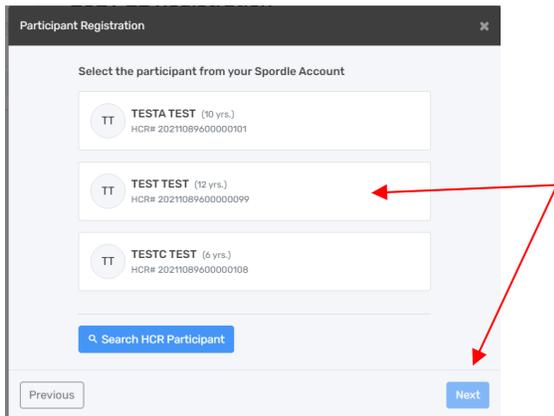


3.1.5. Register a 2nd participant

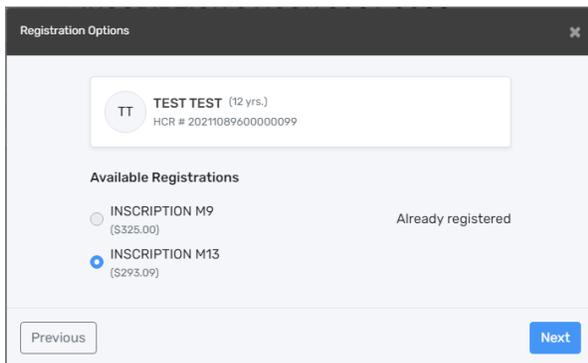
To register a 2nd participant, you click on « Register an existing participant » and « Start Registration ».



Select your 2nd participant to register and click on « Next ».



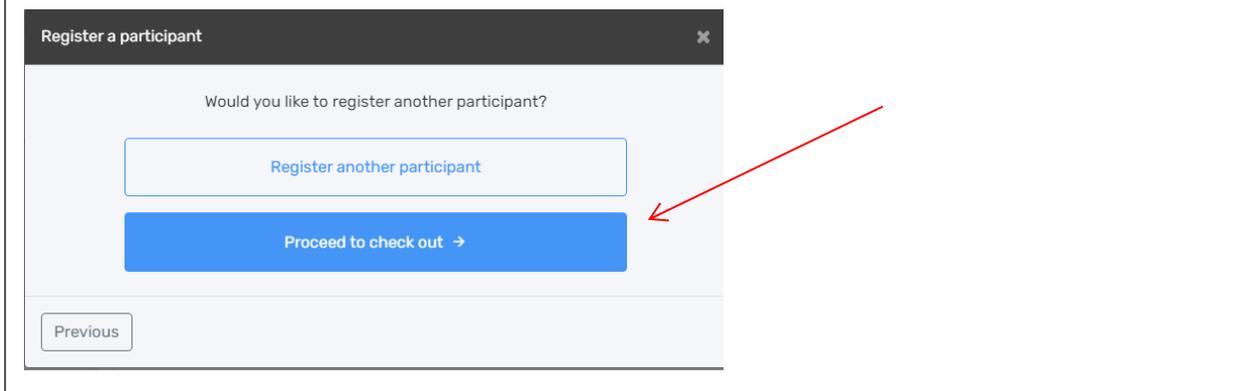
HCR shows you the enrollment option available for that participant. Click « Next »



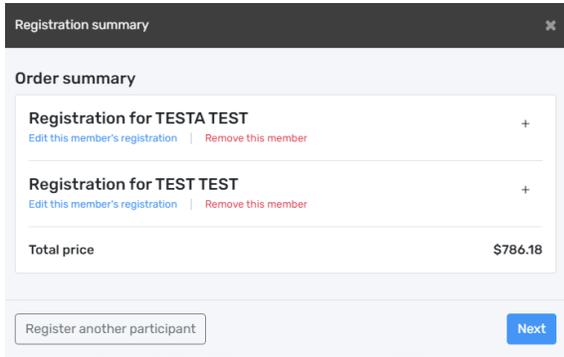
You will review the same steps as for the first participant you registered :

- Survey
- Other Articles
- Waivers

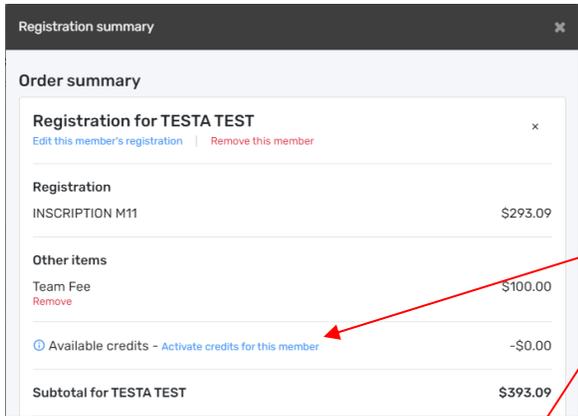
You will see the following window again. If you have another participant to register, you repeat the same process as for the 2nd participant. If you no longer have a participant to register, click on « Proceed to check out ».



You will see the summary of your registration.

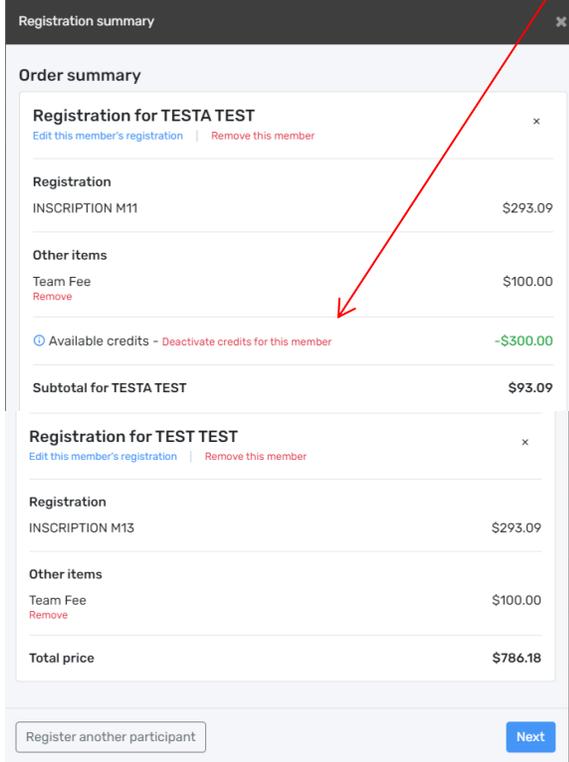


If you click on the +, you will see all the details of your registration, for each participant.



If credit is available for your child's enrollment, this is where you will see it. You click « Activate credits for this member ».

If you have activated a credit, but change your mind, click « Deactivate credits for this member ».



If no credit is available for that participant and you chose to include another item, this is what you'll see.

If all the information is correct, click « Next ».

3.1.6. Payment schedule

When all information is correct, you are directed to the payment schedule. To view and choose your payment option, click on « Select... ».

Payment Schedule

TESTA TEST
Payment Schedule

Select... | v

TEST TEST
Payment Schedule

Select... | v

Previous Next

Please note that you can select a different payment method for each registered participant.

Payment Schedule

TESTA TEST
Payment Schedule

Full payment | v

TEST TEST
Payment Schedule

3 installments | v

Pay now	\$268.52
2021-07-15	\$124.57
Total:	\$393.09

Previous Next

You will see the details of the payment that you have chosen and then click « Next ».

3.1.7. Payment Terms and Conditions

You must read and agree to the payment terms. You will notice that this step is mandatory in order to continue with the registration.

Payment Terms and Conditions

Payment Terms and Conditions

You must pay all fee's by

I have read and accept the terms and conditions *

Previous Next

3.1.8. Payment method

You must select the payment method (all payment methods available for your MHA will be listed here).

Select Payment Method

Send my payment manually

Cheque Cash

Previous Next

Choose your method and click 'Next ».

If you choose the « pay online = credit card » method, you will need to fill in your information and click on « Pay ».

Méthodes de paiement

Informations de facturation

Prénom * Nom de famille *

Adresse électronique *

Adresse de rue *

Ville * Zip / code postal *

Pays * Province *

Information de paiement

Numéro de carte *

Date d'expiration * CVV *

MM/AA

Précédent Payer

3.1.9. Registration confirmation

When your payment is complete, you will receive your registration confirmation. You will receive the receipt at your email address.

Registration Confirmation

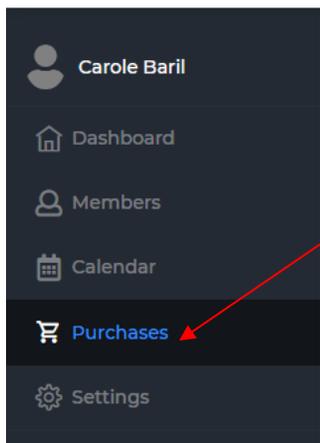
Thank you for registering!

Your receipt number is [#2021200000104](#)

An email confirmation has been sent to cbaril@hockey.qc.ca

You can also click directly on the receipt # and you will be directed to your account.

To see the transaction(s) in your account, click on « Purchases ».



In the « Purchases » tab, you will see all transactions that you have made. You have access to all your transactions at all times. If you click on the invoice #, you can see the details of your invoice and print it.

Transaction	TI	Payment method	Items	Total	TI	Paid	TI	Due	TI
2021-06-18 11:32 #2021200000104		Check	2 Registration(s) 2 Item(s)	\$786.18		\$0.00 (\$300.00)			\$486.18
2021-06-18 11:10 Credit initial		-	Credit			-\$300.00			

You can print your receipt.

Date: 2021-06-18 **Invoice No:** 2021200000104
Payment method: Cheque

Paid By: TESTA TEST
 245, Rue Maguire
 Montréal, QC,
 H2T 0A4
 +1 514-252-3079
 info@hockey.qc.ca

Organization: [Redacted]

Item	Price	QTY	Total
TEST TEST #20211089600000099 Registration: INSCRIPTION M13 Season: 2021-2022	\$293.09	X 1	\$293.09
TESTA TEST #20211089600000101 Registration: INSCRIPTION M11 Season: 2021-2022	\$293.09	X 1	\$293.09
Other item: Team Fee	\$100.00	X 2	\$200.00
Sub Total:			\$786.18
Tax:			\$0.00
Credit:			-\$300.00
Total:			\$486.18

Here is the link for the video tutorial to register an existing participant :
[Register an existing participant](#)

Here is the link for the video tutorial to register multiple participants (family):
[Register multiple participants \(family\)](#)