

Parents Guide - Online Registration

Finding a link to registering for hockey online can be found three different ways - searching on Hockey Canada for your local association, using a link from an organization website, or with a direct link within My Account login.

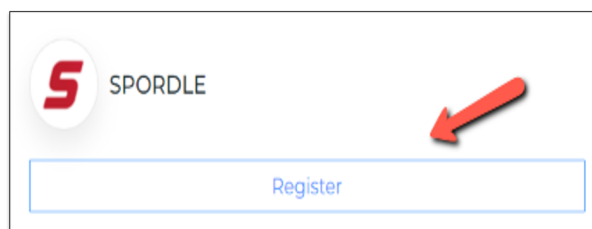
To search for a link on Hockey Canada: If you are new to hockey, or do not have the direct link to your organization's registration page, you can search using the HCR's official [Hockey Canada Registry](#). From the top menu options, click [Register to play](#) and search for the organization you want to register for.

From My Account: Direct links to associations registration page can be found on the Dashboard menu - click **register**.



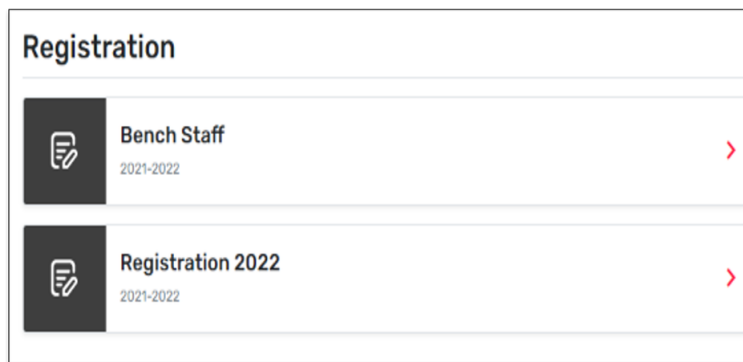
From My Account: Direct links to your association's registration page can be found in the **Dashboard** menu - Click **Register**.

Note: For information on how to set up your My Account [click here](#)



Online Registration Page

Once on your organization's Registration Page, click to expand the store.



Then click on the **Register now** to start your registration. To view the Terms and Conditions, click on the '+'.

A screenshot of a 'registration' form. At the top left is a red 'Register now' button with a red arrow pointing to it. To the right of the button are the dates 'Start date : 2022-11-29' and 'End date : 2023-01-28'. Below the button is the 'Registration' section, which is a table with columns 'More', 'Category', 'Member type', and 'Registration fee'. It lists two categories: '18U/21UF player' with a fee of '\$550.00*' and '15U/16UF' with a fee of '\$500.00*'. Below this is the 'Items' section, a table with columns 'Items', 'Item info', and 'Price', showing a 'jersey deposit' for '\$50.00'. At the bottom is the 'Details' section with two expandable items: 'Discounts' and 'Terms & conditions', each with a '+' icon in a red box.

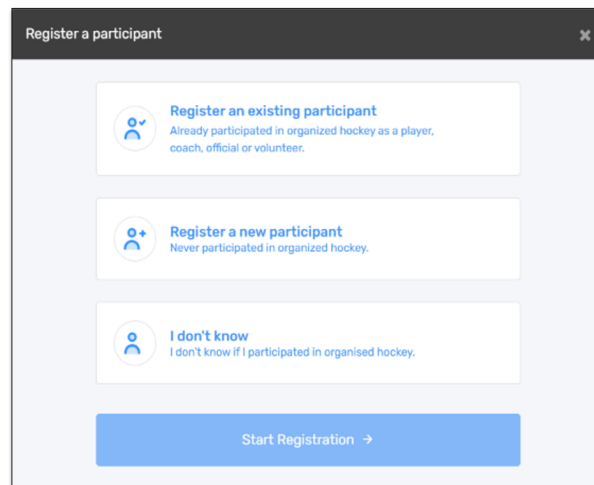
You will be given three options to register a participant.

Existing participant: This is someone who has already participated in organized sport as a player, coach, volunteer or official.


Register a new participant: This is someone who has never participated in organized sport as a player, coach, volunteer or official.


I don't know: Someone that is unsure if they have a profile.


Select one of the three options and click on **Start Registration**.



Register a participant

 **Register an existing participant**
Already participated in organized hockey as a player, coach, official or volunteer.

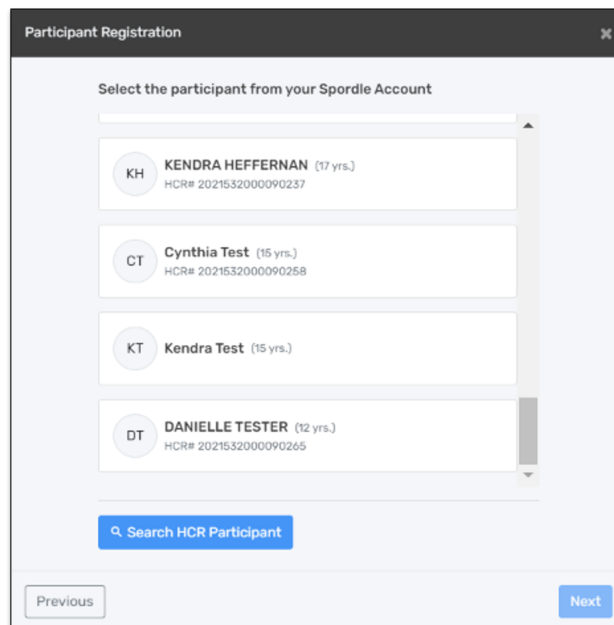
 **Register a new participant**
Never participated in organized hockey.

 **I don't know**
I don't know if I participated in organised hockey.

[Start Registration →](#)

Existing participant option: By choosing an existing participant, it will first bring up a list of members that are linked to your My Account. Select the member, or click ***Search HCR Participants***.

Note: For information on how to link a member to your My Account [click here](#)



Participant Registration

Select the participant from your Spordle Account

KH **KENDRA HEFFERNAN** (17 yrs.)
HCR# 2021532000090237

CT **Cynthia Test** (15 yrs.)
HCR# 2021532000090258

KT **Kendra Test** (15 yrs.)

DT **DANIELLE TESTER** (12 yrs.)
HCR# 2021532000090265

[Search HCR Participant](#)

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

Existing participants

By choosing an existing participant, it will first bring up a list of members that are linked to your My Account. Select the member, or click ***Search Participants***.

Participant Registration

Select the participant from your Spordle Account

St

Sue tester (16 y/o)
HCR# 2022550000063

Search HCR Participant

Previous
Next

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

Enter the Member ID or First, Last name and date of birth, then click **Search**.

Search participant

Search by HCR #

ex: 4563485965

Or

First name *

Last name *

Date of birth *

YYYY-MM-DD

Search

Previous

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

From the search results, click **Select** for the participant you want to register, or click **Create a new participant** if the search did not find the correct profile.

Note: If you are trying to register someone that does not have permissions set up for the association you are registering with, you will get a warning message with a link to where they can register. If you need to change associations, please contact your local club and ask for information on how to transfer.

JT

JOHNNY TEST (5 yrs.)
HCR# 20211136800074057

This participant is associated with **NORTHUMBERLAND**. Please contact **NORTHUMBERLAND**.

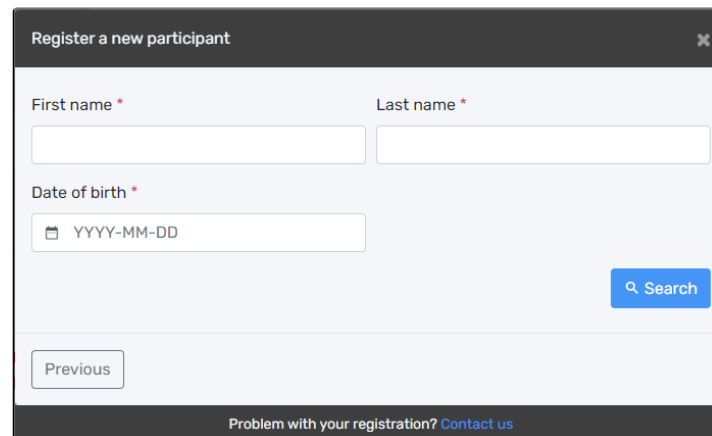
Go to NORTHUMBERLAND

Register a new participant

By choosing a new participant, enter the **First/Last name**, and **Date of birth**, then click **Search**.

Note: Before creating a new member and filling a new member registration form, please make sure that the member has never participated as a player, coach, referee or volunteer in any organized sport organization.

The system will search the database, if a match is found, you can review the information and click Select if it is the correct participant. If no match is found, it will take you to the next screen to create a new participant.

A screenshot of a web form titled "Register a new participant" with a close button (X) in the top right corner. The form has a light gray background. It contains three input fields: "First name *" and "Last name *" are side-by-side at the top, and "Date of birth *" is below them. The date field has a calendar icon and the placeholder text "YYYY-MM-DD". To the right of the date field is a blue "Search" button with a magnifying glass icon. At the bottom left is a "Previous" button. At the bottom right, there is a link: "Problem with your registration? [Contact us](#)".

The address and email will be pulled from the information set in your My Account. All other information will need to be entered.

Each field will have an information icon next to the title to explain why Hockey Canada is collecting the data. All informative explanations are pushed through to the Third Parties so all registrants have the same information. The information is displayed on the parent and registrar views inside HCR.

Your Relationship with the Participant:

- Court appointed guardian
- Myself
- Other
- Parent

Gender Identity:

- Boy/Man
- Girl/Woman
- Prefer not to say
- Not captured in these options - if selected, an additional box for Gender Identification will be added for you to complete
- Non-binary

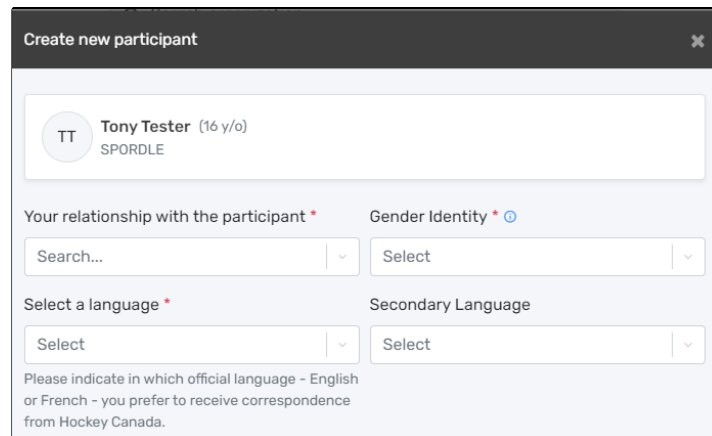
Select a Language: Please indicate in which official language - English or French - you prefer to receive correspondence from Hockey Canada.

- English
- French

Secondary Language:

- Select All
- English
- French

Once all the mandatory fields have been entered, click **Create**.



Create new participant

TT **Tony Tester** (16 y/o)
SPORDLE

Your relationship with the participant * Gender Identity * ⓘ

Search... Select

Select a language * Secondary Language

Select Select

Please indicate in which official language - English or French - you prefer to receive correspondence from Hockey Canada.

Citizenship:

- Select from the drop down

Birth Country:

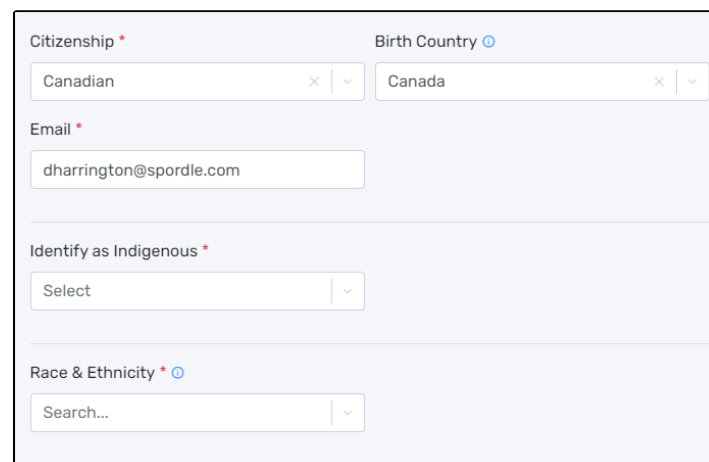
- Select from the drop down

Identify as Indigenous:

- Yes - If selected, an additional box will for **Indigenous group** will be added
 - First Nations
 - Metis
 - Inuit
 - Prefer not to say
 - Prefer to self-describe - If selected, an additional box will for **Group identification** will be added
- No
- Prefer not to say

Race & Ethnicity:

- Select from the drop down
- If Multiple Race / Ethnicities is selected, and additional box for **Notes** will be added



Citizenship * Birth Country ⓘ

Canadian Canada

Email *

dharrington@spordle.com

Identify as Indigenous *

Select

Race & Ethnicity * ⓘ

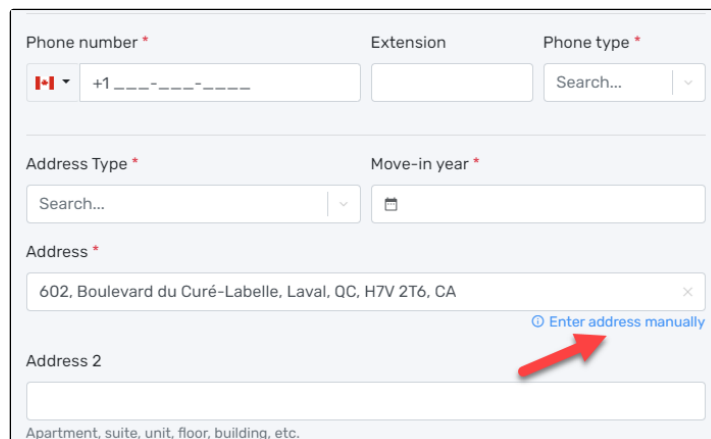
Search...

Phone number:

- Enter the phone number and Phone type

Address:

- Enter the address type
 - Residence
 - Billet
- Enter the move in year
- Enter the address - To add a PO Box or Legal Land Survey, click on Enter address manually
- Enter the apartment, suite, unit, floor or building, if required



The screenshot shows a form with the following fields:

- Phone number ***: A dropdown menu showing a Canadian flag and a text input field with a placeholder "+1 ____-____-____".
- Extension**: A text input field.
- Phone type ***: A dropdown menu with a "Search..." option.
- Address Type ***: A dropdown menu with a "Search..." option.
- Move-in year ***: A text input field with a calendar icon.
- Address ***: A text input field containing "602, Boulevard du Curé-Labelle, Laval, QC, H7V 2T6, CA".
- Address 2**: A text input field.
- Enter address manually**: A blue link with a magnifying glass icon, highlighted by a red arrow.

Below the Address 2 field, there is a small text label: "Apartment, suite, unit, floor, building, etc."

Why do Hockey Canada and the Member Partners collect demographic information?

The collection of self-identification data is central to equity, diversity, and inclusion efforts. Hockey Canada and the Member Branches are collecting this data to increase our ability to enhance programs, while recognizing and removing barriers. The demographic data being collected through the HCR platform is consistent with how the Government of Canada solicits this information including the options you see of race/ethnicity, language and Indigenous Peoples (all of which provide "Prefer not to say" as an option). There are many factors as to why and how this data is collected: please refer to this Government of Canada website for more information: [click here](https://www.ic.gc.ca/eic/site/063.nsf/eng/h_97737.html#1)

Why do Hockey Canada and the Member Partners collect demographic information?

The collection of self-identification data is central to equity, diversity, and inclusion efforts. Hockey Canada and the Member Branches are collecting this data to increase our ability to enhance programs, while recognizing and removing barriers. The demographic data being collected through the HCR platform is consistent with how the Government of Canada solicits this information including the options you see of race/ethnicity, language and Indigenous Peoples (all of which provide "Prefer not to say" as an option). There are many factors as to why and how this data is collected: please refer to this Government of Canada website for more information:

https://www.ic.gc.ca/eic/site/063.nsf/eng/h_97737.html#1.

Documentation is required for a new participant. To add these documents, click on **Add**. Documents can also be added from the members tab in My Account.

Create new participant

Proof of residency

Add document or drop it here

Maximum upload file size: 10MB

To ensure each participant has been assigned to the correct hockey association, a proof of address is required. This information is considered private and will not be shared. You can upload any government issued ID or 3rd party bill (electric bill for example)e containing your full address and name.

Birth certificate

Add document or drop it here

Maximum upload file size: 10MB

To ensure each participant is placed in the correct program, You Sports Organization requires proof of birthdate. This information is considered private and will not be shared. You can upload a picture of a birth certificate, passport, or other government issued ID containing birthdate.

Previous

Next

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

I don't know

For this option, you will enter the **First/Last name** and **Date of birth**. The system will search for existing members, and for participants that you may have started to create, but have not completed. This participant will not have a Member ID. Once the registration is complete, a Member ID will be assigned to them.

Register a new participant

First name *

Fred

Last name *

Tester

Date of birth *

2009-09-09

Search

We found matching profile(s). Is this you?

FT

FRED TESTER (13 y/o)

HCR#

HOCKEY CANADA - Training

[This member is already in your account!](#)

Select

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

Create a new participant

Previous

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

Address Change

You may see an address change warning. This message is letting you know that the address in your My Account is different from the one in the profile of the participant. If you want to change the address during the registration, you can click yes, or click no to continue.

Address change

JT

JACK TESTER (13 y/o)
HCR# 151000000001

Our system detected an address change

The address "1313, Weller Crossing, Milton, ON, L9T 6K6, CA" is different than what we have for this player. Would you like to notify the registrar of this address change?

No

Yes

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

Add Contacts

You can add contact information here, or by going into your My Account.

Member contacts

KH

KENDRA HARRINGTON (18 y/o)
HCR# 202200035413

Member contacts

+ Add a new contact

📘 You can fully manage your member contacts from your [Spordle MyAccount](#) !

Previous

Next

Click on the drop down for Allow communications, so your association can send you emails through the registration platform.

Member contacts

KH

KENDRA HARRINGTON (18 y/o)

HCR# 202200035413

Member contacts

Add a new contact

First name *

Last name *

Email *

Contact type *

Emergency contact

Allow communication

Phone number *

Extension

Phone type *

+ Add phone number

Cancel

Create contact

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

Online Registration Payment

To continue with the payment, some organizations will offer the possibility of paying the registration in installments. Select the proper option and click on **Next** to continue.

Installment payments will be automatically charged to your credit card.

Note: To change your credit card, you must go to your **Spordle My Account**, select payment method, and change your default credit card.

Payment Schedule

SUE TESTER

Payment Schedule

Select

JAKE TESTER

Payment Schedule

Select

Full payment

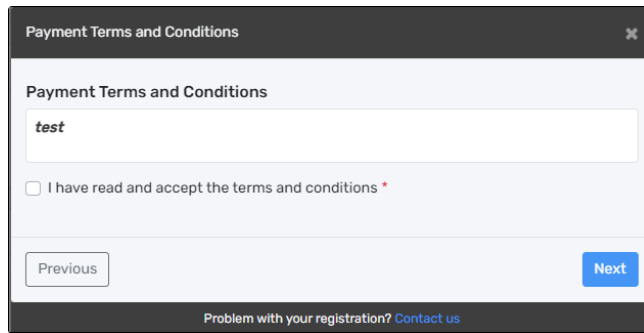
3 installments

Previous

Next

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

Before you can get to the payment of the registration, you must first accept the payment terms and conditions. Check the **I have read and accept the payment terms and conditions** box and then click on **Next** to continue.

A screenshot of a web form titled "Payment Terms and Conditions". It features a text input field containing the word "test". Below the input field is a checkbox with the text "I have read and accept the terms and conditions" followed by a red asterisk. At the bottom of the form are two buttons: "Previous" and "Next". A footer link reads "Problem with your registration? [Contact us](#)".

Payment Terms and Conditions

Payment Terms and Conditions

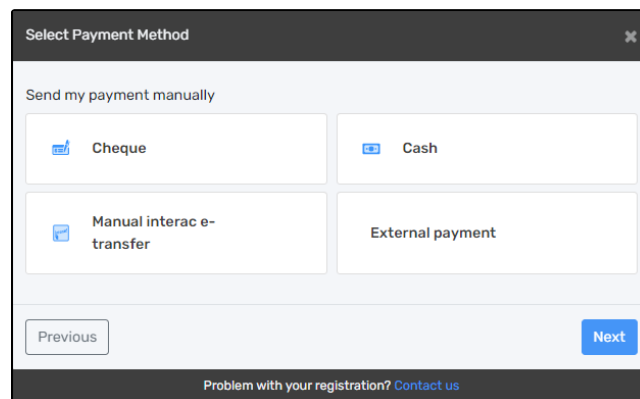
☐ I have read and accept the terms and conditions *

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

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




Select the credit card payment method, then click on the **Next**.

IMPORTANT: Please keep in mind that the Interac transfer, the cheque, and the cash options are deferred payments that are paid manually to the organization. Only the credit card payment method is made online.

A screenshot of a web form titled "Select Payment Method". It displays four payment options in a 2x2 grid: "Cheque", "Cash", "Manual interac e-transfer", and "External payment". Each option has a small icon to its left. At the bottom are "Previous" and "Next" buttons. The footer link is "Problem with your registration? [Contact us](#)".

Select Payment Method

Send my payment manually

 Cheque	 Cash
 Manual interac e-transfer	External payment

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

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

Enter your credit card information and then click on the **Pay** button.

Note: American Express payments are not accepted by Paysafe.

Select Payment Method

Billing info

First Name *

Donna

Last Name *

Harrington

Email Address *

dharrington@spordle.com

Street Address *

City *

ZIP / Postal code *

Country *

Search

Province *

Search

Payment info

Card Number *

Expiration Date *

CVV *

MM/YY

Previous


Pay

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

Congratulations, you are now registered to your minor hockey organization! A confirmation number will appear on the screen and you will also receive a confirmation email with the information related to the transaction.

A link to donate to the Hockey Canada foundation will be added to all confirmation messages.

Registration Confirmation



Thank you for registering!

Your receipt number is #2023200000066

An email confirmation has been sent to
dharrington@spordle.com

thanks

Please donate to the Hockey Canada Foundation.

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