



IMHA REGISTRATION INSTRUCTIONS

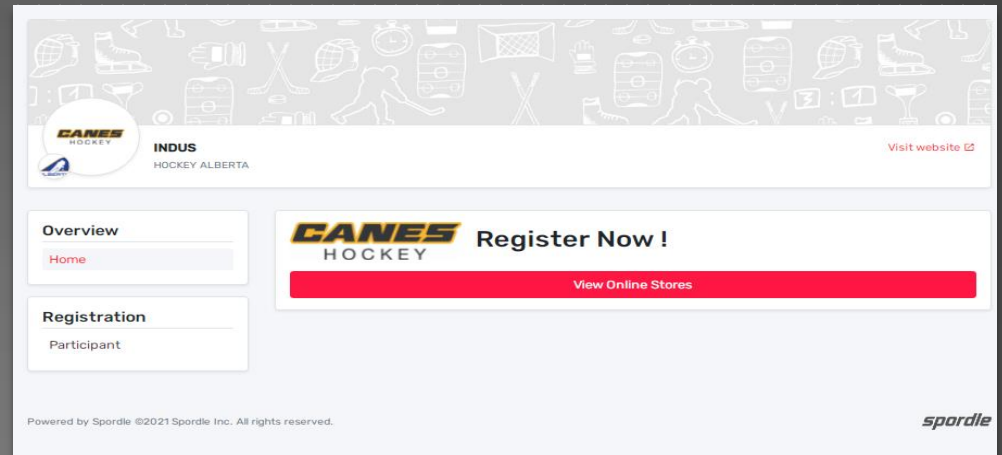
Hockey Canada Registry (HCR) 3.0

June 15, 2021

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 the pilot project and now IMHA is finally ready to go “live” with registration using HCR 3.0.

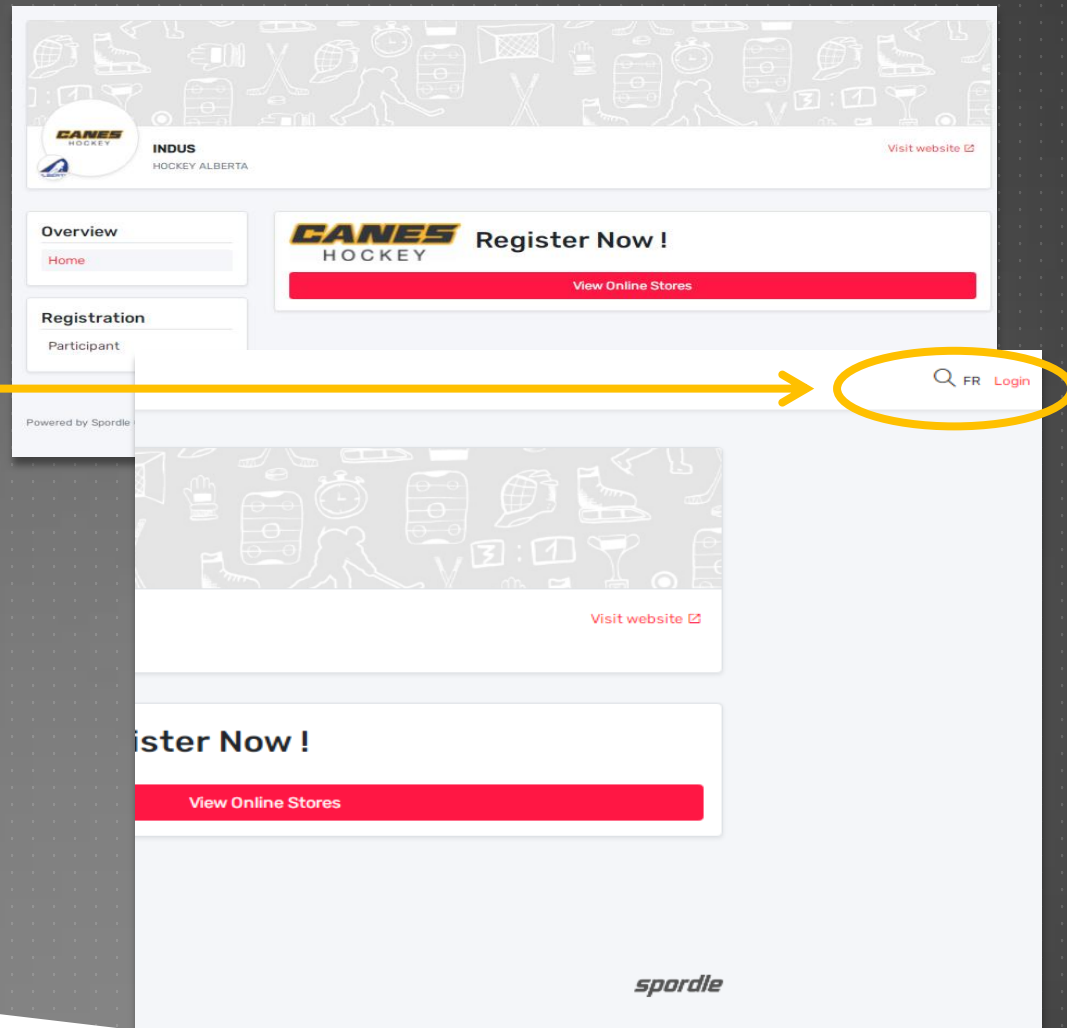
The following slides are provided to help you through the registration process. You should find that the new release is much easier to use and repetition is severely cut down on address entry, etc.



First Sign-in

When you first click the link from our IMHA 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.

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. i.e. Even though you may be in the system from the migration, new accounts are set up due to newer security settings.



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 of the email does not exist. This is OK, just continue to click on Sign up.



The image shows a login page for the Hockey Canada Registry. The background is a red overlay with a photo of a hockey player in a red jersey. The login form is white and contains the following elements:

- Hockey Canada logo (a red maple leaf with a black silhouette of a hockey player) and the text "Hockey Canada Registry".
- The text "Sign in to your account".
- An input field with a person icon and the label "Email".
- A red button with the text "Login →".
- A horizontal line separator.
- The text "Powered by **spordle** My Account".
- A link that says "Don't have an account? Sign up". The "Sign up" text is underlined and circled in yellow.

A yellow arrow points from the "Sign up" link to the "Email" input field.

Making Your Account

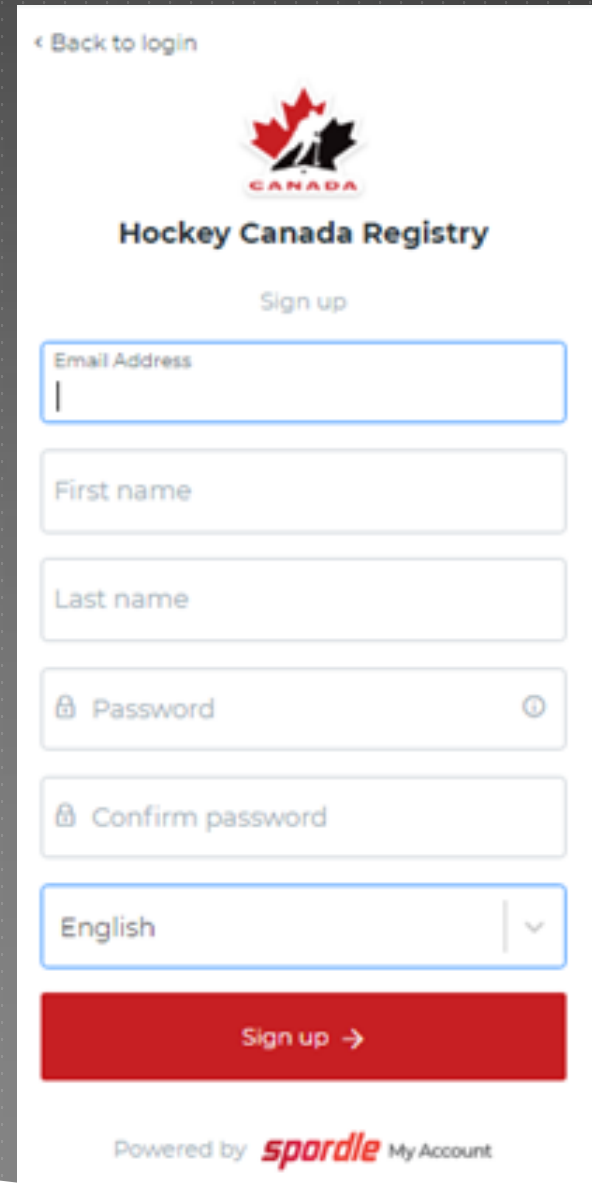
Fill out the form that appears and enter your email, first name and last name.

NOTE: ensure the email is valid and that you are able to access that email, as a verification code is sent to it 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”



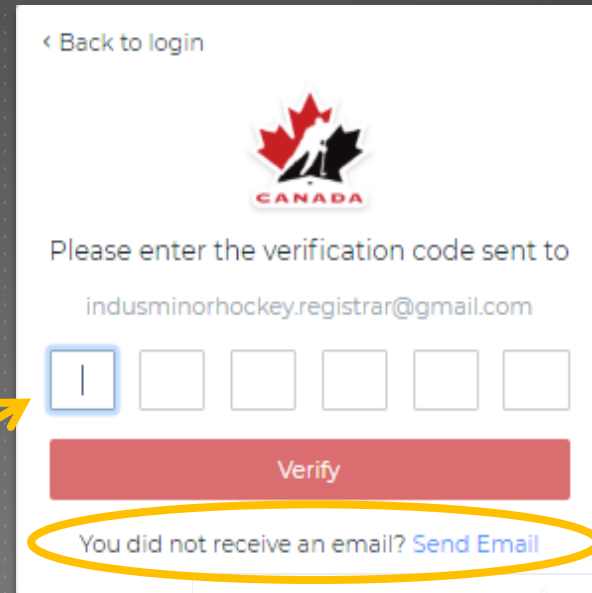
The screenshot shows the Hockey Canada Registry sign-up page. At the top left is a link for 'Back to login'. The Hockey Canada logo is centered, with the text 'Hockey Canada Registry' below it. A 'Sign up' link is positioned above the form fields. The form includes input boxes for 'Email Address', 'First name', and 'Last name'. Below these are password fields for 'Password' and 'Confirm password', each with a lock icon and a help icon. A language dropdown menu is set to 'English'. A large red 'Sign up →' button is at the bottom of the form. At the very bottom, it says 'Powered by spordle My Account'.

Making Your Account

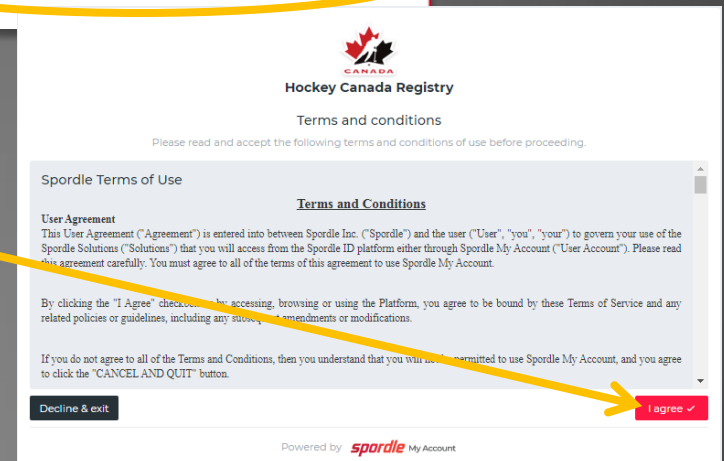
Enter the verification code sent to you via email. If Email is not received, you can try the “Send Email” link on the bottom. As well, ensure to check your spam/junk folders as well if you feel you have not got the email. **Once entered, click “Verify”**

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.



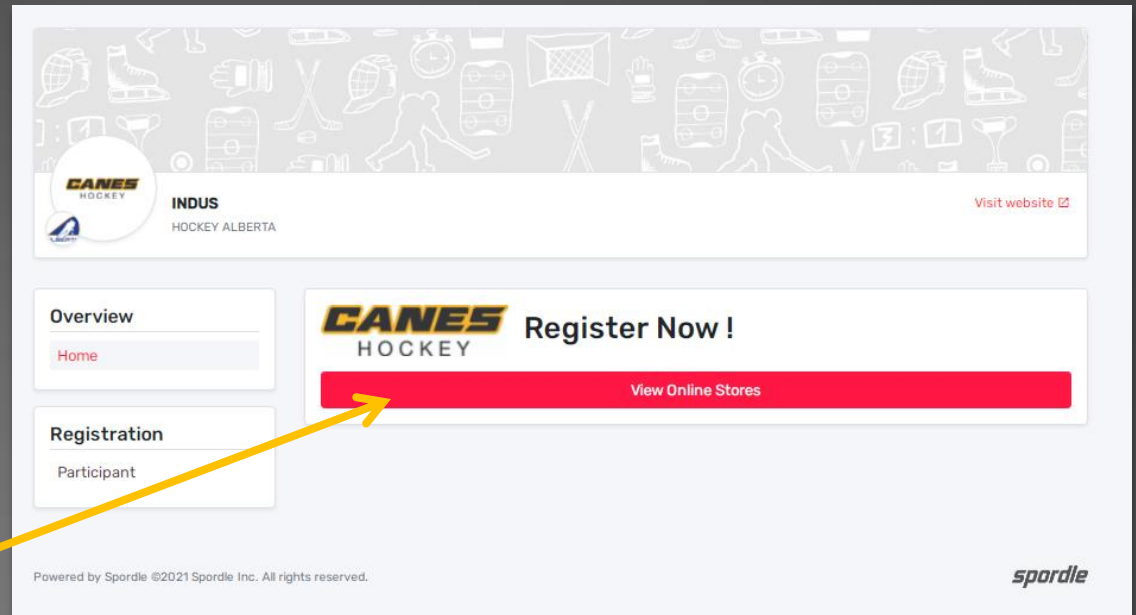
Verification code entry screen. It features a back arrow and the text "Back to login" at the top left. The Hockey Canada logo is centered. Below it, the text "Please enter the verification code sent to" is followed by the email address "indusminorhockey.registrar@gmail.com". There are six input boxes for the code, with the first box containing a vertical line. A red "Verify" button is below the boxes. At the bottom, a link "You did not receive an email? [Send Email](#)" is circled in yellow. A yellow arrow points from the text "Once entered, click 'Verify'" to the "Verify" button.



Terms and conditions screen. It features the Hockey Canada logo at the top. Below it, the text "Hockey Canada Registry" is followed by "Terms and conditions". A note says "Please read and accept the following terms and conditions of use before proceeding." The main content area is titled "Spordle Terms of Use" and contains a "User Agreement" section. The "User Agreement" text states: "This User Agreement ('Agreement') is entered into between Spordle Inc. ('Spordle') and the user ('User', 'you', 'your') to govern your use of the Spordle Solutions ('Solutions') that you will access from the Spordle ID platform either through Spordle My Account ('User Account'). Please read this agreement carefully. You must agree to all of the terms of this agreement to use Spordle My Account." Below this, it says: "By clicking the 'I Agree' checkbox, by accessing, browsing or using the Platform, you agree to be bound by these Terms of Service and any related policies or guidelines, including any subsequent amendments or modifications." At the bottom, it says: "If you do not agree to all of the Terms and Conditions, then you understand that you will not be permitted to use Spordle My Account, and you agree to click the 'CANCEL AND QUIT' button." There are two buttons: "Decline & exit" and "I agree ✓". A yellow arrow points from the text "Login (again), and then agree to Hockey Canada Registry Terms and Conditions." to the "I agree ✓" button.

Registering

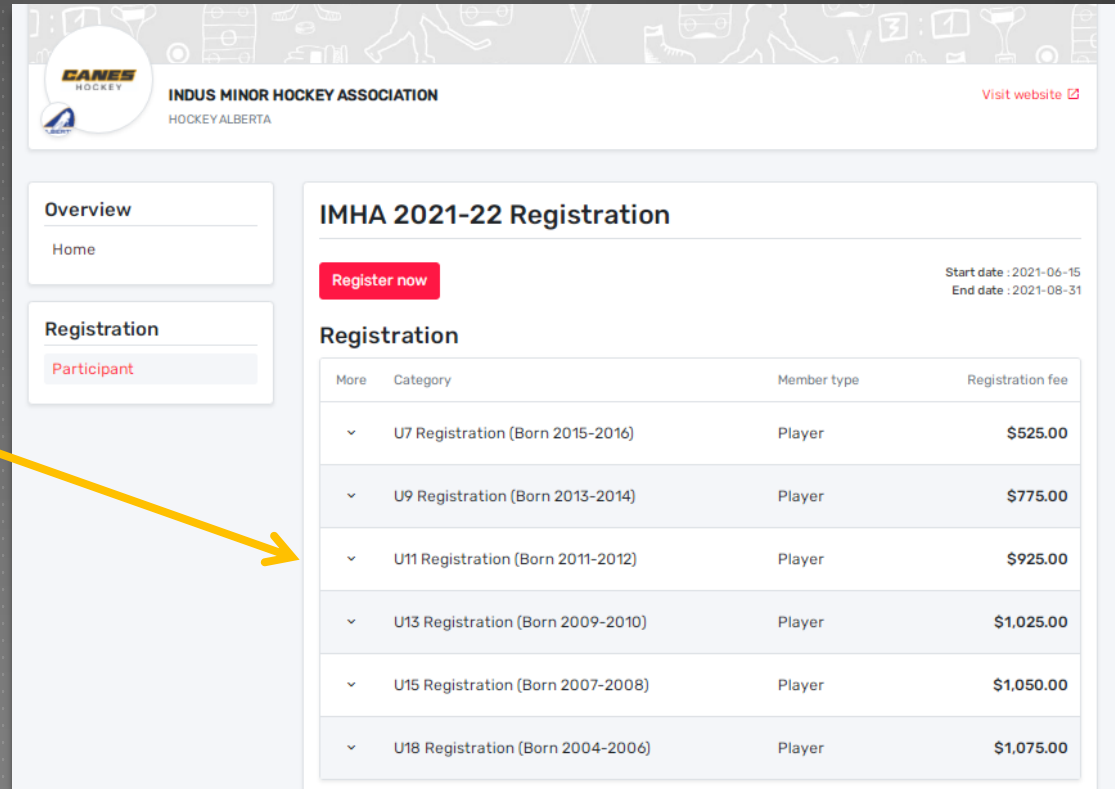
To register a player, you need to start by clicking on “View Online Stores”.



Registering

Online Store

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



CANES HOCKEY
INDUS MINOR HOCKEY ASSOCIATION
HOCKEY ALBERTA

[Visit website](#)

Overview
Home

Registration
[Participant](#)

IMHA 2021-22 Registration

[Register now](#)

Start date : 2021-06-15
End date : 2021-08-31

Registration

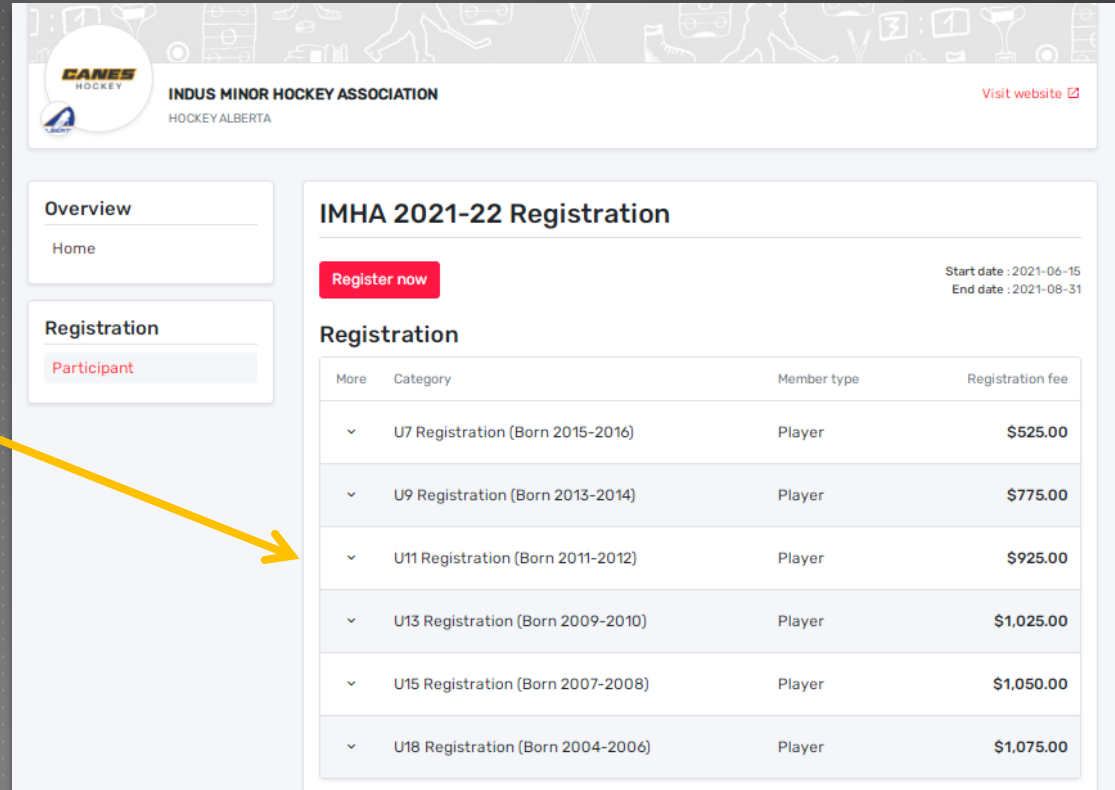
More	Category	Member type	Registration fee
▼	U7 Registration (Born 2015-2016)	Player	\$525.00
▼	U9 Registration (Born 2013-2014)	Player	\$775.00
▼	U11 Registration (Born 2011-2012)	Player	\$925.00
▼	U13 Registration (Born 2009-2010)	Player	\$1,025.00
▼	U15 Registration (Born 2007-2008)	Player	\$1,050.00
▼	U18 Registration (Born 2004-2006)	Player	\$1,075.00

Registering

Online Store

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

Once one is selected it will open up to show you the fees and associated. **NOTE: On top of Basic Registration, the Admin fee is the only other mandatory fee. Tryout Cards are optional unless you plan on trying out.** Click “Register Now” in the online store



INDUS MINOR HOCKEY ASSOCIATION
HOCKEY ALBERTA

[Visit website](#)

Overview
Home

Registration
Participant

IMHA 2021-22 Registration

[Register now](#) Start date : 2021-06-15
End date : 2021-08-31

Registration

More	Category	Member type	Registration fee
▼	U7 Registration (Born 2015-2016)	Player	\$525.00
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▼	U15 Registration (Born 2007-2008)	Player	\$1,050.00
▼	U18 Registration (Born 2004-2006)	Player	\$1,075.00

Registering

You have the option of Registering an 'Existing Participant' OR to register a 'New Participant'.

Simply put, if your participant has played before, you can use Existing, if not you register a New participant. Once your selection is made, click "Start Registration"

Let's start with existing participant...

Register a participant

[Visit website](#)

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 →](#)

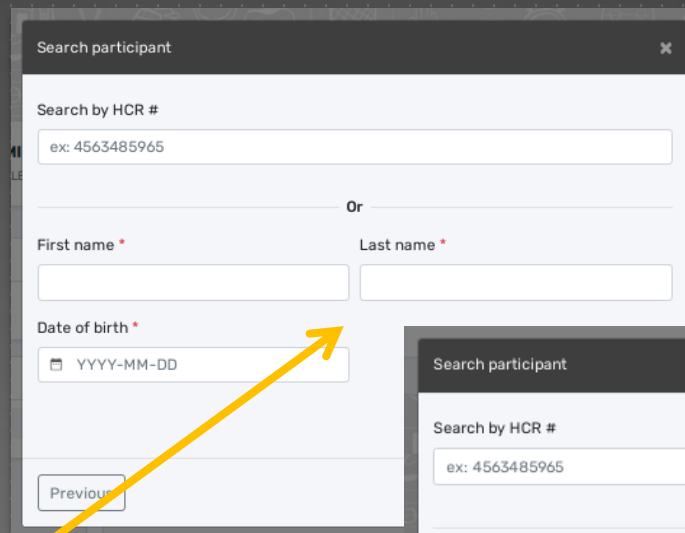
U7 Registration (Born 2015-2016)	Player	\$525.00
U9 Registration (Born 2013-2014)	Player	\$775.00
U11 Registration (Born 2011-2012)	Player	\$925.00

Registering

EXISTING PARTICIPANT

They 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, 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!



Search participant

Search by HCR #

ex: 4563485965

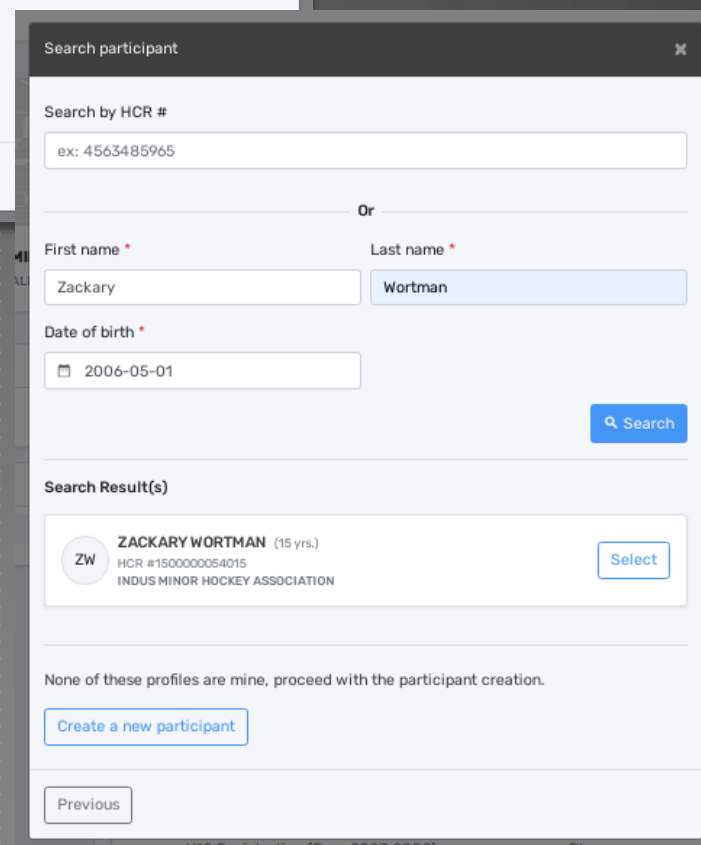
Or

First name * Last name *

Date of birth *

YYYY-MM-DD

Previous



Search participant

Search by HCR #

ex: 4563485965

Or

First name * Last name *

Zackary Wortman

Date of birth *

2006-05-01

Search

Search Result(s)

ZACKARY WORTMAN (15 yrs.)
HCR #1500000054015
INDUS MINOR HOCKEY ASSOCIATION

Select

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

Create a new participant

Previous

115 Registration (Born 2007-2008)

Player

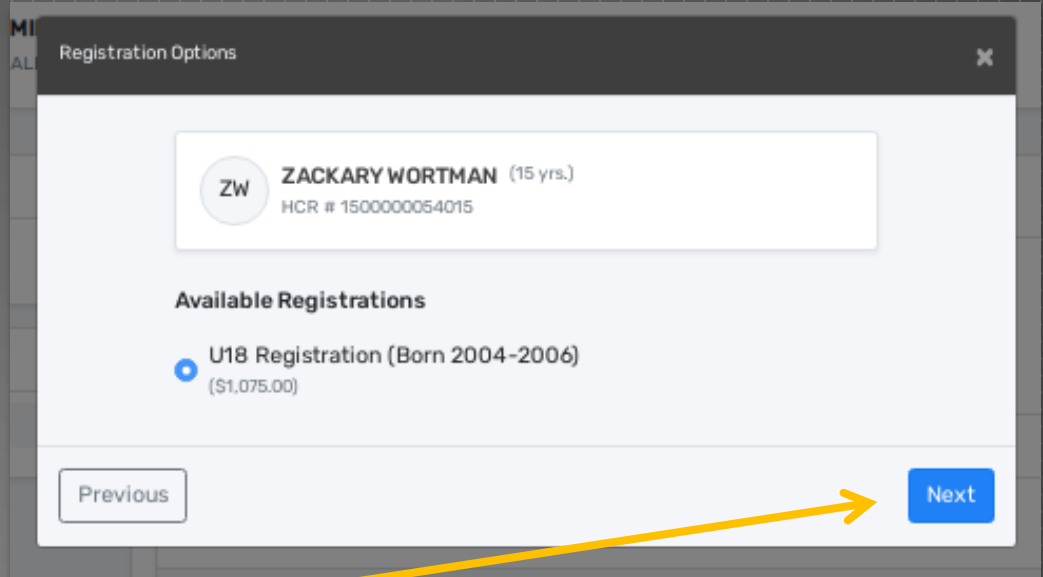
Registering

EXISTING PARTICIPANT

Again, the default selection should be the correct one based on the birth year, however, READ and CONFIRM carefully!

Next you will pick the appropriate registration based on the player's BIRTHYEAR.

Then click "Next"



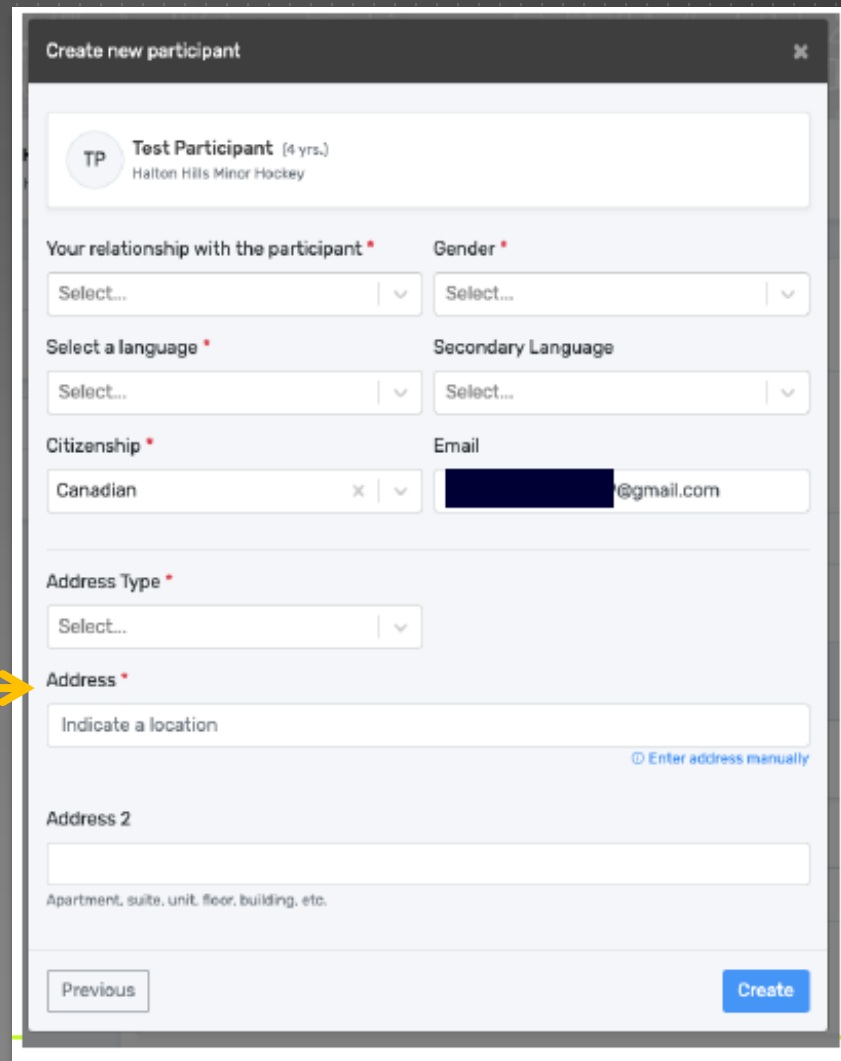
The screenshot shows a window titled "Registration Options" with a close button (X) in the top right corner. Inside the window, there is a card for the participant "ZACKARY WORTMAN (15 yrs.)" with the initials "ZW" in a circle and "HCR # 1500000054015". Below this card, under the heading "Available Registrations", there is a single option: "U18 Registration (Born 2004-2006)" with a price of "\$1,075.00". At the bottom of the window, there are two buttons: "Previous" on the left and "Next" on the right. A yellow arrow points from the text "Then click 'Next'" to the "Next" button.

Registration Option	Price
U18 Registration (Born 2004-2006)	\$1,075.00

Registering

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 with Hockey Canada.



The screenshot shows a web form titled "Create new participant" with a close button (X) in the top right corner. The form contains the following fields and sections:

- Participant Info:** A circular icon with "TP" and the text "Test Participant (4 yrs.)" and "Halton Hills Minor Hockey".
- Relationship and Gender:** Two dropdown menus labeled "Your relationship with the participant *" and "Gender *", both with "Select..." options.
- Language:** Two dropdown menus labeled "Select a language *" and "Secondary Language", both with "Select..." options.
- Citizenship and Email:** A dropdown menu for "Citizenship *" with "Canadian" selected, and an "Email" field with a redacted address ending in "@gmail.com".
- Address Type:** A dropdown menu labeled "Address Type *" with "Select..." option.
- Address:** A text field labeled "Address *" with the placeholder "Indicate a location". A blue link "Enter address manually" is to the right.
- Address 2:** A text field labeled "Address 2" with the placeholder "Apartment, suite, unit, floor, building, etc."
- Navigation:** "Previous" and "Create" buttons at the bottom.

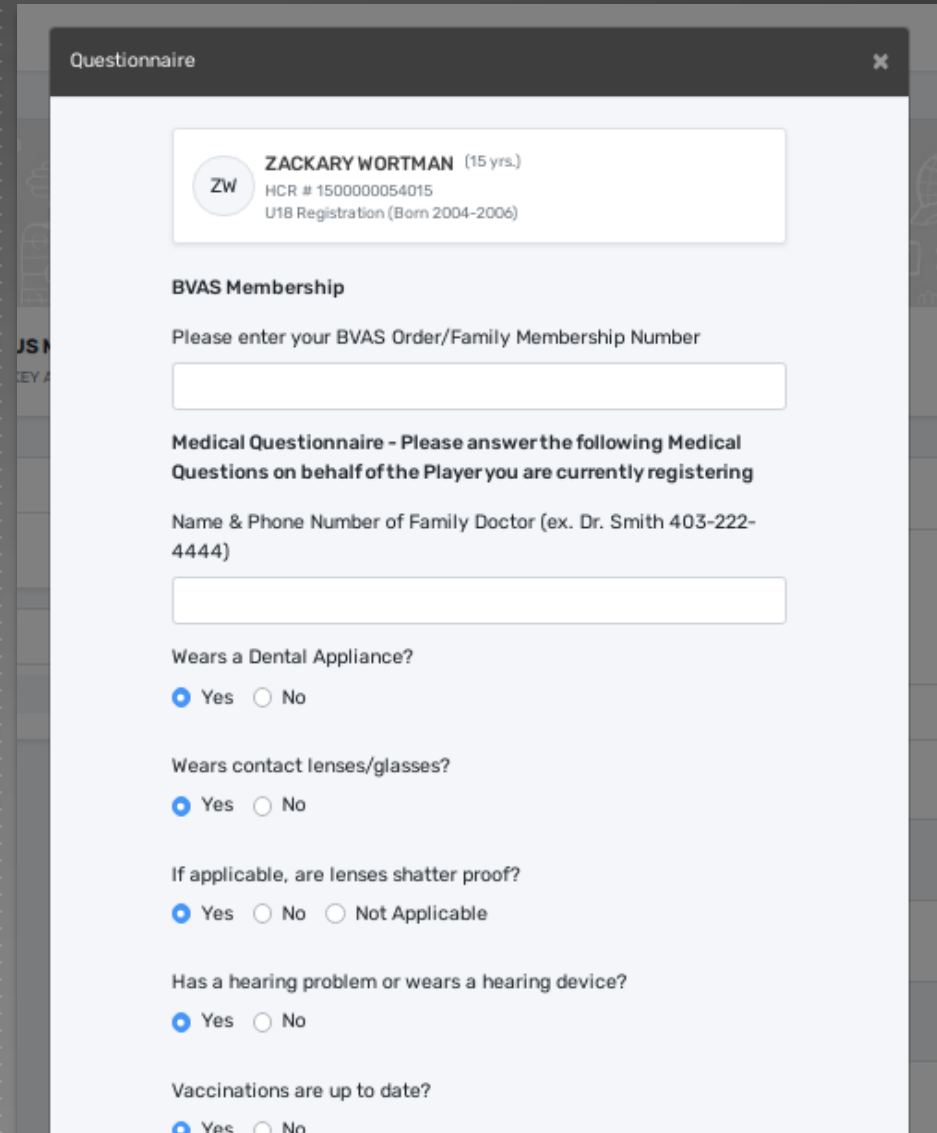
A yellow arrow points from the text "address etc." in the paragraph to the "Address *" field.

Registering

Questionnaire

Once the participant and their applicable registration are selected, the next step is a questionnaire. If you have multiple players within your family, you will have to fill out a questionnaire for each individual player as it includes numerous questions that are player specific.

****Please note, on the email address question under 'House Keeping' items, 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 association information that we cannot have missed by not visiting the website.**



The screenshot shows a web-based questionnaire interface. At the top, the title 'Questionnaire' is displayed in a dark header bar. Below the header, a user profile box identifies 'ZACKARY WORTMAN (15 yrs.)' with a circular icon containing the initials 'ZW'. The profile also lists 'HCR # 1500000054015' and 'U18 Registration (Born 2004-2006)'. The main section is titled 'BVAS Membership' and asks for the 'BVAS Order/Family Membership Number' with an empty text input field. Below this, a section titled 'Medical Questionnaire - Please answer the following Medical Questions on behalf of the Player you are currently registering' contains a question about the 'Name & Phone Number of Family Doctor' with an example and an empty input field. The remaining questions are multiple-choice: 'Wears a Dental Appliance?' (Yes/No), 'Wears contact lenses/glasses?' (Yes/No), 'If applicable, are lenses shatter proof?' (Yes/No/Not Applicable), 'Has a hearing problem or wears a hearing device?' (Yes/No), and 'Vaccinations are up to date?' (Yes/No). All 'Yes' radio buttons are selected.

Questionnaire

ZACKARY WORTMAN (15 yrs.)
ZW
HCR # 1500000054015
U18 Registration (Born 2004-2006)

BVAS Membership

Please enter your BVAS Order/Family Membership Number

Medical Questionnaire - Please answer the following Medical Questions on behalf of the Player you are currently registering

Name & Phone Number of Family Doctor (ex. Dr. Smith 403-222-4444)

Wears a Dental Appliance?
☒ Yes ☐ No

Wears contact lenses/glasses?
☒ Yes ☐ No

If applicable, are lenses shatter proof?
☒ Yes ☐ No ☐ Not Applicable

Has a hearing problem or wears a hearing device?
☒ Yes ☐ No

Vaccinations are up to date?
☒ Yes ☐ No

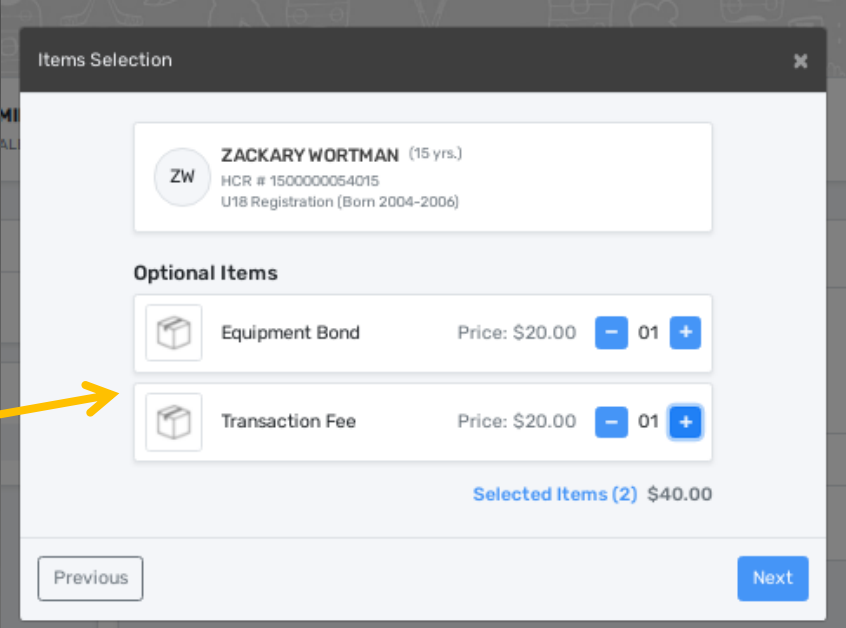
Registering

Mandatory Items/Optional Items

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

These include both a \$20 Equipment Bond and a \$20 Transaction fee.

Please note, while all registrations are charged a transaction fee, those that are NOT paid by a credit card transaction will be reimbursed the \$20 on their IMHA family account.



The screenshot shows a web interface titled "Items Selection" with a close button (X) in the top right corner. Below the title, there is a user profile section for "ZACKARY WORTMAN (15 yrs.)" with a circular icon containing "ZW". The profile details include "HCR # 1500000054015" and "U18 Registration (Born 2004-2006)". Below this, the "Optional Items" section lists two items: "Equipment Bond" and "Transaction Fee". Each item has a price of "\$20.00" and a quantity of "01", with minus and plus buttons for adjustment. At the bottom right, it says "Selected Items (2) \$40.00". At the bottom left, there is a "Previous" button, and at the bottom right, there is a blue "Next" button. A yellow arrow points from the text "These include both a \$20 Equipment Bond and a \$20 Transaction fee." to the "Equipment Bond" and "Transaction Fee" items.

Optional Items			
	Equipment Bond	Price: \$20.00	- 01 +
	Transaction Fee	Price: \$20.00	- 01 +

Selected Items (2) \$40.00

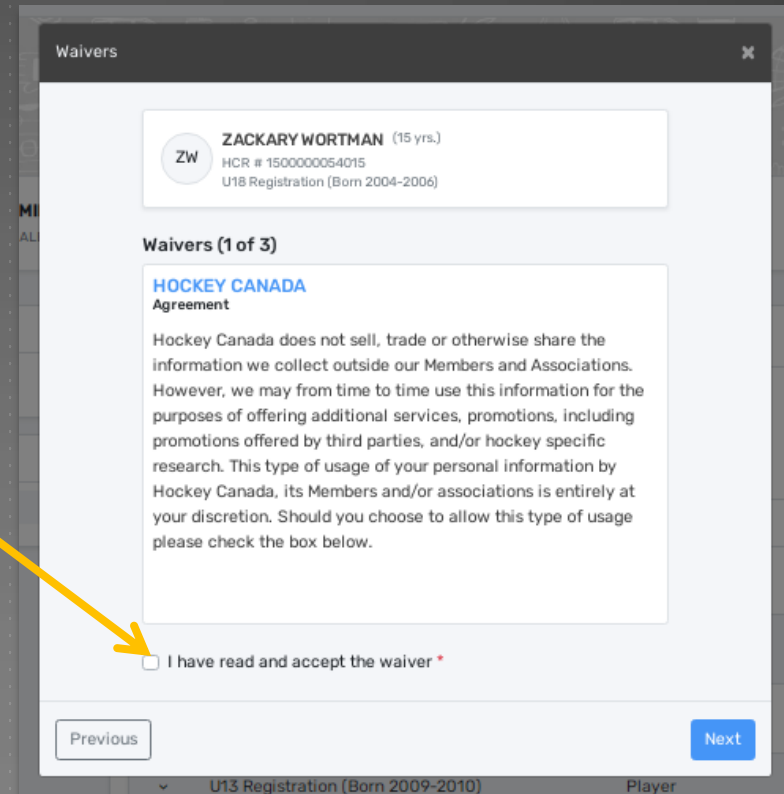
Previous

Registering

Waivers

Next are the waivers. This will include 2 Hockey Canada waivers that are mandatory to play.

Check the box at the bottom and click 'Next' to continue.



The screenshot shows a web interface titled "Waivers" with a close button (X) in the top right corner. At the top, a user profile box displays a circular icon with the initials "ZW", the name "ZACKARY WORTMAN (15 yrs.)", and two IDs: "HCR # 1500000054015" and "U18 Registration (Born 2004-2006)". Below this, the section "Waivers (1 of 3)" is titled. The first waiver is the "HOCKEY CANADA Agreement". The text of the agreement states: "Hockey Canada does not sell, trade or otherwise share the information we collect outside our Members and Associations. However, we may from time to time use this information for the purposes of offering additional services, promotions, including promotions offered by third parties, and/or hockey specific research. This type of usage of your personal information by Hockey Canada, its Members and/or associations is entirely at your discretion. Should you choose to allow this type of usage please check the box below." At the bottom of the waiver text, there is a checkbox and the text "I have read and accept the waiver *". A yellow arrow points from the text "Check the box at the bottom" to this checkbox. At the bottom of the form, there are two buttons: "Previous" on the left and "Next" on the right. The "Next" button is highlighted in blue. At the very bottom of the screen, there is a status bar showing a dropdown menu with "U13 Registration (Born 2009-2010)" and the word "Player" on the right.

Waivers

ZW ZACKARY WORTMAN (15 yrs.)
HCR # 1500000054015
U18 Registration (Born 2004-2006)

Waivers (1 of 3)

HOCKEY CANADA
Agreement

Hockey Canada does not sell, trade or otherwise share the information we collect outside our Members and Associations. However, we may from time to time use this information for the purposes of offering additional services, promotions, including promotions offered by third parties, and/or hockey specific research. This type of usage of your personal information by Hockey Canada, its Members and/or associations is entirely at your discretion. Should you choose to allow this type of usage please check the box below.

☐ I have read and accept the waiver *

Previous Next

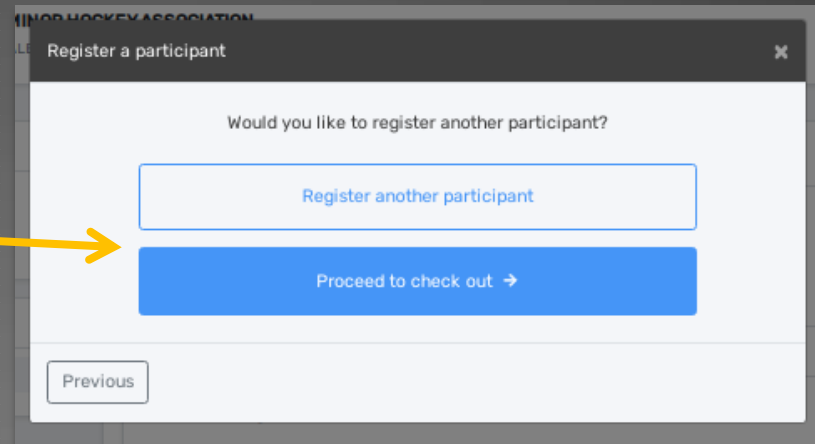
U13 Registration (Born 2009-2010) Player

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.



The screenshot shows a web application window titled "MINOR HOCKEY ASSOCIATION" and "Register a participant". The main content area asks "Would you like to register another participant?". There are two buttons: "Register another participant" (light blue) and "Proceed to check out →" (dark blue). A yellow arrow points from the text "Checking Out? Registering another player?" to the "Register another participant" button. At the bottom left, there is a "Previous" button.

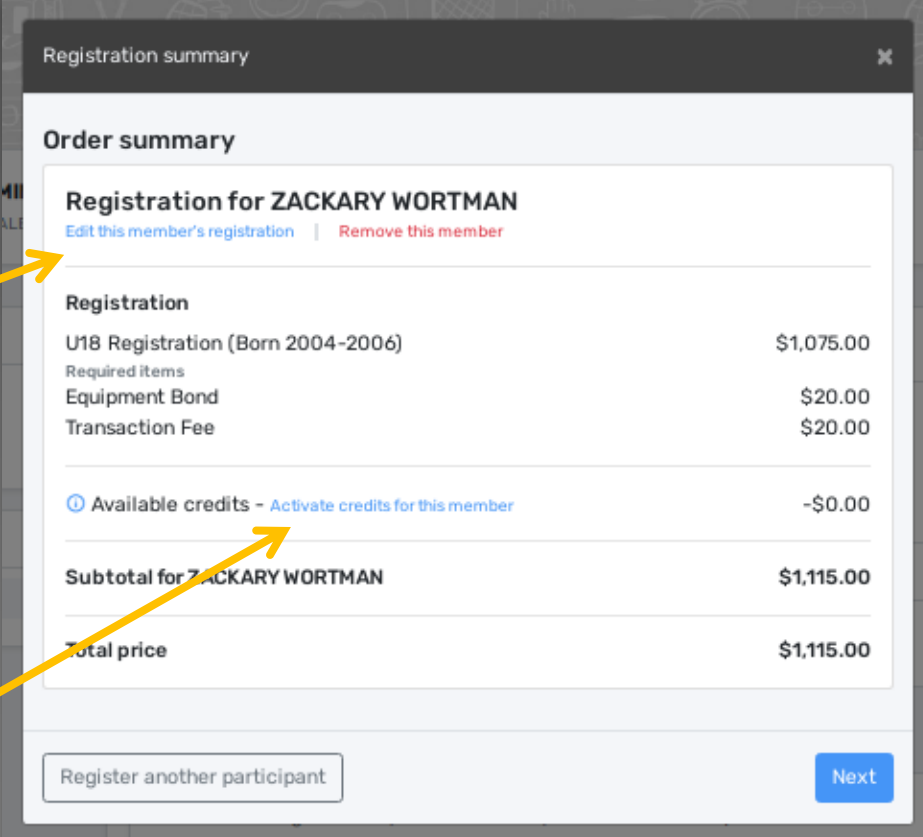
Registering

Made a Mistake/Forgot Something? No Problem

Review your “order”.

If something isn't correct you can edit the registration whereby it will take you back to the start of that member and you can redo it.

If you think you have outstanding credits for your players it is at this point that you will 'activate' the credits



The image shows a 'Registration summary' window for a member named ZACKARY WORTMAN. It lists the registration fee, required items, and equipment bond. A yellow arrow points from the text 'Review your “order”.' to the 'Order summary' section. Another yellow arrow points from the text 'If you think you have outstanding credits for your players it is at this point that you will 'activate' the credits' to the 'Available credits' section.

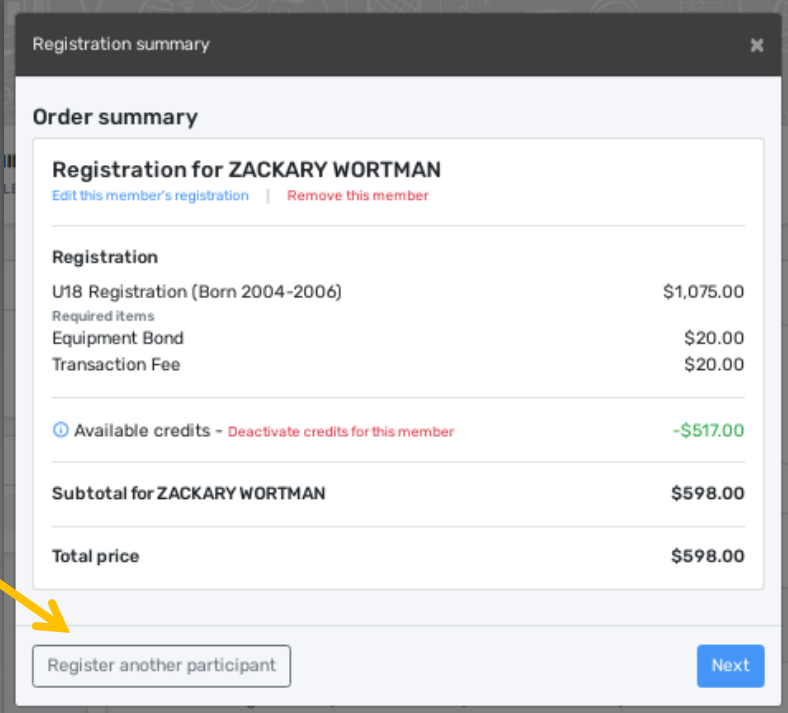
Registration summary	
Order summary	
Registration for ZACKARY WORTMAN	
Edit this member's registration Remove this member	
Registration	
U18 Registration (Born 2004-2006)	\$1,075.00
Required items	
Equipment Bond	\$20.00
Transaction Fee	\$20.00
Available credits - Activate credits for this member	
-\$0.00	
Subtotal for ZACKARY WORTMAN	\$1,115.00
Total price	\$1,115.00
Register another participant Next	

Registering

Your Cart/checkout

Prior to checkout you get the Order summary. If you wanted to register another, you can see the button the bottom left.

Otherwise, if you are OK with the summary simply 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.



The image shows a 'Registration summary' modal window. It has a dark header with the title and a close button. Below the header is the 'Order summary' section. This section includes a title for the member 'ZACKARY WORTMAN', links to 'Edit this member's registration' and 'Remove this member', and a table of charges. The table lists 'U18 Registration (Born 2004-2006)' for \$1,075.00, 'Required items' for \$20.00, and 'Equipment Bond' for \$20.00. It also shows 'Available credits' of -\$517.00. The subtotal and total price are both \$598.00. At the bottom, there are two buttons: 'Register another participant' and 'Next'. A yellow arrow points from the text 'you can see the button the bottom left' to the 'Register another participant' button.

Registration summary	
Order summary	
Registration for ZACKARY WORTMAN	
Edit this member's registration Remove this member	
Registration	
U18 Registration (Born 2004-2006)	\$1,075.00
Required items	
Equipment Bond	\$20.00
Transaction Fee	\$20.00
Available credits - Deactivate credits for this member	
	-\$517.00
Subtotal for ZACKARY WORTMAN	\$598.00
Total price	\$598.00
Register another participant Next	

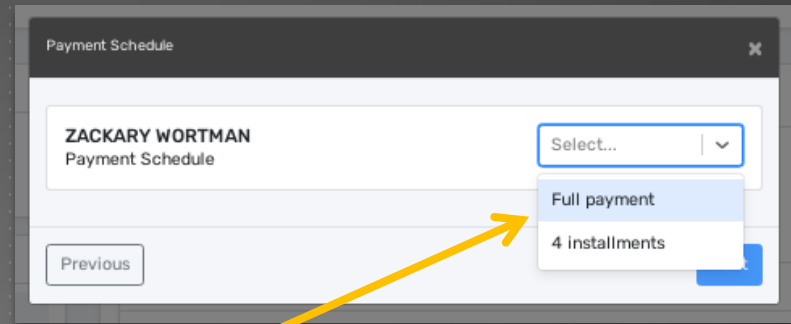
Registering

Payment Schedules

At this point you will need to select your payment schedule.

You can either pay in full or select installment payments - depending on the timing of your registration, these options may not be as shown.

- 4 Installments (before July 1st)
 - 25% initial Payment
 - Remaining Amount split in thirds and paid on Jul 1st, Aug 1st & Sep 1st
- 3 Installments (after July 1st, before Aug 1st)
 - 33% initial Payment
 - Remaining Amount split in half and paid on Aug 1st & Sep 1st



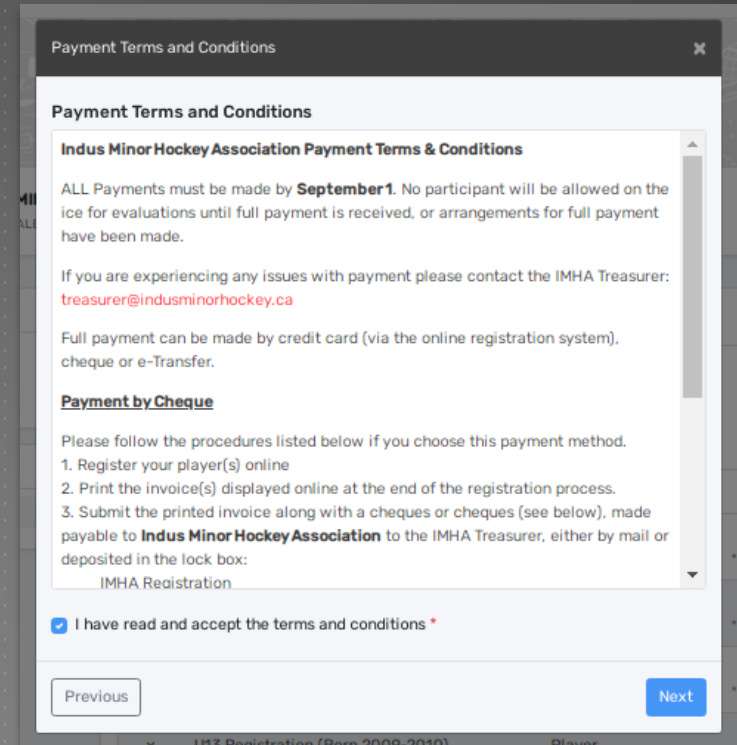
Registering

Terms and Conditions

Next is our terms and conditions of payment. Payment will be available by Credit Card, Cheque or e-Transfer.

You must accept the Terms and Conditions.

****IMPORTANT!**** Instructions on eTransfer (including the password) and other forms of payment are provided here. Please read it carefully.



The screenshot shows a web form titled "Payment Terms and Conditions" with a close button (X) in the top right corner. The form content includes:

- Indus Minor Hockey Association Payment Terms & Conditions**
- Text: "ALL Payments must be made by **September 1**. No participant will be allowed on the ice for evaluations until full payment is received, or arrangements for full payment have been made."
- Text: "If you are experiencing any issues with payment please contact the IMHA Treasurer: treasurer@indusminorhockey.ca"
- Text: "Full payment can be made by credit card (via the online registration system), cheque or e-Transfer."
- Payment by Cheque**
- Text: "Please follow the procedures listed below if you choose this payment method."
- List of steps:
 1. Register your player(s) online
 2. Print the invoice(s) displayed online at the end of the registration process.
 3. Submit the printed invoice along with a cheques or cheques (see below), made payable to **Indus Minor Hockey Association** to the IMHA Treasurer, either by mail or deposited in the lock box:
- Text: "IMHA Registration _____"
- Checklist item: ☒ "I have read and accept the terms and conditions *"
- Navigation buttons: "Previous" and "Next"

At the bottom of the page, there is a footer that reads "113 Registration (Rev. 2009-2010) Player".

Registering

Payment

Payment options are: Credit Card, Cheque or eTransfer

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

Select Payment Method

Pay online now

Credit card

Send my payment manually

Cheque

Manual interac e-transfer

You have selected a payment method with SportPay. You will be redirected to SportPay's payment gateway to process your transaction. Once completed, you will be redirected here with a confirmation message and a link to your invoice.

Previous

Next

If Credit Card payment is selected you will be directed to the 'SportPay' website to process your payment.

Registering

Credit Card Payment

Complete the 'Pay with Credit Card' form on the SportPay website. Once you've clicked 'Pay' you will be redirected back to the HCR system.

Please Note: If this is your player's first time registering with IMHA you will need to forward their Alberta Healthcare number and a copy of their Birth Certificate to: registrar@indusminorhockey.ca

Pay with Credit Card

Indus Minor Hockey

Payment Schedule	
Due now	\$ 149.49
2021/07/01	\$ 148.01
2021/08/01	\$ 148.01
2021/09/01	\$ 152.49
Invoice:	2021200010918
Pay Now:	\$149.49

Name On Card

This field is required.

Card Number



Expiry MM

Expiry YY

Your card data is securely managed

This field is required.

CVV

These are the 3 digits on the back of your card.

This field is required.

Cancel

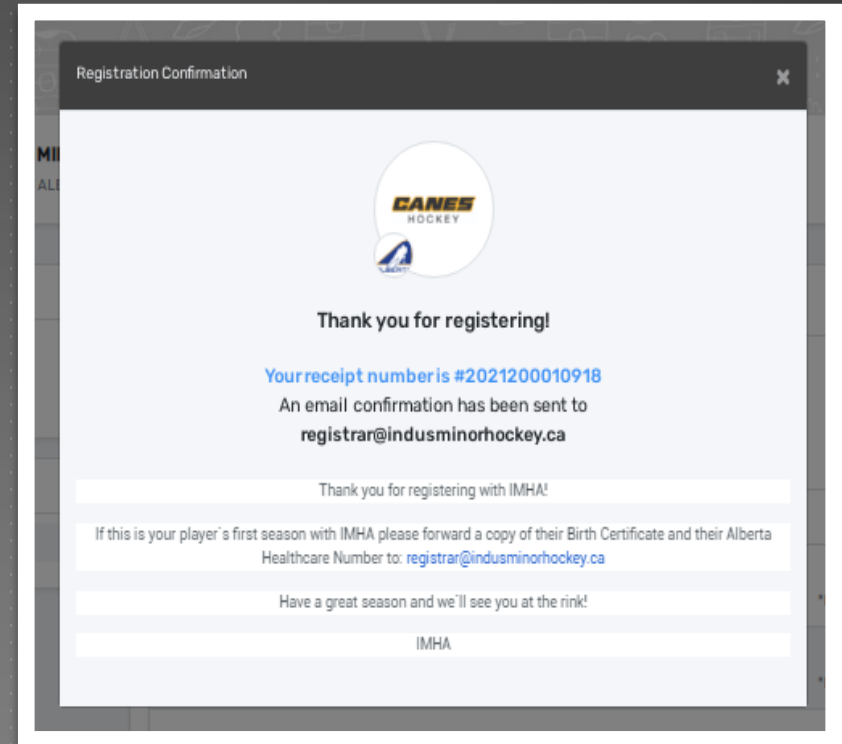
Pay



Oops, I forgot something!

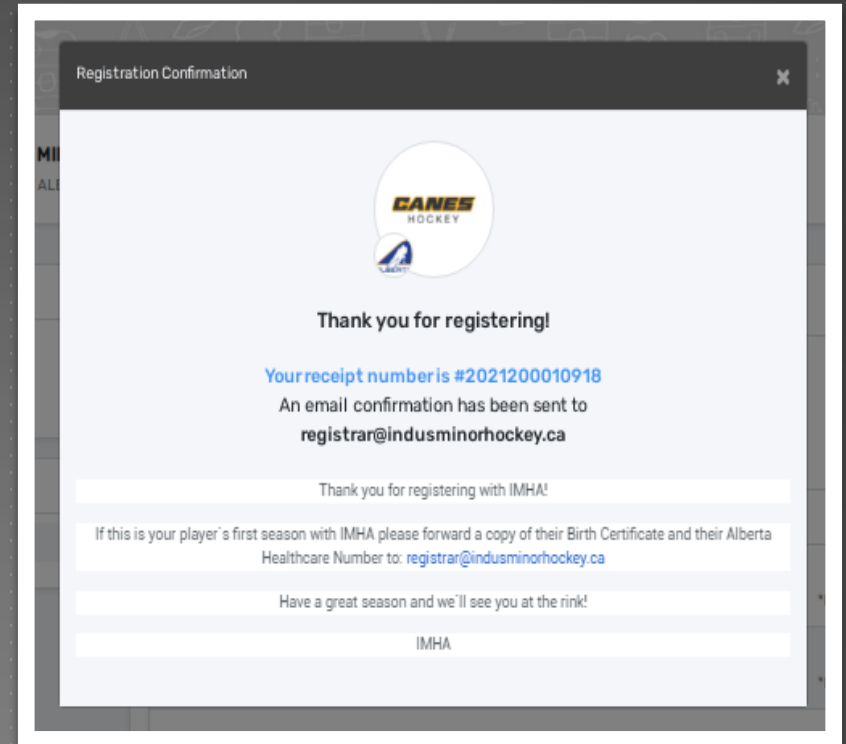
Has something changed since you registered? Has your player changed their mind? If this is the case please don't hesitate to contact the IMHA Registrar registrar@indusminorhockey.ca

At this time, there is no way to go back into the "stores" to change your registration - it has to be manually done in the background.



You are done!

When you see this screen, congratulations, you have successfully registered a player. The email confirmation you receive is simply an invoice showing the all items purchased.



Questions?
Issues?



If you get stuck or have issues or notice a 'glitch', please email registrar@indusminorhockey.ca and provide:

1. Your name
2. Phone number
3. Name of who you are trying to register and their birth year
4. Brief description of the issue.

Thanks!