

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.

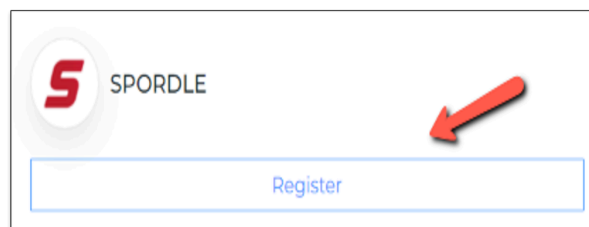
To search for a link on Hockey Canada: If you are new to hockey, or do not have the direct link to your organization's registration page, you can search using the HCR's official [Hockey Canada Registry](#). From the top menu options, click [Register to play](#) and search for the organization you want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

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



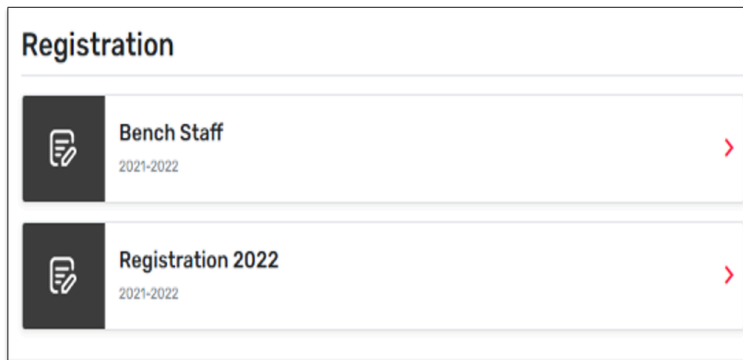
From My Account: Direct links to your association's registration page can be found in the **Dashboard** menu - Click **Register**.

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 '+'.

The screenshot shows the registration page with the following sections:

- registration** header with a **Register now** button (indicated by a red arrow) and dates: Start date : 2022-11-29, End date : 2023-01-28.
- Registration** table:

More	Category	Member type	Registration fee
▼	18U/21UF player	Player	\$550.00* <small>*Required items included.</small>
▼	15U/16UF	Player	\$500.00* <small>*Required items included.</small>

- Items** table:

Items	Item info	Price
	jersey deposit	\$50.00

- Details** section with expandable items:

- Discounts (+)
- Terms & conditions (+)

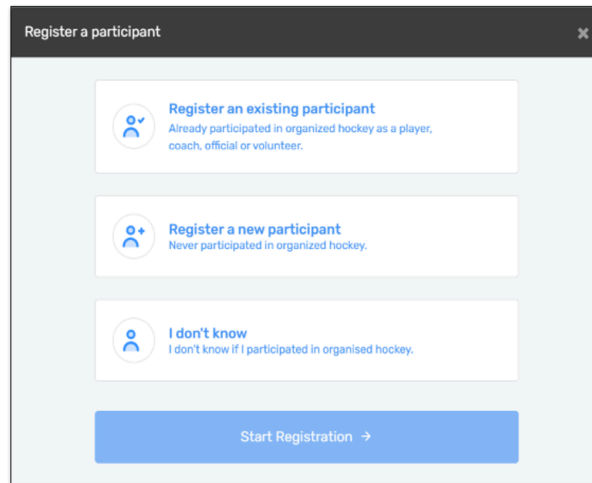
You will be given three options to register a participant.

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.

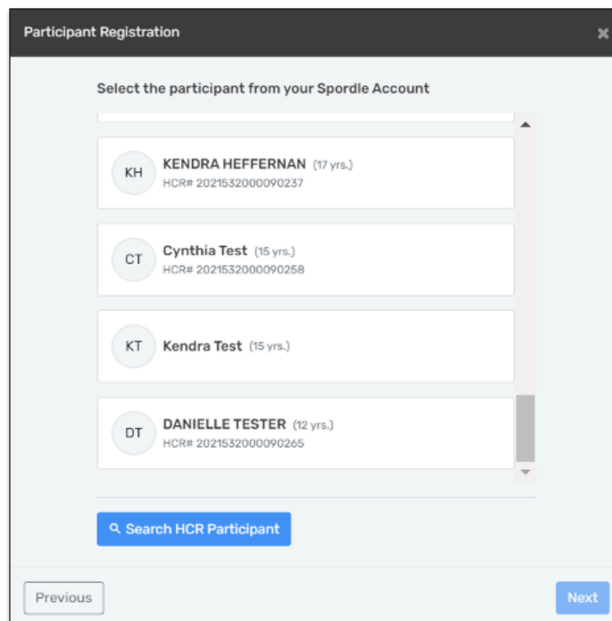
I don't know: Someone that is unsure if they have a profile.

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



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](#)



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# 20225500000063

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

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# 2021136800074057

▲

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

Register a new participant

First name * Last name *

Date of birth *

YYYY-MM-DD

Search

Previous

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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 [X]

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 x Select Canada x Select

Email *

dharrington@spordle.com

Identify as Indigenous *

Select

Race & Ethnicity * ⓘ

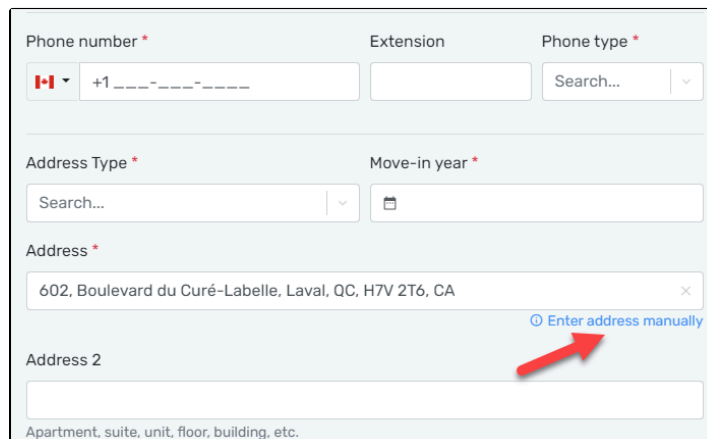
Search... Select

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

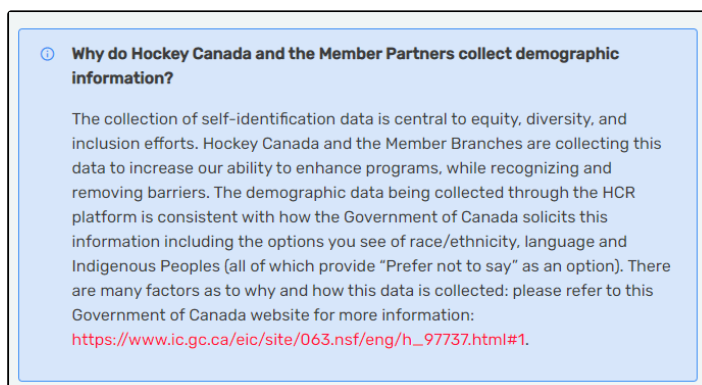


The screenshot shows a registration form with the following fields:

- Phone number *: Includes a country code dropdown (Canada), a phone number input field (+1 ___-___-____), an extension input field, and a phone type dropdown (Search...).
- Address Type *: A dropdown menu with a search field.
- Move-in year *: A date selection field.
- Address *: A text input field containing "602, Boulevard du Curé-Labelle, Laval, QC, H7V 2T6, CA". A blue link "Enter address manually" is visible to the right of the input field.
- Address 2: A text input field with the placeholder text "Apartment, suite, unit, floor, building, etc.". A red arrow points to the "Enter address manually" link.

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](#)



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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.

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[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 * Last name *

Date of birth *

[Search](#)

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

FRED TESTER (13 y/o)

FT HCR# [Select](#)

HOCKEY CANADA - Training

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

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

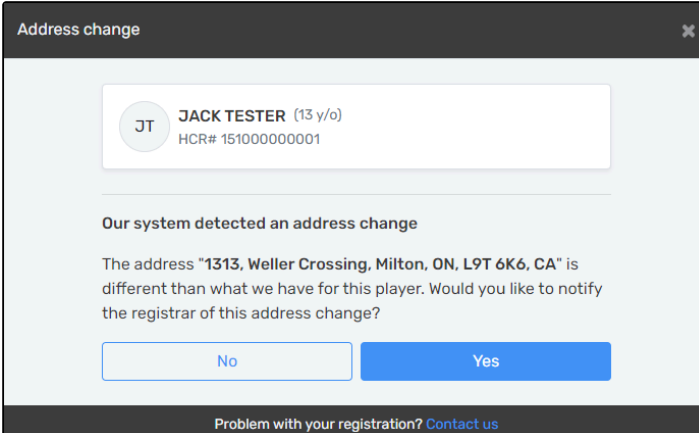
[Create a new participant](#)

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Address Change

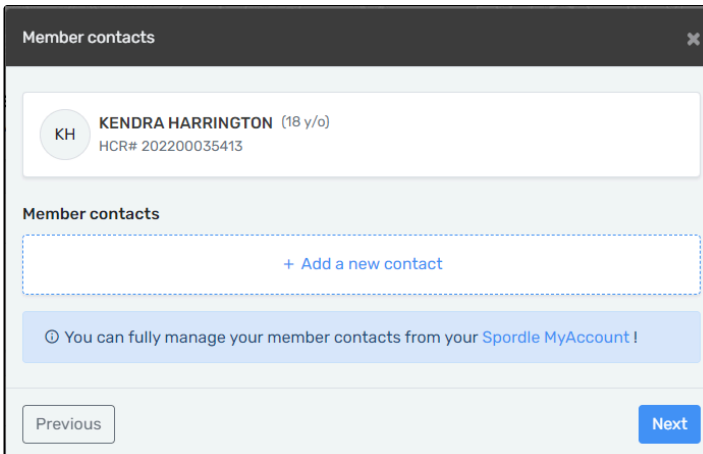
You may see an address change warning. This message is letting you know that the address in your My Account is different from the one in the profile of the participant. If you want to change the address during the registration, you can click yes, or click no to continue.



The image shows a modal window titled "Address change" with a close button in the top right corner. Inside the modal, there is a profile card for "JACK TESTER (13 y/o)" with an HCR# of 151000000001. Below the card, a message states: "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?" At the bottom of the modal, there are two buttons: "No" and "Yes". A footer link reads "Problem with your registration? Contact us".

Add Contacts

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



The image shows a modal window titled "Member contacts" with a close button in the top right corner. Inside the modal, there is a profile card for "KENDRA HARRINGTON (18 y/o)" with an HCR# of 202200035413. Below the card, the heading "Member contacts" is followed by a dashed border box containing the text "+ Add a new contact". A blue banner below this box contains the text "You can fully manage your member contacts from your Spordle MyAccount!". At the bottom of the modal, there are two buttons: "Previous" and "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](#)

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

JAKE TESTER
Payment Schedule

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.

Payment Terms and Conditions

Payment Terms and Conditions

test

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.

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 and SportsPay

Select Payment Method

Billing info

First Name * Last Name *

Email Address *

Street Address *

City * ZIP / Postal code *

Country * Province *

Payment info

Card Number *

Expiration Date * CVV *


MM/YY

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](#)