



## Step-By-Step HCR Registration Instructions

Please read the following instructions carefully. If you are still experiencing difficulties with the Hockey Canada Registry (HCR) registration process, please contact the LMHA Registrar for further assistance: [registrar@lindsayminorhockey.com](mailto:registrar@lindsayminorhockey.com)

- ***If your player is brand new to hockey or awaiting a player transfer and you do not have confirmation from our Registrar that a Participant Profile has been created or updated in the HCR, STOP HERE and return to the LMHA Registration page to review instructions before proceeding with the HCR registration process!***

### STEP 1: CLICK THE LMHA HCR REGISTRATION LINK

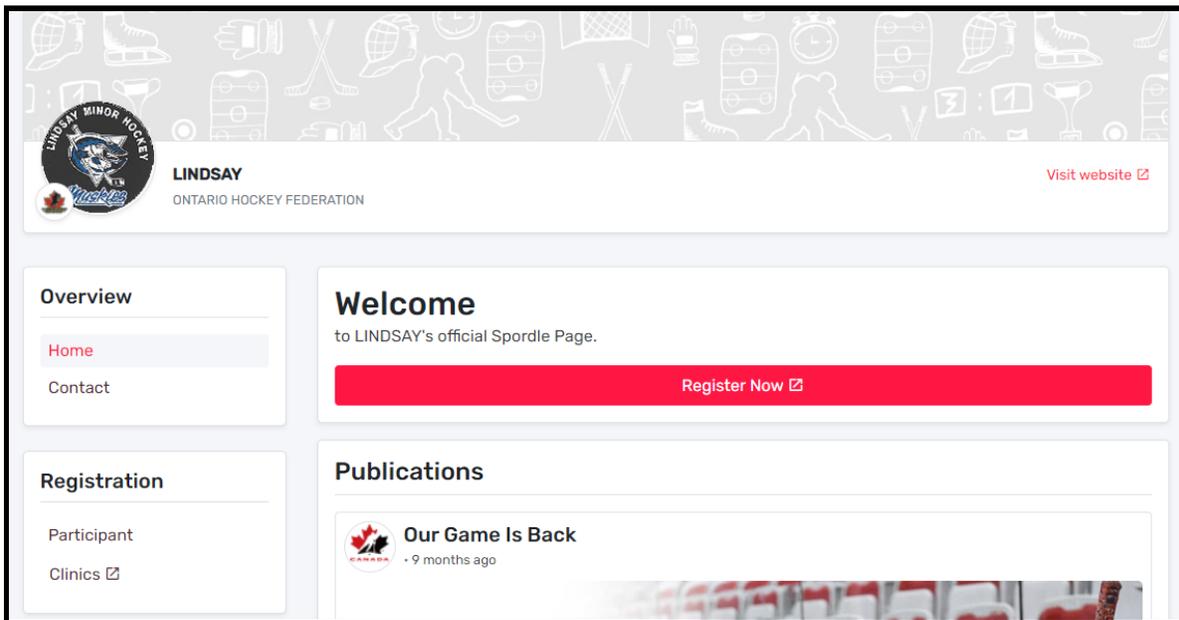
- Click the HCR link provided in the LMHA Registration information on our website

Click Below To Register for the 2022-2023 Season:

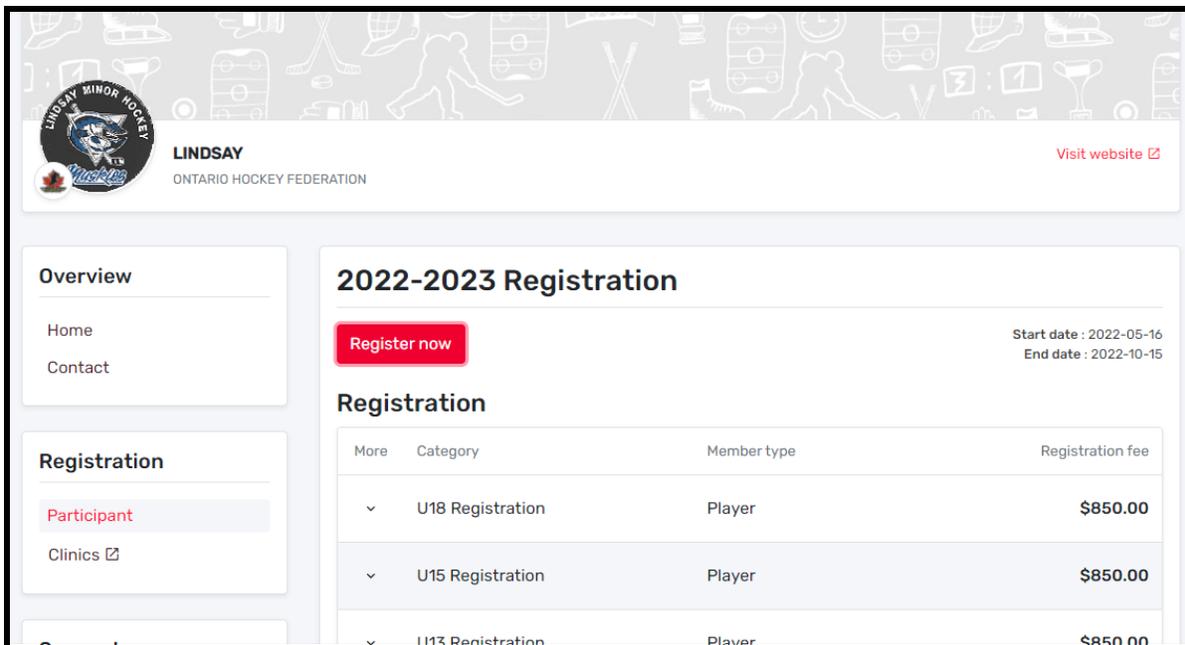
**REGISTER NOW**

*Please register all participants & a receipt will be emailed to you  
(Step-by-Step HCR Registration Instructions)*

- You will be directed to a page that look like this:



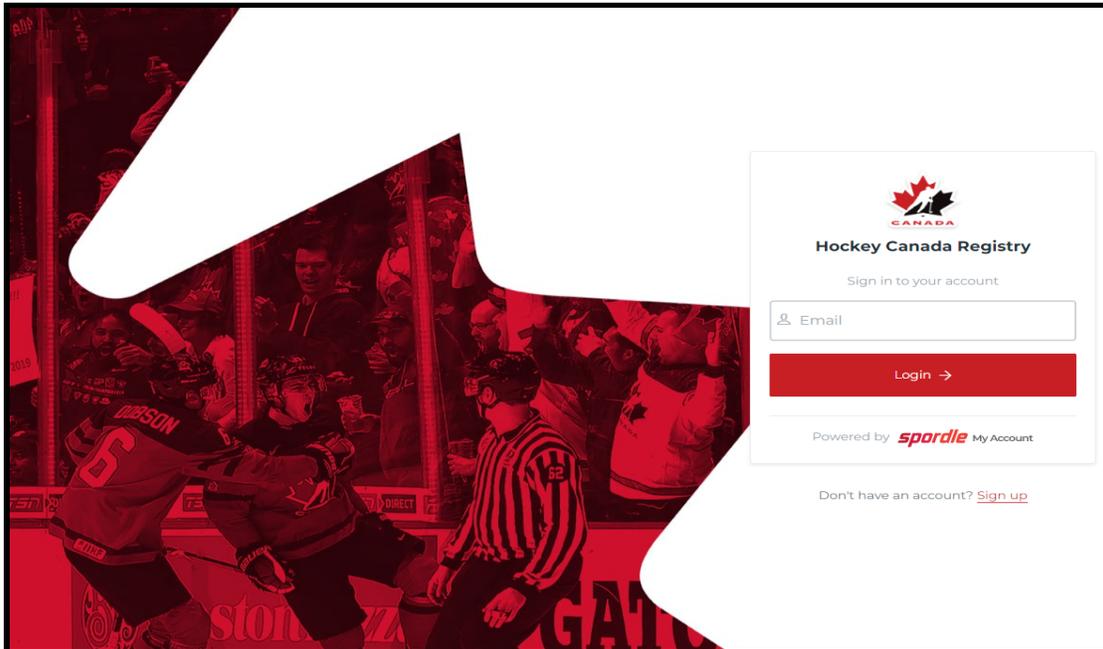
- Select "Participant" in the Registration box
- The following window will appear:



- Select the Red Button "Register Now"

## STEP 2: LOGIN OR CREATE AN ACCOUNT

- EVERYONE must log in to the account that was created in the previous season

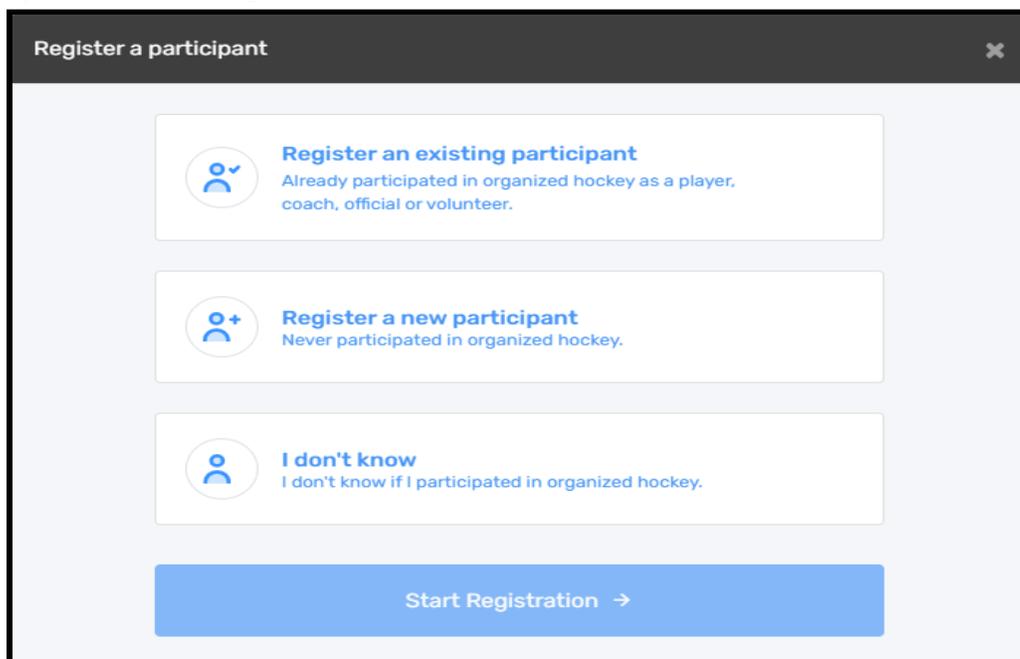


**New Players:** If you do not have an account, you must create a new one

- **NOTE: The email you use for registration will be the email address used for LMHA organization email correspondence!**
- Click “Sign Up” and complete all required fields
- You will then be redirected to the Login page (*shown above*)

## STEP 3: REGISTER A PARTICIPANT

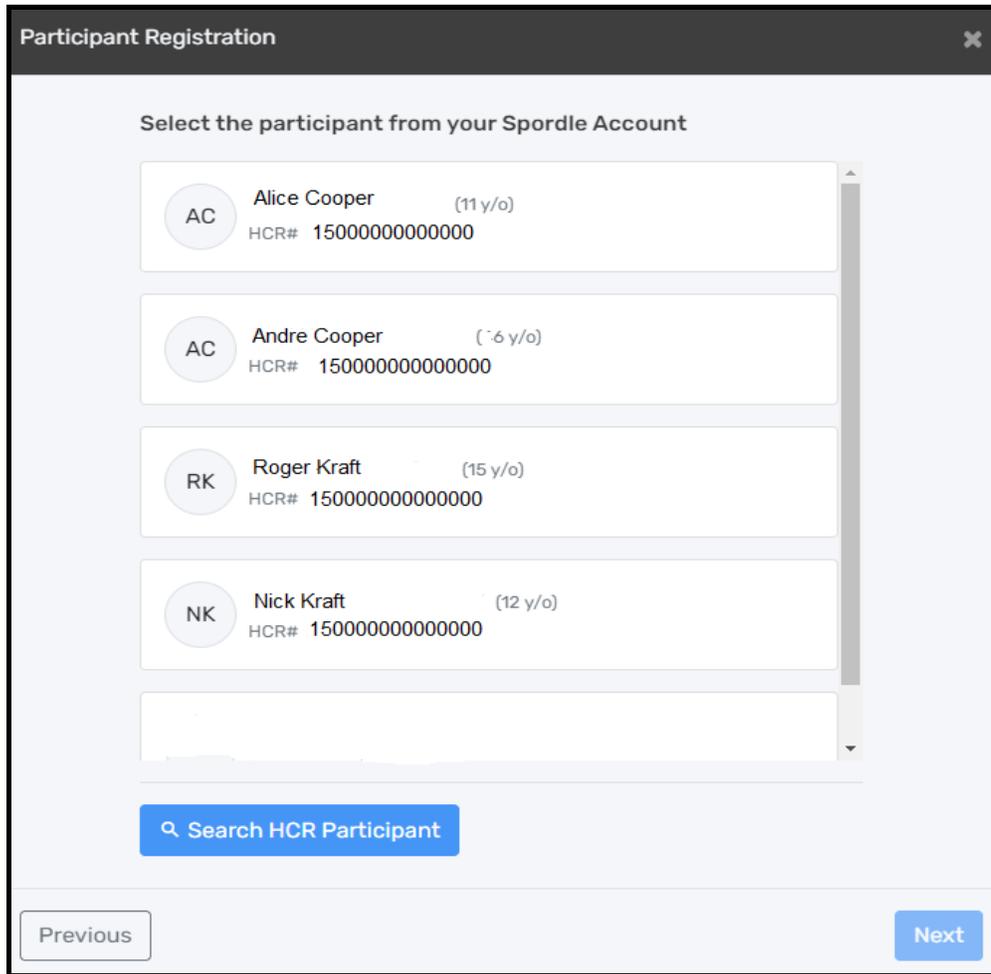
- **Returning Players:** Select Register an Existing Participant
- **New Players:** Select Register a New Participant



- Then click “Start Registration”

## STEP 4: SEARCH A PARTICIPANT

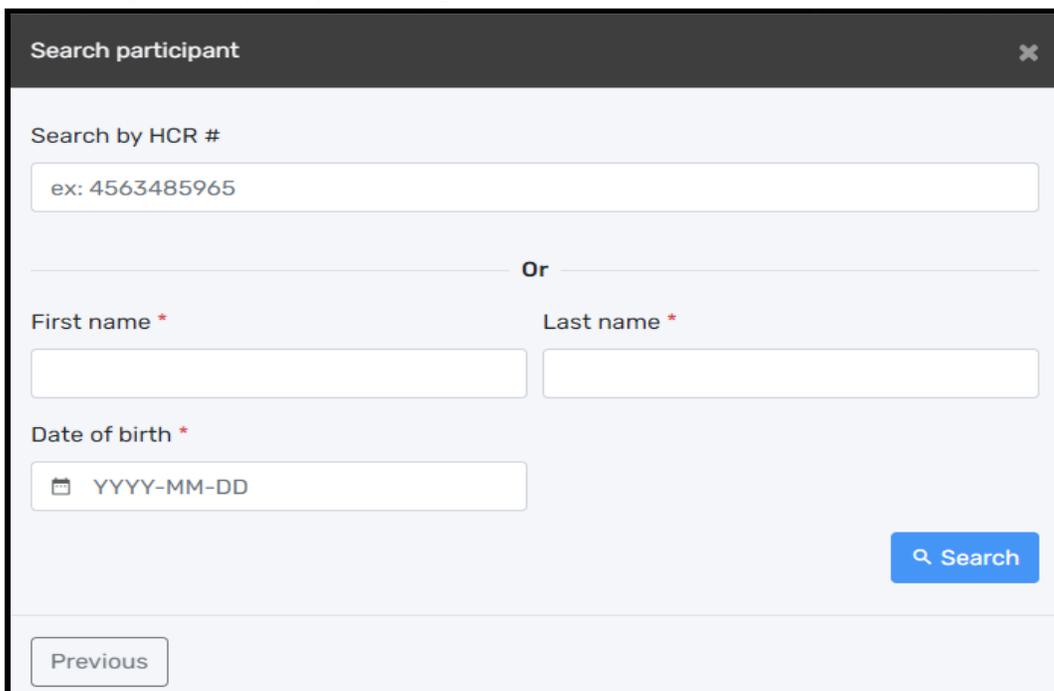
- **Returning Players:** Select the Player to be registered from the list that appears:



The screenshot shows a window titled "Participant Registration" with a close button in the top right. The main heading is "Select the participant from your Spordle Account". Below this is a scrollable list of four participants, each with a circular icon containing a letter, their name, age in parentheses, and their HCR number. The participants are: Alice Cooper (11 y/o), Andre Cooper (16 y/o), Roger Kraft (15 y/o), and Nick Kraft (12 y/o). All HCR numbers are 1500000000000000. At the bottom of the list is a search button labeled "Search HCR Participant". Below the list are two navigation buttons: "Previous" on the left and "Next" on the right.

Icon	Name	Age	HCR#
AC	Alice Cooper	(11 y/o)	1500000000000000
AC	Andre Cooper	(16 y/o)	1500000000000000
RK	Roger Kraft	(15 y/o)	1500000000000000
NK	Nick Kraft	(12 y/o)	1500000000000000

- OR Search for your Player by entering their HCR # **OR** First & Last Name and Date of Birth:



The screenshot shows a window titled "Search participant" with a close button in the top right. The main heading is "Search by HCR #". Below this is a text input field containing "ex: 4563485965". Below the input field is a horizontal line with the word "Or" centered. Below the line are two text input fields: "First name \*" and "Last name \*". Below these is a date input field labeled "Date of birth \*" with a calendar icon and the format "YYYY-MM-DD". At the bottom right is a search button labeled "Search". Below the search area are two navigation buttons: "Previous" on the left and "Next" on the right.

- **New Players:** Search for your Player by using their First & Last Name and Date of Birth:

Register a new participant

First name \*      Last name \*

Date of birth \*

YYYY-MM-DD

Search

Previous

- Click “Select” on your Player’s Participant Profile that appears
- **If you do not see your Player’s Participant Profile in the search results, contact the LMHA Registrar [registrar@lindsayminorhockey.com](mailto:registrar@lindsayminorhockey.com)**
- **Address:**
- You do not need to notify our Registrar if your address has not changed

Address change

RK Roger Kraft (15 y/o)  
HCR # 1500000000000000

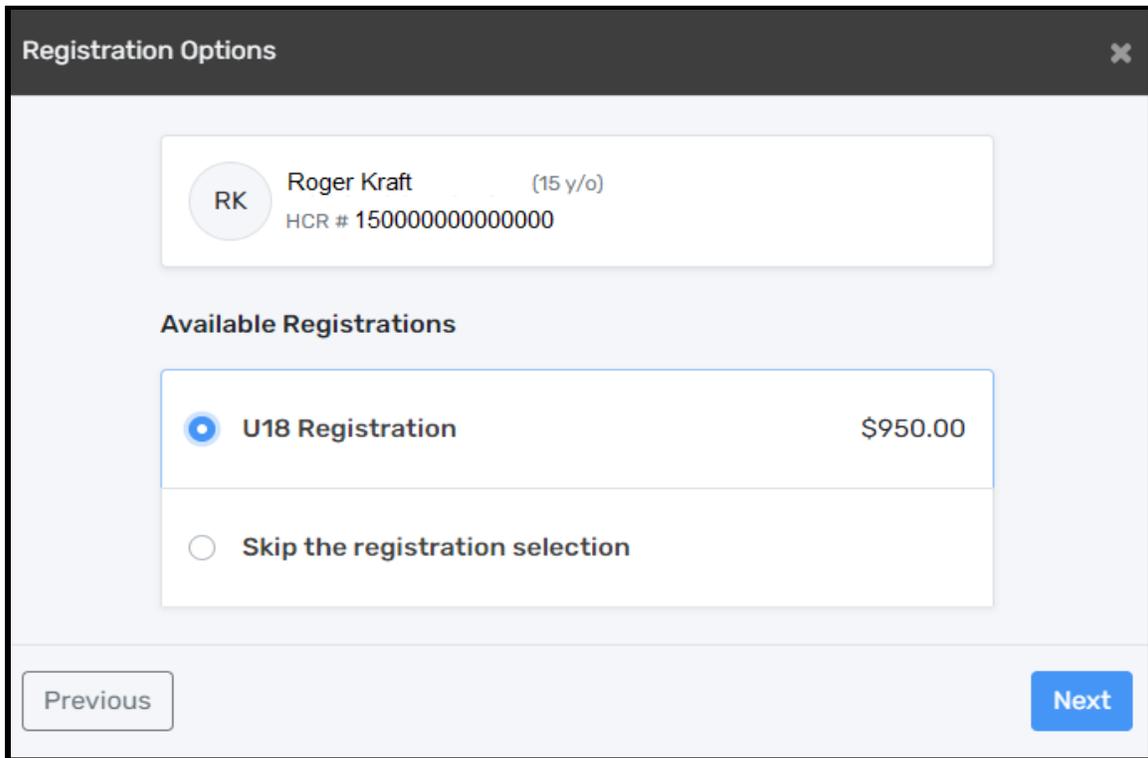
**Our system detected an address change**

The address "123 My Street, Kawartha Lakes, ON K9V 123 is different than what we have for this player. Would you like to notify the registrar of this address change?

No      Yes

## STEP 5: REGISTRATION OPTIONS

- Select the age division that your player will be registering for 2022-2023:



The screenshot shows a 'Registration Options' window. At the top, it displays the player's name 'Roger Kraft' with initials 'RK' in a circle, age '(15 y/o)', and HCR number '1500000000000000'. Below this, under the heading 'Available Registrations', there are two options: 'U18 Registration' with a price of '\$950.00' and a selected radio button, and 'Skip the registration selection' with an unselected radio button. At the bottom of the window, there are 'Previous' and 'Next' buttons.

- The amount shown is the LL Registration Fee + the \$100 LMHA Fundraising fee included (*ie: U18 = \$850 Registration + \$100 Organization Fundraising Fee*)
- All players register as Local League (LL) and pay Local League Registration Fees
- Players who attend tryouts in the fall will be required to return to the HCR to register & pay for tryout fees at that time
- If your player is selected for a Representative Level team, you will be required to return to the HCR a 3rd and final time to pay the additional Representative Level Registration fees (\$200)

## STEP 6: QUESTIONNAIRE

- Please answer the following questions and click “Next” to proceed:

Questionnaire ✕

 **Roger Kraft** (15 y/o)  
HCR # 15000000000000

**Questionnaires (1 / 1)**

**General Reg Information**

LMHA on occasion will communicate with players/parents/guardians regarding the current or upcoming season through email. Please provide the email address(es) that would like to receive this communication: \*

In accordance with PIPEDA, LMHA requires consent to use player's name &/or photo/video on our website/ social media platforms or any other LMHA public communication, please indicate your consent \*

## STEP 7: POSITION SELECTION

- Use the drop down to indicate that you are registering a player and which position they prefer:

The screenshot shows a 'Position selection' window for a user named Roger Kraft (15 y/o, HCR # 1500000000000000). The form prompts the user to select a position group and a position. The 'Position group' dropdown is set to 'Player'. The 'Position' dropdown is open, showing options: Forward, Right Defenseman, Defence, and Left Defenseman. Navigation buttons 'Previous' and 'Next' are visible at the bottom. A footer link 'Problem with your registration' is also present.

## STEP 8: FUNDRAISING FEES

- Each Participant will pre-purchase 1 booklet of LMHA Fundraising Raffle Tickets that is automatically added to the registration fee and is indicated by the “1” below:

The screenshot shows an 'Items Selection' window for the same user, Roger Kraft. Under the heading 'Mandatory Items', there is one item: 'Fundraising Fees' with a price of \$100.00 and a quantity of 01. Below the item list, it says 'Selected Items (1) \$100.00'. Navigation buttons 'Previous' and 'Next' are visible at the bottom.

- This cost can be recouped by selling the raffle tickets and keeping the money
- If you wish, you may purchase additional raffle ticket booklets at a cost of \$100/booklet
- If you do **not** wish to purchase additional booklets, simply click “Next” to advance to the next screen

## STEP 9: WAIVERS

- Read each of the following waivers then click “Next” on each one to proceed:

### 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.

### Waivers (2 of 3)

#### HOCKEY CANADA

##### Waiver

I certify the information provided to be true and in consideration of the granting of this registration to me with the privileges incident thereto, and by registering I have become subject to the rules, regulations and decisions of Hockey Canada, its Board of Directors, its Members and/or associations which may be restrictive in some areas such as movement from team to team, conduct etc. and I agree to abide by such rules, regulations and decisions of Hockey Canada, its Board of Directors, its Members and/or associations. Further, the information to be provided is required by Hockey Canada to facilitate hockey programs on behalf of the registrant and Hockey Canada. Hockey Canada will treat this personal information with the utmost respect and in accordance with the [Hockey Canada Privacy Policy](#) at all times.

**Waivers (3 of 3)**

**ONTARIO HOCKEY FEDERATION**  
Rowans Law

**Rowan's Law Acknowledgement**

The Ontario Government has enacted *Rowan's Law (Concussion Safety)*, 2018, S.O. 2018, c. 1 ("Act"). Ontario Regulation 161/19, the *Act* requires all sport organizations as defined in the Regulation ("Sports Organization"), which includes the Ontario Hockey Federation ("OHF"), to have a Concussion Code of Conduct. This Concussion Code of Conduct must require participants, as set out in the Act, to review the Ontario Government's issued Concussion Awareness Resources on an annual basis.

A participant is subject to a Concussion Code of Conduct for each Sports Organization a participant registers with.

Applicable age appropriate Concussion Awareness Resources are located at [www.ontario.ca/concussions](http://www.ontario.ca/concussions).

The OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources must be reviewed before you can register/participate in the OHF.

This waiver is mandatory \*

I have read and accept the waiver

## STEP 8: REGISTER ANOTHER PARTICIPANT

- At this point, you can register additional participants. Please register all participants together

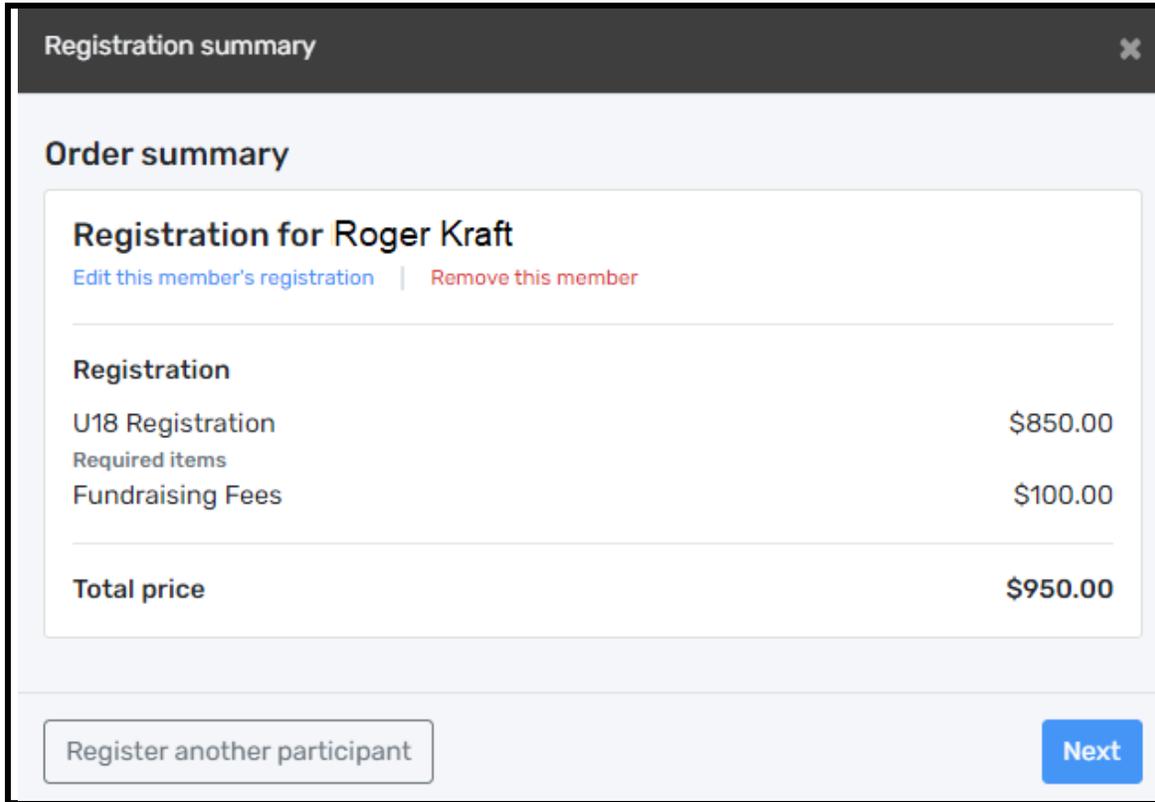
**Register a participant** ✕

Would you like to register another participant?

- If you have no additional participants to register, then click "Proceed to Checkout"

## STEP 9: REGISTRATION SUMMARY & PAYMENT SCHEDULE

- Please review your selections and make any necessary edits or adjustments before proceeding, then click "Next"

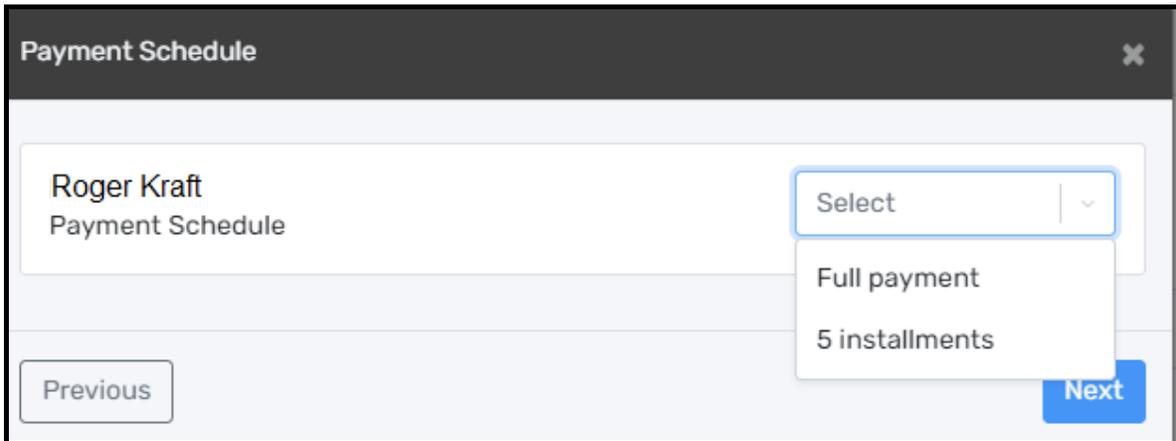


The screenshot shows a 'Registration summary' window. At the top, it says 'Registration summary' with a close button. Below that is the 'Order summary' section. The main heading is 'Registration for Roger Kraft'. There are two links: 'Edit this member's registration' (blue) and 'Remove this member' (red). Below this is a table with the following items:

Registration	
U18 Registration	\$850.00
Required items	
Fundraising Fees	\$100.00
<b>Total price</b>	<b>\$950.00</b>

At the bottom of the window, there is a button labeled 'Register another participant' and a blue button labeled 'Next'.

- Select if you wish to make payment in full or pay in installments then click Next:



The screenshot shows a 'Payment Schedule' window. At the top, it says 'Payment Schedule' with a close button. Below that, the name 'Roger Kraft' and 'Payment Schedule' are displayed. To the right of this text is a dropdown menu with 'Select' and a downward arrow. The dropdown menu is open, showing two options: 'Full payment' and '5 installments'. At the bottom of the window, there is a button labeled 'Previous' and a blue button labeled 'Next'.

- **Choosing the Installment Plan:** 1st payment showing is the \$100 Deposit + the 1st Installment then 4 equal installments (*amounts shown may differ depending on the age division you are registering for & number of participants registered*)
- All Payments can be made by Credit Card or Etransfer

**Payment Schedule** ✕

Roger Kraft  
Payment Schedule

5 installments

<b>Pay now</b>	<b>\$270.00</b>
2022-06-01	\$170.00
2022-07-01	\$170.00
2022-08-01	\$170.00
2022-09-01	\$170.00
<b>Total:</b>	<b>\$950.00</b>

Previous Next

## STEP 10: TERMS & CONDITIONS

- Please read through all of the information & policies in the Terms & Conditions fully & carefully before agreeing then click Next to proceed:

Payment Terms and Conditions ✕

### Payment Terms and Conditions

**REGISTRATION FEES**

A minimum of \$100 per player is required in order to be considered registered. All fees are due in full no later than October 15. No participant will be allowed on the ice until registration fees are paid in full.

**FINANCIAL ASSISTANCE**

Each player is responsible for paying the fundraising fee (this fee is not covered by organizations who provide financial assistance), a minimum of \$100 must be received when registering for LMHA, without this fee the player will not be added to the Eligible to Participate List and so will not be able to attend any scheduled ice times. A copy of your confirmation letter from the provider is required. If fees are not received prior to October 15th, the parent/ guardian will be asked to pay these fees upfront and will be reimbursed when payment is received from the provider. If you require financial assistance please see the LMHA website for more information.

**OTHER POSSIBLE FEES**

**Jerseys:** Any borrowing of LMHA association owned jerseys must be maintained and cared for by the player. If the jersey is damaged or failure to return the jersey will result in a \$100 fee per jersey.

**Team Fees:** any fees required per the team, over & above registration fees, that

I have read and accept the terms and conditions \*

## STEP 11: SELECT PAYMENT METHOD

- Select the method in which you choose to make payment:

Select Payment Method

Pay online now

Credit card

Send my payment manually

Manual interac e-transfer

Previous Next

- **If awaiting financial assistance**, please choose “Etransfer”, notify the Registrar, and a \$100 deposit is required per participant to secure your registration
- **All Etransfers:** Please include the following information with your Etransfer:
  - Participants names & age divisions
  - Hockey Canada Invoice Number for reference (from your receipt)
- **Send all Etransfers to:** [LMHAtreasurer@lindsayminorhockey.com](mailto:LMHAtreasurer@lindsayminorhockey.com)

- **When selecting credit card payment**, you will be directed to a secure page
- Fill in the required Credit Card information then select “Pay”
- *Pictured below is a sample installment plan. This may look different from what is shown here if paying in full*

### Pay with Credit Card

Lindsay Minor Hockey Association

Payment Schedule	
Due now	\$ 270.00
2022/06/01	\$ 170.00
2022/07/01	\$ 170.00
2022/08/01	\$ 170.00
2022/09/01	\$ 170.00

Invoice: 2000000000000000

Pay Now: \$270.00

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Name On Card

Enter name on card

Card Number

Expiry MM

Expiry YY

Enter card number

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Your card data is securely managed

CVV

Enter CVV

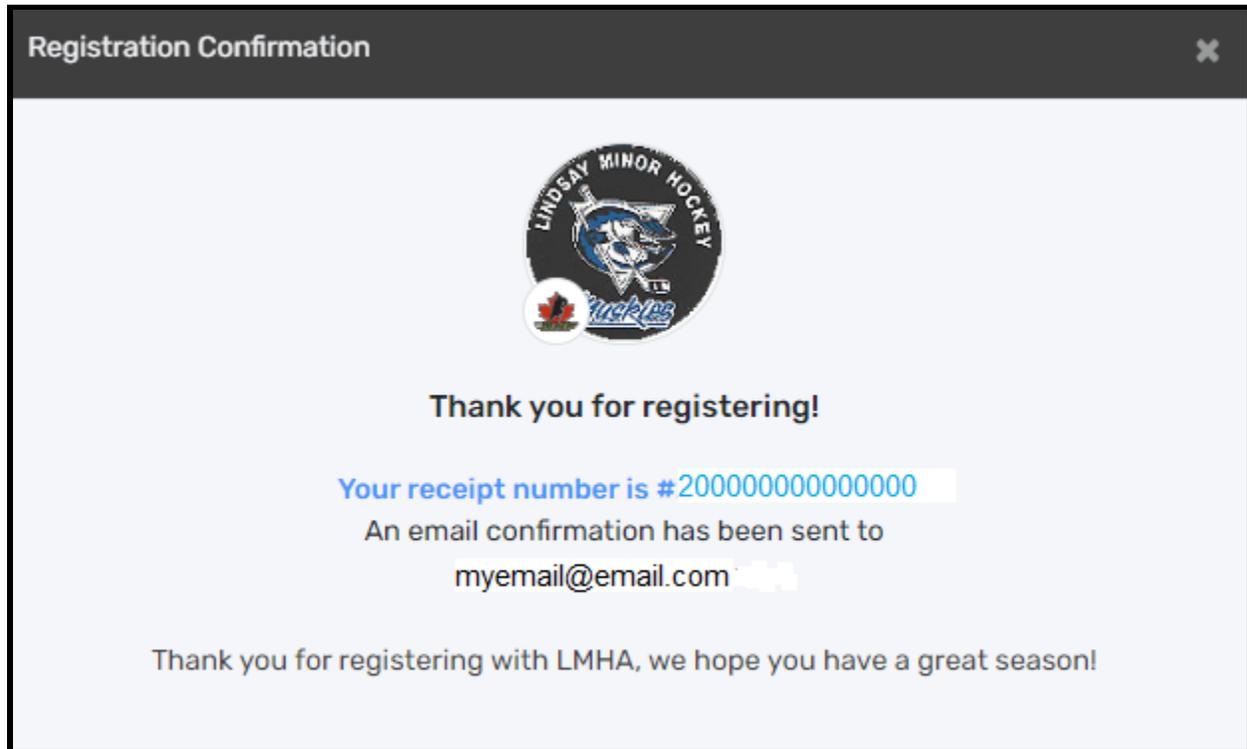
These are the 3 digits on the back of your card.

Cancel

Pay

## STEP 12: REGISTRATION CONFIRMATION & EMAIL RECEIPT

- Thank you! Your registration has been received by our Registrar!



- Check the email address you used to register to view your **Hockey Canada Receipt**
- Be sure to double check your Spam/Junk folders if you do not see your email receipt right away

HCR Registration Troubleshooting:

<https://spordle.atlassian.net/wiki/spaces/HCR/pages/1946025985/HCR+Site+-+Register+to+play>