

**Welcome to the new Hockey Canada Registry 3.0
powered by Spordle**

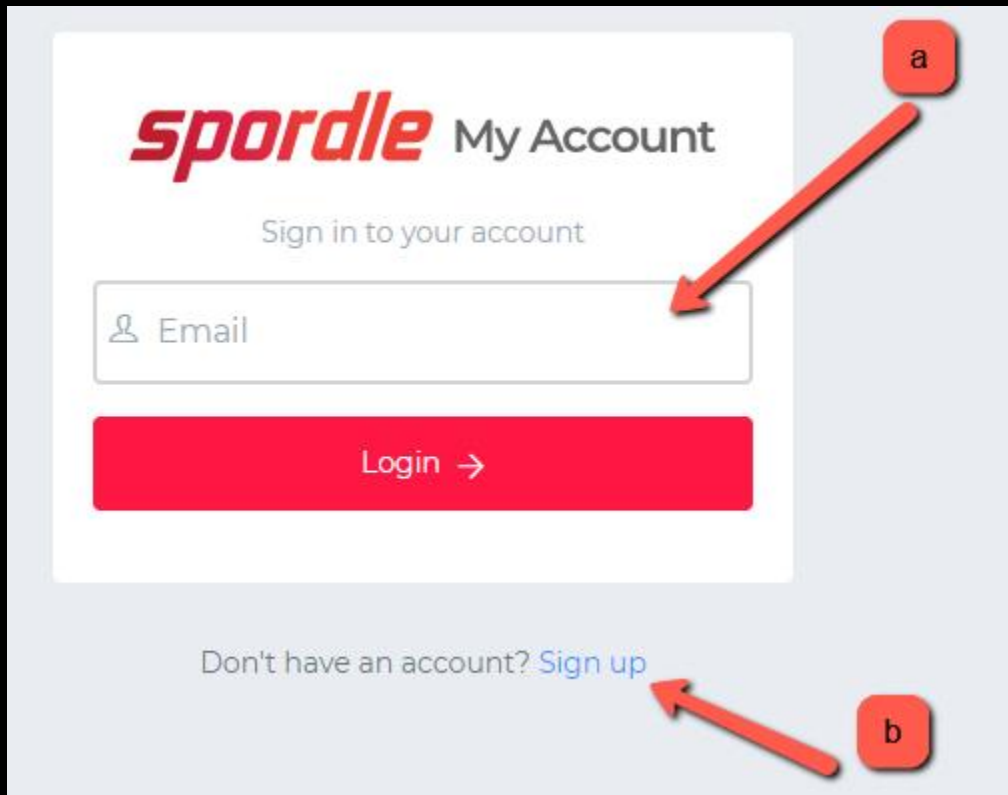


If this is your first time registering or first time using the new Hockey Canada Registry you will need to create a new account.

1.To create a new account, click on the *Sign up* link (see Note b below) this will start the process for creating an account.

2.If you have already created a new account, simply enter your email in the proper field to login (see Note a below).

If you had an account in the previous Hockey Canada registration platform, this account is no longer valid. You must create a new account to start your registration.



The screenshot shows the 'spordle My Account' login interface. At the top, the text 'Sign in to your account' is displayed. Below this is a text input field with a person icon and the placeholder text 'Email'. A red arrow labeled 'a' points to this field. Underneath the input field is a red button with the text 'Login →'. At the bottom of the page, there is a link that says 'Don't have an account? Sign up'. A red arrow labeled 'b' points to the 'Sign up' link.

How to Create and Retrieve an Account or Retrieve Password


Step 1

Enter the email you wish to use as your login email and click Next.

[← Back to login](#)

spordle My Account

Sign up

 Email

Next →

Step 2

Enter your details into the required fields for account creation and click sign up, an email will be sent to your email address with a verification code. The page will load to where you need to enter this verification code.


Note: Passwords require the following:

- Must be at least 8 characters in length
- Must have 1 number
- Must have 1 uppercase letter
- Must have 1 lowercase letter
- Must have 1 special character

[< Back to login](#)

spordle My Account

Sign up



Sign up →

Step 3

Enter the verification code and then enter the password you used to set up your account.

Email ✕

spordle My Account

Please enter the verification code sent to
m.oxford@bedfordblues.com

[Send Email](#)

Confirm

Step 4

Review and agree to the Hockey Canada Terms and Conditions. Once you have agreed you will be taken back to the main registration page.

Click *Register Now button* and you can begin your registration process.



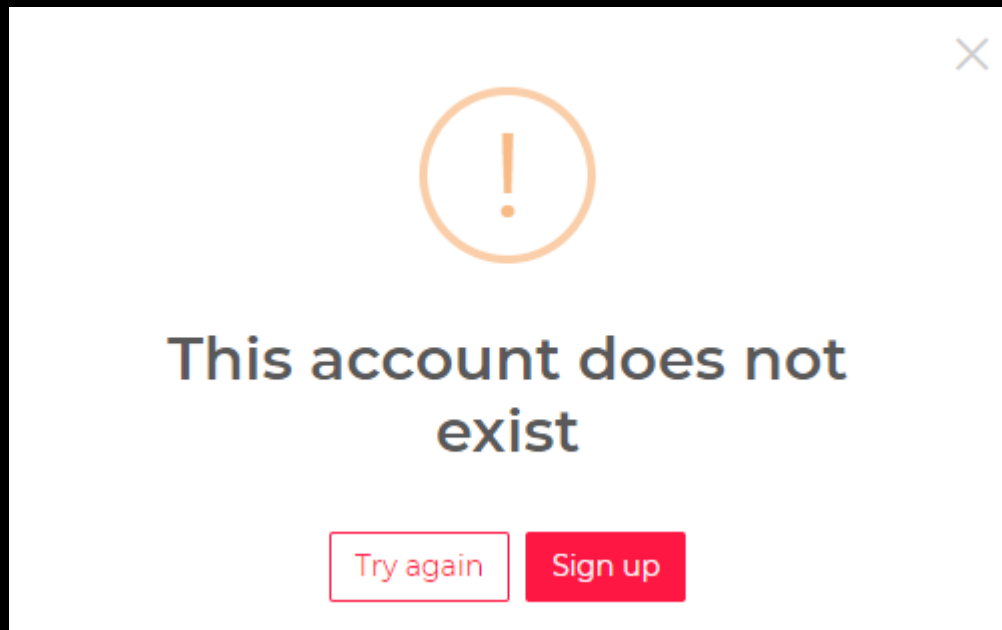
Register now

Forgot your HCR account email?

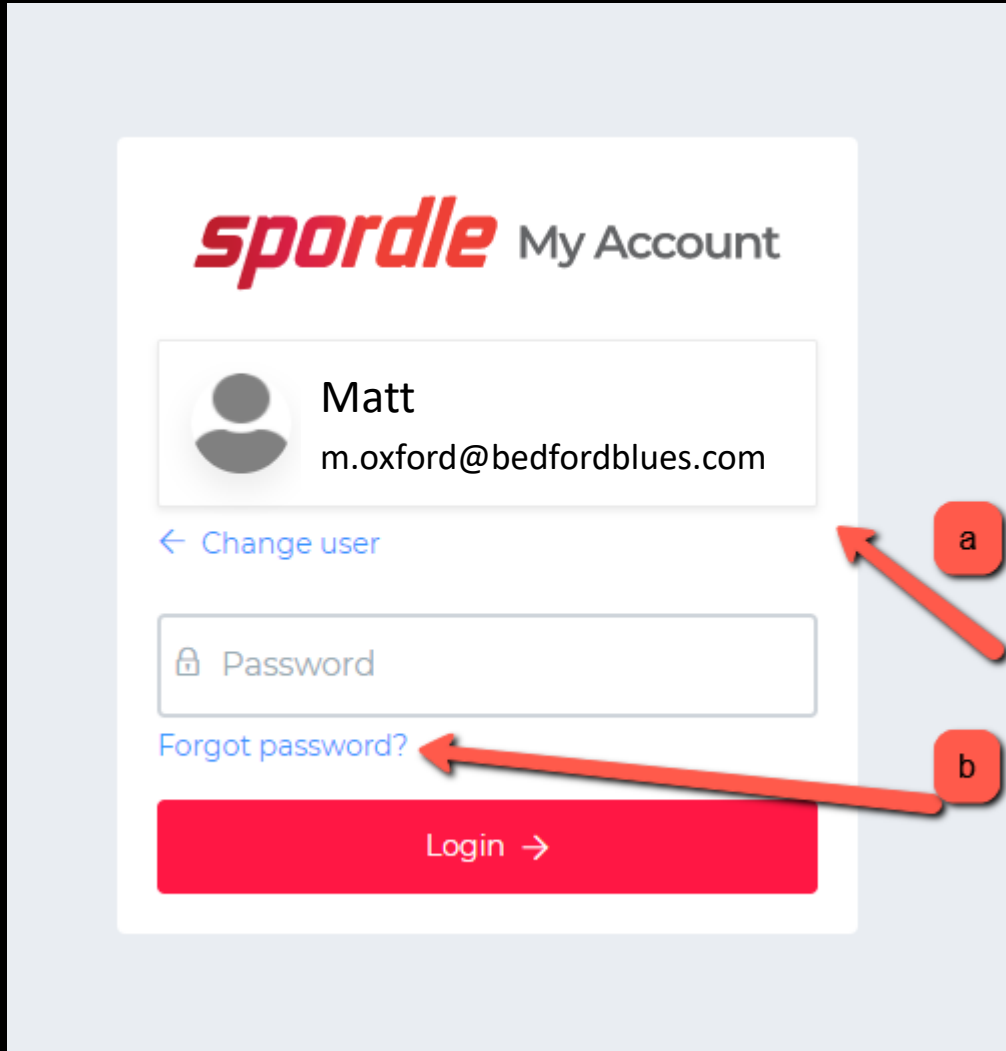
This is not a problem!

Try all of the emails that you have in mind, one by one, and the platform will automatically detect if the email is linked to an existing account.

If you can't seem to find the proper email after a few tries, simply create a new account.
(see picture below)




Click on the *Forgot password?* link to retrieve it. (see Note **b** below)
The platform will send a temporary password to your account's email address.
You may use this temporary password to start over the login process.




The screenshot shows the 'spordle My Account' login interface. At the top, the 'spordle' logo is in red, followed by 'My Account' in grey. Below this is a user profile section with a grey circular icon, the name 'Matt', and the email 'm.oxford@bedfordblues.com'. Under the profile section is a blue link '← Change user'. Below that is a password input field with a lock icon and the placeholder text 'Password'. Under the password field is a blue link 'Forgot password?'. At the bottom is a red 'Login →' button. Two red arrows with labels 'a' and 'b' point to the 'Change user' link and the 'Forgot password?' link respectively.

spordle My Account

 **Matt**
m.oxford@bedfordblues.com

[← Change user](#)

 Password

[Forgot password?](#)

Login →

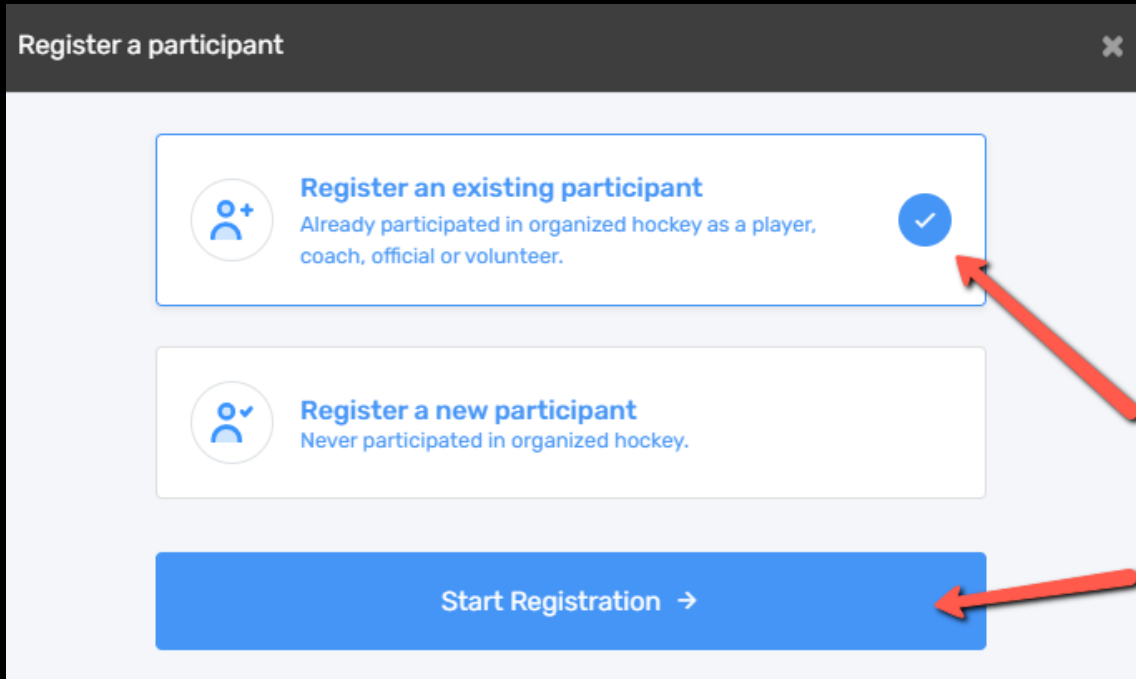
Section 2 - Start Your Registration Process

Step 1

Once you log in, a window will appear showing two options. The first one is listed as *Register an existing participant* and the second one as *Register a new participant*. (see picture below)

Existing Participant: This is someone who has already participated in organized hockey as player, coach and/or volunteer. This member would already exist in the Hockey Canada Registry.

New Participant: This is someone who has never participated in organized hockey as player, coach and/or volunteer. This member would not already exist in the Hockey Canada Registry. Select one of the two options and click on *Start Registration*.

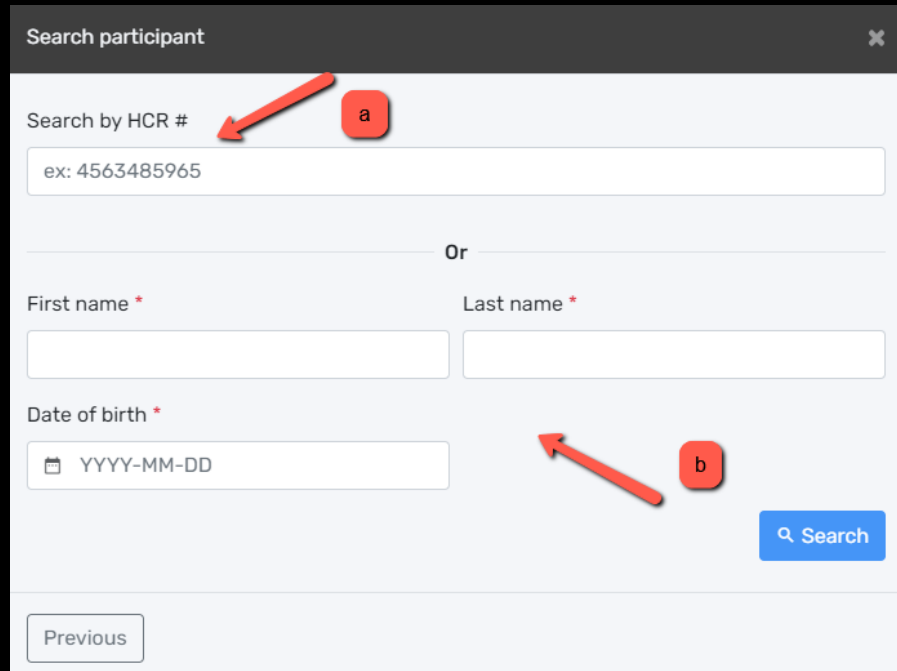


The screenshot shows a window titled "Register a participant" with a close button (X) in the top right corner. Inside the window, there are two selectable options, each with a person icon and a blue circle containing a checkmark. The first option is "Register an existing participant" with the subtext "Already participated in organized hockey as a player, coach, official or volunteer." The second option is "Register a new participant" with the subtext "Never participated in organized hockey." Below these options is a large blue button labeled "Start Registration →". Two red arrows are overlaid on the image: one pointing to the checkmark in the first option's circle, and another pointing to the "Start Registration" button.

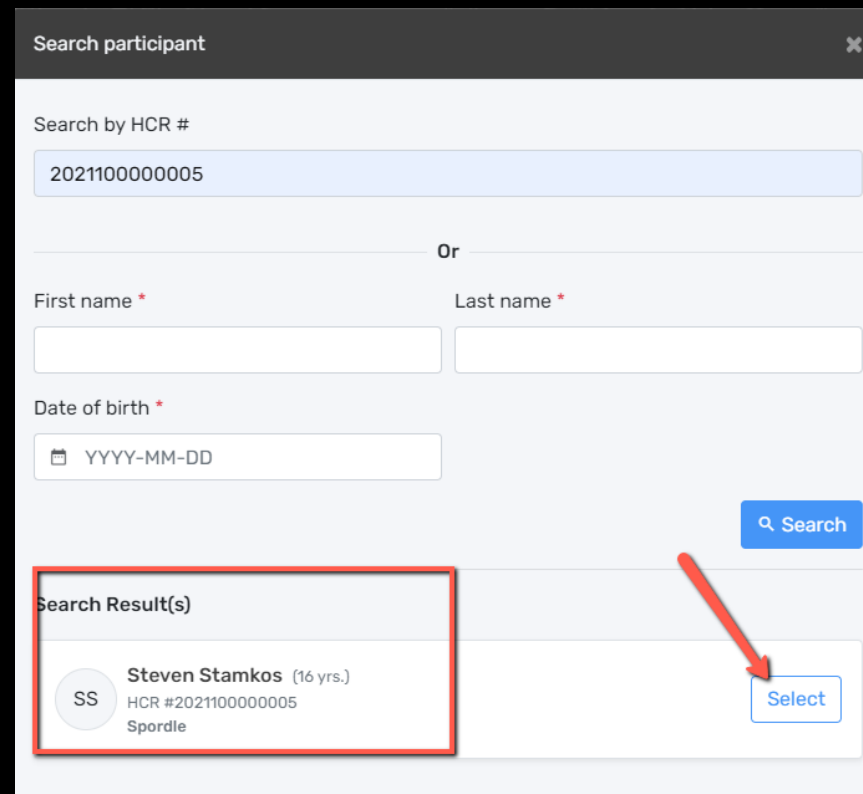
At this point, if you know the HCR number of the member that you want to register, you can enter it here (see Note **a** below). If this is not the case, you can enter the First Name, Last Name and Date of Birth to search for the member (see Note **b** below). Click on the Search button to continue. (see picture below)

Spordle My Account will detect members that have already been registered in the platform in the past that match the search criteria. If this is the case, they will appear by default as members that you can select. (see picture below)

If you see a member that matches your search criteria, click on that member and then click on *Next*.



The screenshot shows the 'Search participant' form. A red arrow points to the 'Search by HCR #' field, which is labeled with a red circle 'a'. Below this, there are fields for 'First name *', 'Last name *', and 'Date of birth *'. A red arrow points to the 'Date of birth *' field, which is labeled with a red circle 'b'. A blue 'Search' button is at the bottom right, and a 'Previous' button is at the bottom left.

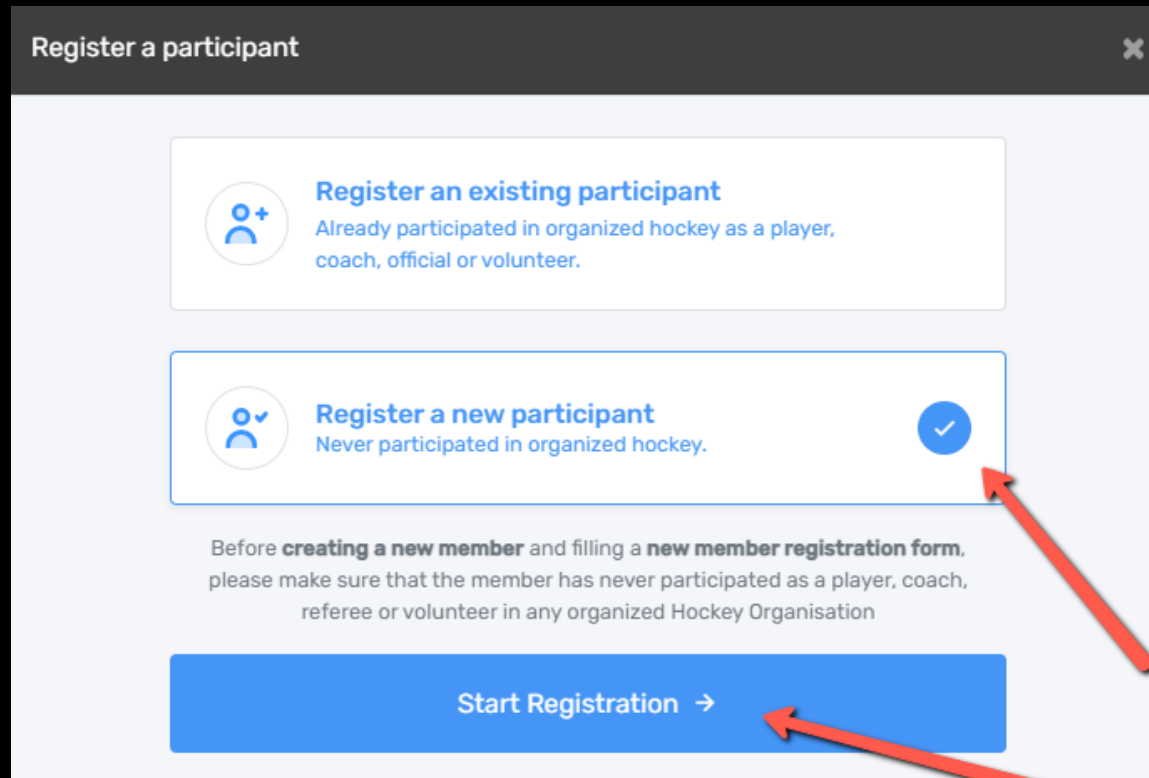


The screenshot shows the 'Search participant' form with the 'Search by HCR #' field filled with '2021100000005'. Below this, there are fields for 'First name *', 'Last name *', and 'Date of birth *'. A blue 'Search' button is at the bottom right. Below the search fields, there is a section titled 'Search Result(s)' which contains a red-bordered box. Inside this box, there is a member card for 'Steven Stamkos (16 yrs.)' with HCR #2021100000005 and Spordle. A red arrow points to a blue 'Select' button next to the member card.

Step 2-B (If new participant)

For new participants, select the *Register a new participant* option and click on *Start Registration*. (see picture below)

IMPORTANT: At this point, there is no more duplication check. Please note that you have the responsibility to make sure that you do not create a new participant account if you think that the member already exists in the HCR. This step is crucial to avoid creating duplicates within the platform.



Register a participant

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

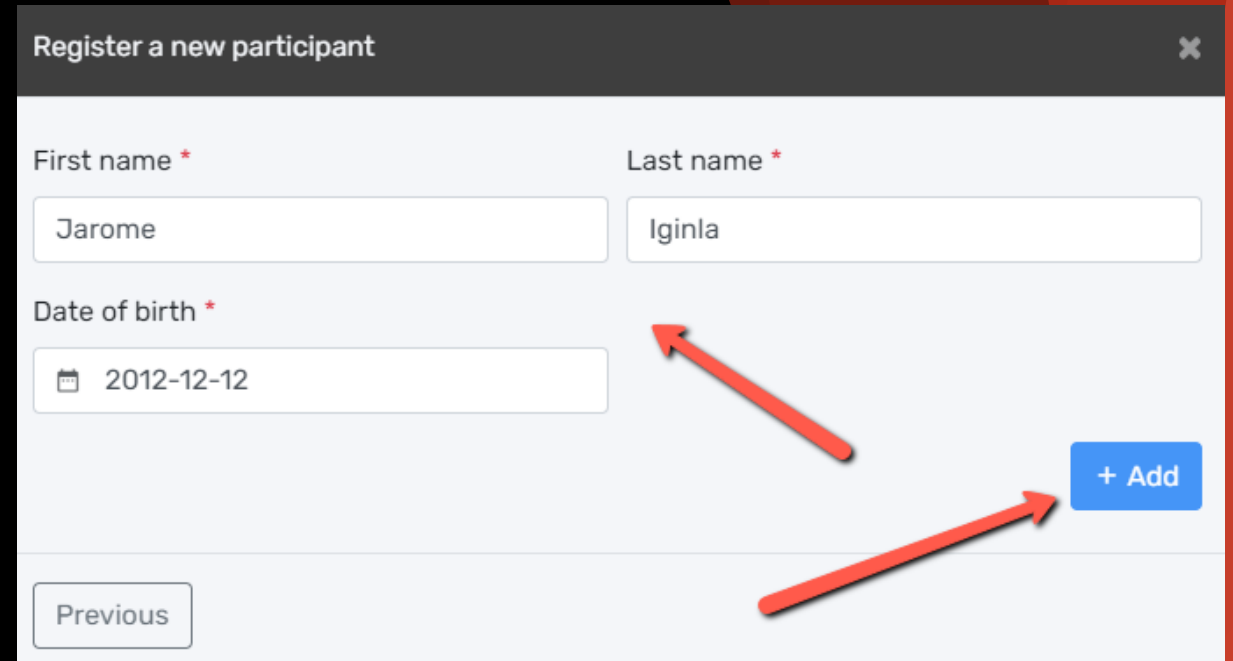
Register a new participant
Never participated in organized hockey.

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 Hockey Organisation

Start Registration →

Enter the First Name, Last Name and Date of Birth in the appropriate fields. Please make sure that you enter the correct information in these fields. The Date of Birth is especially important since the platform uses this information to search against the current profiles and suggest any existing users that meet the search criteria. (see picture below)

By clicking on the *+Add* button, the platform will search for existing members in the platform to try and match the information you just entered. If you see a suggested member that is the same as the one you want to register, please review these search results so that you do not create a duplicate.



Register a new participant

First name * Last name *

Jarome Iginla

Date of birth *

2012-12-12

+ Add

Previous

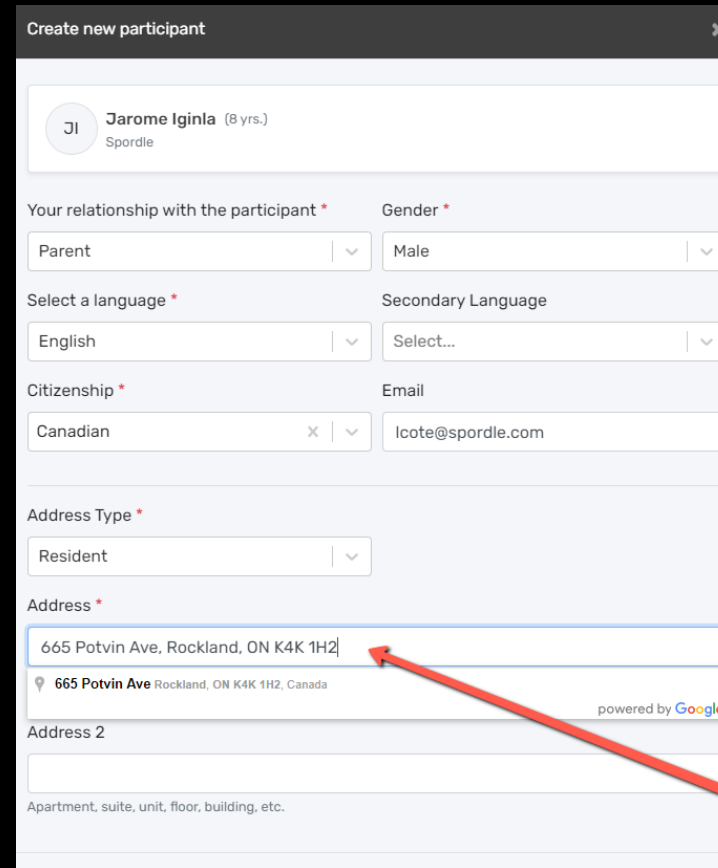
If the search does not return any results or after reviewing the returned results are not for your participant that you wish to register, click the *Create a new participant* button.

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

Create a new participant

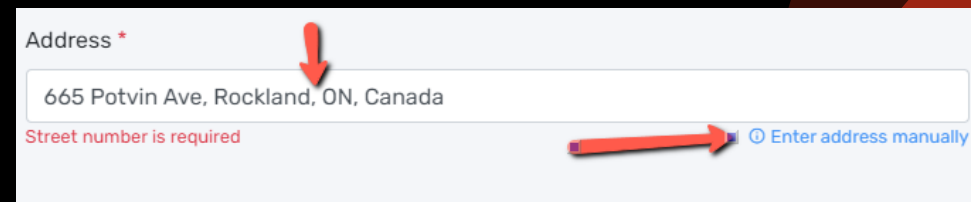
At this point, you can complete the necessary fields to create your participant.

Please note that the platform uses Google Autofill for the address, so just start typing your address and you will see address possibilities appear to select from. (see picture below)



The screenshot shows a 'Create new participant' form. At the top, there's a profile card for 'Jarome Iginla (8 yrs.) Spordle'. Below this are several dropdown menus: 'Your relationship with the participant' (set to 'Parent'), 'Gender' (set to 'Male'), 'Select a language' (set to 'English'), 'Secondary Language' (set to 'Select...'), 'Citizenship' (set to 'Canadian'), and 'Address Type' (set to 'Resident'). The 'Email' field is filled with 'lcote@spordle.com'. The 'Address' field is highlighted with a red arrow pointing to it, showing a Google Autofill suggestion for '665 Potvin Ave, Rockland, ON K4K 1H2, Canada'. Below the address field is an 'Address 2' field with a placeholder text 'Apartment, suite, unit, floor, building, etc.'.

It is possible that your full address isn't available in Google. If this is the case, click on *Enter address manually* (see picture below).



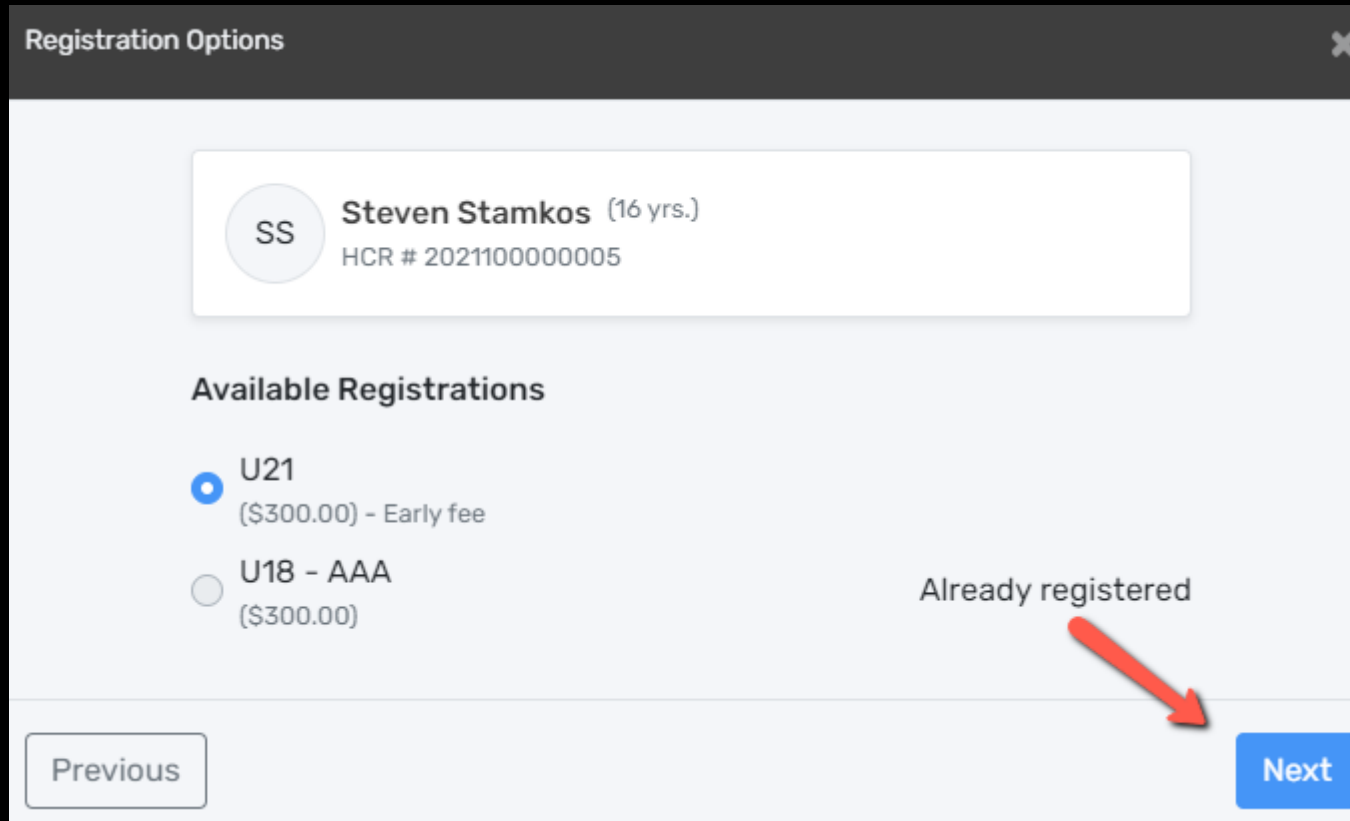
This is a close-up of the 'Address' field. A red arrow points to the text '665 Potvin Ave, Rockland, ON, Canada'. Below the text, there is a red error message: 'Street number is required'. To the right of the error message, there is a blue link that says 'Enter address manually', which is also pointed to by a red arrow.

NOTE - All registrations are reviewed and approved by the association registrar within the Hockey Canada Registry.

If you register your player and are outside the association boundary, you will be notified and registration cancelled/refunded.

Step 3

The system will then show all the available registration packages for the selected participant. Select the package and click the *Next button* to continue. (see picture below)



The image shows a 'Registration Options' window. At the top, it displays the participant's information: a circular icon with 'SS', the name 'Steven Stamkos (16 yrs.)', and the HCR number '2021100000005'. Below this, under the heading 'Available Registrations', there are two radio button options. The first option, 'U21 (\$300.00) - Early fee', is selected with a blue dot. The second option, 'U18 - AAA (\$300.00)', is unselected. To the right of the 'U18 - AAA' option, the text 'Already registered' is displayed with a red arrow pointing towards the 'Next' button. At the bottom left is a 'Previous' button, and at the bottom right is a blue 'Next' button.

Registration Options

SS Steven Stamkos (16 yrs.)
HCR # 2021100000005

Available Registrations

☒ U21
(\$300.00) - Early fee

☐ U18 - AAA
(\$300.00)

Already registered

Previous Next

Step 4

You may be presented with a questionnaire to answer related to the registration of the participant. This information, as well as all of the information related to the member, is strictly confidential. Once completed, click on *Next* to continue. (see picture below)

Questionnaire

SS

Steven Stamkos (16 yrs.)

HCR # 2021100000005

U18

Player Info

What is your position *

☒ Foward

☐ Defence

☐ Goaltender

Shoots (player) *

☒ Left

☐ Right

Previous

Next

Step 5

Organizations have the option of offering additional products that can be added to and paid for at the time of registration. Some of them are mandatory items and some of them are optional. Once completed, click on *Next* to continue. (see picture below)

Items Selection


SS

Steven Stamkos (16 yrs.)

HCR # 2021100000005

U18

Mandatory Items



Jersey Deposit


Price: \$100.00

-

01

+

Optional Items



Jersey

Price: \$250.00

-

00

+

Selected Items (1) \$100.00

Previous

Next

Step 6

To continue with the registration, you must now accept any waivers that are needed. The waivers come from Hockey Canada, the Member branch, Member partner or the organization that you are registering to. Once the waiver has been carefully reviewed, check the *I have read and accept the waiver* box and click *Next*, the next waiver will appear if there are more than one, repeat the above until all waivers have been accepted. (see picture below, not an actual waiver that is set up)

Waivers

SS

Steven Stamkos (16 yrs.)
HCR # 2021100000005
U21

Waivers (1 of 1)

Spordle

OHF Working session 3

Any player found making inaccurate statements regarding their hockey ability or age will be ejected from the registration. In consideration of your acceptance of my application to participate in Canadian Hockey Enterprises Limited, Adult Hockey Tournaments sponsored and conducted by Canadian Hockey Enterprises Limited, I hereby release, discharge relinquish, giveup, forego, waive and otherwise completely exonerate Canadian Hockey Enterprises Limited, the employees, agents, assistants, representatives or others acting on behalf of the Canadian Hockey Enterprises, Arena facilities and hotel complexes being used at the Adult Hockey Tournament location, for any liability, responsibility, culpability, or other basis upon which they may otherwise be liable for any injury, concussion, illness, disability, incapacitation or other physical ailment which might arise in connection with Adult Hockey Tournament activities. I hereby state that I am in good health but knowingly accept any health problems I may have.

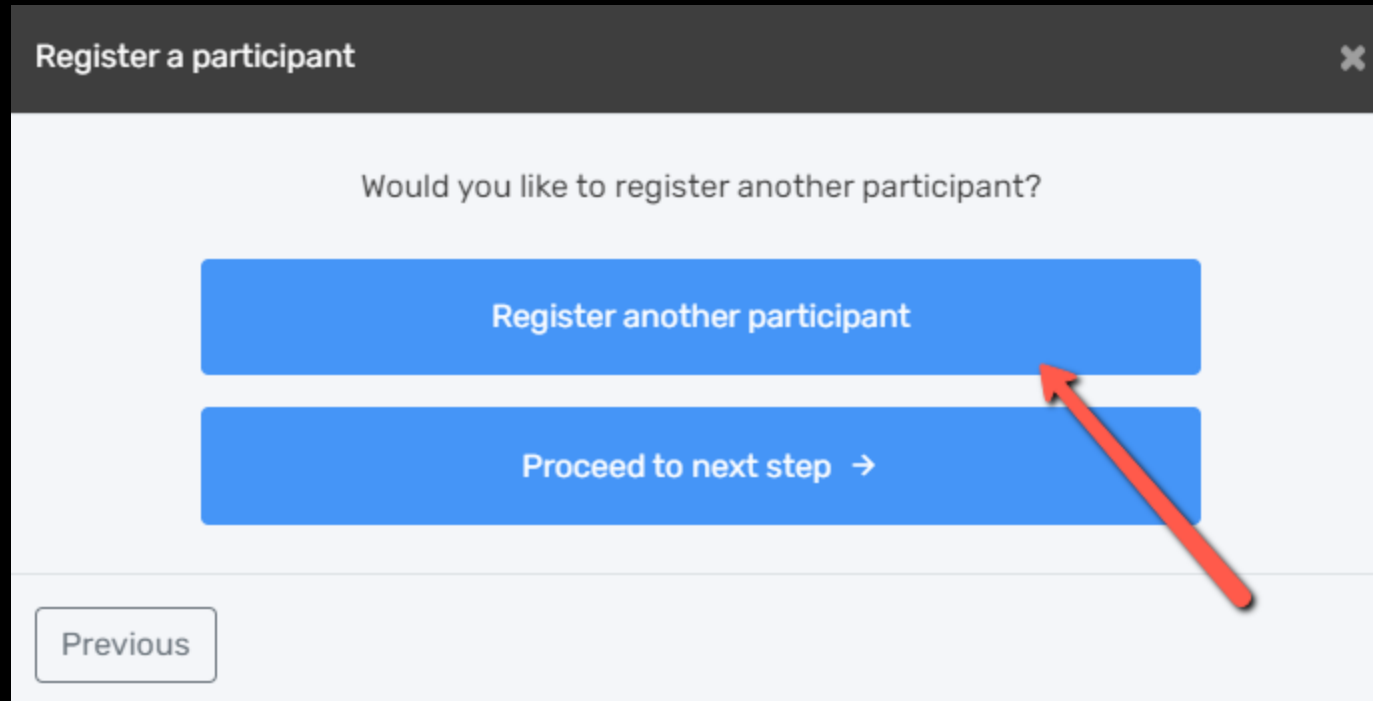
☒ I have read and accept the waiver *

Previous

Next

Step 7

Once the registration process is completed for the first participant, you can register a second participant from your family by following the same steps a second time. If you are done, you can proceed to the payment by clicking on *Proceed to next step*. (see picture below)



The image shows a web application dialog box titled "Register a participant" with a close button (X) in the top right corner. The main text inside the dialog asks, "Would you like to register another participant?". Below this text are two large blue buttons. The top button is labeled "Register another participant" and the bottom button is labeled "Proceed to next step →". A red arrow points from the bottom right towards the "Register another participant" button. At the bottom left of the dialog, there is a smaller, outlined button labeled "Previous".

Step 8

You will now be at the order summary section where you can review the registrations you wish to purchase. Review and confirm your registration summary.

Registration summary

Order summary

Registration for Test User

[Edit this member's registration](#) | [Remove this member](#)

Registration

U11

\$123.80

Total price

\$123.80

*taxes are not included

Register another participant

Next

Please see below for an example of a transaction that has a family discount. The family discount policy may differ from one organization to another. At this stage, please do not register another family member. The system will add the family discount based on the main address of the member. In the case of an exception, please contact your organization. If you are done, you can proceed to the payment by clicking on *Next*. (see picture below)

Registration summary

Order summary

Registration for Steven Stamkos

Edit this member's registration

Remove this member

Registration

U21

Required items

Jersey Deposit

\$500.00

\$100.00

Discount - Registration 2021-2022 Multi

Subtotal for Steven Stamkos

-\$25.00

\$575.00

Registration for John Tavares

Edit this member's registration

Remove this member

Total price

\$1,425.00

*taxes are not included

Register another participant

Next

Please see below for an example of a member that has a credit on their account. To use the credit, simply click on *Activate credit for this member*. Credits cannot be transferred to another member. If you are done, you can proceed to the payment by clicking on *Next*. (see picture below)

Registration summary

Order summary

Registration for John Tavares

Edit this member's registration

Remove this member

Registration

U18

Required items

Jersey Deposit

Available credits - [Activate credits for this member](#)

\$500.00

\$100.00

-\$0.00

Subtotal for John Tavares

Total price

\$600.00

\$600.00

*taxes are not included

Register another participant

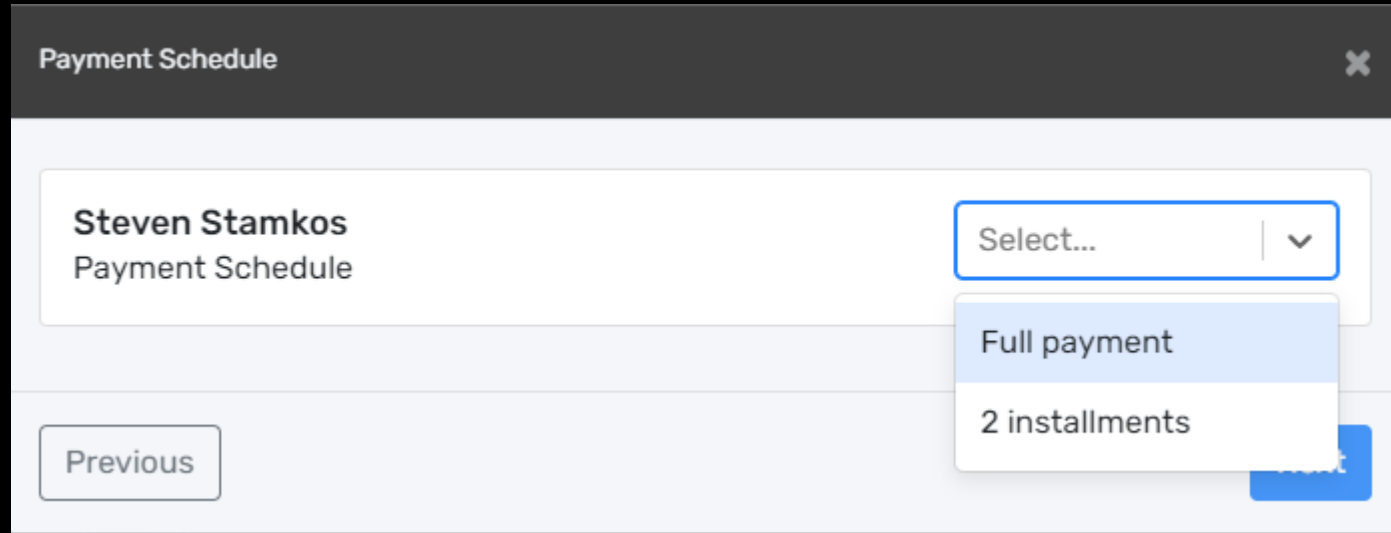
Next

Step 9

To continue with payment, some organizations will offer the possibility of paying the registration by installments. Select the proper option and click on *Next* to continue. (see picture below)

Installment payments will be automatically charged to your credit card.

To change your credit card, you must go in your Spordle My Account, select payment method and change your default credit card.



The screenshot shows a 'Payment Schedule' dialog box with a dark header bar containing the title and a close button. The main content area is white and contains a card for 'Steven Stamkos' with the subtitle 'Payment Schedule'. To the right of the card is a dropdown menu with 'Select...' and a downward arrow. The dropdown is open, showing two options: 'Full payment' and '2 installments'. At the bottom left of the dialog is a 'Previous' button, and at the bottom right is a partially visible blue button labeled 'Next'.

Payment Schedule

Steven Stamkos
Payment Schedule

Select...

Full payment

2 installments

Previous

Next

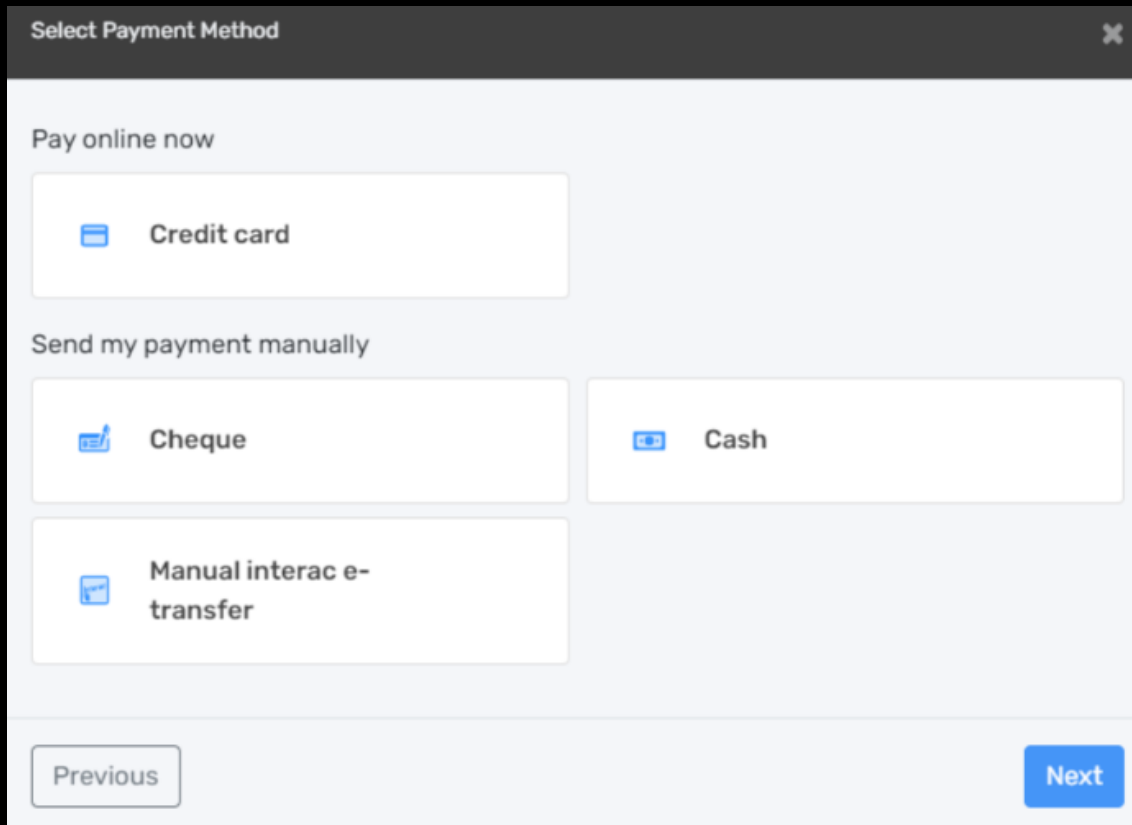
Before you can get to the payment of the registration, you must first accept the payment terms and conditions. Check the *I have read and accept the payment terms and conditions* box and then click on *Next* to continue. (see picture below)



Step 11

At this point, you must select your payment method.

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. (see picture below)

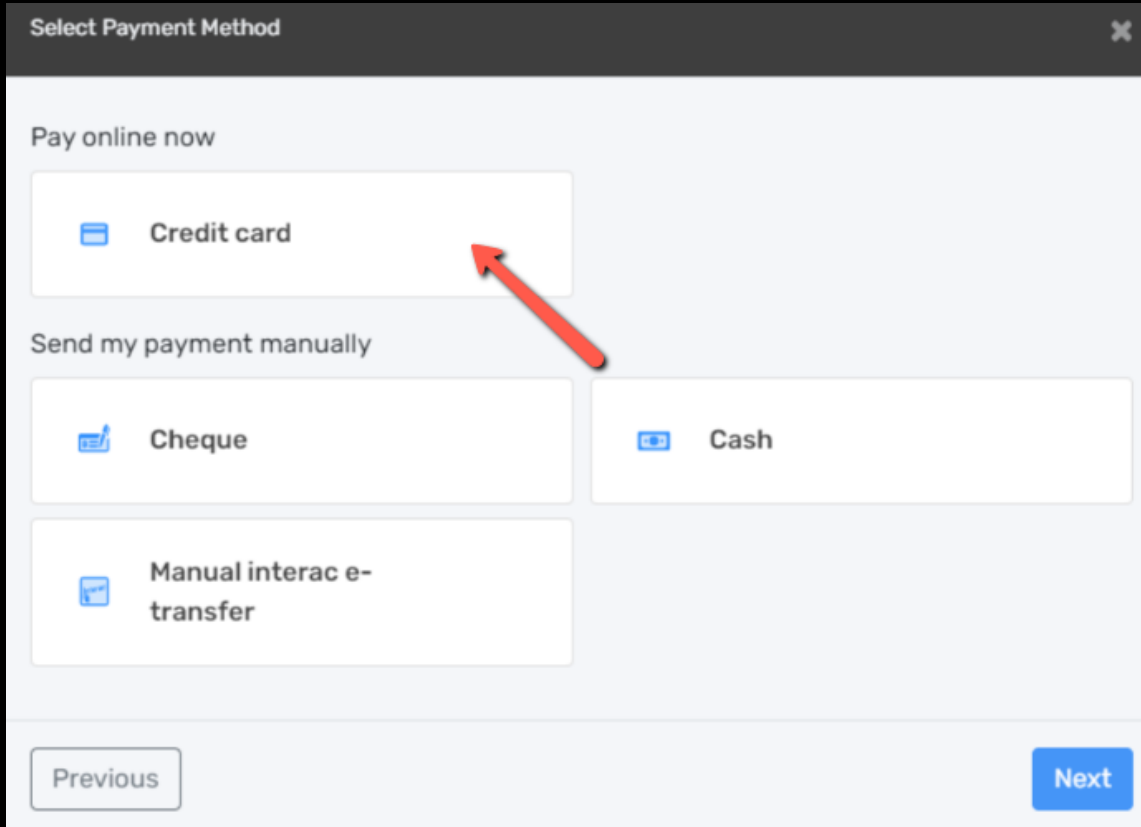


The screenshot shows a dialog box titled "Select Payment Method" with a close button (X) in the top right corner. The dialog is divided into two main sections. The first section, "Pay online now", contains a single button labeled "Credit card" with a credit card icon. The second section, "Send my payment manually", contains three buttons: "Cheque" with a cheque icon, "Cash" with a cash icon, and "Manual interac e-transfer" with an Interac icon. At the bottom of the dialog, there are two buttons: "Previous" on the left and "Next" on the right.

NOTE - BDMHA online registration will only accept Credit Card. All other payment formats must be coordinated with the association registrar.

Step 12

Select the credit card payment method and then click on the *Next* button. (see picture below)



Select Payment Method

Pay online now

Credit card

Send my payment manually

Cheque

Cash

Manual interac e-transfer

Previous

Next

Step 13

Enter your credit card information and then click on the *Pay* button. (see picture below)

Pay with Credit Card



Spordle Live Test

Invoice: 2021200000024

Pay Now: \$450.00

Name On Card

Enter name on card

Card Number   Expiry MM Expiry YY

Enter card number

--

--

Your card data is securely managed


CVV

Enter CVV

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

Cancel

Pay


by quickenrollment

Step 14

Congratulations, you are now registered to your minor hockey organization! A confirmation number will appear on screen (see picture below) and you will also receive a confirmation email with the information related to the transaction. Please check your junk/spam folders for the confirmation email.

