

# Hockey Canada Registry (HCR) 3.0

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# Registration Instructions HCR 3.0

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# 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.

As it happens to be, HHMH is the FIRST Association to go “live” with registration with 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.

The screenshot shows the website for Halton Hills Minor Hockey, an Ontario Hockey Federation member. The header features a pattern of hockey-related icons and the team's logo, which depicts a thunderbolt striking a mountain. The main navigation menu includes 'Overview' and 'Registration', with 'Home' and 'Participant' as sub-items. A prominent red button labeled 'Register Now!' is displayed next to the team logo. Below this, a red bar contains the text 'View Online Stores'. A 'Visit website' link is located in the top right corner. The footer includes the text 'Powered by Spordle ©2021 Spordle Inc. All rights reserved.' and the Spordle logo.

# First Sign-in

When you first click the link from our HHMH 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.

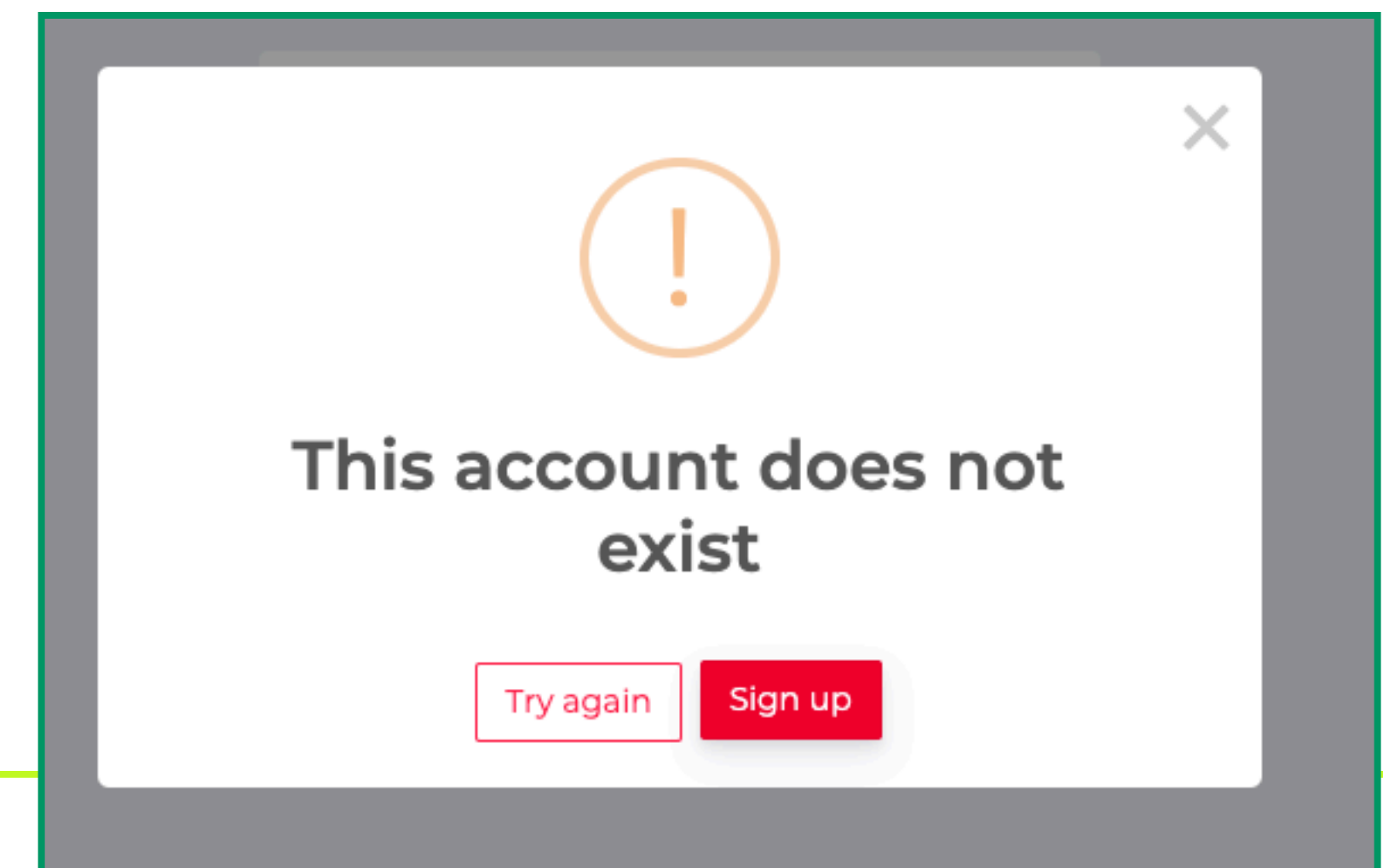
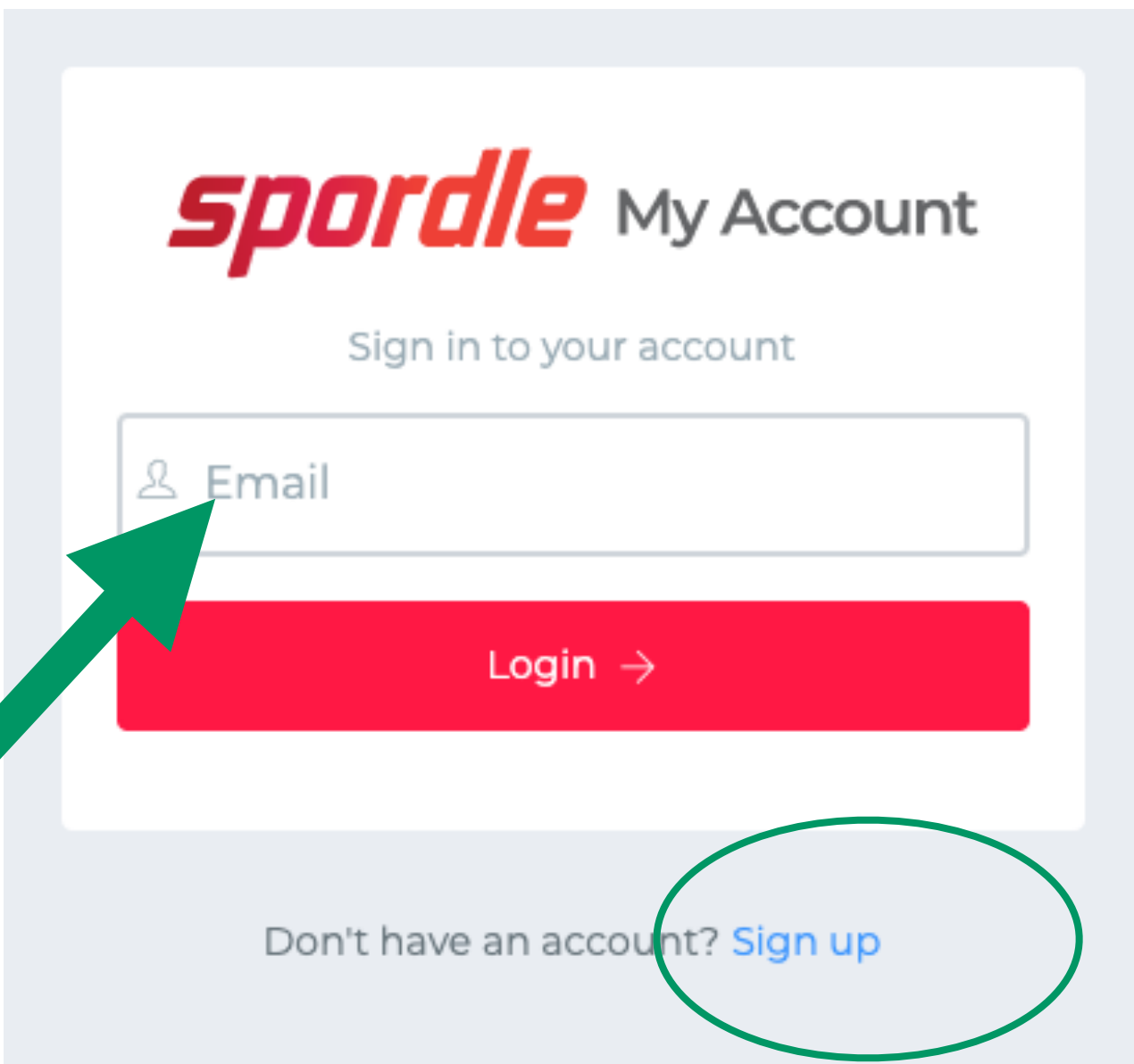
**NOTE: All members/participants have been migrated from the old system and you can use any email you have in the past or a new email going forward. i.e. Even though you may be in the system from the migration, new accounts are set up due to newer security settings.**

The image shows a screenshot of the Halton Hills Minor Hockey website. The top navigation bar includes the Halton Hills Thunder logo, the text "Halton Hills Minor Hockey" and "ONTARIO HOCKEY FEDERATION", and a "Visit website" link. Below this, there is a sidebar with "Overview" (containing a "Home" link) and "Registration" (containing a "Participant" link). The main content area features a large "Register Now!" button with the Thunder logo. In the bottom right corner of the page, there is a search bar with "FR" and a "Login" button. A green circle highlights the "Login" button, and a green arrow points to it from the right side of the image.

# First Sign-in

You can either enter your 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.



# Making Your Account

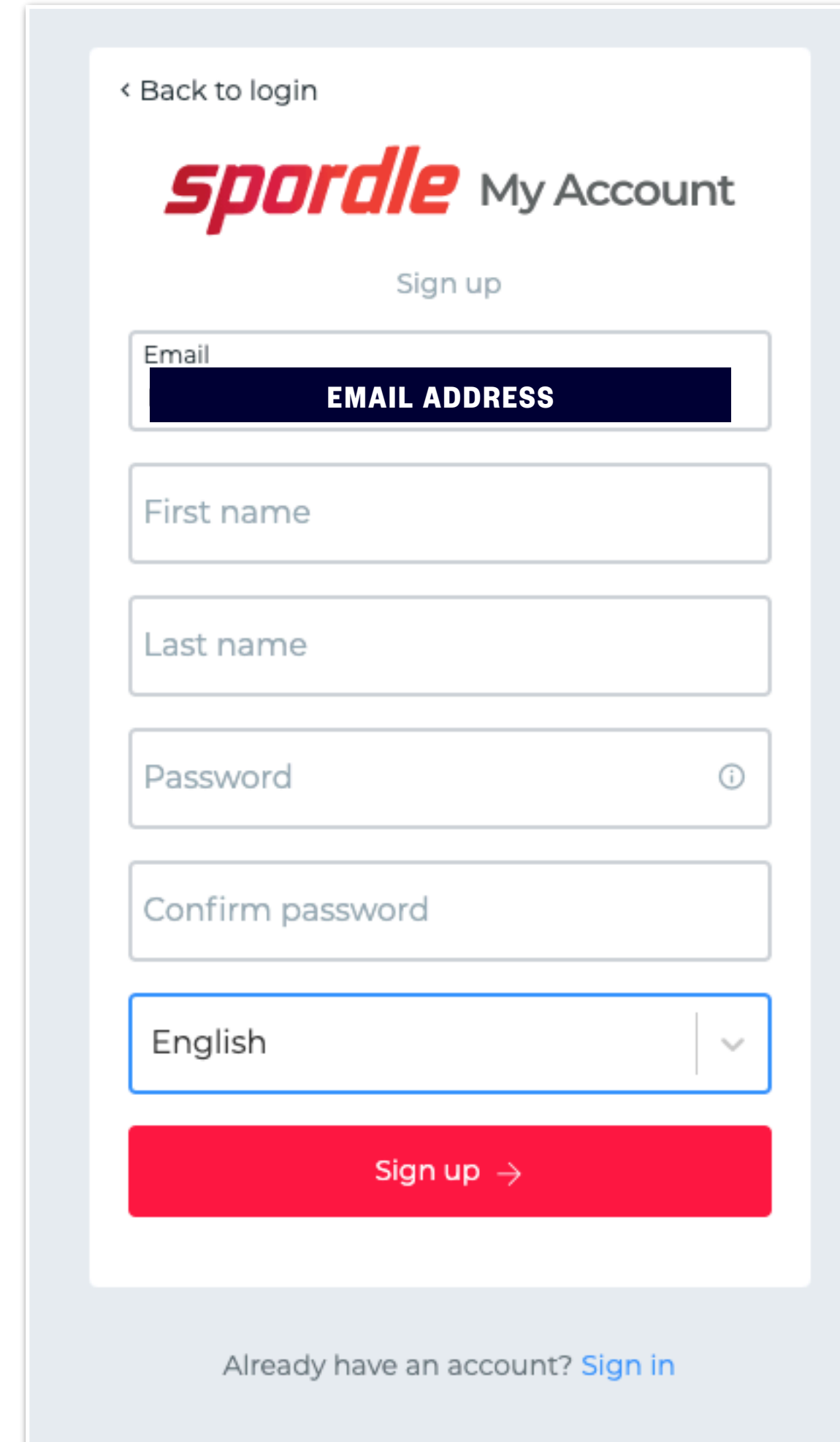
Fill out the form that appears to enter your email, first name and last name.

**NOTE: ensure the email is valid as well as you are able to access that email as a verification code is sent 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 a web form for creating a Spordle account. At the top left is a link for '< Back to login'. The Spordle logo is in red, followed by 'My Account' in black. Below the logo is a 'Sign up' link. The form contains several input fields: 'Email' (with a placeholder 'EMAIL ADDRESS'), 'First name', 'Last name', 'Password' (with an information icon), 'Confirm password', and a language dropdown menu currently set to 'English'. A red 'Sign up →' button is at the bottom of the form. Below the form, there is a link: 'Already have an account? Sign in'.



# 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.


< Back to login

**spordle** My Account

Please enter the verification code sent to  
martinhardcastle49@gmail.com

Verify

You did not receive an email? [Send Email](#)

  
**Hockey Canada Registry**

Terms and conditions

Please read and accept the following terms and conditions of use before proceeding.

**Spordle Terms of Use**

**Terms and Conditions**

**User Agreement**

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.

By clicking the "I Agree" checkbox or 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.

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.

User agrees to provide accurate, complete and up-to-date information as required. User agrees to notify Spordle of any changes to such information by periodically updating such information.

Please refer to Spordle's Privacy Policy to understand how Spordle collects, uses and discloses your personal information. The Service is not intended for use by children under the age of 13. If you are under 13, please do not register or use the Service.

There is no charge to register for the Service.

Decline & exit

I agree ✓

Powered by **spordle** My Account

# Registering

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

The screenshot shows the website for Halton Hills Minor Hockey, an Ontario Hockey Federation team. The page features a navigation menu with 'Overview', 'Registration', and 'Participant' sections. The 'Registration' section is active, displaying a 'Register Now!' button and a prominent red 'View Online Stores' button. A green arrow points from the text on the left to the 'View Online Stores' button. The website is powered by Spordle, as indicated by the footer text.

Halton Hills Minor Hockey  
ONTARIO HOCKEY FEDERATION

Visit website

Overview

Home

Registration

Participant

Register Now!

View Online Stores

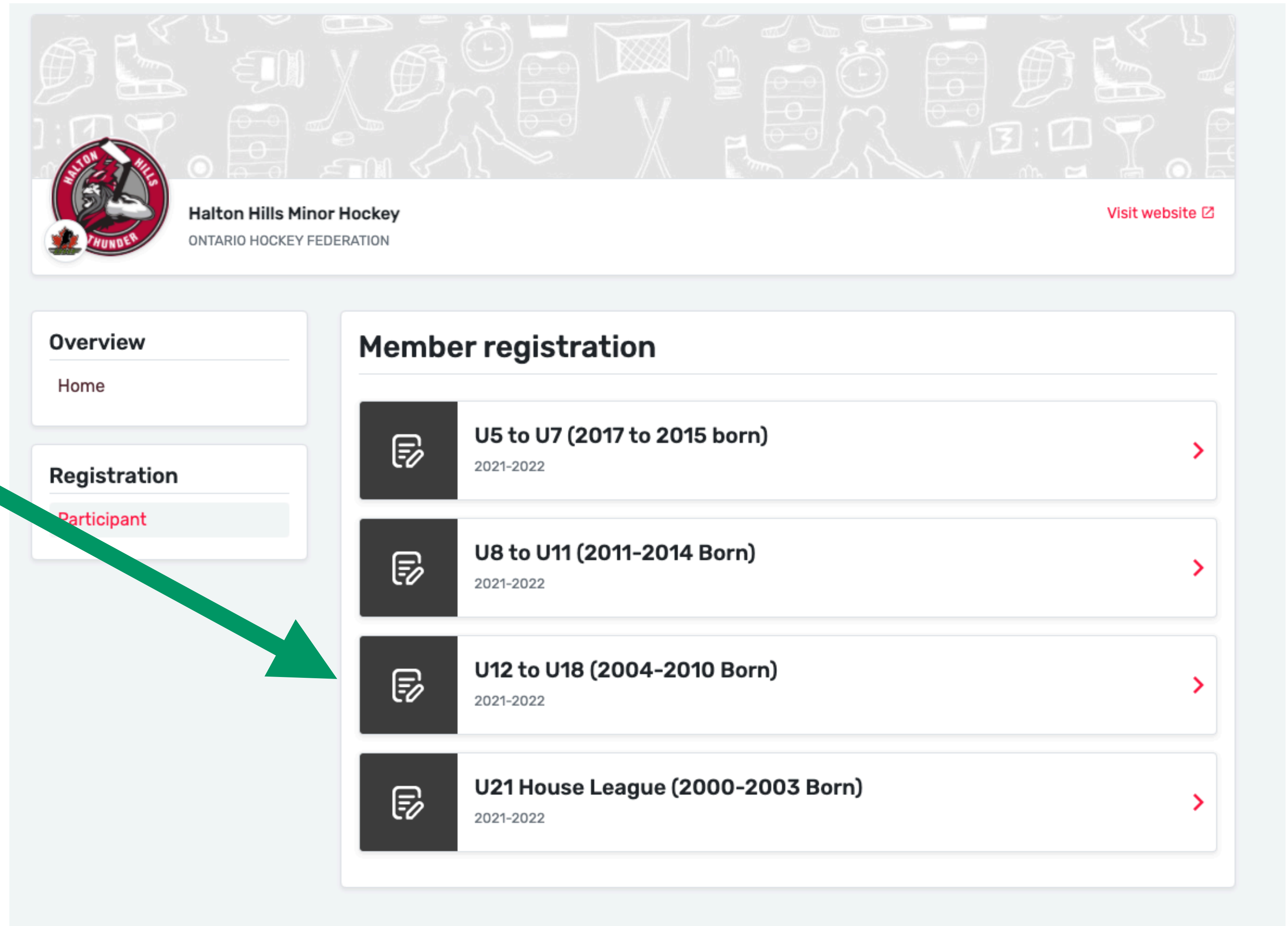
Powered by Spordle ©2021 Spordle Inc. All rights reserved.

spordle

# Registering

## Online Store

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



**Halton Hills Minor Hockey**  
ONTARIO HOCKEY FEDERATION

[Visit website](#)

**Overview**  
Home

**Registration**  
**Participant**

**Member registration**

- U5 to U7 (2017 to 2015 born)**  
2021-2022
- U8 to U11 (2011-2014 Born)**  
2021-2022
- U12 to U18 (2004-2010 Born)**  
2021-2022
- U21 House League (2000-2003 Born)**  
2021-2022



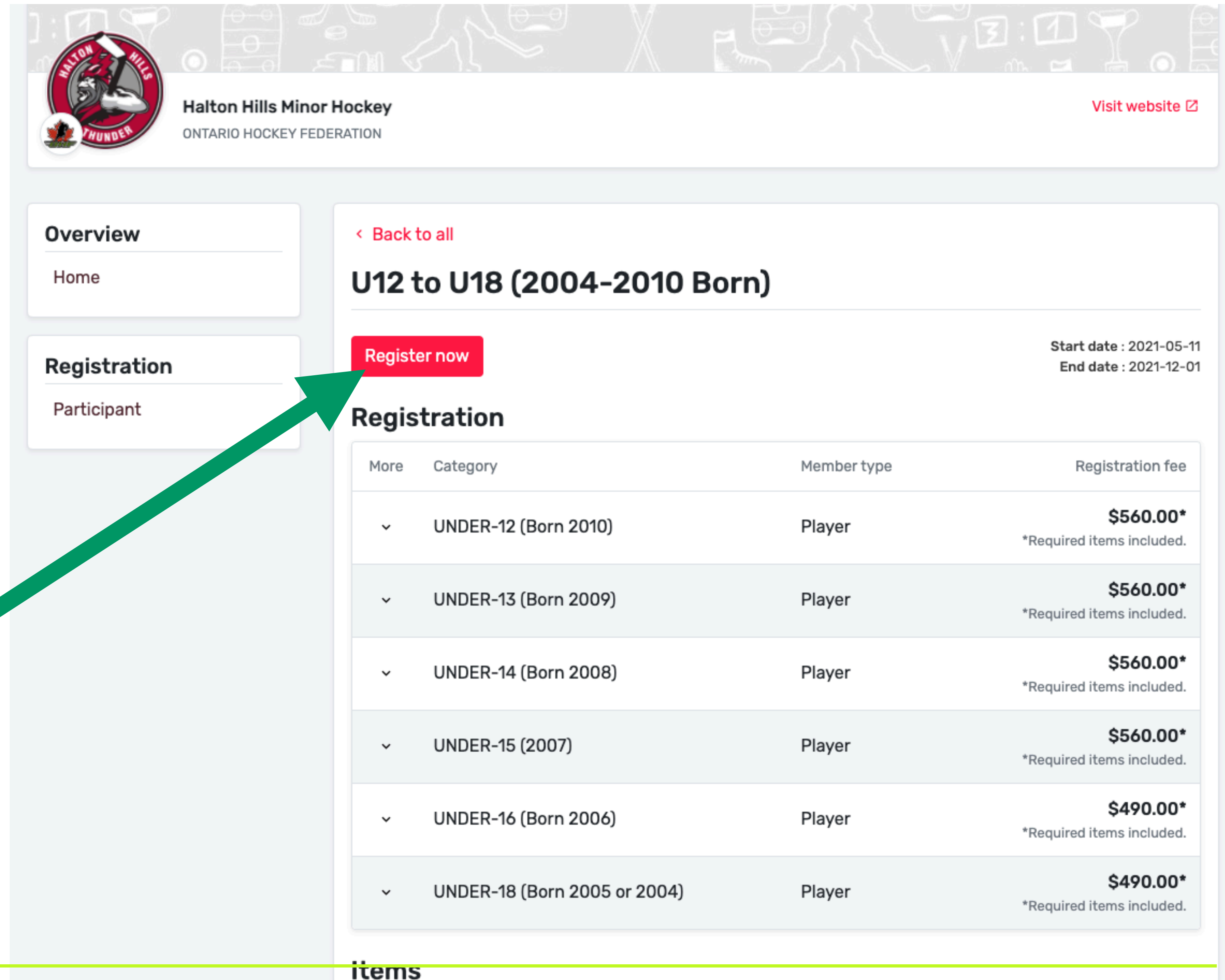
# Registering

## Online Store

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.



**Halton Hills Minor Hockey**  
ONTARIO HOCKEY FEDERATION

[Visit website](#)

**Overview**  
Home

**Registration**  
Participant

[Back to all](#)

**U12 to U18 (2004-2010 Born)**

**Register now**

Start date : 2021-05-11  
End date : 2021-12-01

**Registration**

More	Category	Member type	Registration fee
∨	UNDER-12 (Born 2010)	Player	<b>\$560.00*</b> *Required items included.
∨	UNDER-13 (Born 2009)	Player	<b>\$560.00*</b> *Required items included.
∨	UNDER-14 (Born 2008)	Player	<b>\$560.00*</b> *Required items included.
∨	UNDER-15 (2007)	Player	<b>\$560.00*</b> *Required items included.
∨	UNDER-16 (Born 2006)	Player	<b>\$490.00*</b> *Required items included.
∨	UNDER-18 (Born 2005 or 2004)	Player	<b>\$490.00*</b> *Required items included.

items

# 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 use register a new participant.

Once your selection is made, click "Start Registration"

Let's start with existing participant...

The screenshot shows a web interface for registering participants. The main page is titled "U12 to U18 (2004-2010 Born)" and includes a navigation menu with "Overview" and "Registration" sections. A modal window titled "Register a participant" is open, offering two options: "Register an existing participant" (for those who have previously participated) and "Register a new participant" (for those who have not). A blue "Start Registration" button is located at the bottom of the modal. In the background, a table lists registration categories and fees:

Category	Role	Registration fee
Registration fee		\$560.00* *Required items included.
		\$560.00* *Required items included.
		\$560.00* *Required items included.
		\$560.00* *Required items included.
UNDER-16 (Born 2006)	Player	\$490.00* *Required items included.
UNDER-18 (Born 2005 or 2004)	Player	\$490.00* *Required items included.

# 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!

The image shows two overlapping dialog boxes from a web application. The top dialog, titled "Search participant", has a search bar with the placeholder "ex: 4563485965". Below it, there are fields for "First name" and "Last name", and a "Date of birth" field with a calendar icon and the format "YYYY-MM-DD". A "Search" button is at the bottom right. The bottom dialog, titled "Registration Options", shows a profile for "martin hardcastle (16 yrs.)" with HCR # 2021111800000055. Under "Available Registrations", the "UNDER-18 (Born 2005 or 2004)" option is selected, with a price of "\$446.84". Both dialogs have "Previous" and "Next" navigation buttons.

# Registering

## EXISTING PARTICIPANT

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

The example on the right, shows an example of multiple selections. DO NOT USE the age of the participant in brackets. Pick the proper available registration based on BIRTH YEAR!

**Then click “Next”**

Registration Options

TP Test Participant (4 yrs.)

Available Registrations

- UNDER-5 (Born 2017) (\$380.00)
- UNDER-6 (Born 2016) (\$380.00)
- UNDER-7 (Born 2015) (\$380.00)

Pick the applicable registration, by reference to birth year!

Previous Next

# 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.

### Create new participant ✕

**TP** **Test Participant** (4 yrs.)  
Halton Hills Minor Hockey

Your relationship with the participant \* Gender \*

Select... | ▾ Select... | ▾

Select a language \* Secondary Language

Select... | ▾ Select... | ▾

Citizenship \* Email

Canadian | ▾ [REDACTED]@gmail.com

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Address Type \*

Select... | ▾

Address \*

Indicate a location [ⓘ Enter address manually](#)

Address 2

Apartment, suite, unit, floor, building, etc.

Previous Create



# Registering

## Questionnaire

Once the participant is selected and their applicable category, the next step is a questionnaire. If you have multiple player families, you will unfortunately have to fill this out again for each player. We apologize for this, however, it is simply a result of “how the system works”.

As we are a part of the pilot project, we are giving feedback on what we find and hope in the future, this is something that can be more targeted. (i.e. one questionnaire per family). Having said that, if you have multiple players to register, after the first questionnaire simply put in “ND” in required boxes to indicate that it is a repeat if you wish.

One note on the email address, 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 information that we cannot have missed by not visiting the website. We promise to send out emails ONLY when we have to. Otherwise all other information can be found on the website.

Questionnaire ✕

**mh** **martin hardcastle** (16 yrs.)  
HCR # 2021111800000055  
UNDER-18 (Born 2005 or 2004)

**Member Contact Name and Email**

Parent/Guardian Name (First Last) \*

Your email? \*\*Check Syntax\*\* \*

# Registering

## Mandatory Items/Optional Items

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

The tryout card is available for fall tryouts. The description of the fee on HCR is self explanatory as well as info can be found on our website. You must select the “+” to add a tryout card to your cart. If you do not wish to purchase a tryout card, simply leave it at zero.

Click Next

The screenshot shows a web interface titled "Items Selection" with a close button in the top right. It displays user information for "martin hardcastle (16 yrs.)" with HCR # 20211111800000055 and UNDER-18 (Born 2005 or 2004). Below this, there are two sections: "Mandatory Items" and "Optional Items".

Item	Price	Quantity
Administration Fee	\$5.00	01
Tryout Card U12-U18	\$145.00	00

At the bottom right, it says "Selected Items (1) \$5.00". There are "Previous" and "Next" buttons at the bottom.

**THE \$5.00 ADMIN FEE IS MANDATORY AND CANNOT BE REDUCED TO ZERO. AS WELL, DO NOT CLICK THE “+” SIGN OR IT WILL ADD ANOTHER \$5.00.**

# Registering

## Waivers

Next are the waivers. This will include both Hockey Canada waivers and waivers by HHMH. HHMH has 3 waivers this year. The first two are mandatory to play and the last waiver is based on image release.

If you are registering multiple participants, you may only have to fill out the HHMH waivers for the remaining participants.

For the image release, read carefully, DO NOT check the box if you do not agree.

be missed when not regularly visiting the HHMH website.

I further understand that the HHMH collects information about myself, son/daughter and other family members or child guardian such as names, home address, email addresses, telephone numbers, banking information or image and will consider it personal and confidential not already

I have read and accept the waiver \*

Previous Next

### Waivers (3 of 3)

**Halton Hills Minor Hockey**  
**Image Release**

**HALTON HILLS MINOR HOCKEY**  
**Photo, Video, and Image Release**

I hereby grant Halton Hills Minor Hockey ("HHMH") and Ontario Minor Hockey Association ("OMHA") the irrevocable right to use or licence others to use worldwide, without compensation, my image or likeness captured during any game, tournament, event or activity in any photographic, video, digital imaging or other audio/visual format for the purposes of publicity, marketing, promotion, news clips, public service announcements, video productions, television broadcasts, and/or website postings during the current hockey season. I also understand that my name may be used in conjunction with

**\*\*IF YOU DO NOT AGREE WITH THE ABOVE, DO NOT CHECK THE BOX BELOW\*\***

I have read and accept the waiver

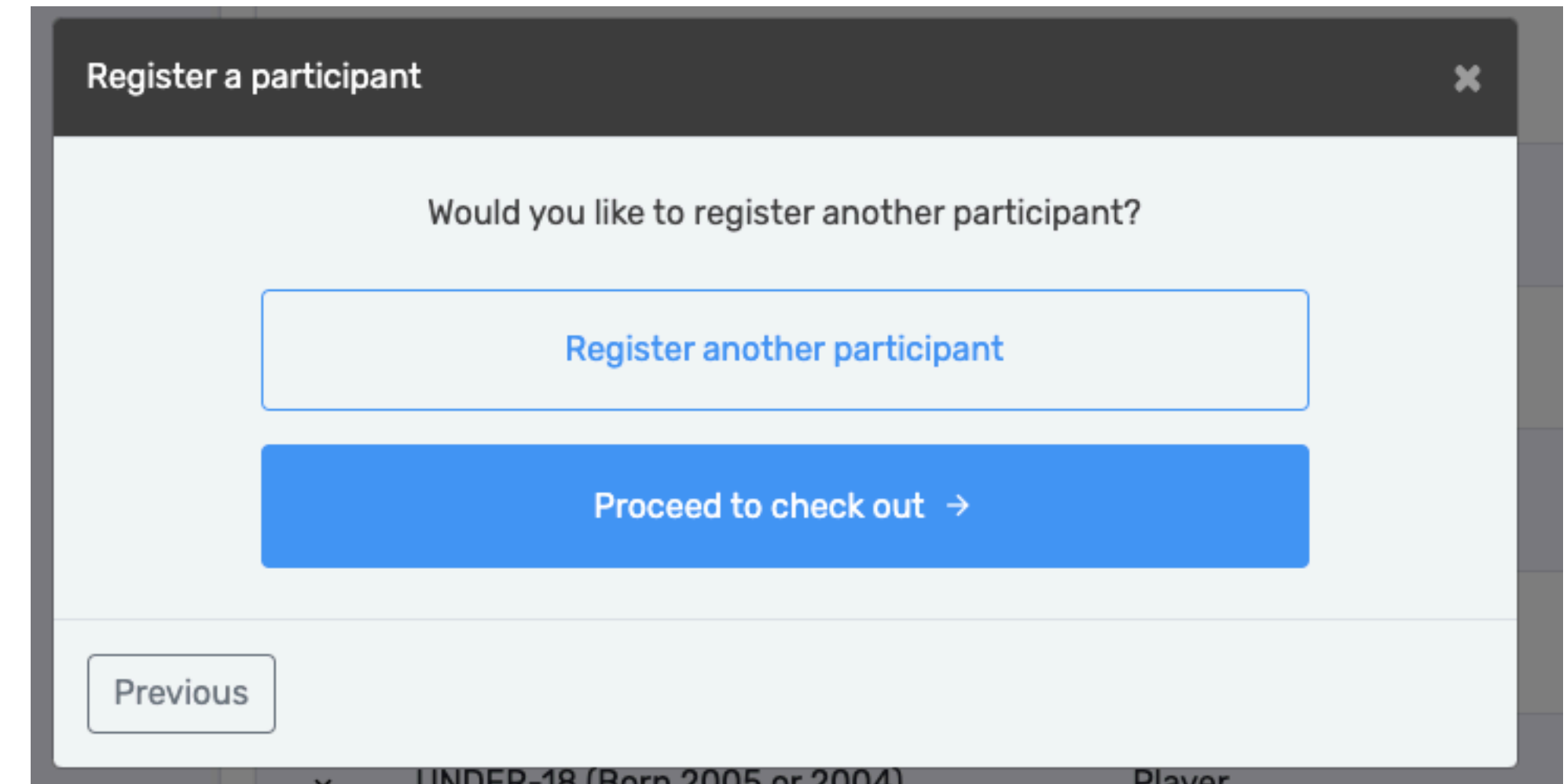
Previous Next

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# 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.



Register a participant

Would you like to register another participant?

Register another participant

Proceed to check out →

Previous

UNDER-18 (Born 2005 or 2004) Player

### **ONE HICCUP TO “REGISTER ANOTHER PLAYER”**

If you are going to register another player, the player’s age MUST fall into the same category/store. For example, if you are registering two or more participants in the U12-U18 store, you can register another player. HOWEVER, IF the next participant is in a different ‘store’ (e.g. U8-U11) you must proceed to checkout and then start again. The feature to select a different store and may be available in the future, however, right now, you must select proceed to checkout if they are two different age brackets/stores. This of course will generate separate receipts for each time you checkout.



# Registering

## Made a Mistake/Forgot Something? No Problem

Review your “order”. If something isn’t correct you can:

1. Remove optional items (i.e. Tryout Card) or
2. Edit the registration whereby it will take you back to the start of that member and you can redo it. (e.g. selected wrong birth year, forgot to add the tryout card, etc)

Registration summary

Order summary


**Registration for martin hardcastle**  
[Edit this member's registration](#) | [Remove this member](#)


Registration	
UNDER-18 (Born 2005 or 2004)	\$441.84
Required items	
Administration Fee	\$5.00
Other items	
Tryout Card U12-U18 <a href="#">Remove</a>	\$145.00
<b>Total price</b>	<b>\$591.84</b>

[Register another participant](#) [Next](#)

Register a participant

[Skip to payment →](#)

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

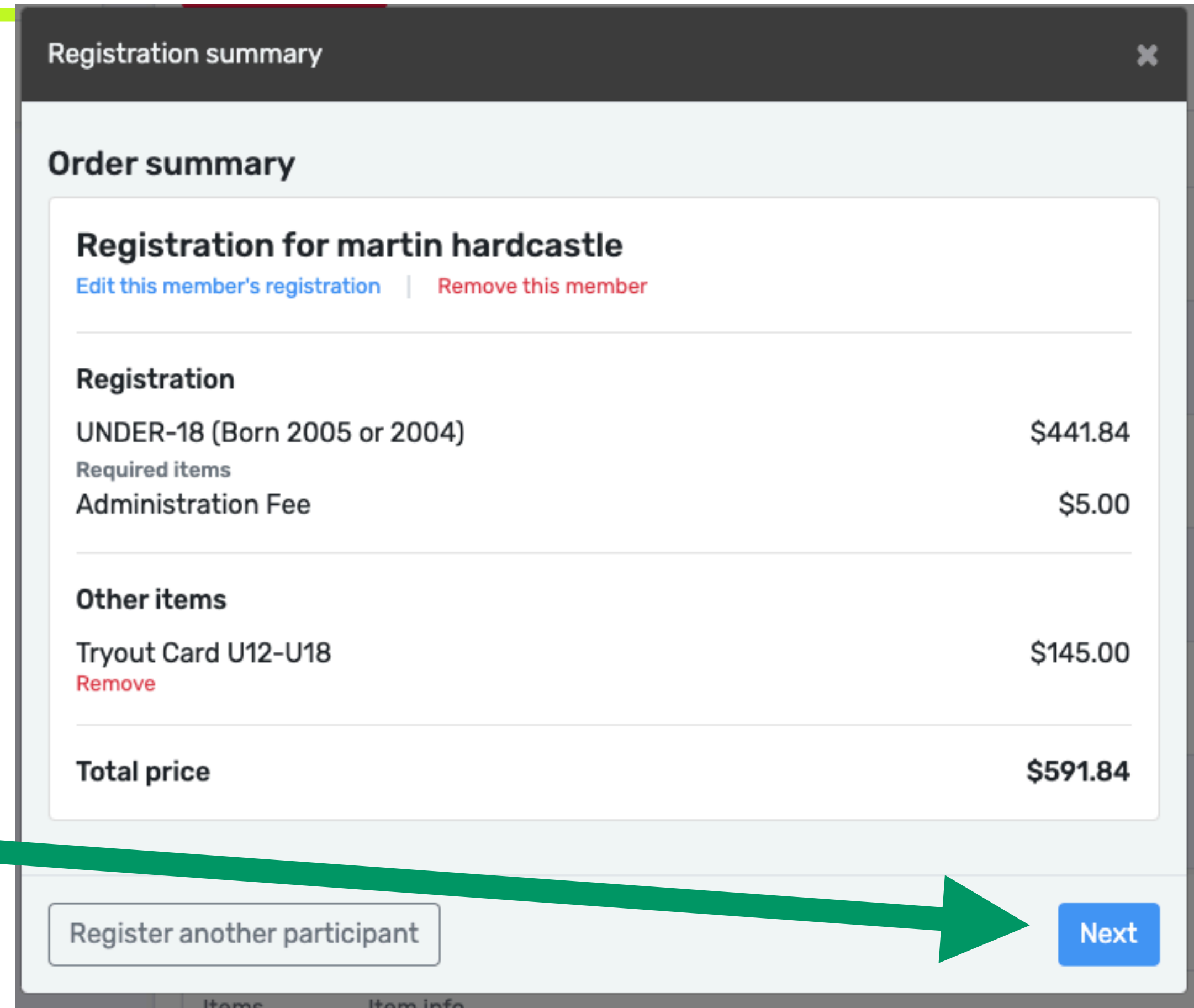
 **Register a new participant**  
Never participated in organized hockey.



# 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.



Registration summary

**Order summary**

**Registration for martin hardcastle**  
[Edit this member's registration](#) | [Remove this member](#)

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**Registration**

UNDER-18 (Born 2005 or 2004)	\$441.84
Required items	
Administration Fee	\$5.00

---

**Other items**

Tryout Card U12-U18 <a href="#">Remove</a>	\$145.00
---	----------

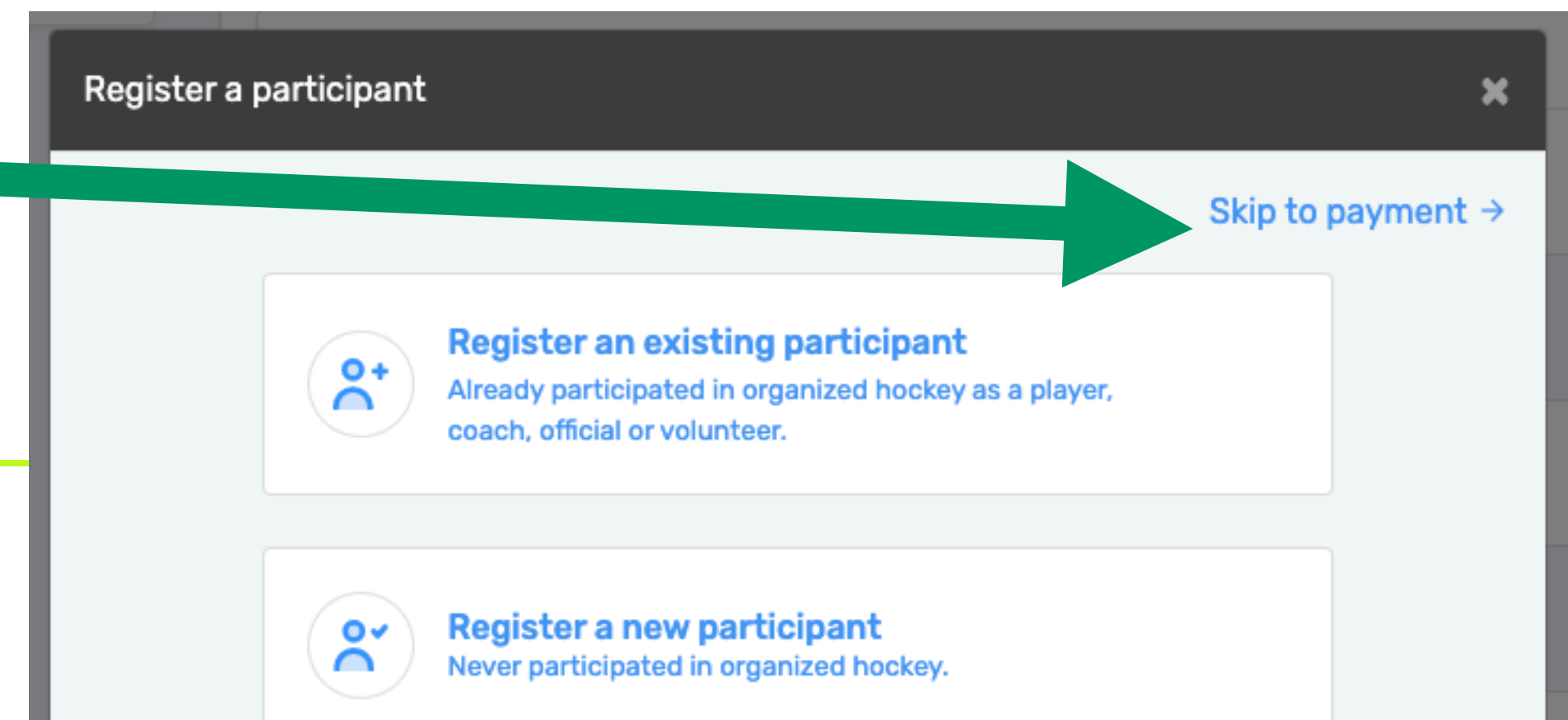
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**Total price** **\$591.84**

[Register another participant](#) [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.

*NOTE: Fees shown are not correct. For example purposes only.*



Register a participant

[Skip to payment →](#)

**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.

# Registering

## Terms and Conditions

Next is our terms and conditions of payment. Payment will be available by Credit Card, Cheque, Cash or e-Transfer. You must accept the Terms and Conditions.

## **\*\*IMPORTANT!\*\***

**Instructions on e-Transfer and other forms of payment are provided here. Please read it carefully.**

### Payment Terms and Conditions

#### Payment Terms and Conditions

Halton Hills Minor Hockey ("HMH") Payment Terms and Conditions

##### *PAYMENT DUE DATES*

ALL payments must be made by August 15, 2021. No participant will be allowed on the ice until full payment is received.

All tryout cards must be purchased prior to August 15, 2021 to be included on the tryout lists. TO BE VALID FOR A TRYOUT YOU MUST HAVE ALSO PAID BASIC REGISTRATION IN FULL.

**Any issues with payment, please contact Wendy Highfield at [accountant@haltonhillshockey.com](mailto:accountant@haltonhillshockey.com)**

##### *PAYMENT OPTIONS*

I agree that full payment will be made by credit card, cheque, e-Transfer or cash.

**Cash Payments:** Please contact Wendy Highfield at [accountant@haltonhillshockey.com](mailto:accountant@haltonhillshockey.com) to arrange transfer.

**Cheque Payments:** Please make cheque out to "HMH" and mail or drop off to: 16 Greystone Crescent, Georgetown, ON L7R 6T9.

**e-Transfer Payments:** Please email to [accountant@haltonhillshockey.com](mailto:accountant@haltonhillshockey.com). Make password [REDACTED] Please include participant's name and date of birth in the memo/note section of the e-transfer.

**\*PASSWORD HIDDEN FOR GRAPHIC**

I have read and accept the terms and conditions \*

Previous

Next

---

# Registering

## Payment

Payment options are:

Credit Card  
Cash  
Cheque  
e-Transfer

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.

**NOTE: Instructions on e-Transfer are in Terms and Conditions, including the password. Please read it carefully.**

Select Payment Method

Pay online now

Credit card

Send my payment manually

Cheque

Cash

Manual interac e-transfer

Previous

Next

ORDER ID (B0112000)

Player




# Oops, I forgot something!

This would apply if you wanted to purchase a tryout card and did not select it or if your player “changed their mind” and decided they did want to tryout or not tryout.

If this happens, please contact Wendy Highfield at [accountant@haltonhillshockey.com](mailto:accountant@haltonhillshockey.com).

At this time, there is no way to go back into the “stores” to purchase Other Items at this time. It has to be manually done in the background.

Registration Confirmation ✕



**Thank you for registering!**

**Your receipt number is #2021200000060**  
An email confirmation has been sent to **support@haltonhillshockey.com**

Thank you for registering with Halton Hills Minor Hockey. Please ensure you register EACH child that will be playing hockey for this season. If you have any questions on registration, please contact our Registrar, Geraldine Hardcastle at registrar@haltonhillsmminorhockey.com. Any questions on payment, please contact Wendy Highfield at accountant@haltonhillsmminorhockey.com.


We look forward to a safe and fun 2021-22 Season! PLEASE keep updated by visiting our website as things often times information is fluid. Any important announcements will be placed on the website. Further, there is lots of information on our programs and contacts available as need be.

NOTE: The name and email you provided will be used ONLY for highly important and time sensitive notifications and will not be shared with any third party. As above, most of our information is put on the website but to guarantee delivery, the email directly to you will be used if necessary. (e.g. AGM notices, time sensitive notices (e.g. COVID response), etc.)

# 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.

Registration Confirmation ✕



**Thank you for registering!**

**Your receipt number is #2021200000060**

An email confirmation has been sent to  
**support@haltonhillshockey.com**

Thank you for registering with Halton Hills Minor Hockey. Please ensure you register EACH child that will be playing hockey for this season. If you have any questions on registration, please contact our Registrar, Geraldine Hardcastle at registrar@haltonhillsmminorhockey.com. Any questions on payment, please contact Wendy Highfield at accountant@haltonhillsmminorhockey.com.

We look forward to a safe and fun 2021-22 Season! PLEASE keep updated by visiting our website as things often times information is fluid. Any important announcements will be placed on the website. Further, there is lots of information on our programs and contacts available as need be.

NOTE: The name and email you provided will be used ONLY for highly important and time sensitive notifications and will not be shared with any third party. As above, most of our information is put on the website but to guarantee delivery, the email directly to you will be used if necessary. (e.g. AGM notices, time sensitive notices (e.g. COVID response), etc.)



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# **QUESTIONS? ISSUES?**

**IF YOU GET STUCK OR HAVE ISSUES OR NOTICE A 'GLITCH'.**

**PLEASE EMAIL [SUPPORT@HALTONHILLSHOCKEY.COM](mailto:SUPPORT@HALTONHILLSHOCKEY.COM) 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.**