

The following brief instructions are provided to assist with accessing and advancing through the Respect in Sport – Parent Program.

### **Registering for Respect in Sport-Parent Program:**

1. When on the home page, by default, the system will load in English. Click the word "Français" to translate the page.
2. Select "Register a New User" Any field with a "?" in a circle beside it, there is a tool tip. If you run your mouse over the tool tip, more information about that field will be displayed.
3. Create a username and password for yourself to enter in the appropriate fields. Respect Group Inc. recommends using an email as a username as this is generally unique to an individual and not easily forgotten. Complete all fields. Any fields identified with a red X is a mandatory field and must be completed. Other fields are considered optional but are requested by HHMH. Review and accept the Respect Group Inc. Privacy Policy.
4. Click "Submit" at the bottom of the page, and you will be asked to associate your children to your profile.

***Please note: This is very important and is required for proper recognition of program completion as during this process, your certification is connected with your child's player profile in the Hockey Canada Registry.***

5. Once you have added your children click "No Children to Add"
6. A new page will open to enter the Pre-Registration Code. If the code has been accepted the X will turn to a green check. It is case sensitive so must be entered exactly. The code must be typed in at this time and cannot be added once registration is complete.

The code for Halton Hills Minor Hockey is **HHM-Y6R4N8B**.

7. You will then be directed into the program. Click on your language button of choice to access the program content.

### **Re-accessing Respect in Sport**

1. Click on the link or button displayed to access the program. By default, the system will load in English. Click the word "Français" to translate the page if necessary.
2. Enter the username and password you entered while registering for the program.
3. The completed lessons will be indicated with a checkmark; you can then continue to the next uncompleted lesson.
4. You can re-access any completed lessons and handouts.