

# Hockey Canada Registry (HCR) 3.0

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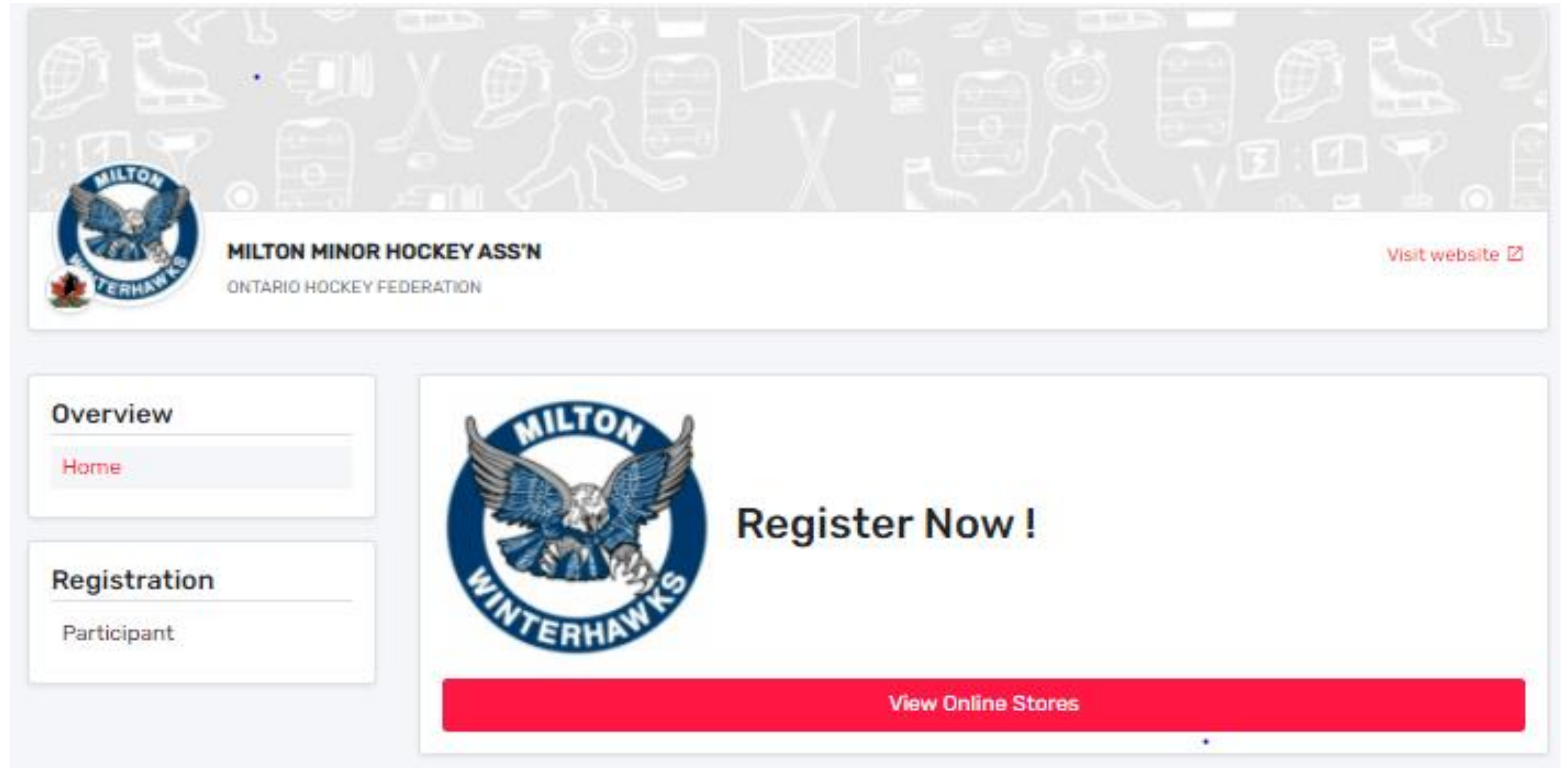
# Registration Instructions HCR 3.0

# Intro

Hockey Canada has rolled out a new registration platform for all Associations and end users across Canada.

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 of data entry is reduced.



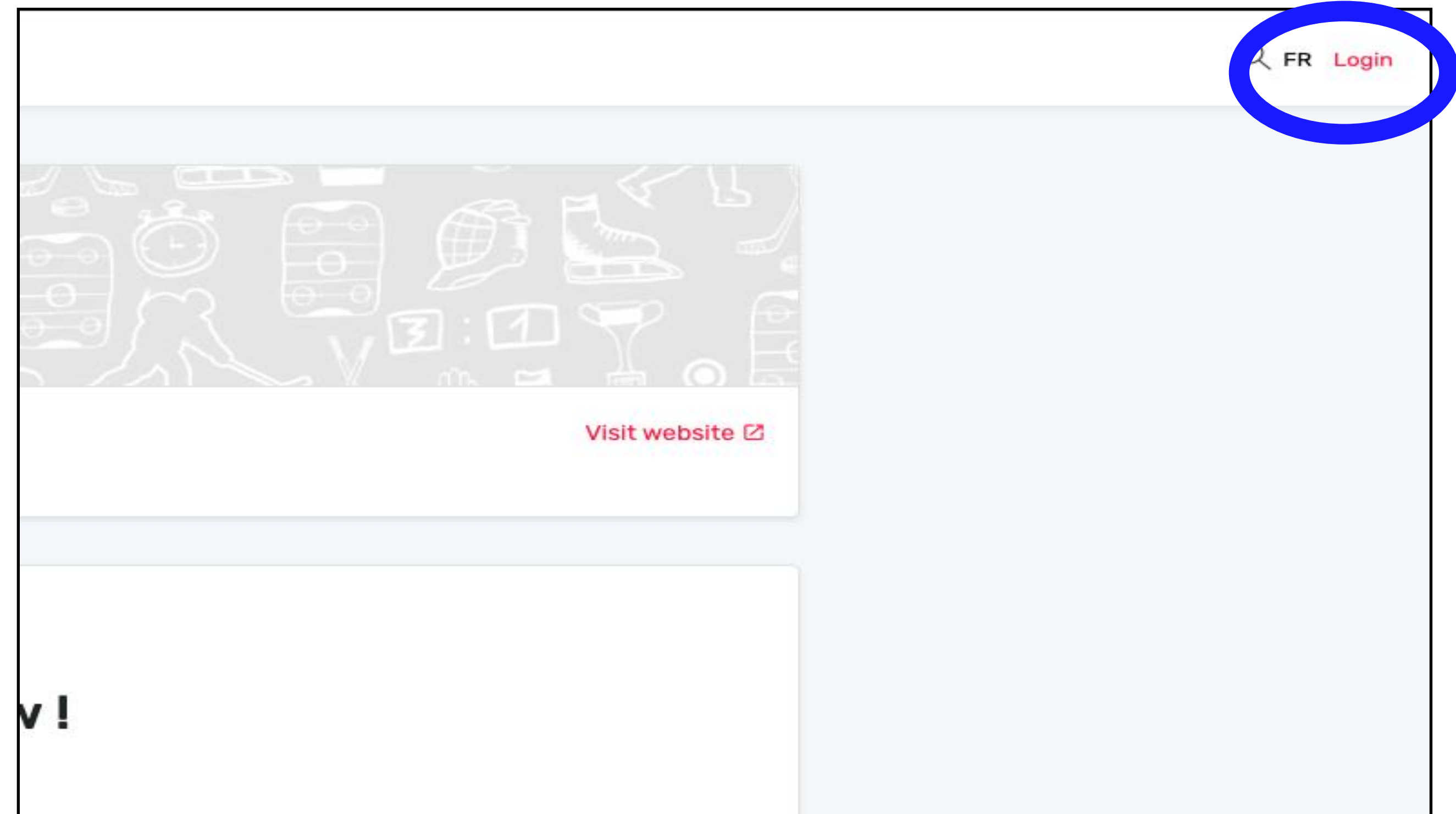
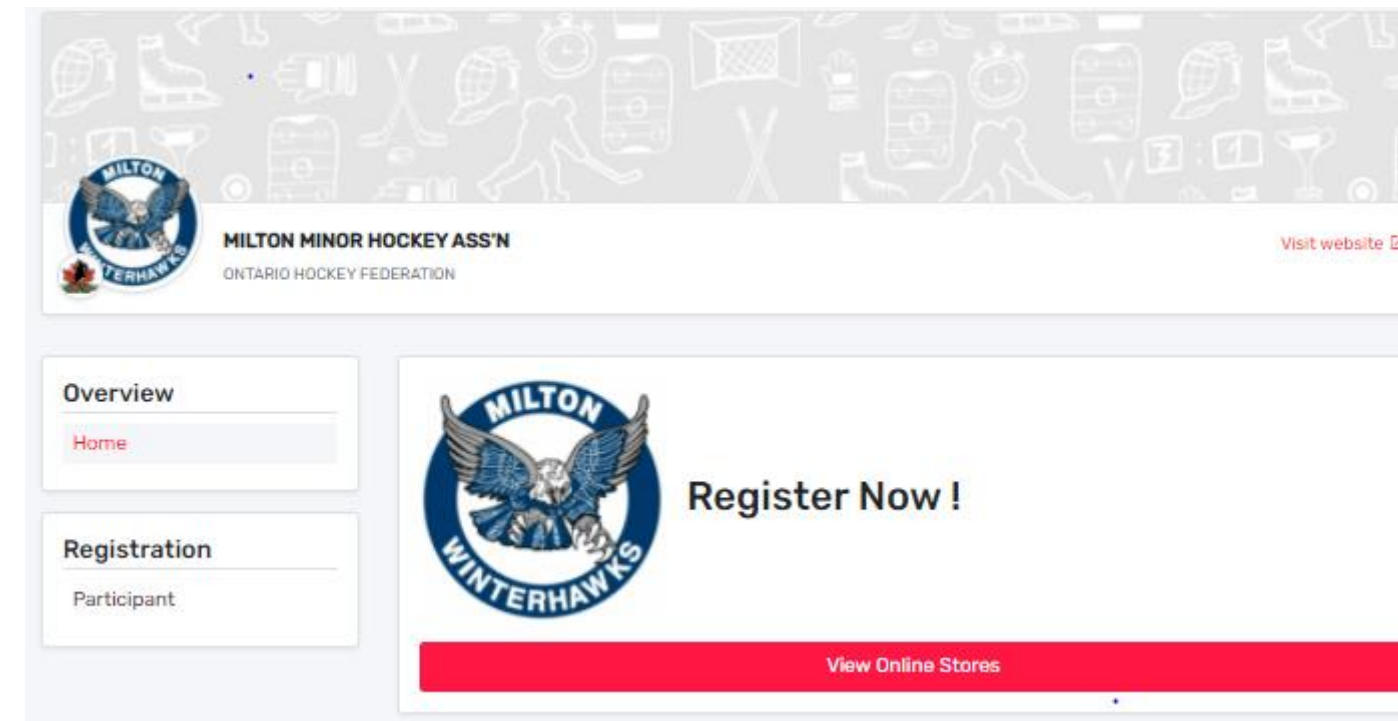
The screenshot displays the website for the Milton Minor Hockey Ass'n, which is affiliated with the Ontario Hockey Federation. The header features a pattern of hockey-related icons and the organization's logo, which includes an eagle and the text "MILTON WINTERHAWKS". A "Visit website" link is visible in the top right corner. On the left side, there is a navigation menu with "Overview" and "Registration" sections. Under "Overview", the "Home" link is highlighted. Under "Registration", the "Participant" link is visible. The main content area prominently displays the "MILTON WINTERHAWKS" logo and a large "Register Now!" button. At the bottom of this section, there is a red button labeled "View Online Stores".

# First Sign-in

When you first click the Registration link from our MMHA 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.

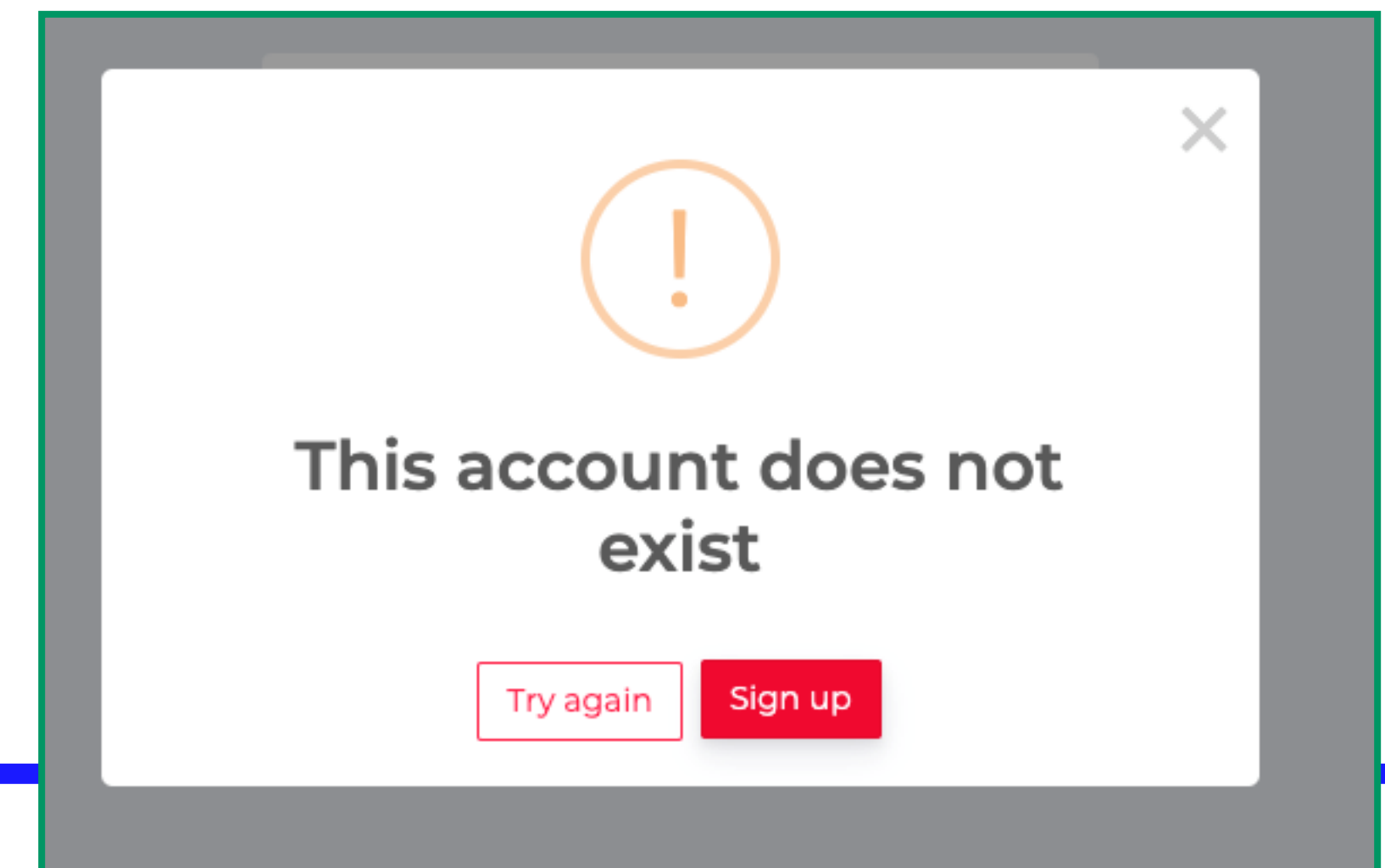
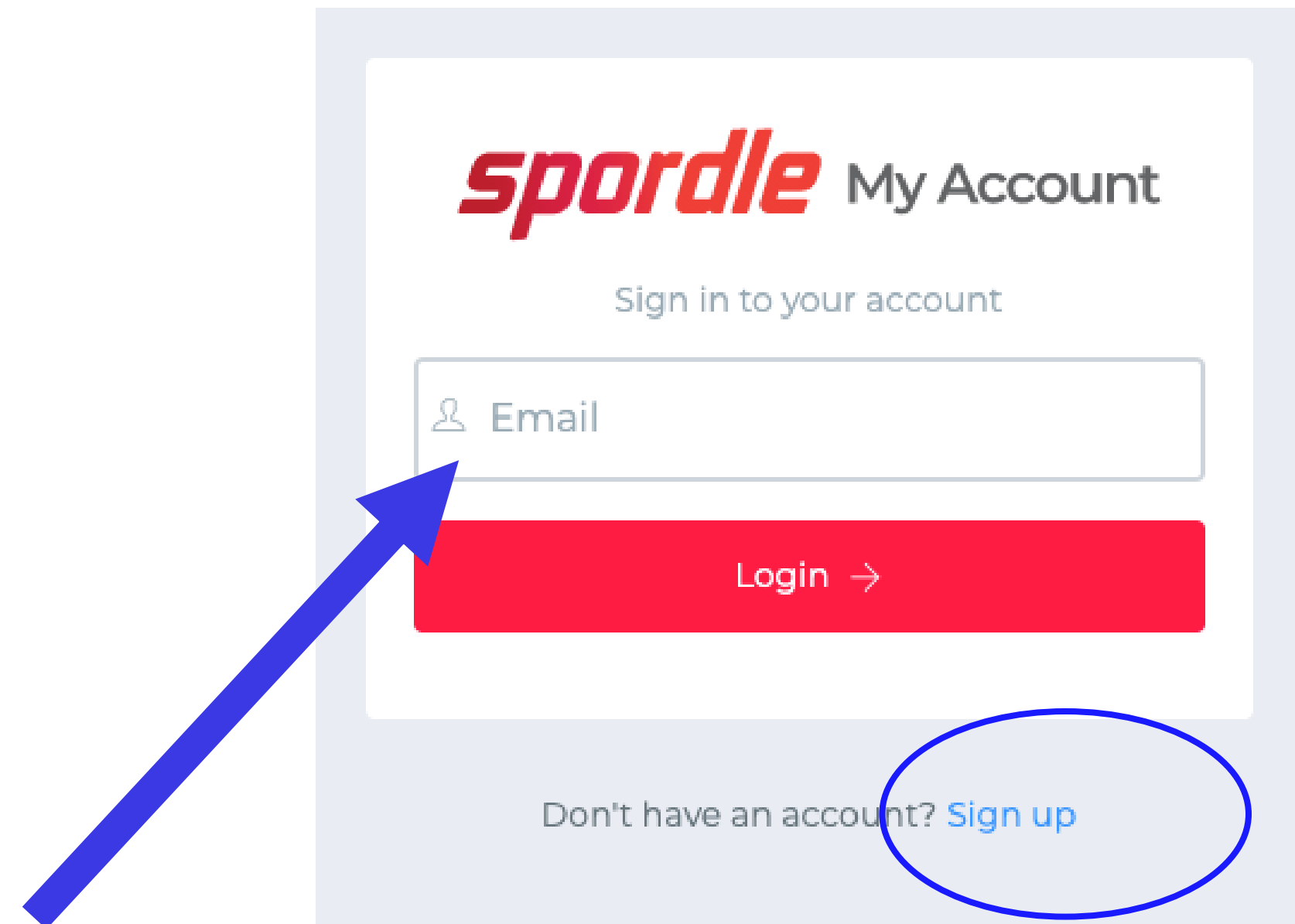
**NOTE:** All existing members/participants have been migrated from the old system. You will be required to set up a new account. Please use a personal email and not a work email, as those may change and make password recovery difficult. The office no longer has the ability to change passwords.



# ...First Sign-in

You can either enter an email you have used before or click on the “Sign up” button. Both will prompt you to set up an account.

You may get the error message if the email does not exist in the system. This is OK, just continue to click on Sign up.



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# Creating Your Account

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

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

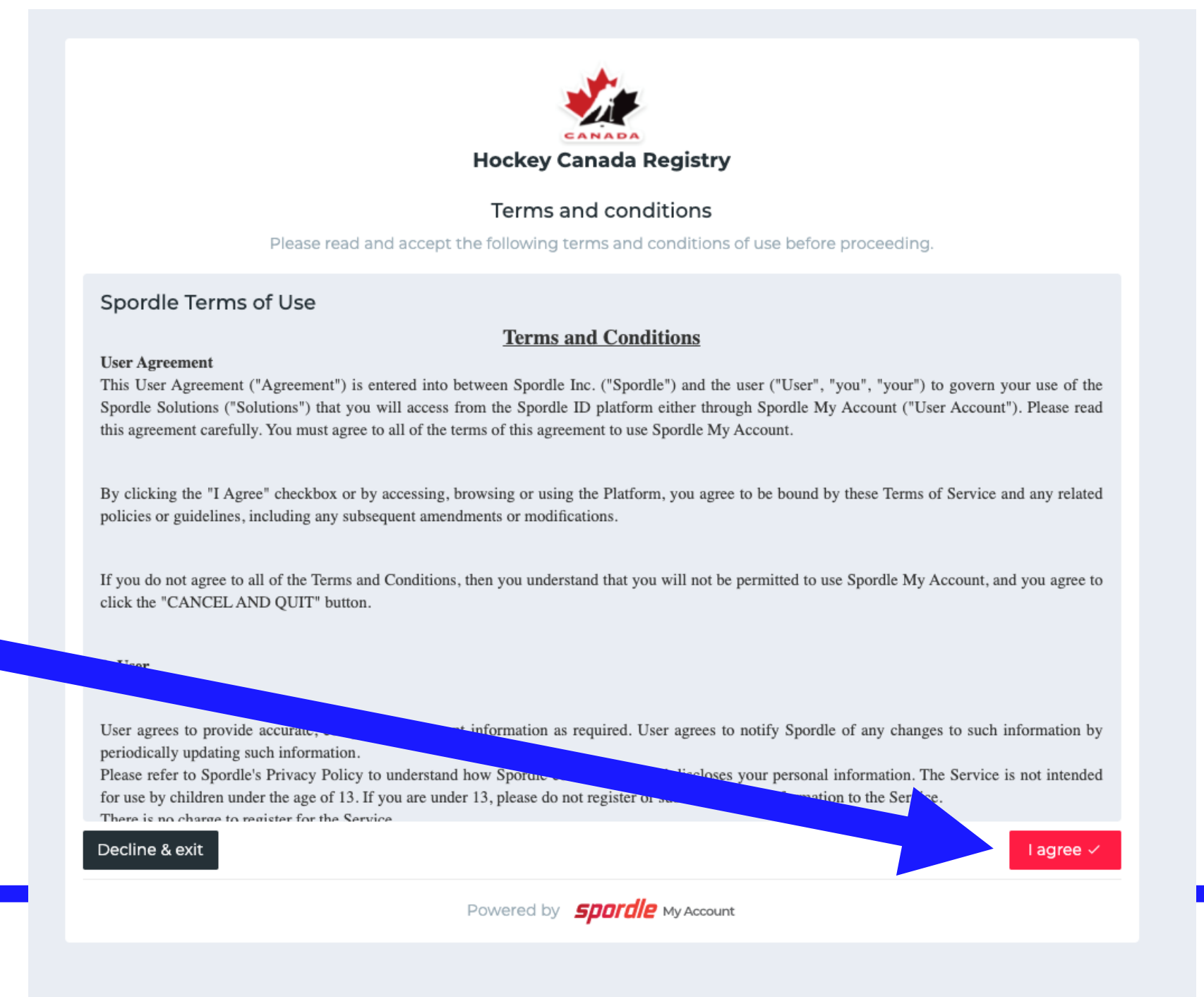
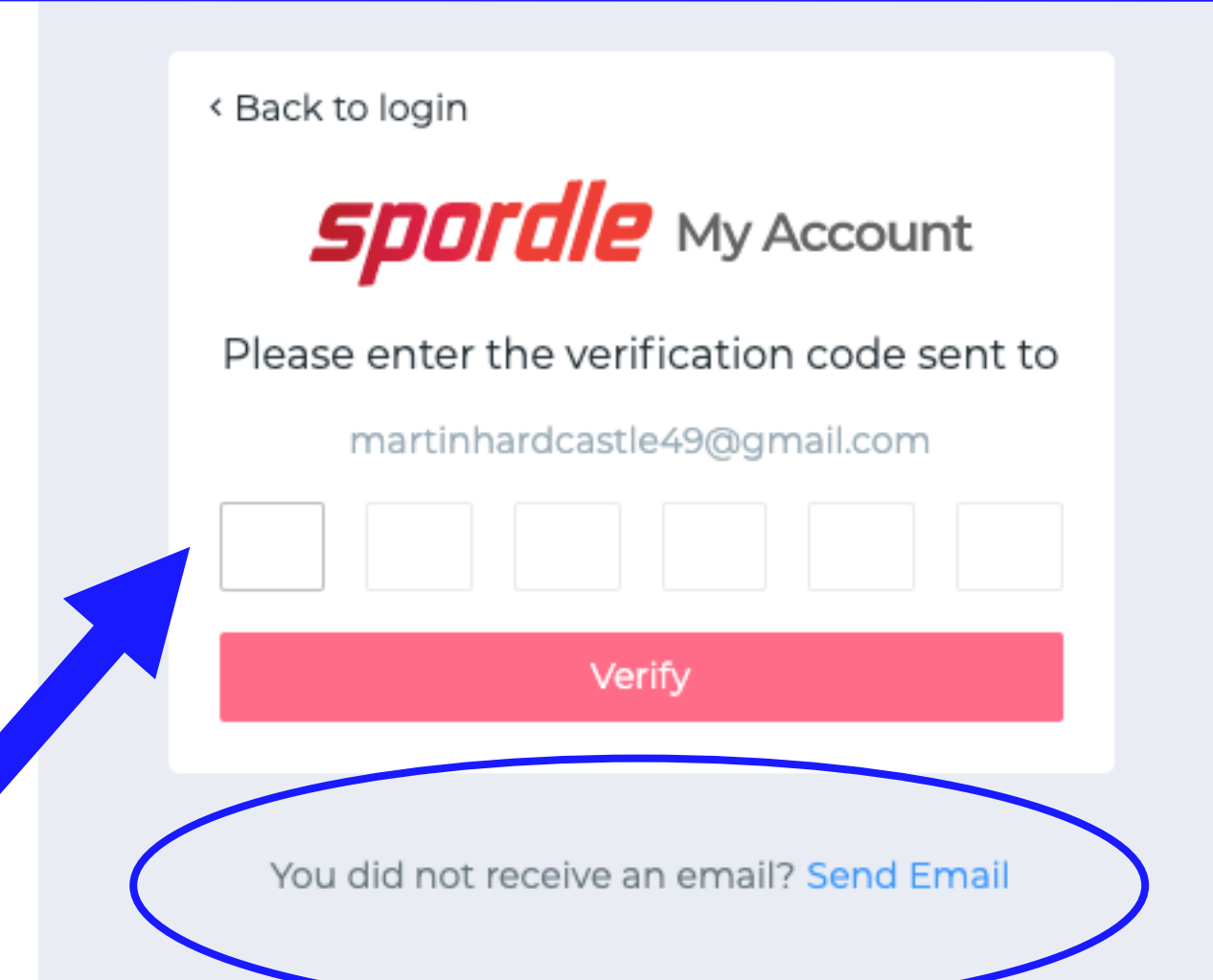
# ...Creating Your Account

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, check your spam/junk folders.

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.

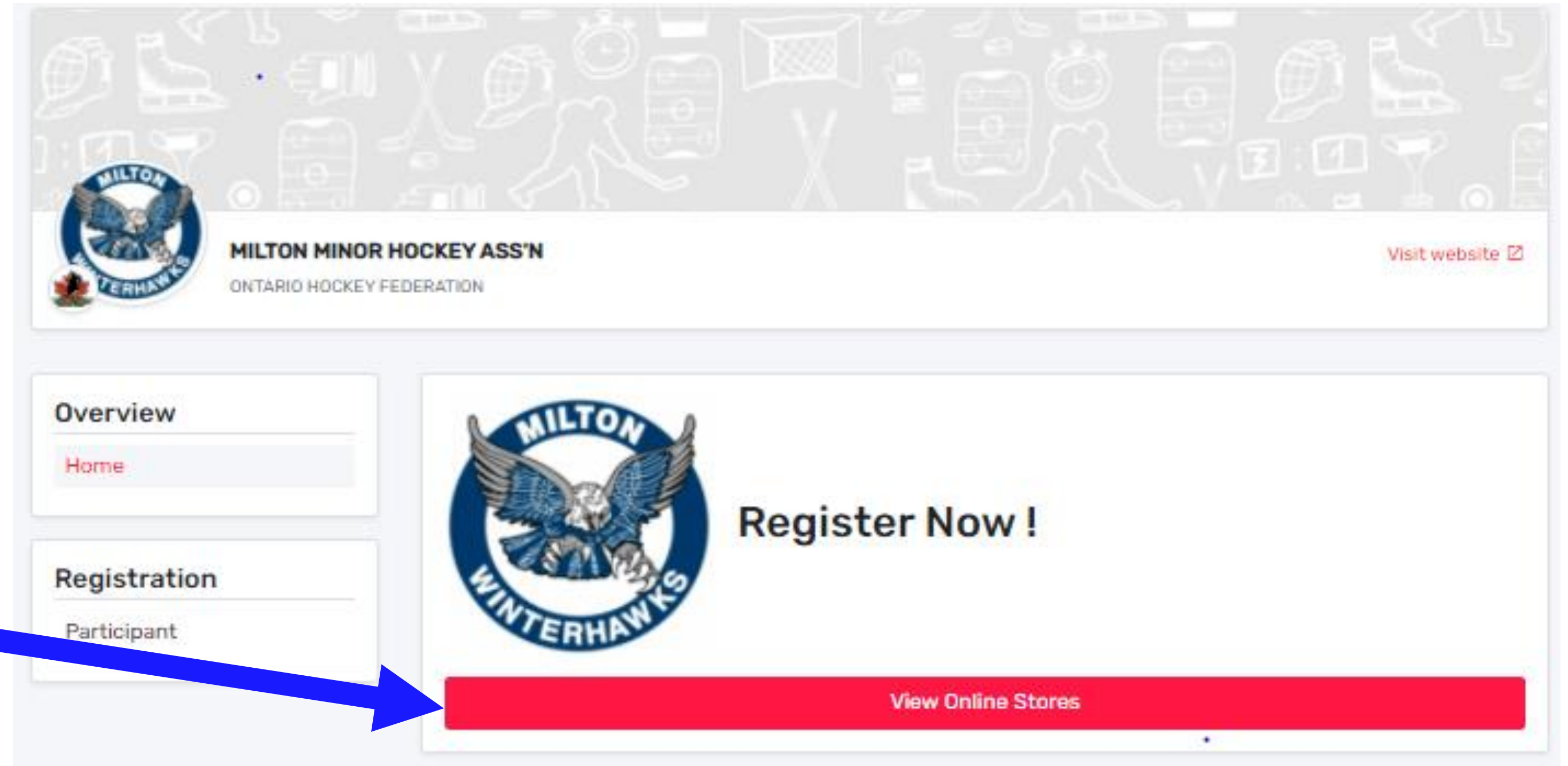
After that, you will be directed to the Register Now! page again, but this time you are signed in and ready to register participants.



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# Registering

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

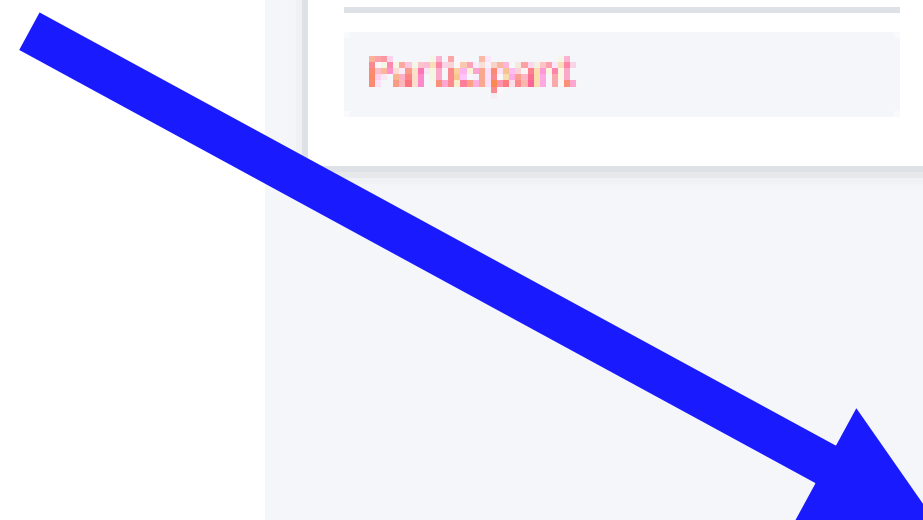


The screenshot shows the website for the Milton Minor Hockey Ass'n, which is part of the Ontario Hockey Federation. The header features the organization's logo and a "Visit website" link. A navigation menu on the left includes "Overview" (with "Home" selected) and "Registration" (with "Participant" selected). The main content area displays the "MILTON WINTERHAWKS" logo, the text "Register Now!", and a prominent red button labeled "View Online Stores". A blue arrow points from the text on the left to this button.

# ...Registering

Online Store

Simply choose the category that matches the birth year of your player.



MILTON MINOR HOCKEY ASS'N  
ONTARIO HOCKEY FEDERATION

Visit website

Overview

Home

Registration

Participant

< Back to all

U5 to U21 Online Registration

Register now

Rectangular Snip

Start date : 2021-06-07  
End date : 2021-08-15

Registration

More	Category	Member type	Registration fee
▼	U5 (2017)	Player	\$380.00
▼	U6 (2016)	Player	\$480.00
▼	U7 (2015)	Player	\$480.00
▼	U8 (2014)	Player	\$675.00



# ...Registering

Then scroll down to add any additional items to your player's registration. Please ensure you choose only items that are applicable to your player's birth year.

**Sibling Discounts:** If you have three or more players, you are eligible for a sibling discount on the third and fourth players. Please choose the discount using your youngest player(s) date of birth.




le. If you have a 2011, a 2008 and a 2015, your youngest player is 2015 (U7). Select the U7 discount.

le. If you have a 2011, a 2008, a 2015 and a 2017, your youngest players are 2015 (U7) and 2017 (U5). Select the U7 and U5 discounts.

Click "Register Now" in the online store.

**\*\*NOTE FEES AND ITEMS ARE FOR EXAMPLE ONLY AND ARE SUBJECT TO CHANGE**

## Items

Items	Item info	Price
	<b>Tryout Fees U12-U18 (Born 2004-2010)</b> For U12-U18 players that wish to tryout for Rep Hockey. Fee includes one pinnie. ONLY purchase if you plan on trying out for U12-U18 Rep.	\$120.00
	<b>Tryout Fees U8-U11 (Born 2011-2014)</b> For U8-U11 players that wish to tryout for Rep Hockey. Fee includes four development ice times, tryouts and 1 pinnie. ONLY purchase if you plan on trying out for U8-U11 Rep.	\$170.00
	<b>Tryout Fees U14-U18 MD ONLY (Born 2004-2008)</b> For U14-U18 players that wish to tryout for MD only. Fee includes one pinnie. ONLY purchase if you plan on trying out for U14-18MD.	\$60.00

## Details

Discounts
<b>Sibling Discount U5</b> <b>Sibling Discount U6,7</b> <b>Sibling Discount U8 - U21</b>

Terms & conditions
<b>MMHA Payment Terms and Conditions</b> <b>Payment Due Dates:</b> All payments must be made at time of registration. No participant will be allowed on the ice until full payment is received and the mandatory one time Respect In Sport online course is linked to the

# ...Registering

You have the option of registering an existing participant OR registering a new participant.

If your participant has played before, select “register an existing participant”. If your participant has never played organized hockey, select “register a new participant”.

We are obligated to confirm age and residency. If you are registering a new participant, we will be contacting you for proof of birth and address.

Once your selection is made, click “Start Registration”

Let’s start with existing participant...

U5 to U21 Online Registration

Register a participant

Start date : 2021-06-08  
End date : 2021-08-15

Registration fee

\$380.00
\$480.00
\$480.00
\$675.00

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.

Start Registration →

# ...Registering

## EXISTING PARTICIPANT

Your player 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. Typically only your player will show up, but there may be multiple selections. The default selection should be the correct one based on the birth year. Please read and confirm your player.

The image shows two overlapping windows from a software application. The top window, titled "Search participant", has a search bar for "Search by HCR #" with the example "ex: 4563485965". Below it 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 blue "Search" button is at the bottom right, and a "Previous" button is at the bottom left. The bottom window, titled "Registration Options", shows a player profile for "TM TEST MEMBER (4 yrs.)" with HCR # 2021532000000286. Under "Available Registrations", there are three radio button options: "U5 (2017) (\$239.84) - Early fee" (selected), "U6 (2016) (\$339.84) - Early fee", and "U7 (2015) (\$339.84) - Early fee". "Previous" and "Next" buttons are at the bottom.

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# ...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. Ensure the proper registration is selected based on BIRTH YEAR.

Then click “Next”

The screenshot shows a window titled "Registration Options" with a close button (X) in the top right corner. Below the title bar, there is a box containing a circular icon with "TM" and the text "TEST MEMBER (4 yrs.)" and "HCR # 2021532000000286". Below this, the section "Available Registrations" lists three options:

- U5 (2017) (\$239.84) - Early fee
- U6 (2016) (\$339.84) - Early fee
- U7 (2015) (\$339.84) - Early fee

At the bottom of the window, there are two buttons: "Previous" on the left and "Next" on the right.

← Ensure the correct registration, by birth year is selected!

# ...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 within Canada.

We will be contacting you prior to your first ice time for proof of age (birth certificate or passport) and residency (parent/guardian drivers licenses).

The email you enter here does not have to be the same email you used for your log in. It MUST be the email you wish to be used for your coach or the MMHA to contact you. Please use an email you check frequently.

The screenshot shows a web form titled "Create new participant" with a close button (X) in the top right corner. The form is divided into several sections:

- Participant Info:** A circular profile picture placeholder with the initials "Tm" is next to the text "Test member (11 yrs.)" and "MILTON MINOR HOCKEY ASS'N".
- Relationship and Gender:** Two dropdown menus labeled "Your relationship with the participant \*" and "Gender \*", both currently showing "Select...".
- Language:** Two dropdown menus labeled "Select a language \*" and "Secondary Language", both showing "Select...".
- Citizenship and Email:** A dropdown menu for "Citizenship \*" is set to "Canadian". Next to it is an empty text input field for "Email".
- Address Type:** A dropdown menu labeled "Address Type \*" showing "Select...".
- Address:** A large text input field for "Address \*" containing the placeholder text "Indicate a location". A blue link "Enter address manually" is visible to the right of the field.
- Address 2:** A text input field for "Address 2" with the placeholder text "Apartment, suite, unit, floor, building, etc." below it.
- Navigation:** At the bottom left is a "Previous" button, and at the bottom right is a blue "Create" button.

# ...Registering

## Questionnaire

Once the participant and their category is selected, the next step is reviewing the questionnaire. You are required, to fill this out for each player you register. This is how Hockey Canada has set up the platform.

Questionnaire ✕

**TM** **TEST MEMBER** (4 yrs.)  
HCR # 2021532000000286  
U5 (2017)

**2021-22 Questionnaire**

Please provide your player's current address. \*

Has your player played organized hockey previously? \*

Select... | ▾

If new to Milton, how many years has the player played organized hockey? (Between 0 and 16) \*

# ...Registering

## Optional Items

Once you have clicked “Next” on the questionnaire you will be brought to the optional items for purchase.

Tryout packages are optional and should only be selected if your player is trying out for one of our rep teams in the fall.

In order to tryout, registration must be complete and paid by July 5<sup>th</sup>. If your player is trying out, Select the appropriate tryout package by year of birth.




You must select the “+” to add a tryout package to your cart. If you do not wish to purchase a tryout package, simply leave it at zero.

Click Next

### Items Selection

**TM** TEST MEMBER (4 yrs.)  
HCR # 2021532000000286  
U5 (2017)

#### Optional Items

	Tryout Fees U12-U18 (Born 2004-2010)	Price: \$120.00	- 00 +
	Tryout Fees U8-U11 (Born 2011-2014)	Price: \$170.00	- 00 +
	Tryout Fees U14-U18 MD ONLY (Born 2004-2008)	Price: \$60.00	- 00 +

Selected Items (0) \$0.00

Previous Next

# ...Registering

## Waivers

Next are the waivers. These will include mandatory Hockey Canada waivers along with our own.

Waivers

TM TEST MEMBER (4 yrs.)  
HCR # 2021532000000286  
US (2017)

Waivers (1 of 6)

**MILTON MINOR HOCKEY ASS'N**  
INFECTION CONTROL WAIVER

Participants: - all participants, coaches, members, volunteers, staff, and family members of participants and any other person while in attendance at Association activities

All Participants of the **Milton Minor Hockey Association** agree to abide by the following when entering designated public facilities operated by the Town of Milton and/or participating in Milton Minor Hockey Association hockey activities under the Return To Play Protocol:

- I agree to symptom screening checks prior to entering the facility and will let MMHA know if I have experienced any of the symptoms in the last 14 days
- I agree that I will regularly check the MMHA website for any new or revised information and protocols.
- I agree to submitting, if mandated, an online covid screener for my player and any accompanying person on the day of and at least one hour before every scheduled ice time.
- I agree that my participant and accompanying adult, if mandated, will wear a mask in any common areas of the facility, other than on the ice surface.

I have read and accept the waiver \*

Previous Next

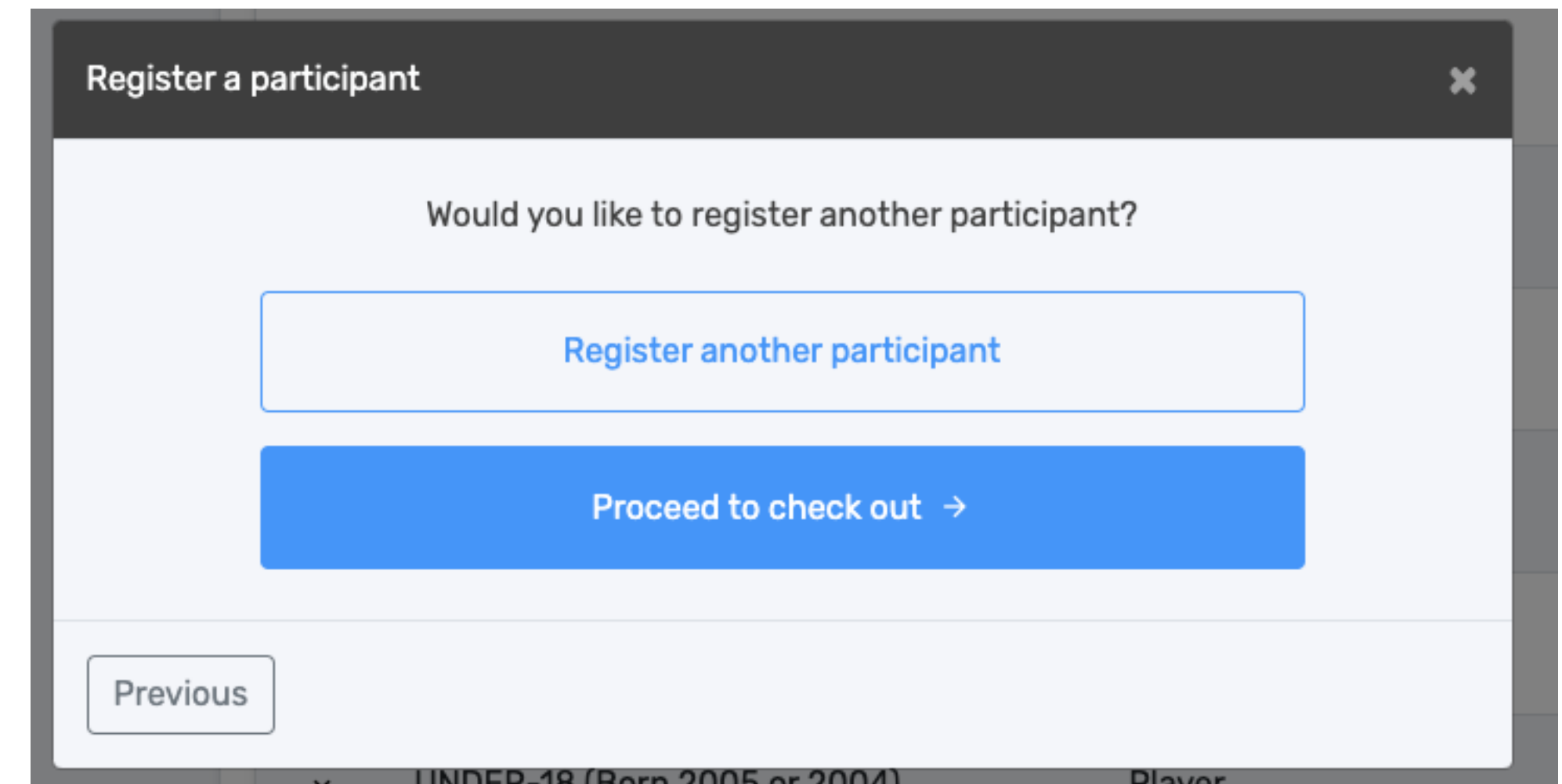


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# ...Registering

## 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.



The screenshot shows a modal 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 buttons: a light blue button with a blue border labeled "Register another participant" and a solid blue button labeled "Proceed to check out →". At the bottom left of the dialog is a "Previous" button. At the bottom of the dialog, there is a dropdown menu showing "UNDER-18 (Born 2005 or 2004)" and the word "Player" to its right.

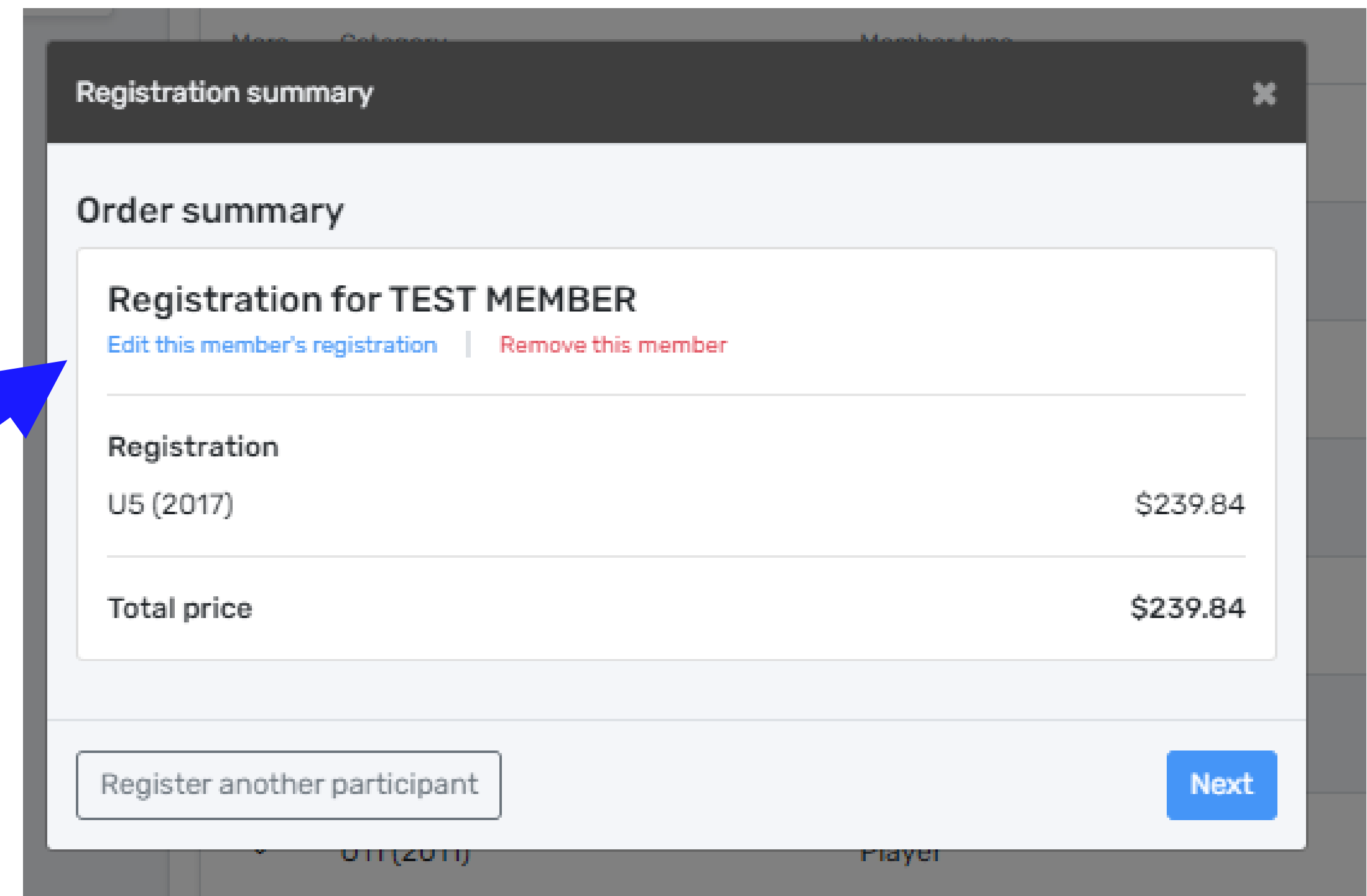
# ...Registering

## 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- it will take you back to the first screen for that member’s registration and you can redo it. (e.g. selected wrong birth year, forgot to add the tryout package, etc.)

\*\*NOTE FEES AND ITEMS ARE FOR EXAMPLE ONLY AND ARE SUBJECT TO CHANGE



Registration summary

Order summary

Registration for TEST MEMBER

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

Registration	
U5 (2017)	\$239.84
Total price	\$239.84

Register another participant

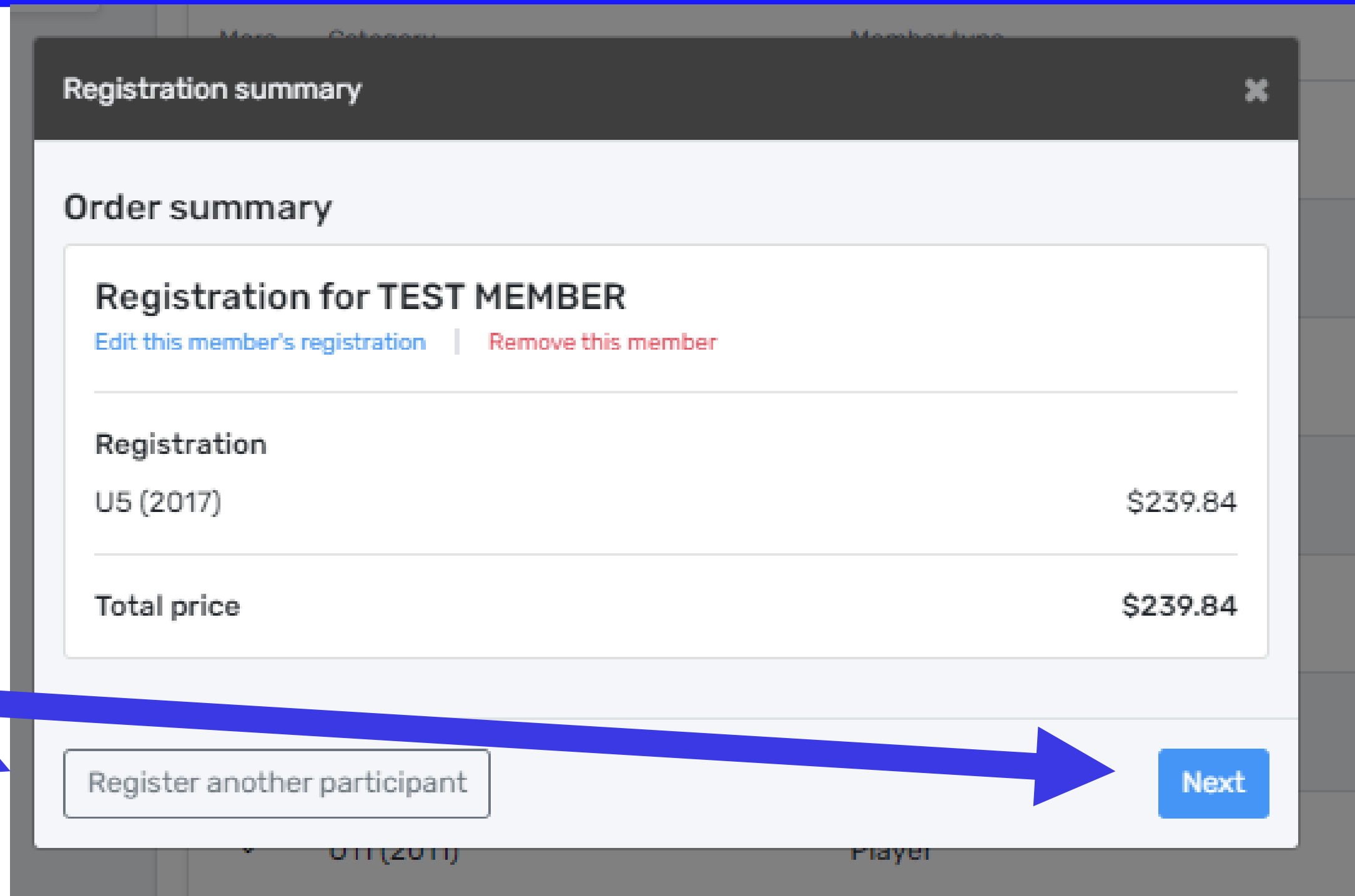
Next

# ...Registering

## Your Cart/checkout

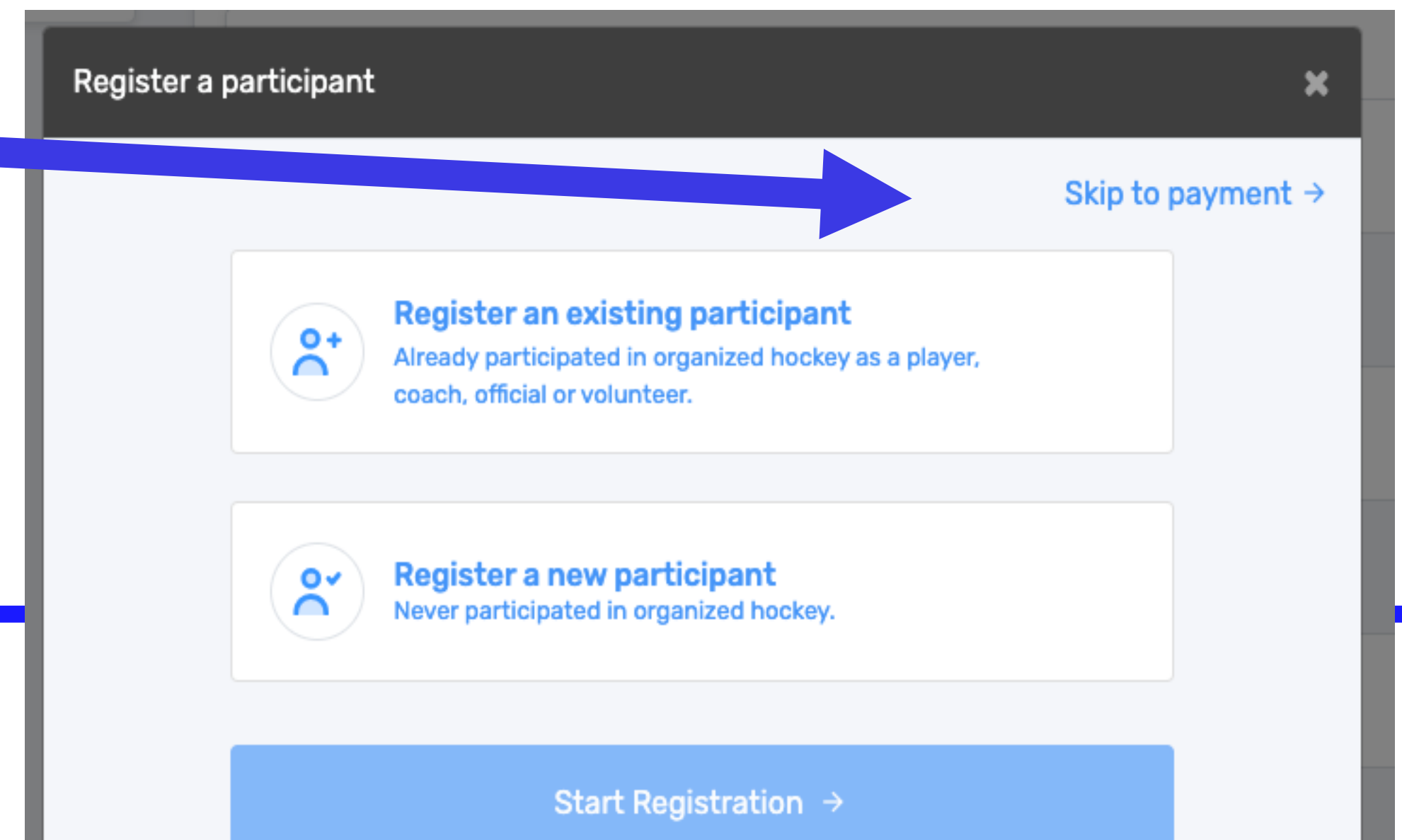
Prior to checkout you can view the Order summary. If you wanted to register another player, select the button the bottom left

Otherwise, if you are OK with the summary simply click next.



If you accidentally selected Register another participant and want to check out, you can get back to your checkout by selecting Skip to payment.

\*\*NOTE FEES AND ITEMS ARE FOR EXAMPLE ONLY AND ARE SUBJECT TO CHANGE



# ...Registering

## Terms and Conditions

Next is our terms and conditions of payment and registration. Payment can be made by Visa, Visa Debit or MasterCard. Our refund policy can be found on our website ([www.miltonwinterhawks.com](http://www.miltonwinterhawks.com)) under the Parent's Corner tab. Please review prior to registering.

Payment Terms and Conditions

**Payment Terms and Conditions**

**Payment Due Dates:**

All payments must be made at time of registration. No participant will be allowed on the ice until full payment is received and the mandatory one time Respect In Sport online course is linked to the profile.

To participate in Rep tryouts, the tryout package along with the registration fee must be purchased by July 5th.

**Payment Options:**

Payments can be made by Visa, Visa Debit or MasterCard.

**Refund Policy:**

Refund Policy is posted on the website ([www.miltonwinterhawks.com](http://www.miltonwinterhawks.com)).

**New Players:**

We are obligated to confirm age and residency of all players. If you create a new player profile we will be contacting you for documentation.

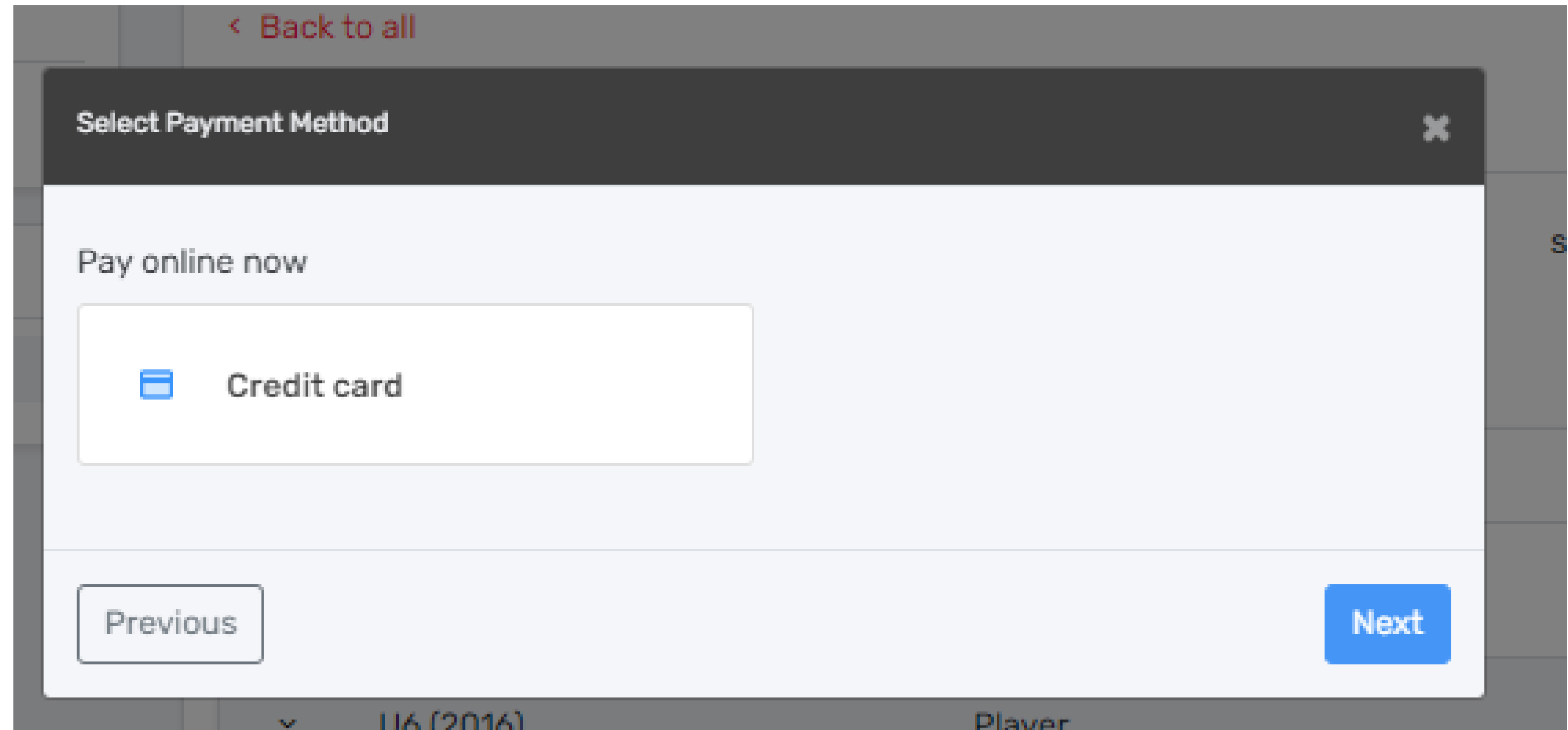
I have read and accept the terms and conditions \*

Previous Next

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# ...Registering

Payment is made online like any other online transaction. Simply follow the directions.



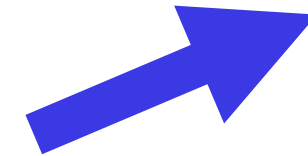
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# Oops, I forgot something!

If you forgot to purchase a tryout package or if your player changed their mind about trying out, please contact us prior to July 5<sup>th</sup> at:  
info@miltonwinterhawks.com

At this time, participants do not have access back into their store to purchase added items (other than registering another player) . Our MMHA office will need to do this manually.

Once complete, you will see a Thank You screen with your receipt number.



Thank you for Registering!

Your receipt number is: #.....

Thank you for registering with Milton Minor Hockey. We are looking forward to an exciting 2021-22 season. Please ensure you are checking our [website](#) regularly for season updates and important announcements.

**Your registration needs to be confirmed by the MMHA.** Once the following items are complete, you will receive a confirmation of registration email.

- For new players, we will require documented proof of age and residency;
- One time [Respect in Sport](#) online course needs to be on file;
- Full payment is made.

If you have any issues with the registration process, please contact us at info@miltonwinterhawks.com.

Thank you!

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# You are done!

Congratulations, you have successfully registered a player. The email confirmation you receive is simply an invoice showing the all items purchased.

Please retain your invoice for proof of payment.

**NEW:** We are now required to confirm registration. Once your items are complete:

- \*payment

- \*Respect in Sport Parent course

- \*New Players: proof of age/residency,

you will receive a confirmation email.

Please keep an eye on our [homepage](#) for important announcements regarding the upcoming season.

If you are interested in volunteering with a houseleague team, please contact us!

If you need to contact our office, **please provide your name and your player's name and their date of birth** so we can assist you as efficiently as possible. Contact: [info@miltonwinterhawks.com](mailto:info@miltonwinterhawks.com)

Thank you!