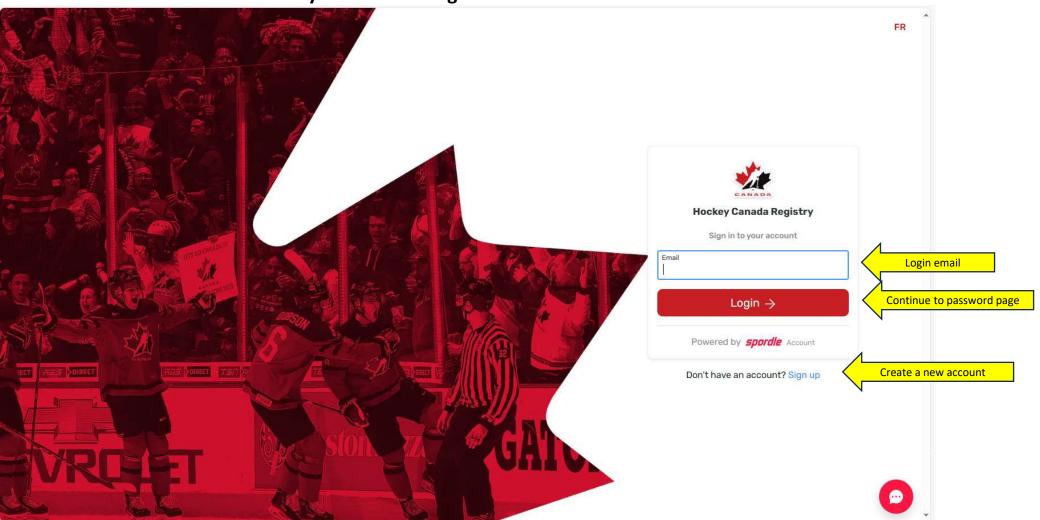
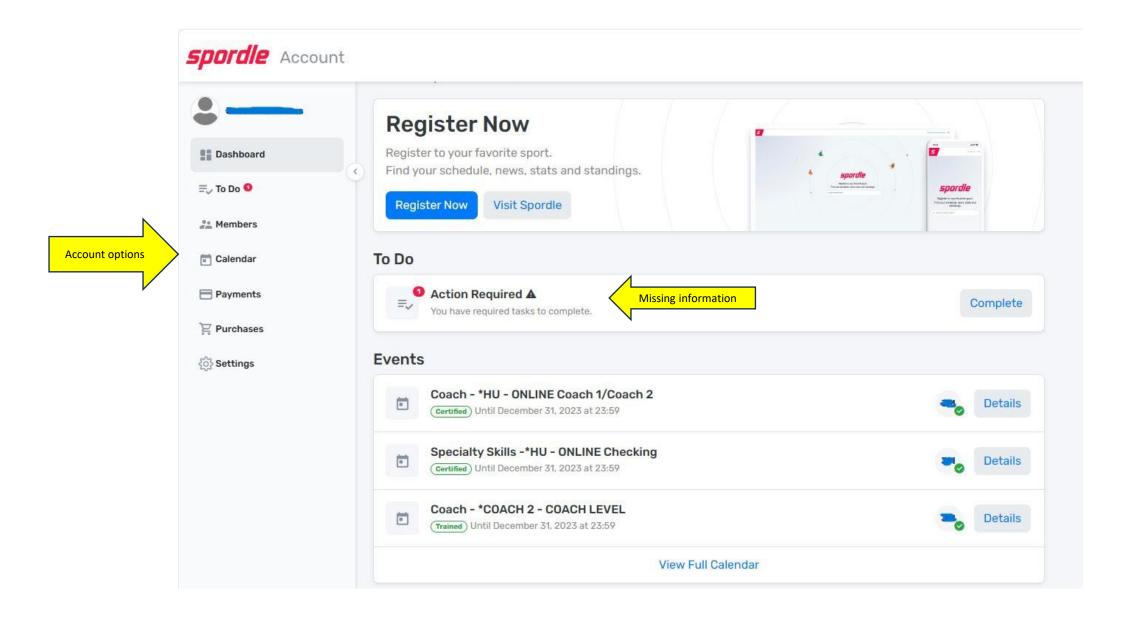
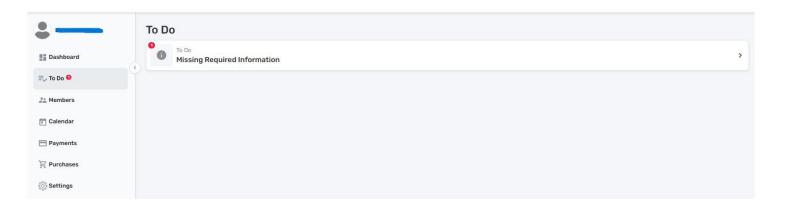
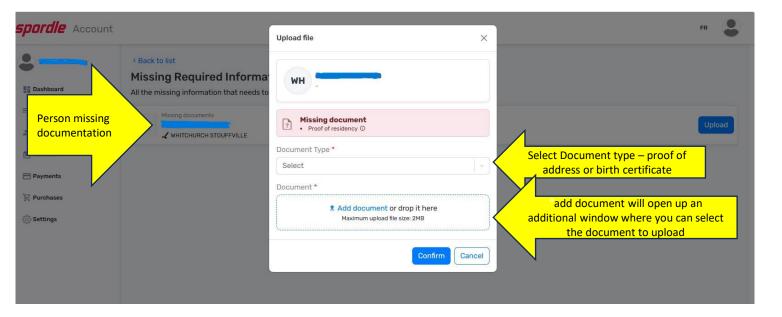
<u>Login | Hockey Canada Registry | Spordle Account</u> Use your existing login or if you are new to this site, create an account with the "sign up" feature. To reset your password, enter your email address and select "Login" On the next page, you can select the "Forgot Password" option and follow the prompts to reset it. The hockey office can not reset this password for you. **Using a cell phone to maneuver through this site is not recommended, a computer or tablet is better suited for the way the site is designed.**





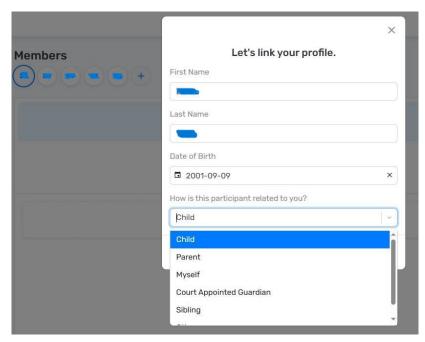


Select the "To Do" option to view any missing documents or outstanding courses for volunteers.

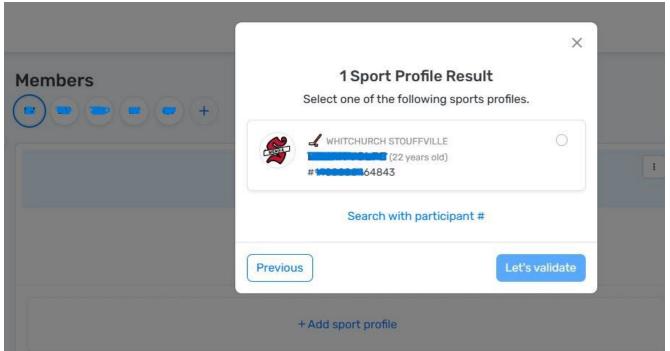


If any member associated with your profile is missing documents, they will appear on the "To Do" page. Selecting the "Upload" button (for each person missing documents) will display the Upload file window where you will see what is missing. Here you can upload the missing document(s). Select the document type and then select "add document" to upload that file.

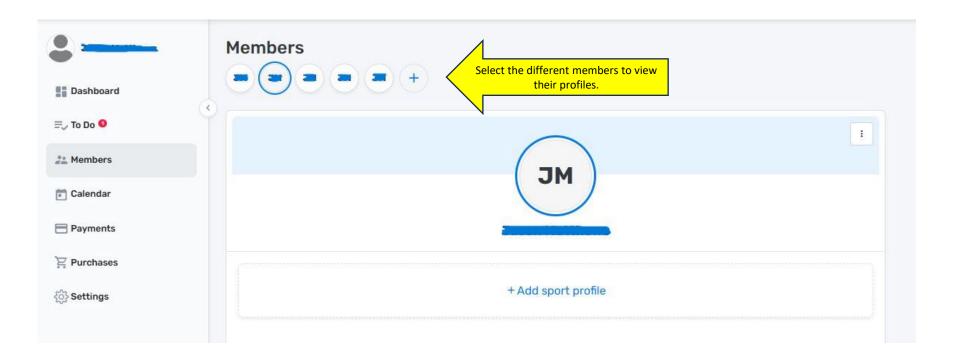
Do not upload any course certificates or your VSC (police check) to your profile. Any completed courses will be visible on a different page.



Under the "Members" option is where you add all the participants from your household. If you are a volunteer, you also add yourself. Enter the first and last name and DOB and how the participant is related

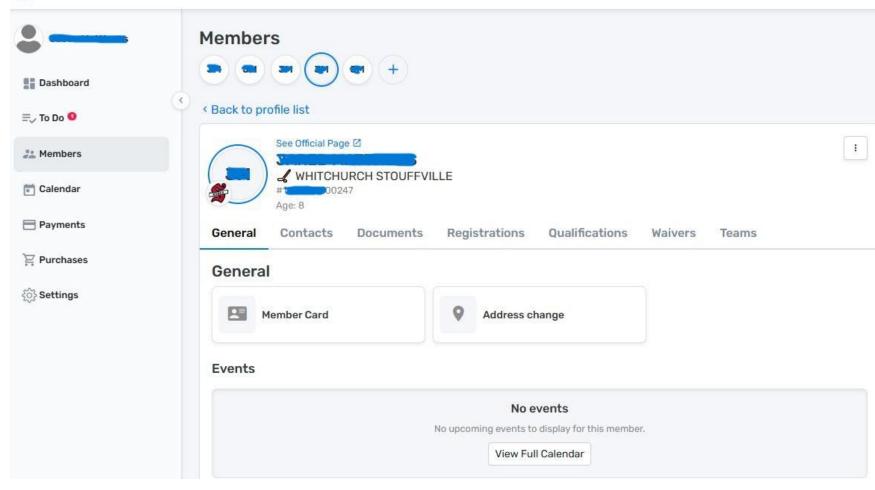


Verify that the participant selected is from your household and then select "Let's Validate" If the search result is not from your household, you can search by using their participant (HCR) number if you know it.

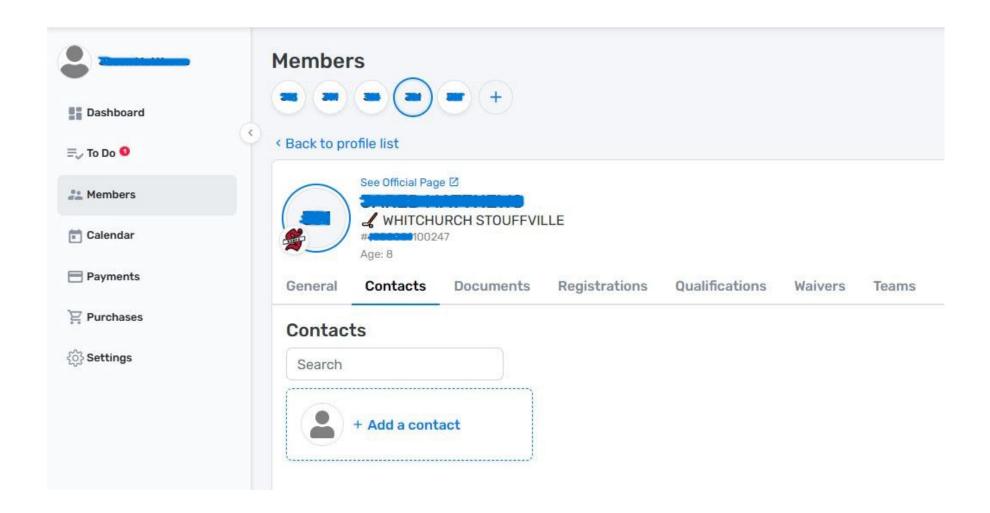


Select the different participants along the top, you can view their profiles. As a volunteer, your initials should be visible twice. The first set as the account holder and the second set for your profile and qualifications.

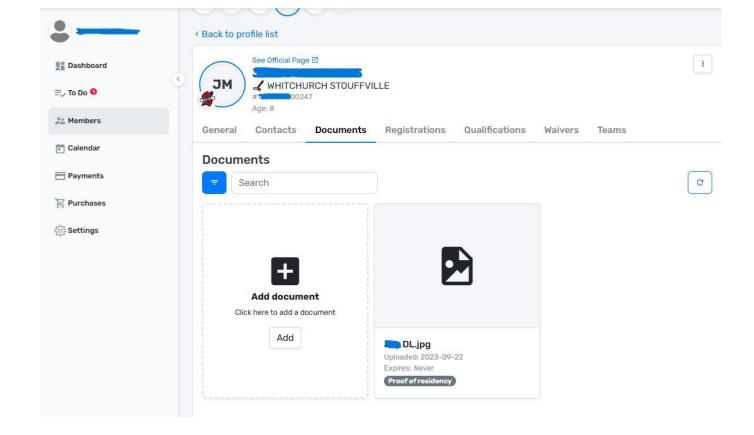




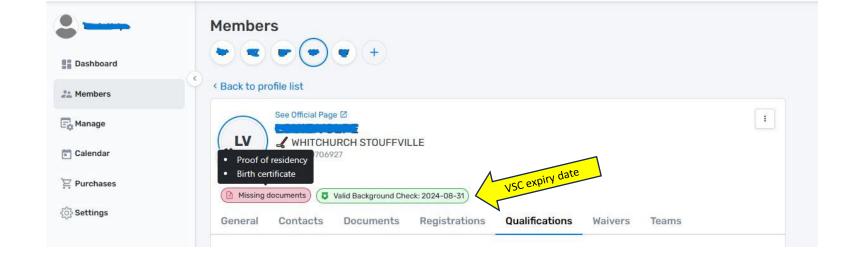
When viewing each profile, there are 7 tabs that display different information. Selecting each tab allows you to update contact information, upload missing documents, view multiple years of registrations, qualifications, the mandatory Hocket Canada waivers and any team that this participant has been rostered to.



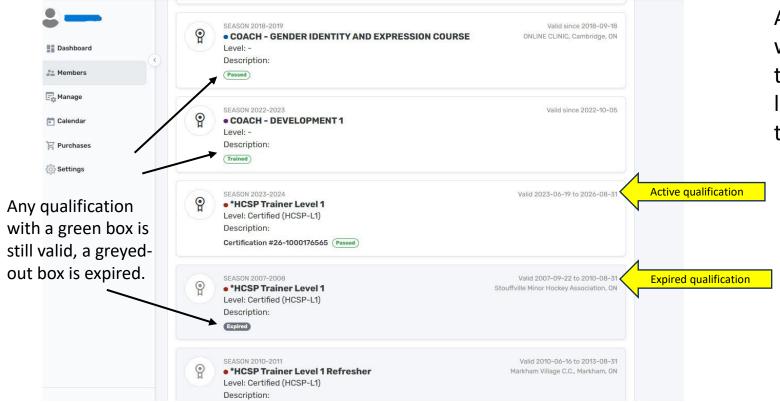
Update your contact information with a current phone number and email. It is suggested that you do not use a work email if there is a chance you will not be able to access it at some point. Personal emails are preferred.



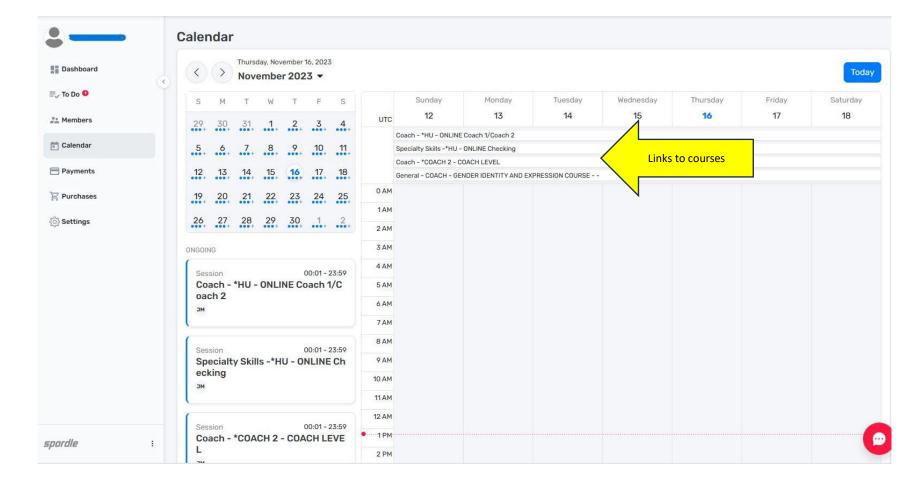
On the document tab, you can upload any mandatory missing documents that are required by Hockey Canada, birth certificate and proof of address. Proof of address can be a parent's drivers license or a utility bill with a current date and address visible. For the birth certificate, health cards, passports are not acceptable as Hockey Canada requires the birth country. **Do not upload any coaching certificates or VSC (police checks to any profiles)**



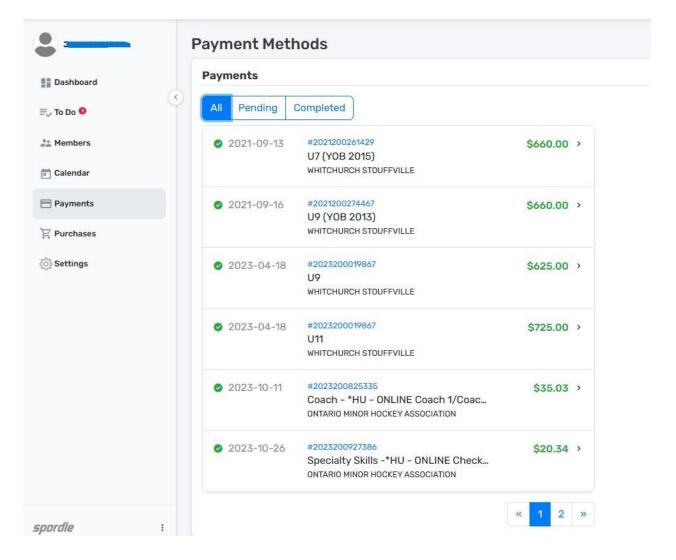
On the volunteer's profile page, missing documents are not required. These are only required for players. As well if you have a VSC on file, your profile will display the expiry date.



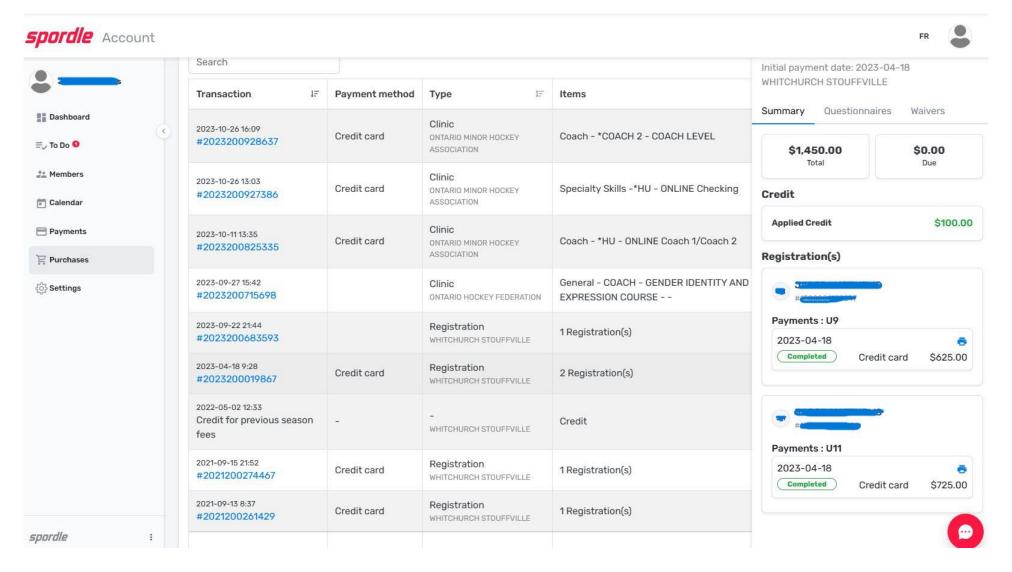
Any qualification with an expiry date will be visible on the qualification tab of the volunteer. There may be multiple listing for the same qualification. Verify that one of them is still active.



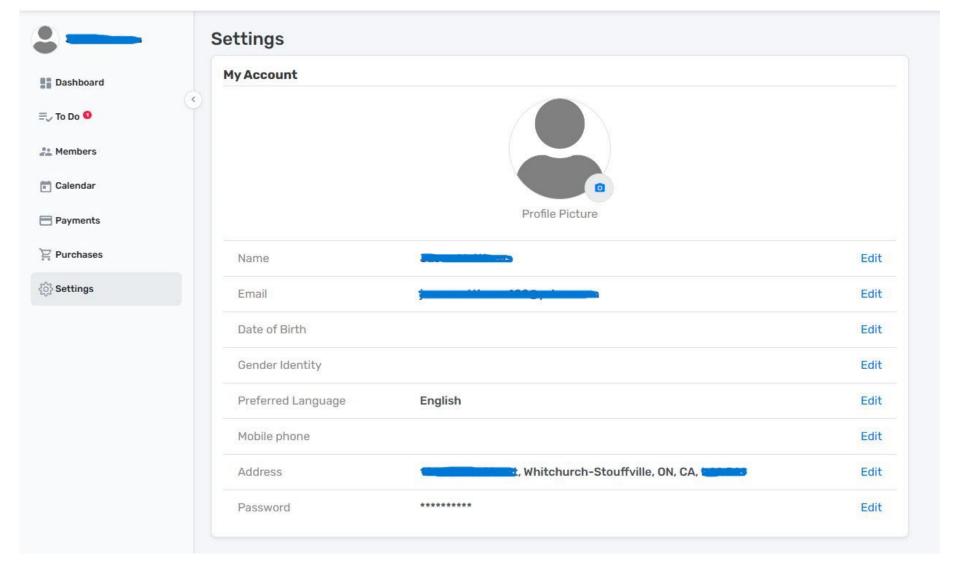
On the "Calendar" tab will be any outstanding courses that you have registered for with links to the courses. Always make sure you are taking a course registered to your HCR profile as a volunteer. If you take a course under a different HCR profile, you will not receive the accreditation for completing that course. Moving a completed course from one profile to another is not possible.



On the "Payments" tab, there are 3 options, all, pending or completed payments. On the "All" tab, a complete list of previous purchases and access to receipts. On the "Pending" tab, any outstanding payments for those that selected the payment plan with the ability to update a credit card used to register if the card has expired or cancelled.



The "Purchases" tab is very similar to the "Payments" tab but with more detail. Selecting one of the Purchases, opens up a side window presenting further details of that particular purchase. Again, with the option to print a receipt if required. Also, if there were any credits on file, you would be able to verify that they were applied.



The "Settings" tab is where you can make updates to your login profile.