

# Registration Instructions for Parents

## Section 1 - Access the Organization Registration Page

### Step 1

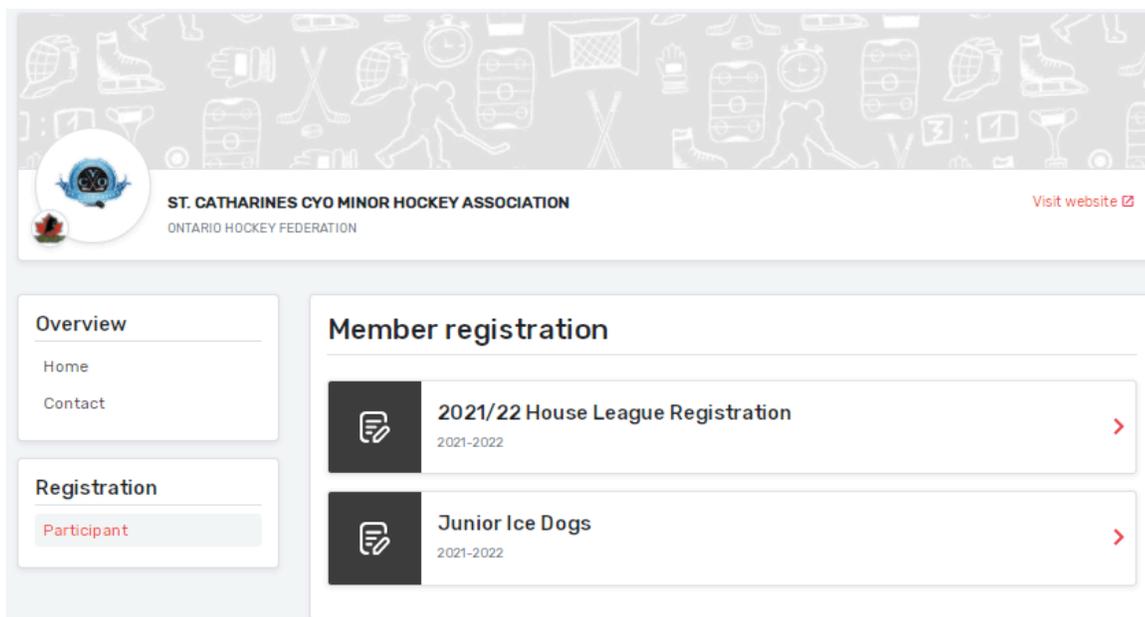
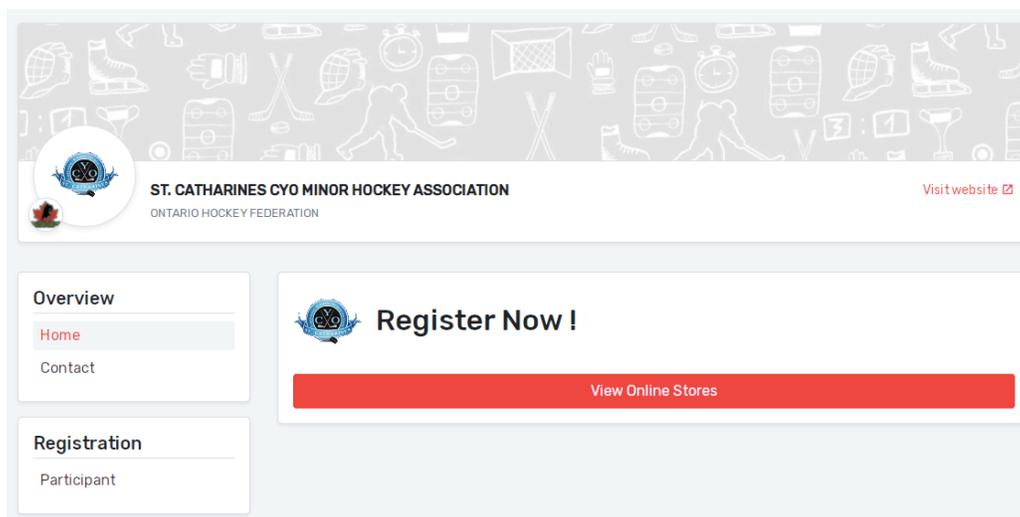
Click on the St. Catharines CYO [registration link](#).

### Step 2

Once on the Registration Page, click on the *View Online Stores* link under *Register Now* to access the online registration page.

### Step 3

Now select the store where you want to register (House League, Jr. Ice Dogs, or MD Hurricanes (opens in September)). If there is only one online store available, it will go directly to those registrations.

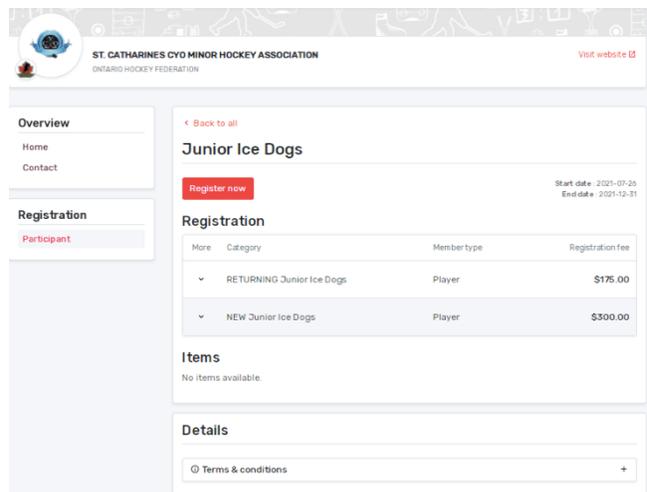
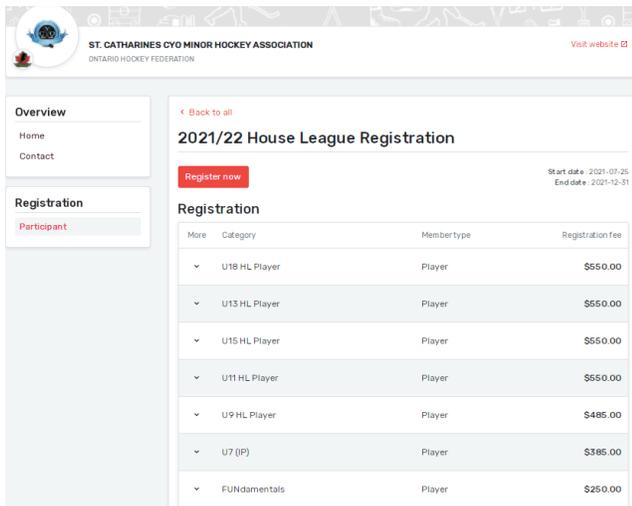


### Step 4

Once in the online store, you will see the Category and type of package that you can register for along with the fees of each age group. To register, click on the **RED Register Now** button (see full page image next page).

**Register now**

In the right corner, you will notice the dates that the registration store is available.



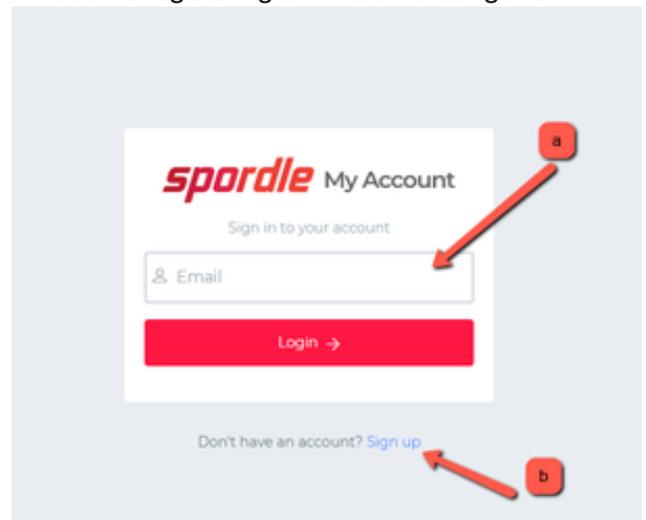
### Step 5 – Creating a New Login for HCR 3.0

A login window will appear. Hockey Canada Registry (HCR) is now powered by Spordle. This is why you are redirected to the Spordle My Account login page. If this is your first time registering **OR** first time using the new Hockey Canada Registry (HCR) 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 log in (see Note **a** below).

#### a) Already have an account from a prior year?

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.



You can still use the same e-mail you did before. You just need to create an account in this system and create a NEW secure password. See below for requirements.

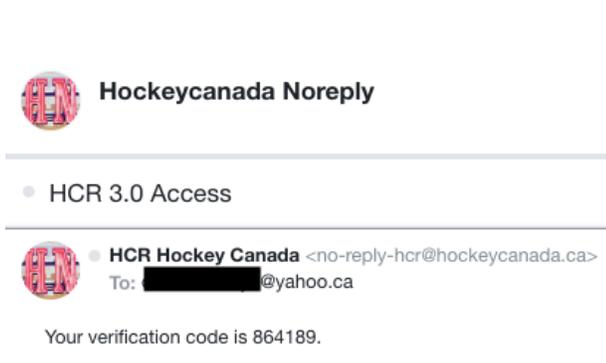
#### b) Create a new account

Click on the blue Sign-up area. 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. See next page for more images.

#### 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

Once the Account creation form is completed, click on Red Sign-up button. The platform will send you a verification code to complete the creation process. Enter the verification code and then enter the password you used to set up your account.

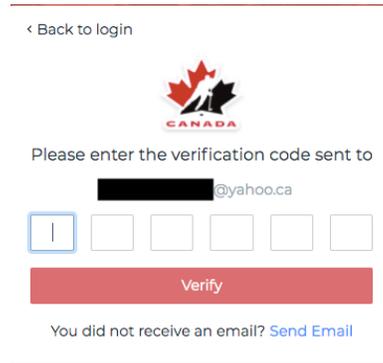


**Hockeycanada Noreply**

HCR 3.0 Access

**HCR Hockey Canada** <no-reply-hcr@hockeycanada.ca>  
To: [redacted]@yahoo.ca

Your verification code is 864189.

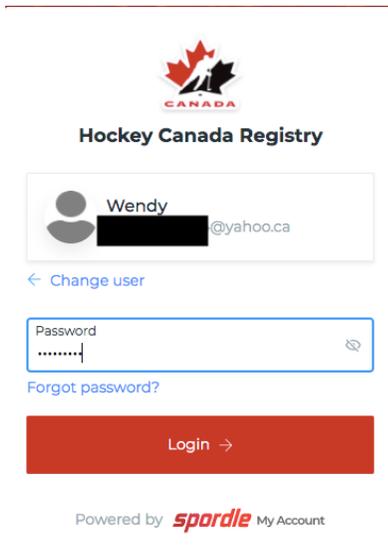


< Back to login



Please enter the verification code sent to [redacted]@yahoo.ca

You will then get the login screen again. Enter the password you created.



**Hockey Canada Registry**

Wendy [redacted]@yahoo.ca

[Change user](#)

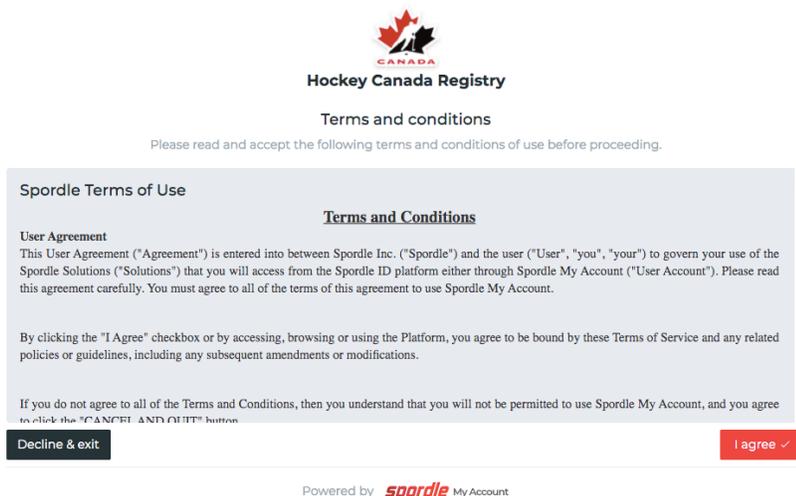
Password  
.....

[Forgot password?](#)

Login →

Powered by **spordle** My Account

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



**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 EXIT" button.

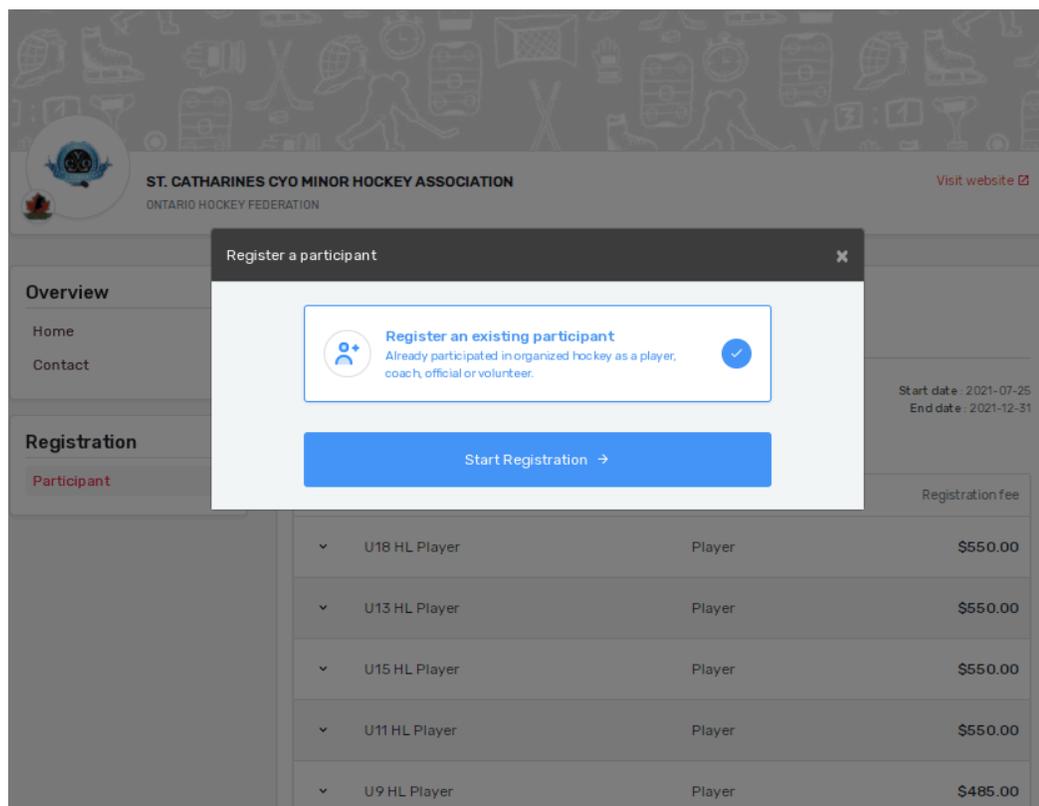
Decline & exit

I agree ✓

Powered by **spordle** My Account

The system should now take you directly to register an existing participant. **Existing Participant:** This is someone who has already participated in organized hockey as a player, coach, and/or volunteer. This member would already exist in the Hockey Canada Registry regardless of where they played in Canada.

If your child is a **NEW participant**, you will need to take the **Alliance Parent Respect in Sport Course** FIRST so that it will create a profile for you. **If your child is a SIBLING** and you have already completed the course previously, all you need to do is ADD your child in the Alliance Respect in Sport website and then return to the registration page.



ST. CATHARINES CYO MINOR HOCKEY ASSOCIATION  
ONTARIO HOCKEY FEDERATION

Register a participant

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

Start date : 2021-07-25  
End date : 2021-12-31

Start Registration →

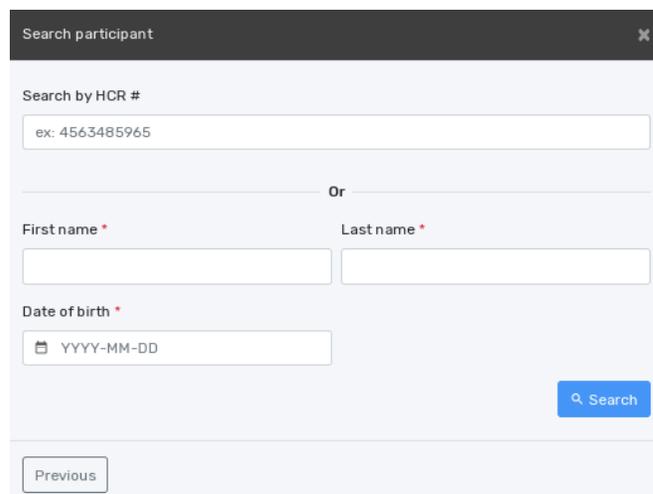
			Registration fee
U18 HL Player	Player		\$550.00
U13 HL Player	Player		\$550.00
U15 HL Player	Player		\$550.00
U11 HL Player	Player		\$550.00
U9 HL Player	Player		\$485.00

## Section 2 - Start Your Registration Process

### Step 1

At this point, if you know the HCR number of the member that you want to register, you can enter it in the first box. If this is not the case, you can 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. Click on the Search button to continue.

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



Search participant

Search by HCR #  
ex: 4563485965

Or

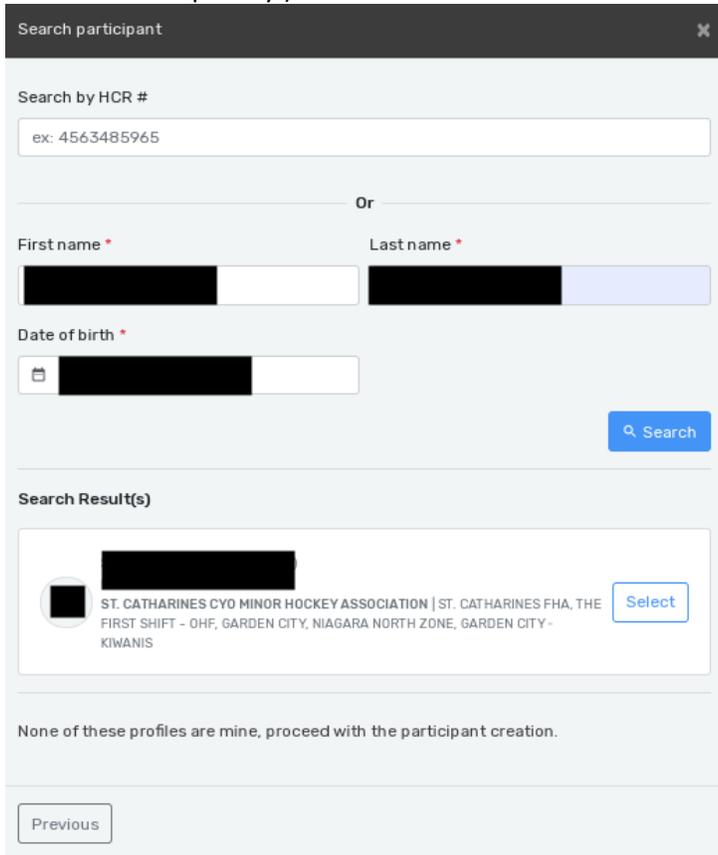
First name \*  
Last name \*

Date of birth \*  
YYYY-MM-DD

Search

Previous

appear by default as members that you can select. (see picture below, though name and birth date have been blacked out for privacy.)



Search participant

Search by HCR #  
ex: 4563485965

Or

First name \*  
Last name \*

Date of birth \*

Search

Search Result(s)

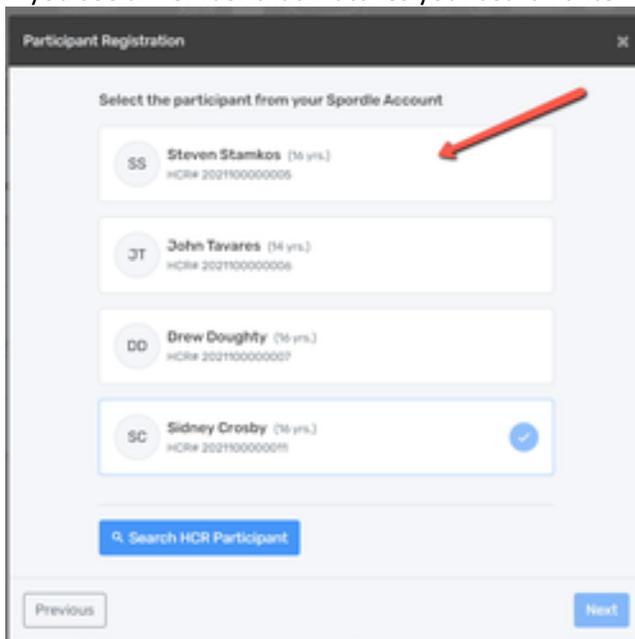
ST. CATHARINES CYO MINOR HOCKEY ASSOCIATION | ST. CATHARINES FHA, THE FIRST SHIFT - OHF, GARDEN CITY, NIAGARA NORTH ZONE, GARDEN CITY - KIWANIS

Select

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

Previous

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



Participant Registration

Select the participant from your Spordie Account

SS Steven Stamkos (16 yrs.)  
HCR# 2021000000005

JT John Tavares (14 yrs.)  
HCR# 2021000000005

DD Drew Doughty (16 yrs.)  
HCR# 2021000000007

SC Sidney Crosby (16 yrs.)  
HCR# 2021000000015

Search HCR Participant

Previous Next

## Step 2

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)

Registration Options

TEST NOVICE (9 yrs.)  
HCR # 1500001194234

**Available Registrations**

- U11 HL Player (\$515.00) - Early fee
- U11 Full-time Goalies ONLY (\$440.00) - Early fee

Previous Next

### Step 3 - Questionnaire

You will be presented with a questionnaire to answer related to the registration of the participant of CYO. This information, as well as all of the information related to the member, is strictly confidential. Once completed, click on *Next* to continue.

Questionnaire

U13 HL Player (12 yrs.)

**U13 to U18 HL**

If my child's address has changed since his/her original registration, I will inform the league as a change of address will need to be filed with Hockey Canada to properly insure my child and officially roster them to a team. \*

- No my child's address has not changed.
- Yes, I will access the forms menu of the CYO website and send them to the appropriate person.
- I'm unsure of the current address on file, can you please check and contact me.

Please enter the BIRTH year of your CHILD or the year your CHILD moved to their current residence, whichever is the most RECENT. \*

Enter the address your CHILD primarily lives at. \*

Are you new to CYO St. Catharines? If yes, we require a copy of the player's birth certificate for Hockey Canada's records and to properly insure your child. \*

- Yes  No

Please choose where your child was previously registered for hockey last season or is new to hockey. \*

- St Catharines CYO House League

### Step 4 – Optional Items (MD and Select)

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 (e.g. jersey deposit). Once completed, click on *Next* to continue. (see picture below)

Items Selection

Steven Stamkos (16 yrs.)  
HCR # 202100000005  
USB

**Mandatory Items**

- Jersey Deposit Price: \$100.00 - 01 +

**Optional Items**

- Jersey Price: \$250.00 - 00 +

Selected Items (1) \$100.00

Previous Next

### Step 5 - Waivers

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 pictures next page).

### Waivers (1 of 5)

#### HOCKEY CANADA Agreement

Hockey Canada does not sell, trade or otherwise share the information we collect outside our Members and Associations. However, we may from time to time use this information for the purposes of offering additional services, promotions, including promotions offered by third parties, and/or hockey specific research. This type of usage of your personal information by Hockey Canada, its Members and/or associations is entirely at your discretion. Should you choose to allow this type of usage please check the box below.

I have read and accept the waiver \*

### Waivers (2 of 5)

#### HOCKEY CANADA Waiver

I certify the information provided to be true and in consideration of the granting of this registration to me with the privileges incident thereto, and by registering I have become subject to the rules, regulations and decisions of Hockey Canada, its Board of Directors, its Members and/or associations which may be restrictive in some areas such as movement from team to team, conduct etc. and I agree to abide by such rules, regulations and decisions of Hockey Canada, its Board of Directors, its Members and/or associations. Further, the information to be provided is required by Hockey Canada to facilitate hockey programs on behalf of the registrant and Hockey Canada. Hockey Canada will treat this personal information with the utmost respect and in accordance with the [Hockey Canada Privacy Policy](#) at all times.

I have read and accept the waiver \*

### Waivers (3 of 5)

#### ONTARIO HOCKEY FEDERATION Rowans Law

##### Rowan's Law Acknowledgement

The Ontario Government has enacted *Rowan's Law (Concussion Safety)*, 2018, S.O. 2018, c. 1 ("Act"). Ontario Regulation 161/19, the Act requires all sport organizations as defined in the Regulation ("Sports Organization"), which includes the Ontario Hockey Federation ("OHF"), to have a Concussion Code of Conduct. This Concussion Code of Conduct must require participants, as set out in the Act, to review the Ontario Government's issued Concussion Awareness Resources on an annual basis.

A participant is subject to a Concussion Code of Conduct for each Sports Organization a participant registers with.

Applicable age appropriate Concussion Awareness Resources are located at [www.ontario.ca/concussions](http://www.ontario.ca/concussions).

The OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources must be reviewed before you can register/participate in the OHF.

I have read and accept the waiver \*

### Waivers (5 of 5)

#### ST. CATHARINES CYO MINOR HOCKEY ASSOCIATION CYO Waivers

##### **ST. CATHARINES CYO HOCKEY Rules of Conduct, E-mail Communication, Information Use Policy**

I agree to abide by all rules, regulations and by-laws of the CYO, in this or any successive years of participation, including but not limited to, the Code of Conduct for Players, Coaches and Parents, and CYO Disciplinary Standards, as amended. By registering with CYO, the applicant and their parents or guardians acknowledge that they are opting-in to receive email communications from CYO and that any and all email communications from CYO to them does NOT constitute SPAM or unwanted email communications.

I further understand that the CYO 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 available

I have read and accept the waiver \*

### Waivers (4 of 5)

#### ST. CATHARINES CYO MINOR HOCKEY ASSOCIATION Codes of Conduct - Parent, Player, Coach

##### **ALLIANCE HOCKEY CODE OF CONDUCT**

The Code of Conduct identifies the standard of behaviour which is expected of all ALLIANCE members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators, referees and employees involved in ALLIANCE activities and events.

The ALLIANCE is committed to providing an environment in which all individuals are treated with respect. Members and participants of the ALLIANCE shall conduct themselves at all times in a manner consistent with the values of the ALLIANCE which include fairness, integrity and mutual respect.

During the course of all ALLIANCE activities and events, members shall avoid behaviour which brings the ALLIANCE or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

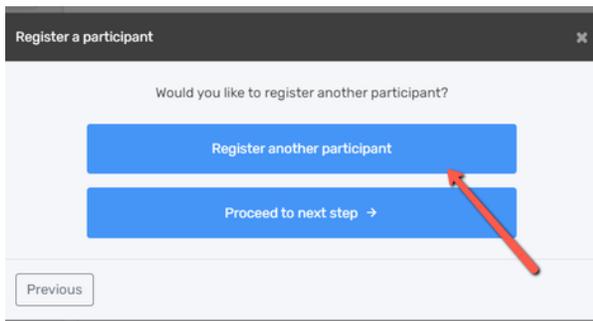
The ALLIANCE members and participants shall at all times adhere to the ALLIANCE's operational policies and procedures, to rules and regulations governing ALLIANCE events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the ALLIANCE.

Members and participants of the ALLIANCE shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

I have read and accept the waiver \*

## Step 6 – Register Another Participant or Proceed to Cart

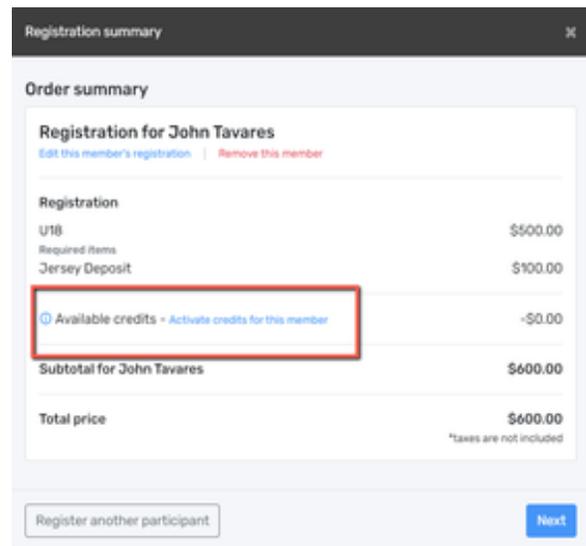
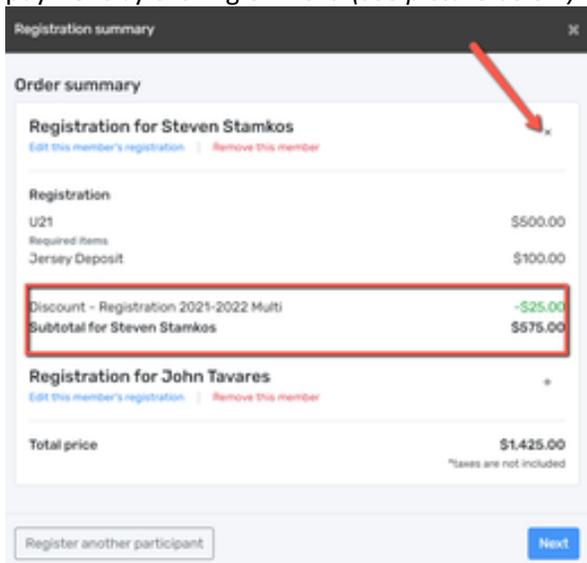
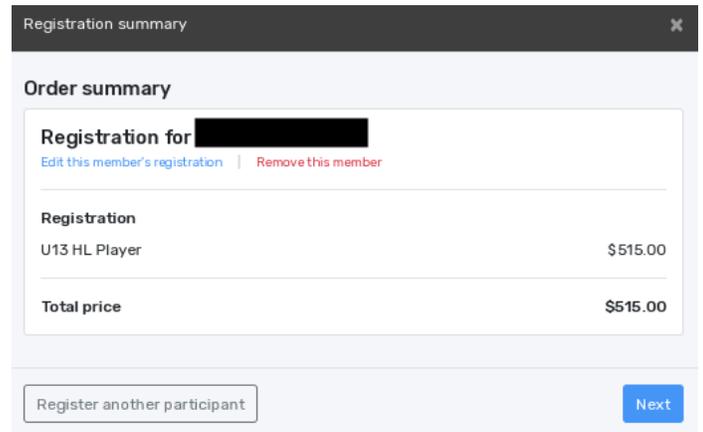
Once the registration process is completed for the first participant, you can register a second participant from your family by following the same steps a second time. If you are done, you can proceed to the payment by clicking on *Proceed to the next step* (see picture below).



### Step 7 – Order Summary & Discounts/Credits

You will now be at the order summary section where you can review the registrations you wish to purchase. It is at this point that you may see credits available to you or any discounts. Review and confirm your registration summary.

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).



Please see the right image above 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 next page).

Registration summary

### Order summary

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

<b>Registration</b>	
U13 HL Player	\$515.00
<b>Total price</b>	<b>\$515.00</b>

### Step 9 – Checking Out

To continue with the payment, some organizations will offer the possibility of paying the registration in installments. Select the proper option and click on *Next* to continue. Installment payments will be automatically charged to your credit card.

Payment Schedule

Steven Stamkos  
Payment Schedule

Select...

- Full payment
- 2 installments

### Step 10 – Accept Terms and Conditions

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).

Payment Terms and Conditions

#### Payment Terms and Conditions

By using the Hockey Canada Registry, the participant agrees to using their Credit Card through the SportsPay, payment provider. Registrations on or before Aug 15th will be subject to the discounted fee. Registrations between Aug. 16-Sept. 15 will be \$35 more and will automatically show the new amount. An additional late fee will apply to registrations after Sept. 15.

**Credit Card:** You may pay in full via credit card or pay by installment - 50% of fee upon registration with the balance of payment automatically applied to your credit card on Sept. 15th.

**E-Transfers:** E-transfers must be completed before the first ice session. Please send e-transfers to [cyomoney@live.ca](mailto:cyomoney@live.ca) and enter the players' names in the Memo/Notes section.

**Funding Assistance:** Any player applying for funding assistance through any of the providers on our website must apply and receive approval before registering your player.

**Team Allocation:**

I have read and accept the terms and conditions \*

### Step 11 – Payment Methods

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.

Select Payment Method

Pay online now

Send my payment manually

Select the credit card payment method and then click on the *Next* button. If you choose manual e-transfer, [Step 13 will show you your confirmation of registration.](#)

Select Payment Method

Pay online now

Credit card

Send my payment manually

Manual interac e-transfer

You have selected a payment method with SportPay. You will be redirected to SportPay's payment gateway to process your transaction. Once completed, you will be redirected here with a confirmation message and a link to your invoice.

Previous Next

### Step 12 – Credit Card Payment

Enter your credit card information and then click on the *Pay* button.

#### Pay with Credit Card

St Catharines Catholic Youth O

Invoice: 2021 [REDACTED]

Pay Now: \$515.00

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



### Step 13 – Registration Complete

Congratulations, you are now registered to your minor hockey organization! A confirmation number will appear on the screen and you will also receive a confirmation email with the information related to the transaction.

You should also receive an invoice to your e-mail (see next page).

Registration Confirmation

Thank you for registering!

Your receipt number is #2021 [REDACTED]

An email confirmation has been sent to [REDACTED]@yahoo.ca

Thank you for registering with St. Catharines CYO Minor Hockey!

Please send e-transfers to [cyomoney@live.ca](mailto:cyomoney@live.ca) and enter the players' names in the Memo/Notes section. You must make a minimum payment of \$200 with the balance due by September 15 or the first ice session (whichever occurs first) or you can pay the full balance owing immediately.



Print

Date: 2021-07-26

Invoice No: 20[REDACTED]

Payment method: Manual interac e-transfer

**Paid By**



**Organization**

ST. CATHARINES CYO MINOR HOCKEY ASSOCIATION  
1 PO Box 29042 Carlton  
P.O. Box 29042 Carlton  
St. Catharines, ON, CA  
L2R 1R0  
[admin@cyominorhockey.com](mailto:admin@cyominorhockey.com)  
+1 905-228-0313

Item	Price	QTY	Total
[REDACTED]			
Registration: U13 HL Player Season: 2021-2022	\$515.00	X 1	\$515.00
<b>Sub Total:</b>			\$515.00
Tax:			\$0.00
<b>Total:</b>			\$515.00