



HOCKEY CANADA REGISTRY (HCR) 3.0

How to create an account and Link Members

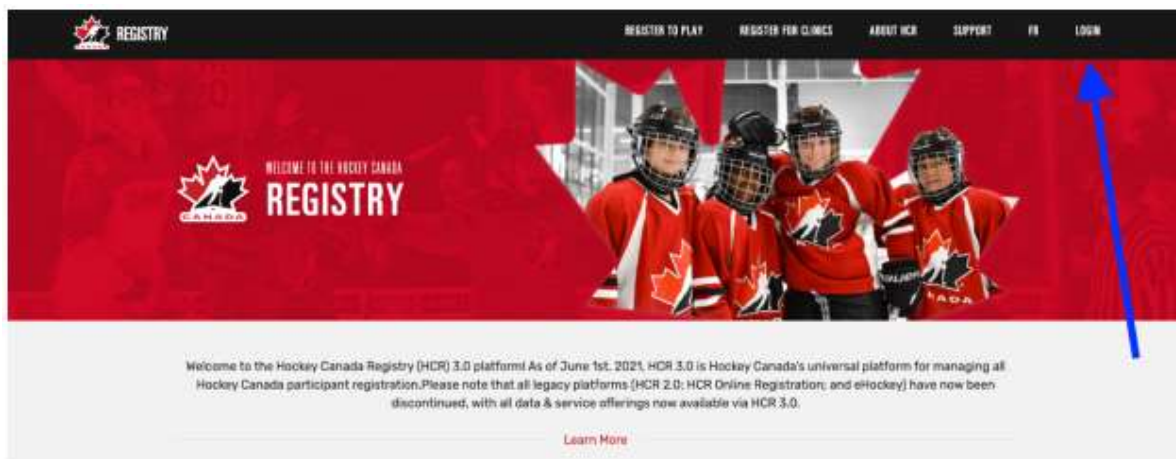
Hockey Canada Registry (HCR) 3.0 has eliminated the need for an eHockey account. If you previously had an eHockey account, you will still need to create a new account in HCR 3.0. If you have never had an eHockey, or Hockey Canada account, but you have registered a child to play with a BC Minor Hockey Association, you will still need to create a member profile in HCR 3.0. This guide will walk you through the process, as well as the few key points of Teamsnap integration.

Step 1:

Go to the HCR 3.0 website : <https://register.hockeycanada.ca/home>

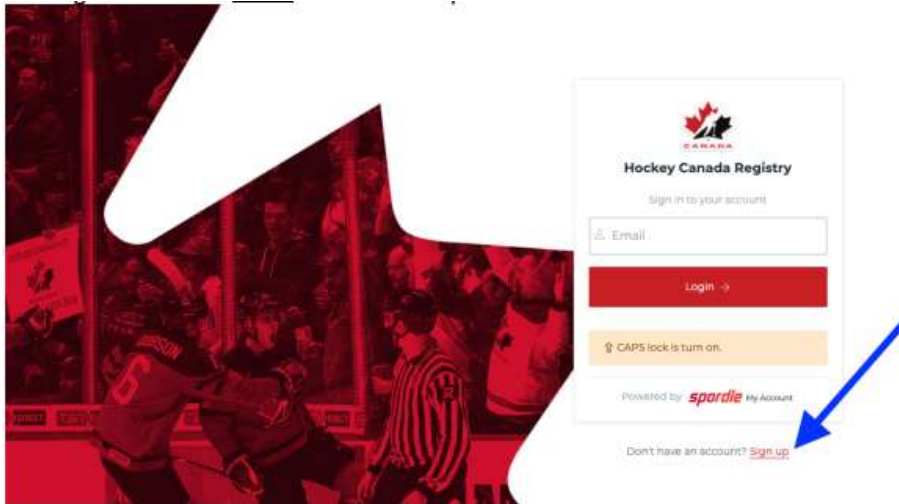
Step 2:

Click **LOGIN** in the top right corner



Step 3:

To create a new account, click on the **Sign up** link. ****If you had an account with the old HCR or eHockey, that account is no longer valid, and you **MUST** create a new profile.**



Step 4:

Enter a valid email address, and click **Next** ->

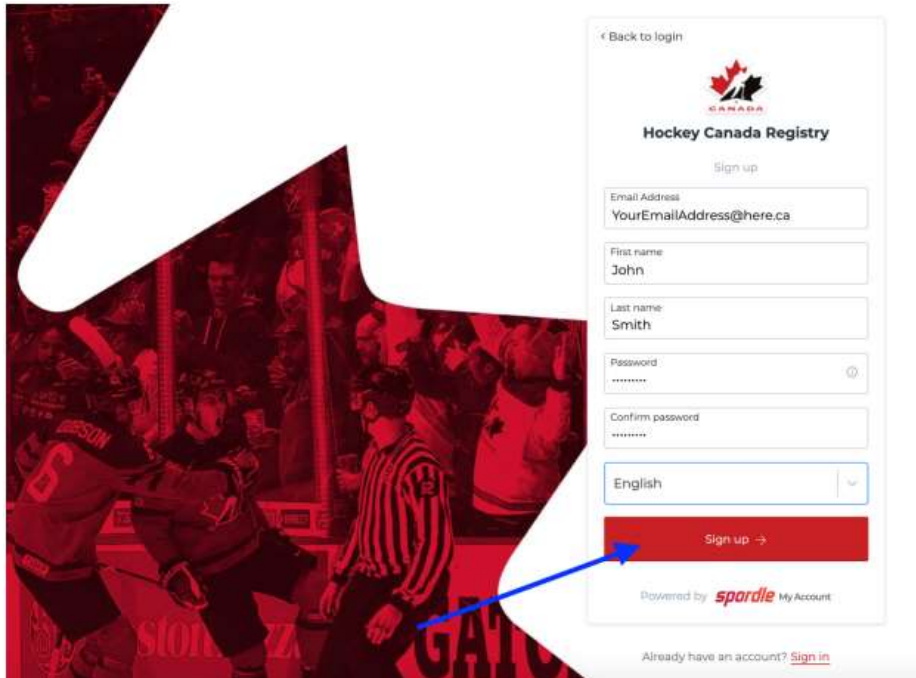
Step 5:

You will need to enter your **First name** and **Last name**, and then create and confirm your password.

**** Your password will require the following:**

- Must be at least 8 characters
- Must have 1 number
- Must have 1 uppercase letter
- Must have 1 lowercase letter
- Must have 1 special character

Once you have entered all of the required information, click **Sign up**



Step 6:

You will receive a **verification code** via email (the email address you signed up with). If you do not receive this verification email, check your junk or spam folders as well.

Enter the verification code in the required fields, then click **Verify**.

A screenshot of the verification code entry screen. It features the Hockey Canada logo and the text "Please enter the verification code sent to: YourEmailAddress@here.ca". Below this is a row of six input boxes, each containing the digit "1". A red button labeled "Verify" with a right-pointing arrow is highlighted with a blue arrow. At the bottom, it says "You did not receive an email? Send Email".A screenshot of the login screen. It displays the Hockey Canada logo and the text "Hockey Canada Registry". Below is a user profile section with a name "John" and email address "YourEmailAddress@here.ca". There is a "Change user" link. A password field is shown with masked characters and a "Forgot password?" link. A red button labeled "Login" with a right-pointing arrow is highlighted with a blue arrow. At the bottom, it says "Powered by spordle My Account".

After you have entered your verification code, you will be required to re-enter your password.

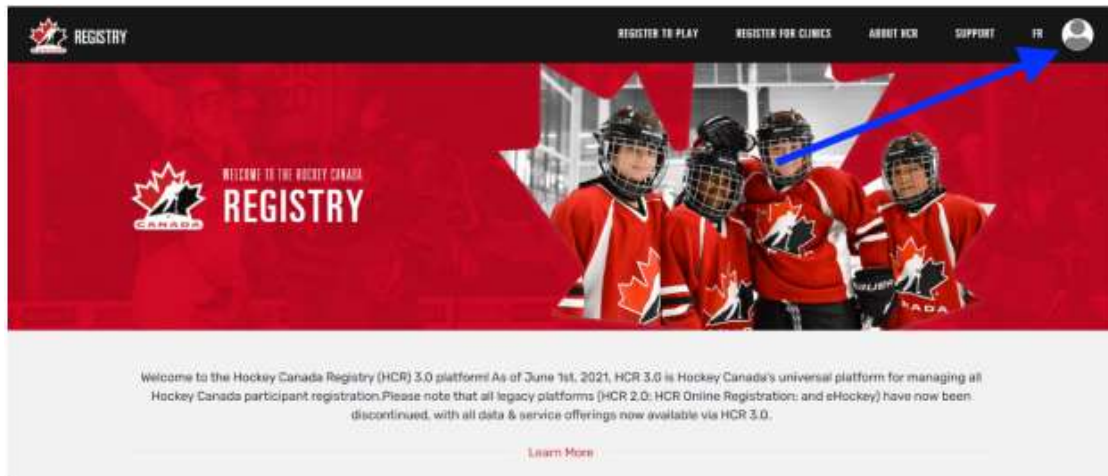
Click **Login** ->

Step 7:

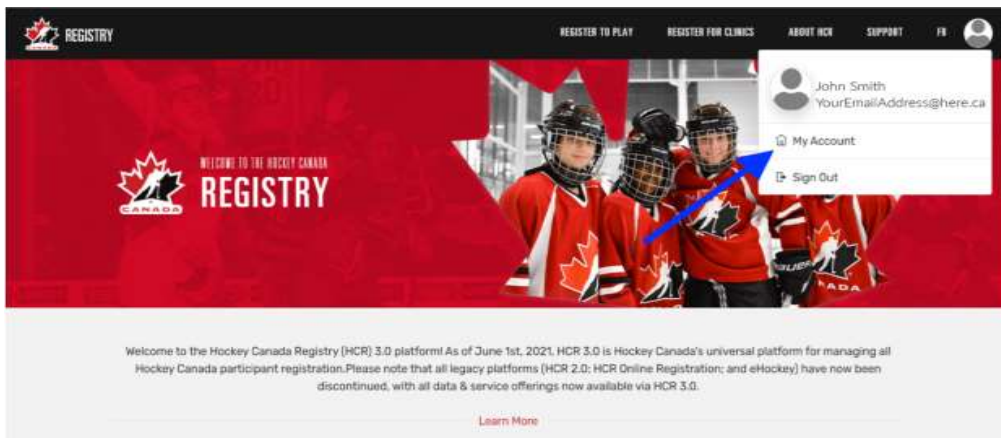
You will be brought to the **Hockey Canada Terms and Conditions** – please read and click **I Agree**

Step 8:

You will be directed back to the HCR homepage. Click the **circle** in the top right corner.



From the drop-down menu, click on **My Account**



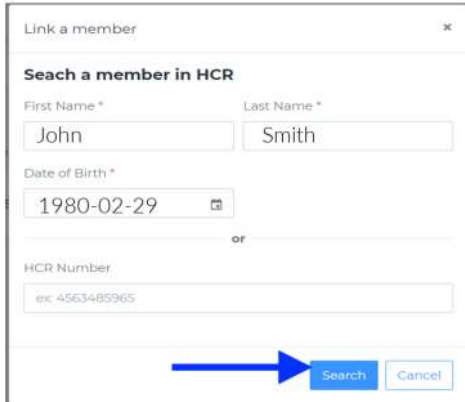
Step 9:

You will then be directed to your **HCR 3.0 Dashboard**, where you will have several tabs.

Your first step is to link your old HCR participant account (HCR #) to your new HCR 3.0 account (if you had one). To do this, click the blue **Link a Member**. *To link a child (participant) to your account, see **Step 11**.



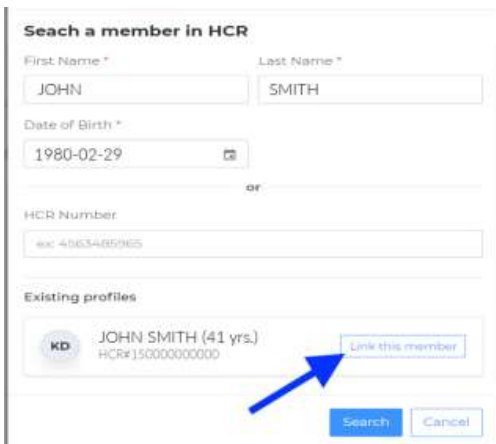
Search for your account by entering your **First name, Last name, AND Date of Birth OR by HCR Number** (if you know it) and click **Search**



The screenshot shows a form titled "Link a member" with a close button (x) in the top right corner. Below the title is the heading "Search a member in HCR". There are four input fields: "First Name *" containing "John", "Last Name *" containing "Smith", "Date of Birth *" containing "1980-02-29" with a calendar icon, and "HCR Number" containing "ex: 4563485965". Below these fields is an "or" separator. At the bottom, there are two buttons: "Search" and "Cancel". A blue arrow points to the "Search" button.

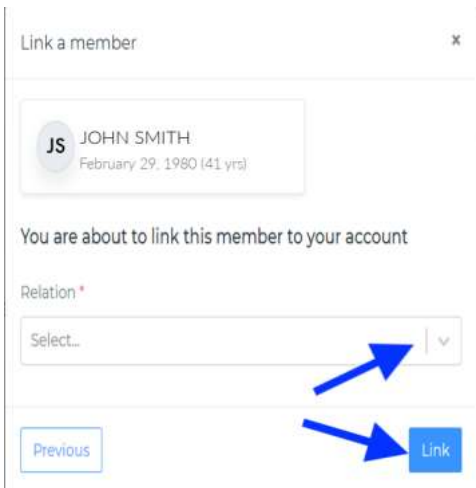
This will bring up any existing profiles in that name (including their HCR #).

Confirm that you have the correct member, and click **Link this member**.



The screenshot shows the same search form as above, but now with search results. The "Existing profiles" section contains one entry: "JOHN SMITH (41 yrs.)" with "HCR#150000000000" below it. To the left of the name is a small circular icon with "KD". To the right of the name is a button labeled "Link this member". Below the search results are "Search" and "Cancel" buttons. A blue arrow points to the "Link this member" button.

You will then need to select what **relation** you are to the member. Click the **Relation*** drop-down menu, and select **Self**. Then click the **Link** button.



The screenshot shows a screen titled "Link a member" with a close button (x) in the top right corner. At the top, there is a profile card for "JOHN SMITH" with the initials "JS" and the date "February 29, 1980 (41 yrs)". Below the card is the text "You are about to link this member to your account". Underneath is a "Relation *" dropdown menu with "Select..." and a downward arrow. At the bottom, there are two buttons: "Previous" and "Link". Two blue arrows point to the "Relation *" dropdown and the "Link" button.

Step 10:

Now you will have access to the rest of the **HCR 3.0 Dashboard**.

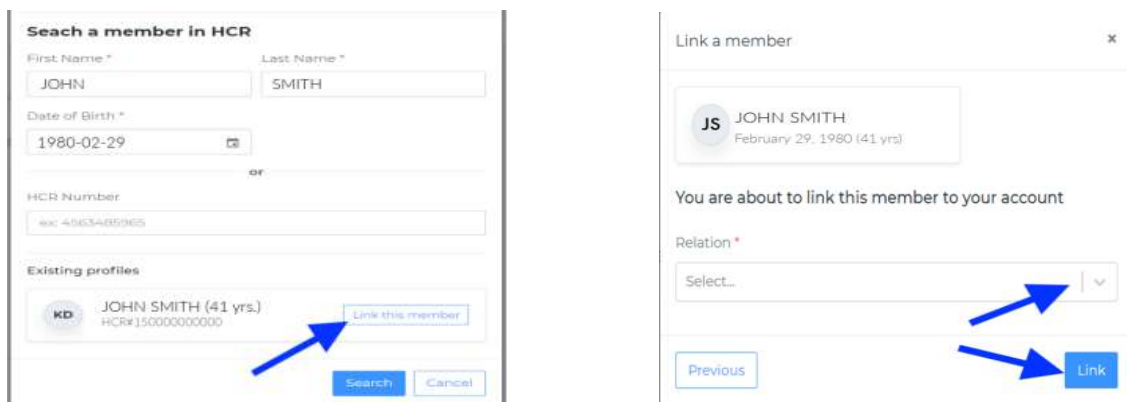
Step 11: **Linking a participant member (your child/grandchild/etc) to your profile

Click on [Link a member](#)



Search for your participants account by entering your **First name, Last name, AND Date of Birth OR by HCR Number** (if you know it) and click **Search**. If you are unsure if you have found the correct member, or are not able to find them using their First name, last name, and birth date, please contact the KMHA Registrar at registerwithKMHA@gmail.com for assistance. DO NOT create a new profile for them, as this has already been done when they were registered through Teamsnap.

When you have found the correct member, click [Link this member](#).



You will then need to select what **relation** you are to the member. Click the **Relation*** drop-down menu, and select the appropriate option (**parent, grandparent, legal guardian, etc**). Then click the **Link** button.

When you have linked your participant's profile to your own, you can now update their address, and important information. If you have registered your player through Teamsnap, you **DO NOT** need to re-sign the Hockey Canada waivers in HCR, they will port over from Teamsnap.

*Repeat this process for each participant that you need to link to this account.