



## Hockey Canada eHockey - Registration Instructions

All officials looking to complete the 2016-2017 ALLIANCE Hockey Officiating Re-certification clinic will register through the Hockey Canada eHockey registration system.

Before you begin:

- Upon completion of the online course, all Level 1 & 2 officials are required to attend an in-class clinic in order to complete your certification.
- Upon successful completion of the Officiating Re-certification online course, you will need to print out the completion certificate.
- You are required to provide a copy of the completion certificate to the in-class clinic coordinator.
- Completion of the re-certification online course is mandatory prior to attending an in-class clinic.

**IMPORTANT: Registration is a multi-step process:** You need to first create an account providing an e-mail address, password and security question. Upon creating an account, the system will then ask you to ***add a member to the account***. Please be advised that in this process, you will be adding the member who will be completing the clinic to the account and therefore, would enter the name, date of birth and gender of that person. (If you already have an account, you would start at Step 7 after clicking the link below.)

### **STEP 1. CLINIC LINK**

Use this link to begin:

<https://ehockey.hockeycanada.ca/ehockey/Account/login.aspx>

The following information is a step-by-step guide for registering for your Hockey Canada Hockey University course.



## STEP 2 & 3. DIVISION SELECTION & FEE

After clicking on the link provided, you will see a page like the one below with details regarding the clinic. You will be asked to select the *Applicable Hockey Division* (i.e. Atom, Peewee, etc.); this is a mandatory field and you will not be able to continue to the next step without selecting something. Please ensure you select the division of the team you will be working with this season. Use the pull down menu to select your appropriate division and then click **NEXT**.

[Français](#) | [Help](#) | [Login](#)

SIGNUP FOR A CLINIC

### SELECTED CLINIC

YOU HAVE SELECTED TO SIGNUP FOR THE CLINIC BELOW. PLEASE THOROUGHLY REVIEW ALL INFORMATION AND ASSOCIATED FEES BELOW BEFORE CONTINUING.

#### CLINIC INFORMATION

Type: \*HU - Comm Coach Stream  
Category: Coach (\*)  
Office: ALLIANCE HOCKEY  
Season: 2013  
Schedule:

THIS CLINIC IS BEING HELD ON THE FOLLOWING DAY(S):  
Date Period: 07/29/2013 - 12/31/2013  
Time: Start: 00:00 - End: 00:00

THIS CLINIC IS BEING HELD AT THE FOLLOWING LOCATION:  
Location: Online - ALLIANCE Hockey  
Address: 71 Albert Street Stratford, ON, N5A 3K2  
Contact Person:  
Telephone:  
Email:

#### ADDITIONAL INFORMATION

- Upon successful completion of the Hockey University course, you will need to print out the completion certificate.
- Upon completion of the online course, you are required to attend an in-class clinic that includes an on-ice session in order to complete the training.
- You are required to provide a copy of the completion certificate to the in-class clinic coordinator. Entry will be denied without a copy of the completion certificate.
- Completion of the Hockey University online course is mandatory prior to attending an in-class clinic.

PLEASE SELECT THE APPLICABLE HOCKEY DIVISION. IF IT IS NOT APPLICABLE, PLEASE SELECT "NA".

#### FEES

THE FEES BELOW ARE APPLICABLE TO ATTEND THIS CLINIC:

Fee	Amount	Tax	Total
*HU - Comm Coach Stream	\$28.00	\$0.00	\$28.00





**alliance HOCKEY  
DEVELOPMENT**

#### STEP 4. CREATE AN ACCOUNT

On the next screen shown below, you will need to create an account. Those who have an existing account can simply sign in with their existing login information & proceed to Step 7; all others must select, **I WOULD LIKE TO CREATE A NEW ACCOUNT.**

 eHOCKEY [Français](#) | [Help](#) | [Login](#)

SIGNUP FOR A CLINIC

**SIGNUP FOR A CLINIC**

TO CONTINUE SIGNING UP FOR THE SELECTED CLINIC, YOU MUST HAVE AN ACCOUNT AND BE LOGGED IN.

IF YOU HAVE PREVIOUSLY SIGNED UP YOURSELF OR SOMEONE ELSE FOR A CLINIC ONLINE, YOU MAY ALREADY HAVE AN ACCOUNT AND YOU MAY LOGIN WITH THAT ACCOUNT.

IF YOU HAVE NOT PREVIOUSLY SIGNED UP YOURSELF OR SOMEONE ELSE FOR A CLINIC ONLINE, PLEASE PROCEED BY CREATING A NEW ACCOUNT.

[I HAVE AN EXISTING ACCOUNT AND WOULD LIKE TO LOGIN](#)

[I WOULD LIKE TO CREATE A NEW ACCOUNT](#)





## STEP 5. OUTLINE OF CREATING AN ACCOUNT

On the following screen, you must ensure that you read all of the information as it will explain the process for creating an account. After it has been read, click on the box at the bottom of the page that indicates that “I have read the steps above ...” and click on **CONTINUE**.



[Français](#) | [Help](#) | [Login](#)

SIGNUP FOR A CLINIC

### ACCOUNT CREATION

YOU HAVE INDICATED THAT YOU DO NOT HAVE AN ACCOUNT WITH HOCKEY CANADA'S eHOCKEY WEBSITE.

Please read the following information before continuing.

#### STEP ONE: CREATE YOUR ACCOUNT

Your first step will be to create yourself an eHockey account so that you can login and perform tasks, such as signing someone up for a Clinic.

#### STEP TWO: ADD A HOCKEY CANADA PARTICIPANT TO YOUR ACCOUNT

Your next step will be to add a **participant** to your account. A **participant** is a person involved in hockey that you want associated with your account so that you can register them to a clinic, view their profile and history, etc. Once your account has been created and you are logged in, the system will automatically direct you to add a participant to your account. You can also add a participant to your account at any time by clicking on "Add a Participant" in the menu.

#### STEP THREE: PERFORM TASKS WITH YOUR PARTICIPANTS

Once you (the user) have finished adding one or more participants to your account, you will then be able to access their profile, view their hockey history, sign them up for a clinic, etc.

I have read the above steps and would like to create an account.

CONTINUE CANCEL





## STEP 6. CREATE YOUR ACCOUNT

On the following screen, you will be prompted to enter your e-mail address, select a password for future logins and complete a security question. Please ensure that you retain this information as you will need it to login again in the future.

## STEP 7. FIND MEMBER TO ADD TO YOUR ACCOUNT (I.E. THE PERSON TAKING THE CLINIC)

The next screen will require you to search for the clinic participant's information. If they have previously participated in the ALLIANCE (i.e. as a coach, player, etc.) or previously attended a clinic their member information should be found.

When searching for the name, please use **CAPITAL LETTERS**. It is also important that you use the proper name when completing the search (i.e. James vs. Jim, Thomas vs Tom, etc.). If that search does not turn up the information, then try the abbreviated name.



### STEP 8. ADD MEMBER TO ACCOUNT

Upon confirmation that you have found the correct member record, click on **SELECT**. On the next screen you will confirm again that you wish to add this person to your account (this person meaning the person who will be attending the clinic).

\*If you have been able to find the correct record, please proceed to step 12, otherwise continue to Step 9.

#### ADD A MEMBER TO MY ACCOUNT

YOU HAVE SELECTED TO ADD A HOCKEY CANADA MEMBER TO YOUR ACCOUNT. PLEASE USE THE SEARCH FUNCTION BELOW TO FIND THIS MEMBER IN THE DATABASE.

The search function will find **EXACT** matches only. You **MUST** fill in the member's **FULL** first name and last name, date of birth, and gender. You cannot search with partial information. Do not enter middle names.

IF YOU HAVE BEEN PROVIDED WITH THIS MEMBER'S HOCKEY ID, PLEASE ENTER IT BELOW, OTHERWISE LEAVE THE FIELD BLANK.

Hockey ID:

First Name:  \*

Last Name:  \*

Date of Birth:

Gender:  \*

Language:

\* Denotes required information

SEARCH RESULTS

First Name	Last Name	Date of Birth	Hockey ID	Association	Actions
JOHN	DOE	01/01/1900	1400003395787	NOHA	<input type="button" value="Select"/>



### STEP 9. IF YOU COULD NOT FIND A MEMBER

In the case where a member could not be found in the database, you will now need to create a member profile by selecting Ontario on the map of Canada. Then on the next screen select the Branch to which you belong which is the **OHF** – click on the gold area.





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There are currently no members associated to you, please search or associate one

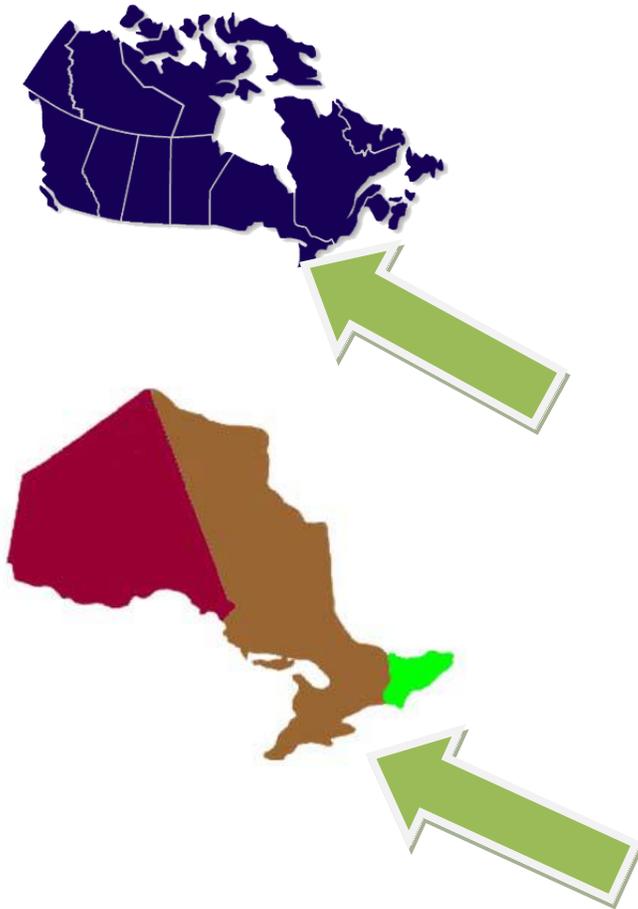
CREATE A NEW HOCKEY CANADA MEMBER

THAT MEMBER COULD NOT BE FOUND IN THE DATABASE WITH THE INFORMATION YOU SPECIFIED.

IF THE MEMBER YOU ARE SEARCHING FOR HAS BEEN INVOLVED IN HOCKEY IN THE PAST, THEY SHOULD ALREADY HAVE A PROFILE IN THE DATABASE. PLEASE [TRY YOUR SEARCH AGAIN](#).

IF THEY HAVE NEVER BEEN INVOLVED IN HOCKEY, YOU CAN CONTINUE BY CREATING A NEW MEMBER PROFILE IN THE DATABASE BY SELECTING THE PROVINCE IN WHICH THIS MEMBER RESIDES BELOW.

TO START CREATING A NEW MEMBER PROFILE FOR THIS PERSON, PLEASE CLICK ON THE PROVINCE OR TERRITORY IN WHICH THIS MEMBER RESIDES.





## STEP 10. SELECT ASSOCIATION

After selecting **ALLIANCE HOCKEY**, you will select the local Association to which you belong (i.e. Kitchener Minor Hockey, West London Minor Hockey, etc.). It is important to note that all Associations for the province are listed on this page; it is easiest to do a search for your local Minor Hockey Association. If you are unsure which local Association you belong to, select **ALLIANCE HOCKEY**.

*Important: **DO NOT** select HC-ALLIANCE as your Association.*

## STEP 11. MEMBER PROFILE INFORMATION

The next screen will require you to provide the member contact information, such as address, phone number, etc. Please note that you will not be able to advance to the next screen without filling in all mandatory fields, which are noted by a \*.

**Remember, the profile you are creating is for the person who will be taking the clinic.**

Once the member profile has been created and added to your account, you can continue to sign up for a clinic by clicking on **CONTINUE TO CLINIC SIGN UP FOR PARTICIPANT**.

The screenshot shows the eHockey website interface. At the top left is the Hockey Canada logo and 'eHOCKEY'. The top right has links for 'Français | Account | Help | Logout'. Below this is a red navigation bar with 'HOME | SIGNUP FOR A CLINIC | ADD A PARTICIPANT | ORDER HISTORY | CART (0)'. The main content area has a grey header 'PARTICIPANT ADDED TO YOUR ACCOUNT' and a yellow box with the message: 'THANK YOU. THE PARTICIPANT HAS BEEN ADDED TO YOUR ACCOUNT. YOU MAY NOW ACCESS THEIR PROFILE, SIGN THEM UP FOR A CLINIC, ETC.'. Below this is a section titled 'PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS:' with three blue links: 'ADD ANOTHER PARTICIPANT TO MY ACCOUNT', 'VIEW THIS PARTICIPANT'S PROFILE', and 'CONTINUE CLINIC SIGNUP FOR THIS PARTICIPANT'. A large green arrow points to the third link. The footer contains 'Powered by Hockey Canada', 'Copyright © 2010-2013', 'Version: 1.9.3.22008', and the Hockey Canada logo.





## STEP 12. SELECT CLINIC

Once the account and member profile are added to the account, you are now able to register for the clinic that you would like to attend by clicking on the Signup for a Clinic tab at the top of the ehockey page.

**EHOCKEY** [Français](#) | [Account](#) | [Help](#) | [Logout](#)

[HOME](#) | [SIGNUP FOR A CLINIC](#) | [ADD A PARTICIPANT](#) | [ORDER HISTORY](#) | [CART \(0\)](#)

### REVIEW CLINIC SIGNUP

PLEASE REVIEW THE INFORMATION, AND EITHER CHECKOUT AND PAY OR ADD THIS SIGNUP TO YOUR SHOPPING CART.

**Selected Participant:**  
First Name: JOE  
Last Name: SMITH  
Date of Birth: 1/1/1900  
Gender: M

**Selected Clinic:**  
Type: \*HU - Comm Coach Stream  
Season: 2013  
Date: 7/29/2013 - 8/20/2013  
Time: Start: 00:00 - End: 00:00

**Selected information::**  
Division: Midget

[BACK](#) | [ADD TO CART](#) | [CHECKOUT](#)

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## STEP 13. PAYMENT

On the next screen, once you click **CHECK OUT**, you will be directed to the Quick Enrollment website to complete payment with your Visa or Mastercard. Following payment, you will receive an email receipt and a second email with the course link. You are now ready to complete the referee recertification clinic!

Should you have any difficulties registering, please contact Chad Houben at the ALLIANCE Hockey Office, [chouben@alliancehockey.com](mailto:chouben@alliancehockey.com), 519-273-7209.