

# HCR – Create a New Account



In order to register your family online, you must have an account with Hockey Canada. If you have not already done so, create an account using the instructions provided on the online registration page.

1. Go to the **Hockey Canada Registration Site** using the link provided to you on the Owen Sound Minor Hockey web site or on this page. [\[HCR Link\]](#)

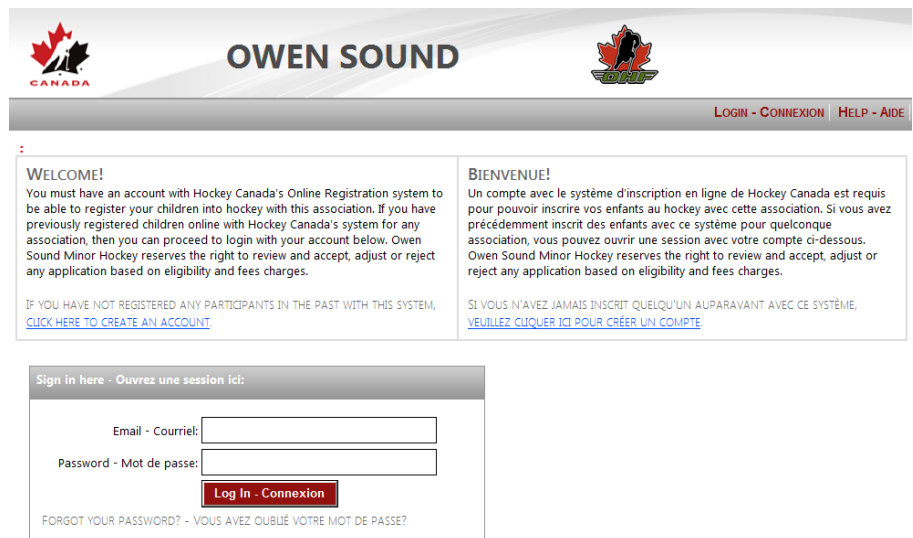
Although every attempt has been made to make the online registration process accurate, Owen Sound Minor Hockey reserves the right to review registrations and make adjustments as deemed necessary as set out in our registration guidelines.

Note: If you have previously registered a child with a different association, you may still use the same account, however it is important that you use the Owen Sound HCR link from our web site or from within this document.

If you are moving into the area from another center, please contact the registrar first to make sure all of the appropriate transfers are taken place before you attempt to register your child.

A screen like this should appear:

2. Enter the **email address** and **password** you used to create your HCR account and click the LOGIN button.
3. You will now see the home screen of your account. You have the option to change your account information, password or register players.



WELCOME!  
You must have an account with Hockey Canada's Online Registration system to be able to register your children into hockey with this association. If you have previously registered children online with Hockey Canada's system for any association, then you can proceed to login with your account below. Owen Sound Minor Hockey reserves the right to review and accept, adjust or reject any application based on eligibility and fees charges.

IF YOU HAVE NOT REGISTERED ANY PARTICIPANTS IN THE PAST WITH THIS SYSTEM, [CLICK HERE TO CREATE AN ACCOUNT](#)

BIENVENUE!  
Un compte avec le système d'inscription en ligne de Hockey Canada est requis pour pouvoir inscrire vos enfants au hockey avec cette association. Si vous avez précédemment inscrit des enfants avec ce système pour quelconque association, vous pouvez ouvrir une session avec votre compte ci-dessous. Owen Sound Minor Hockey reserves the right to review and accept, adjust or reject any application based on eligibility and fees charges.

SI VOUS N'AVEZ JAMAIS INSCRIT QUELQU'UN AUPARAVANT AVEC CE SYSTÈME, [VEUILLEZ CLIQUER ICI POUR CRÉER UN COMPTE](#)

Sign in here - Ouvrez une session ici:

Email - Courriel:

Password - Mot de passe:

[Log In - Connexion](#)

[FORGOT YOUR PASSWORD? - VOUS AVEZ OUBLIÉ VOTRE MOT DE PASSE?](#)

You will also see a list of any players who you have previously registered. The first time in, you will not see any registrants. Click on the "Register a Participant" button to begin the registrant process.

# HCR – Create a New Account

4. The next screen asks you for the players **Hockey ID**.

## Existing Player

Hockey ID:

First Name:  \*

Last Name:  \*

Date of Birth: -  -  -  \*

Gender: -  \*

Language:  E

\* Denotes required information

If you know the ID of the player you want to register, you could enter it here. Most of us do not know these numbers so alternatively you can search by the player. You must enter in the **first name, last name, date of birth and gender** of the player you wish to register. This must be an exact match in order to register the player. If your child has played hockey with OSMHG before, they will be in the database. **Do not enter a new player for a player that has played hockey before or this will create duplicates.**

Try the players full name. If you can't find your child, don't hesitate to call the registrar (Linda Fry – 371-3913 for assistance)

If a match(s) is found, it will display them at the bottom of the page (similar to screen shot below)

**MATCH(ES) FOUND. PLEASE CLICK ON THE "REGISTER NOW" BUTTON TO REGISTER THAT PARTICIPANT. IF THE BUTTON READS "UNAVAILABLE", PLEASE CONTACT YOUR ASSOCIATION.**

First Name	Last Name	Date of Birth	Last Registration Season	Hockey ID	Association	Branch	Actions
			2011	--	OWEN SOUND	ONTARIO HOCKEY FEDERATION	<a href="#">REGISTER NOW</a>

If this is the right player you wish to register, click on the **“Register Now** button and continue to **Step 5**.

## New Player

If the new player you are registering is over 8 years old, you will have to quit the online registration and submit a manual registration. Unfortunately, the OMHA has restricted the use of new registrations to 8 years old or less.

If the new player is 8 or under, just enter their FULL first name, last name, date of birth and gender. Do not enter their middle name. Once this is done Click **“Register a participant”** to continue to **Step 5**.

## HCR – Create a New Account

- The next screen you will select the Type of Registration for this participant. It should always be **Participants**. Select the radio button and click Next to continue.

PLEASE CHOOSE THE TYPE OF REGISTRATION YOU WOULD LIKE FOR THIS PARTICIPANT.

Participants

BACK

NEXT

- The next question asked is the Division in which you would like to register this participant. Only the division for your child's age will be presented to you for selection. Select the age and then click **Next**.

PLEASE SELECT THE DIVISION IN WHICH YOU WOULD LIKE TO REGISTER THIS PARTICIPANT.

Bantam

BACK

NEXT

- Registration Package

You will next be presented with a choice of registration Package. Depending on the age you could be shown as little as one or as many as three. Read the package choices carefully and select the option that represents your circumstances by clicking **Select** next to the appropriate one.

Name	Description	
Representative Player (A,MD,AE)	Only choose this package if your son or daughter made a representative team at spring tryouts. This would be "A", "MD" or "AE". Do not choose this for Local League or House League. Representative players will register online, however their OSMHG fees will be submitted to the team as one budget instead of having two payments.	Select
Tyke 2010 - In House only	Select this package to play Tyke hockey in Owen Sound with no travel. This is a development program with no games until after the new year.	Select
Tyke 2010 - Playing Novice Local League	Select this for players who want to play Novice Local league with the 2009 age group. This requires travel to away centres.	Select

- The next screen asks you to enter a bit more information about the child you are registering. I agree that it will seem redundant, however we have no control over whether it is required or not. Any piece of information that has an asterisk (\*) beside it is required.

Sometimes the screen will show a warning about "Only Secure Content is Displayed". Do not be concerned with this warning and just ignore it.

### Mailing Address

# HCR – Create a New Account

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## MAILING ADDRESS \*

Please select the type of address

- By City Address
- By Rural Route or PO Box Address

Select **By City** or **By RR or PO Box**. Once you do so, the address information will expand and you will need to key it in.

## Parent/Guardian Address

Although this information is not mandatory, you can fill it in if you desire.

## Participant Contact Information

Fill in the participant's contact information below. Only complete the mother, father, or guardian information if it is different from the participant's, unless they are marked as required (\*).

	Home Phone	Work Phone	Extension	Cell Phone	Email
Participant	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> *

Enter in at least the home phone number and the email address.

## Emergency Contact Information

Enter in the emergency contact. If necessary, click on the "Add Second Emergency Contact" to add a second contact.

## EMERGENCY CONTACT INFORMATION

### First Contact

First Name  \*

Last Name  \*

Contact Type  \*

Contact Info:  \*

[Add Second Emergency Contact](#)

\* Denotes required information

# HCR – Create a New Account

## Position

You must select the position your son wishes to play. The most important information is whether he/she wishes to play goal or not.



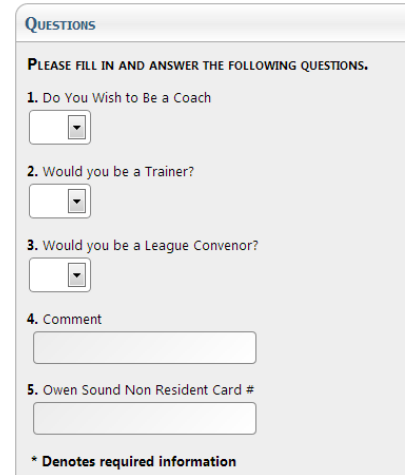
POSITION

Please select the participant's desired position  \*

## Questions

If you could help with being a coach, trainer or league convenor, please select YES in the appropriate dropdown. We sincerely appreciate all of our volunteers.

There is also a place to put in any comments you feel are important about this players registration. If you would like to have your player play on the same team as another player, you can ask for this request here. **Please understand not all requests can be accommodated.**



QUESTIONS

PLEASE FILL IN AND ANSWER THE FOLLOWING QUESTIONS.

1. Do You Wish to Be a Coach

2. Would you be a Trainer?

3. Would you be a League Convenor?

4. Comment

5. Owen Sound Non Resident Card #

\* Denotes required information

## Owen Sound Non Resident Card #

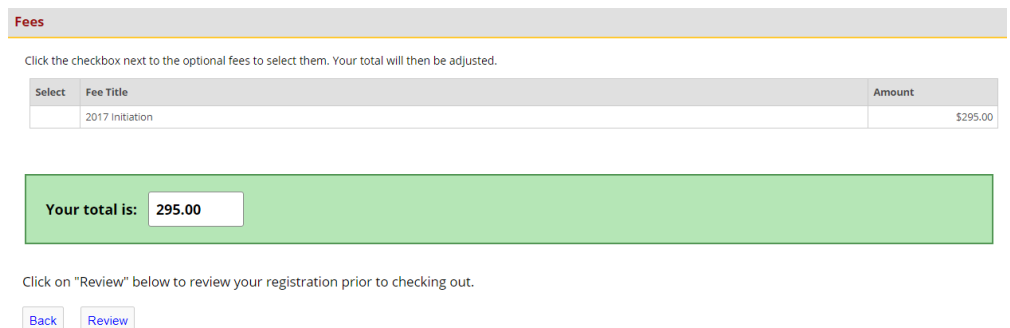
*Players who are from outside the city of Owen Sound (not Owen Sound taxpayers), must obtain a non-resident card from the City of Owen Sound. Please note a large portion of the cost of this card is being reimbursed by the Township of Meaford and the Municipality of Georgian Bluffs. Please see our website for more details. The card you receive from the city is numbered. Please enter the number here.*

## Waivers

There are two Waivers (one for OSMHG and one for Hockey Canada). Please read carefully and select the appropriate box.

## Fees

The system will have calculated the appropriate fee for your child. It will list it and include it in your total.



Fees

Click the checkbox next to the optional fees to select them. Your total will then be adjusted.

Select	Fee Title	Amount
<input type="checkbox"/>	2017 Initiation	\$295.00

Your total is:

Click on "Review" below to review your registration prior to checking out.

[Back](#) [Review](#)

- After entering all of the information requested, click on REVIEW. A summary of the order for that child will appear. If everything looks ok, click **Add to Cart**

## HCR – Create a New Account

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10. Continue to register all of the participants in your family. Please note the player discounts for 3 or 4 player families will not appear until you check out.

11. Once you are satisfied that all of your players are in your cart, you can choose **Checkout**.

Status: Active

First Name	Last Name	Date of Birth	Gender	Association	Season	Registration Date	Division	Package	Net Total	Total	Actions
NEW	PLAYER	03/02/2012	M	OWEN SOUND	2017-2018	07/10/2017	INITIATION 1 (IN HOUSE)	INITIATION 1	\$295.00	\$295.00	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">View</a>

PST \$0.00  
QST \$0.00  
HST \$0.00  
GST \$0.00  
**Total \$295.00**

[Register a Participant](#) [Checkout](#) [Clear Cart](#)

12. Please note that Hockey Canada will be applying a \$2 convenience fee to use online registration. This will be added to your total order. It is per order (not per player).

13. If you are satisfied with the order, click **Checkout**. If not Click the cart button across the top of the page to go back and look at/modify your cart.

# HCR – Create a New Account

14. You are now presented with your payment options.

Select your desired choice and click **Next**

**CHECKOUT**

Please choose your method of payment below.

Cheque  
 Money Order  
 Credit Card (A \$2 convenience fee will be added to your order.)

- Payment by **Credit Card**:

New to this year, you have the option of making your credit card payment in one installment or spread over 3 payments (depending on when you register). If this option is presented to you, select the “**Pay in Full Now**” option or the “**Installment option**”. The first installment is calculated based on whether you are paying the registration only or the registration and tryout fee, as well as how far in the payment schedule it is when you register.

**Payment Schedule Options (Please Choose)**

Pay in Full Now

Pay Now: \$175.00  
Pay Remainder Later:

1. 30/06/2013: \$125.00
2. 31/08/2013: \$125.00

If you have chosen an installment option, the installment information will be presented to you on the credit card screen similar to below.

Category: Registration (HC1248)  
League: Owen Sound Minor Hockey Group

**Total amount on this invoice: \$425.00 over 3 installments**

	Installment#	Amount	Due Date (mm/dd/yyyy)	Status
✓	1	\$175.00	04/01/2013	Pay Now
	2	\$125.00	06/30/2013	Future Installment
	3	\$125.00	08/31/2013	Future Installment

Note: Your first installment is due immediately.

The remainder of your installments will be charged to the credit card that you are about to enter on the dates indicated above.

- Fill out your credit card details and then click Submit and wait for the confirmation screen to appear. If your transaction is DECLINED, you may enter information for another credit card or choose another form of payment.

If APPROVED, you will receive a printable receipt in the next step (you are now done).

Payment Type: **Installment Plan (Minimum 1st payment)**

Amount: **\$ 177.00**

Email address:  \*

Name of Cardholder (as it appears on card.)  \* Name is required

Card Type:  Visa  Master Card

Card Number:  \*

Expiration Date:  /  \*

**Credit Card Statement Will Display Owen Sound Minor Hockey Group**

- If payment by **Cheque** or **Money Order** is chosen, print up the receipt produced by the system in the next step and **send it with the postdated cheque(s) or money order** to:

OSMHG Registrar – P.O. Box 13, Owen Sound, ON. N4K 5P1.

## HCR – Create a New Account

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15. The final step will give you the Option to **Print Receipt or Email Receipt**.
  
16. **NOTE: YOU WILL BE ABLE TO RETURN TO YOUR PERSONAL PROFILE PAGE AT ANY TIME BY ENTERING YOUR EMAIL ADDRESS AND PASSWORD ON THE LOGIN PAGE. YOU WILL BE ABLE TO:**
  - I. CHECK YOUR CHILD'S REGISTRATION STATUS
  - II. CHANGE YOUR PASSWORD
  - III. RE-PRINT REGISTRATION INVOICES