

# HOCKEY CANADA REGISTRY (HCR) 3.0:

*How to create an account*

Welcome to the new **Hockey Canada Registry (HCR) 3.0!**

This new platform has eliminated the need for an ***eHockey account***. Moving forward, this will be your one-stop shop for everything hockey!

Before you get started with **HCR 3.0**, you will need to do is *create a new account*. We have created this guide to help walk you through the process.

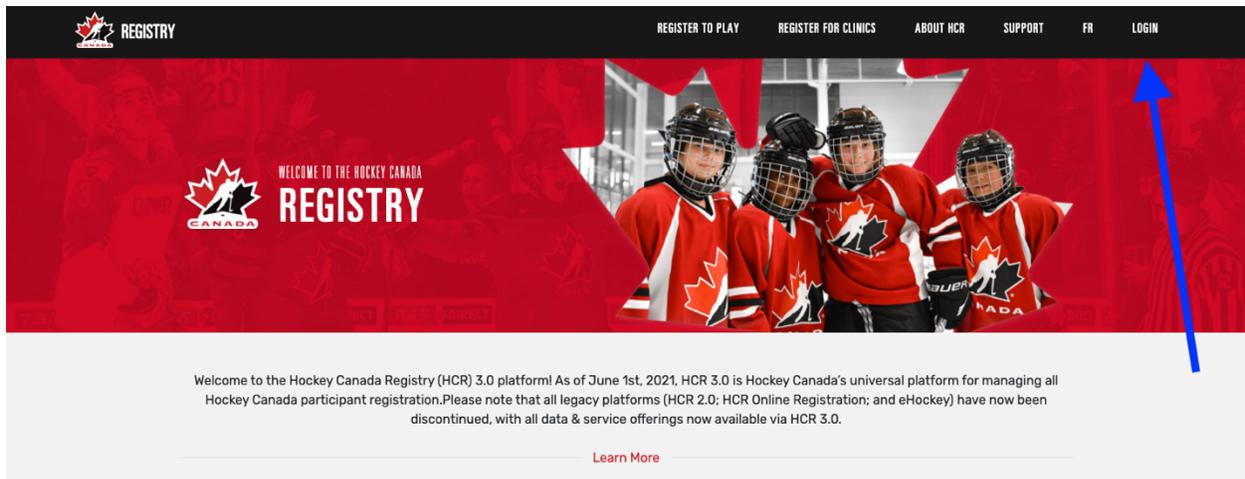
## Step 1:

The first thing you will need to do is go to the [HCR 3.0 website](https://register.hockeycanada.ca/home) at the link below.

**Hockey Canada Registry 3.0 website link:** <https://register.hockeycanada.ca/home>

## Step 2:

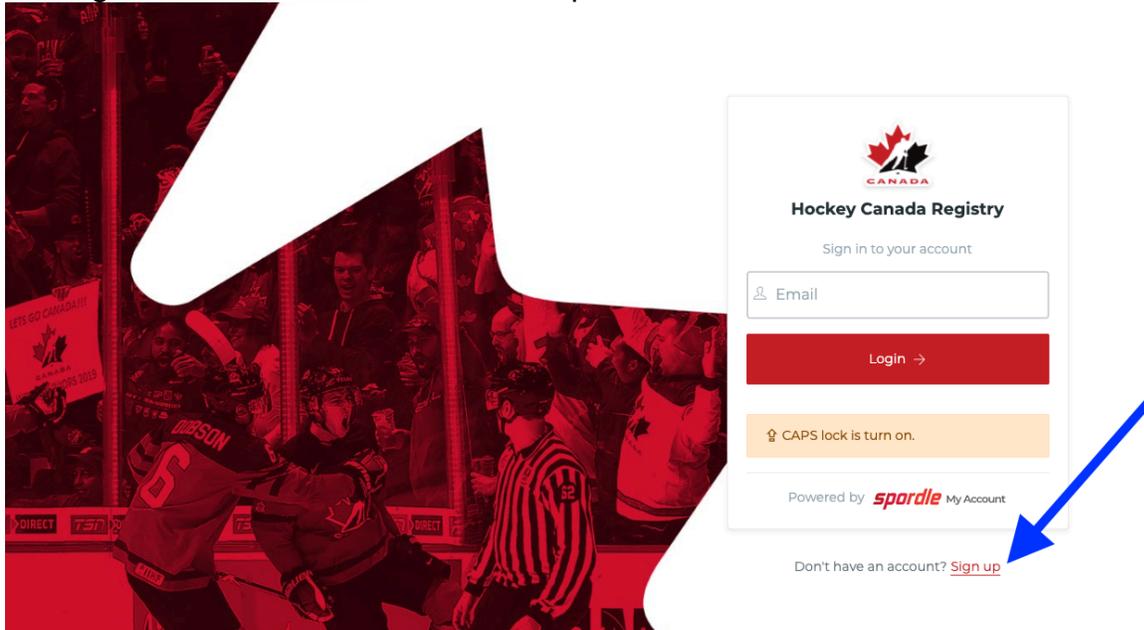
Next, you will need to click **LOGIN** in the top right corner (see the [blue arrow](#) below).



### Step 3:

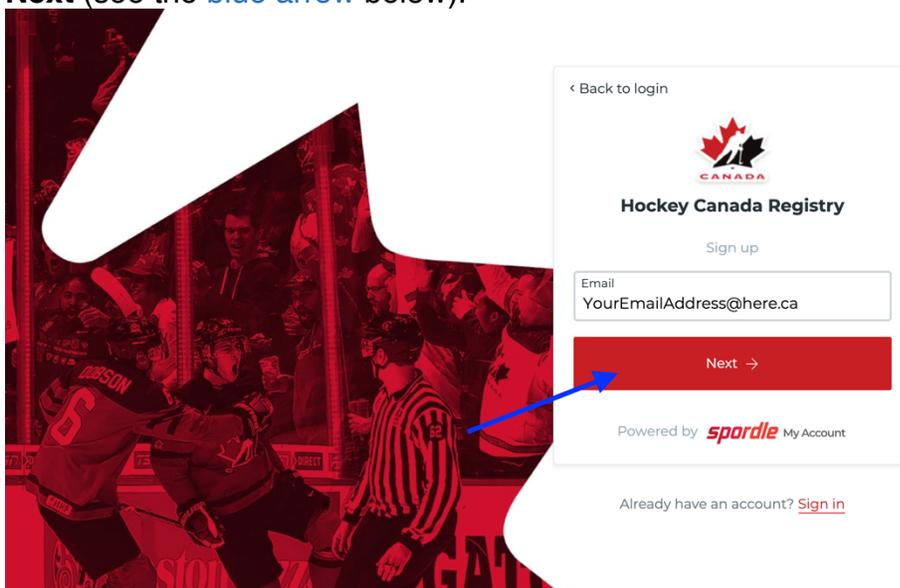
To create a new account, click on the **Sign up** link (see the [blue arrow](#) below). This will allow you to begin the registration process.

**Please note:** If you had an account within the old **HCR** or with **eHockey**, that account is no longer valid. You **must** create a new profile.



### Step 4:

Enter a valid email address (your username) in the blank space below, and then click **Next** (see the [blue arrow](#) below).



## Step 5:

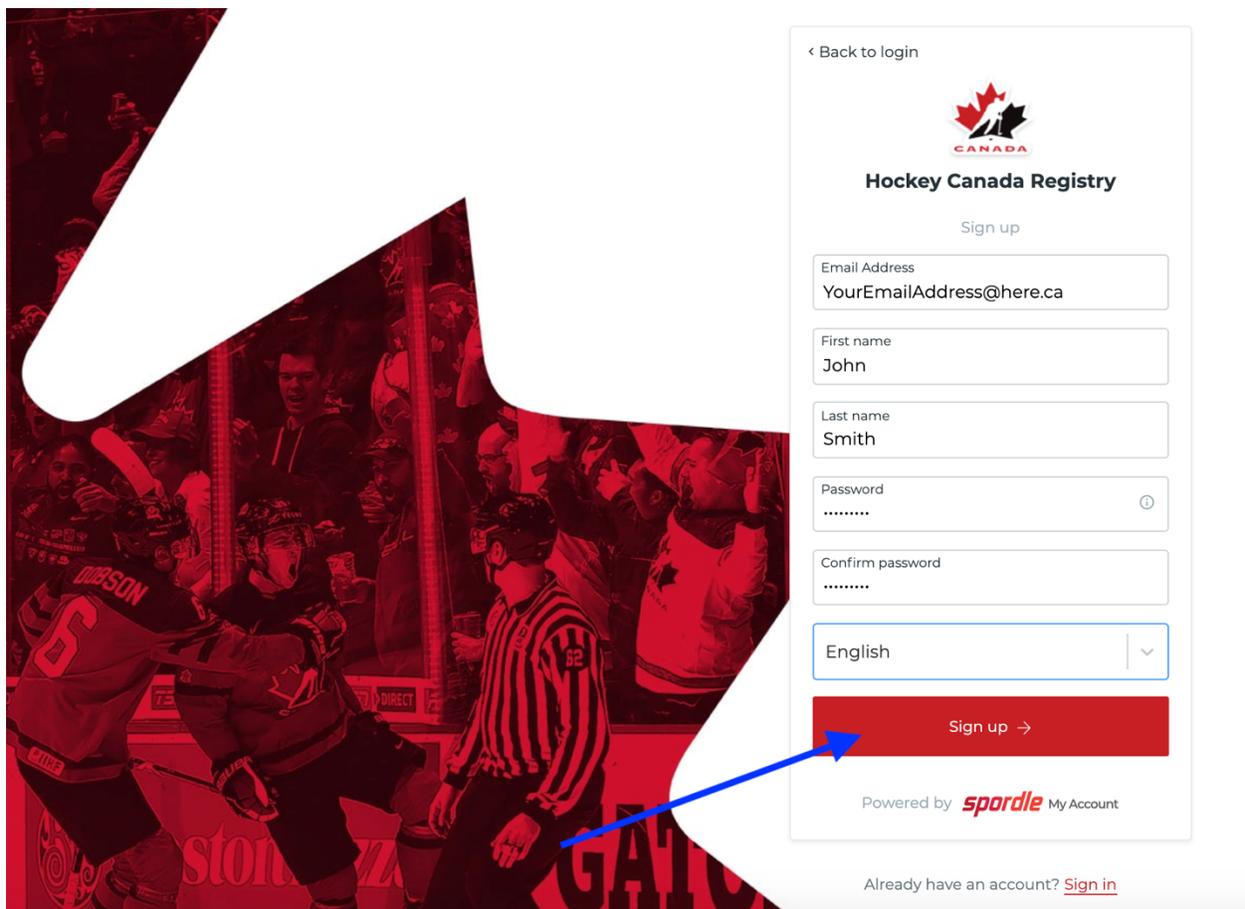
Next, you will need to enter your *first name* and *last name* into the required fields.

Then you will need to **create** and **confirm your new password**.

**Please note:** Your **new 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** (see the [blue arrow](#) below).



The image shows a screenshot of the Hockey Canada Registry sign-up form. The form is overlaid on a background image of hockey players and a referee. A large white arrow points from the text above to the 'Sign up' button. The form includes the following fields and elements:

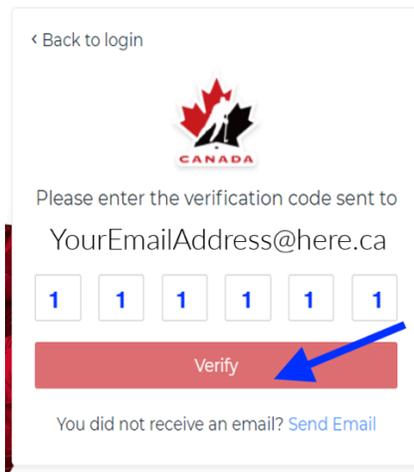
- < Back to login
- Hockey Canada Registry logo
- Sign up
- Email Address: YourEmailAddress@here.ca
- First name: John
- Last name: Smith
- Password: ..... (with a help icon)
- Confirm password: .....
- Language: English (dropdown menu)
- Sign up → (button)
- Powered by **spordle** My Account
- Already have an account? [Sign in](#)

## Step 6:

After you have completed the previous step, you will receive a **verification code** via email (to the email address you signed up with).

This email may be directed to your **junk mail** so it is important to check both your **inbox** and **junk mail** (or **spam**) folders.

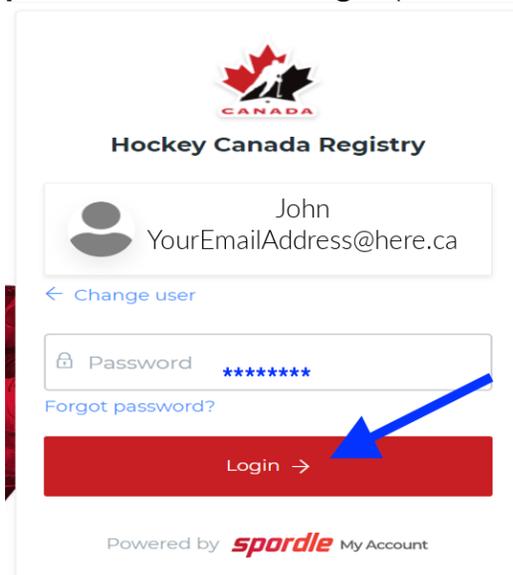
Enter the **verification code** in the required fields then click **Verify** (see the [blue arrow](#) below).



The screenshot shows a verification screen with the Hockey Canada logo at the top. Below the logo is a link for "Back to login". The main text asks the user to enter a verification code sent to "YourEmailAddress@here.ca". There are six input fields, each containing the digit "1". Below the input fields is a red "Verify" button with a blue arrow pointing to it. At the bottom, there is a link that says "You did not receive an email? Send Email".

## Step 7:

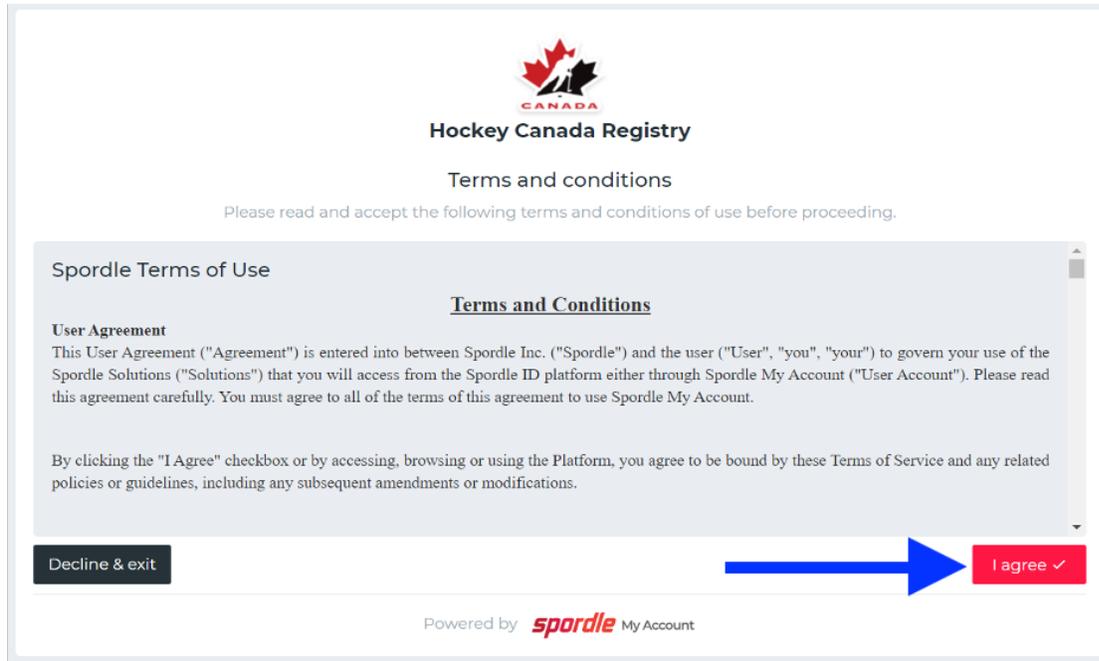
After you have entered your **verification code**, you will be required to re-enter your **password** and click **Login** (see the [blue arrow](#) below).



The screenshot shows a login screen with the Hockey Canada logo at the top. Below the logo is the text "Hockey Canada Registry". There is a user profile section with a name "John" and email "YourEmailAddress@here.ca", and a link for "Change user". Below this is a password field with a lock icon, the text "Password", and a masked password "\*\*\*\*\*". There is also a link for "Forgot password?". At the bottom is a red "Login" button with a right-pointing arrow and a blue arrow pointing to it. At the very bottom, it says "Powered by spordle My Account".

## Step 8:

Next, you will be brought to the **Hockey Canada terms and conditions** – please read and then click **I agree** (see the [blue arrow](#) below).



  
**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.

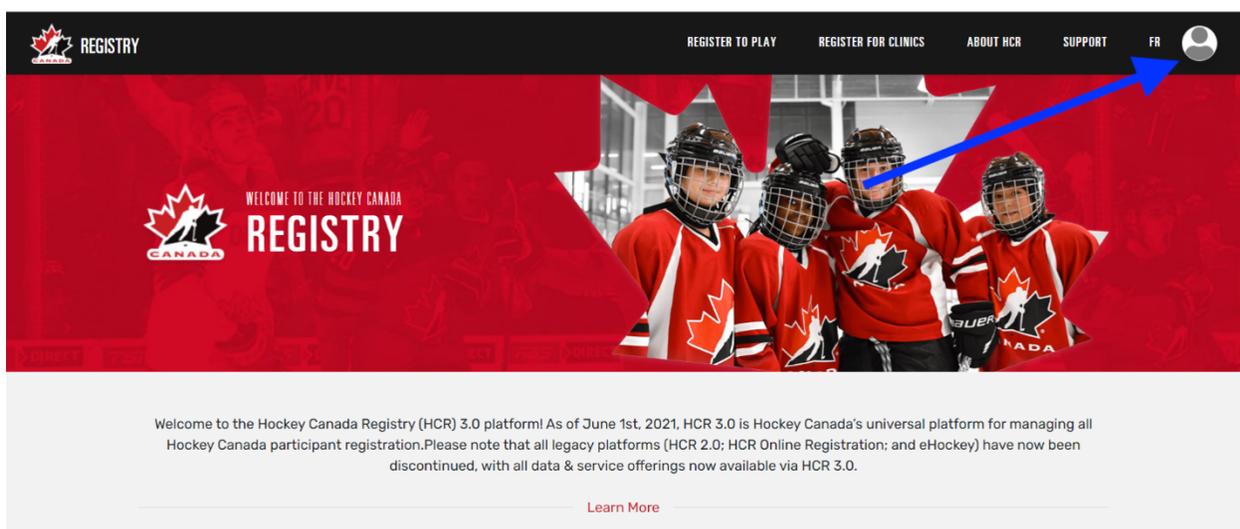
[Decline & exit](#) [I agree ✓](#)

Powered by **spordle** My Account

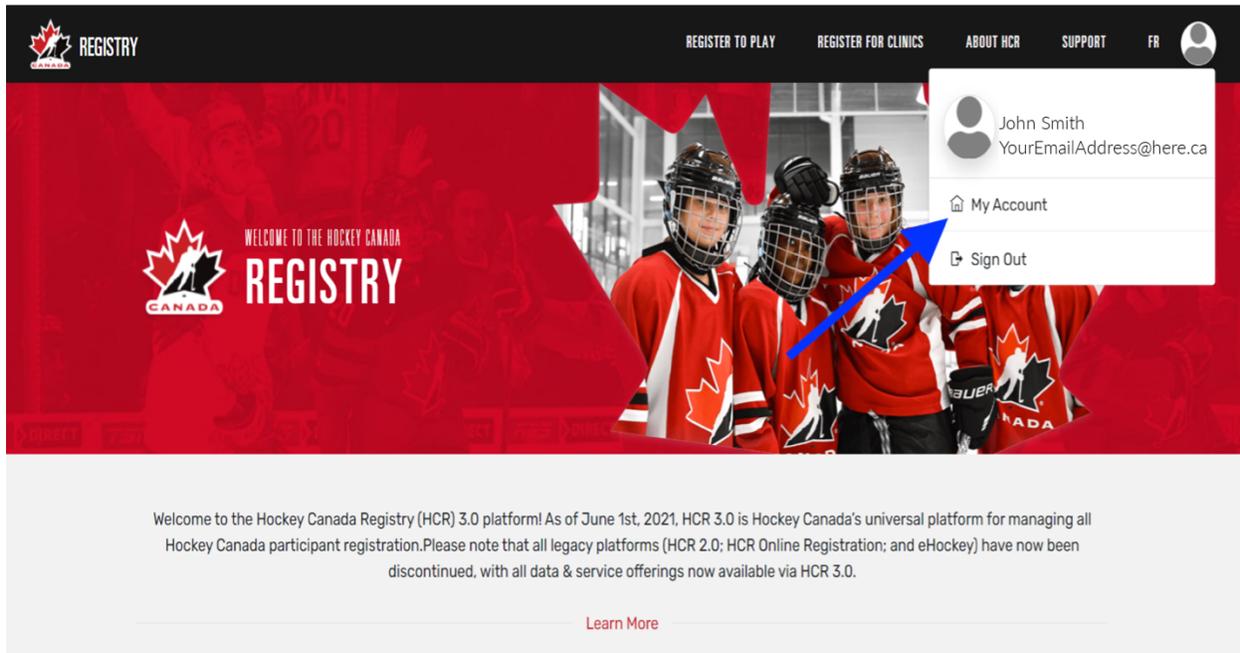
## Step 9:

After clicking **I agree**, you will be directed back to the **Hockey Canada Registry 3.0** homepage.

Next, please click on the **circle** in the top right corner (see the [blue arrow](#) below).



From the drop-down menu, click on **My Account** (see the [blue arrow](#) below).

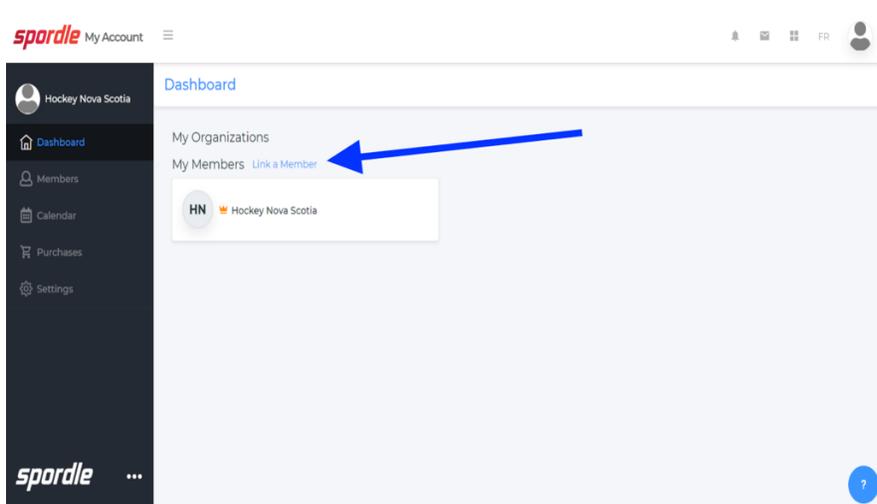


## Step 10:

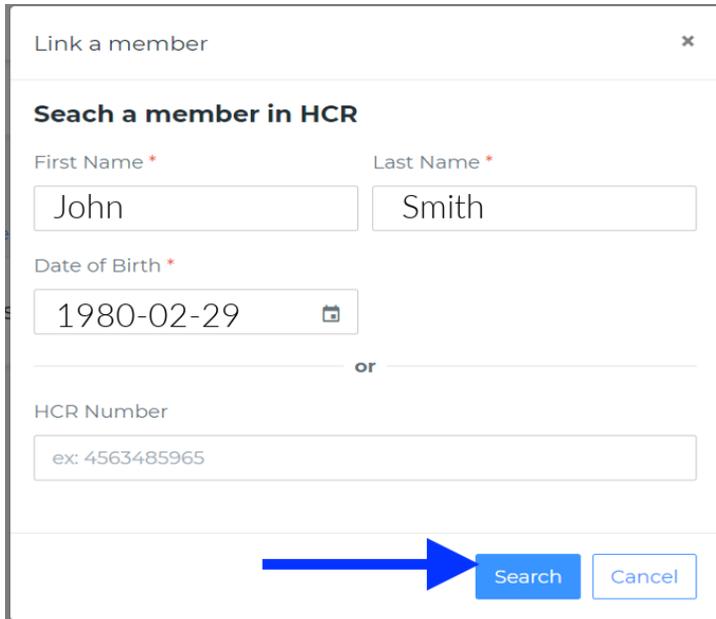
Next, you will be directed to your **HCR 3.0 Dashboard**. The dashboard will give you several options.

One of the most *important first steps* is to **link** your old HCR participant account.

Much like your old **eHockey** account, you will need to **link yourself (your old HCR participant number)** to your new **HCR 3.0** account. To do this, click on the [blue Link a member](#) link (see the [blue arrow](#) below).



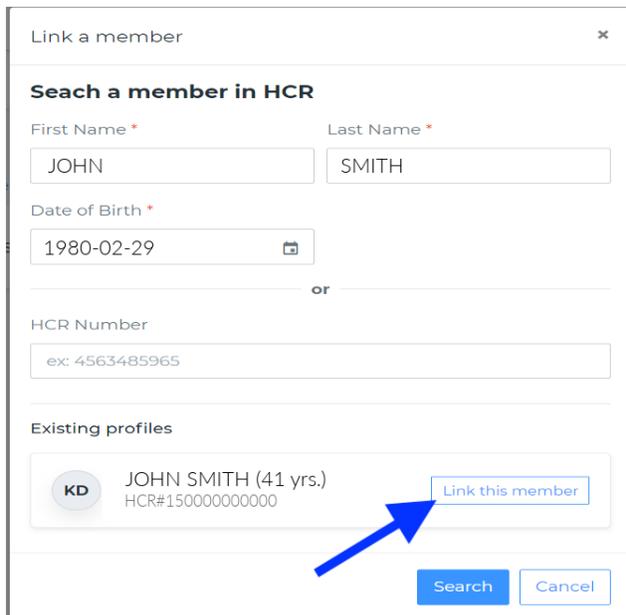
Search for your account by entering your **first name**, **last name**, and **date of birth** (or, if you know your **HCR number**, you can enter that) and click **Search** (see the [blue arrow](#) below).



The screenshot shows a web form titled "Link a member" with a close button (x) in the top right corner. Below the title is the heading "Seach 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 a horizontal line with the word "or" in the center. At the bottom of the form are two buttons: "Search" and "Cancel". A blue arrow points from the left towards the "Search" button.

This search will bring up any existing profiles in that name. This will also include the person's HCR number.

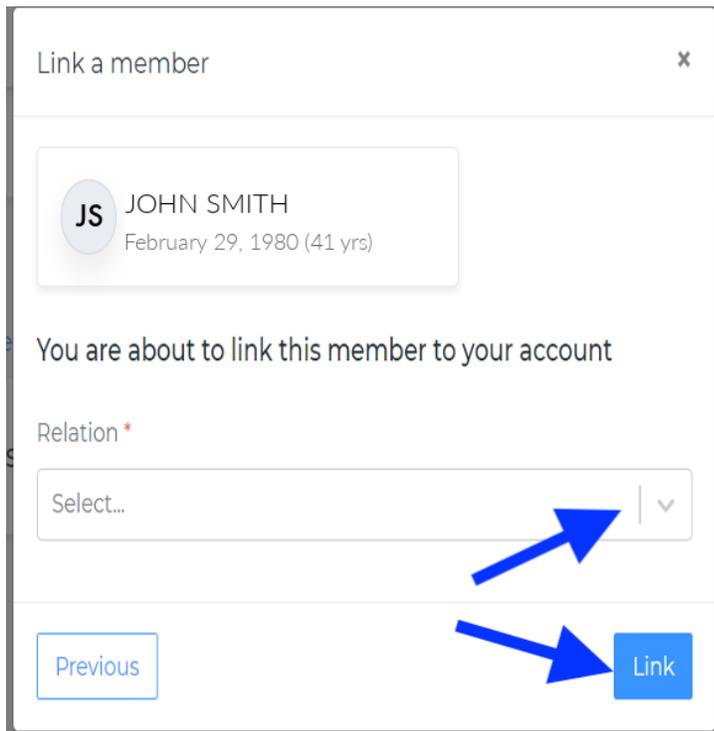
Confirm that the member you have found is the member you were looking for. When you have found the right profile, click **Link this member** (see the [blue arrow](#) below).



The screenshot shows the same "Link a member" form as above, but now with search results. The "First Name" field contains "JOHN" and the "Last Name" field contains "SMITH". The "Date of Birth" field contains "1980-02-29". Below the "HCR Number" field, there is a section titled "Existing profiles" which contains a single profile card. The card has a circular icon with "KD" inside, followed by the text "JOHN SMITH (41 yrs.)" and "HCR#150000000000". To the right of the profile card is a button labeled "Link this member". A blue arrow points from the bottom left towards this button. At the bottom of the form are two buttons: "Search" and "Cancel".

After you have found the member that you would like to link to your account, you will need to select what **relation** you are to the member.

To do this, click the **Relation** drop-down menu (see the first **blue arrow** below). To link yourself to your account in the list of options, you will need to select **Self** and then click **Link** (see the second **blue arrow** below).



Link a member

JS JOHN SMITH  
February 29, 1980 (41 yrs)

You are about to link this member to your account

Relation \*

Select... | v

Previous Link

## Step 11:

Now that you have successfully linked yourself to your new **HCR 3.0** account, you should get familiar with the rest of the **HCR 3.0 Dashboard**.

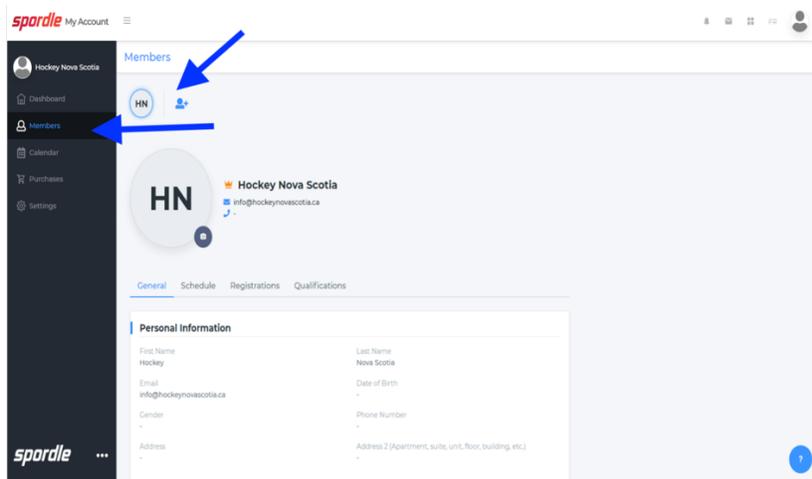
Below, we will quickly walk you through some of the following **Dashboard** areas to give you a better idea of what they are used for:

- Members
- Schedule
- Registrations
- Qualifications
- Calendar
- Purchases
- Settings

## Members

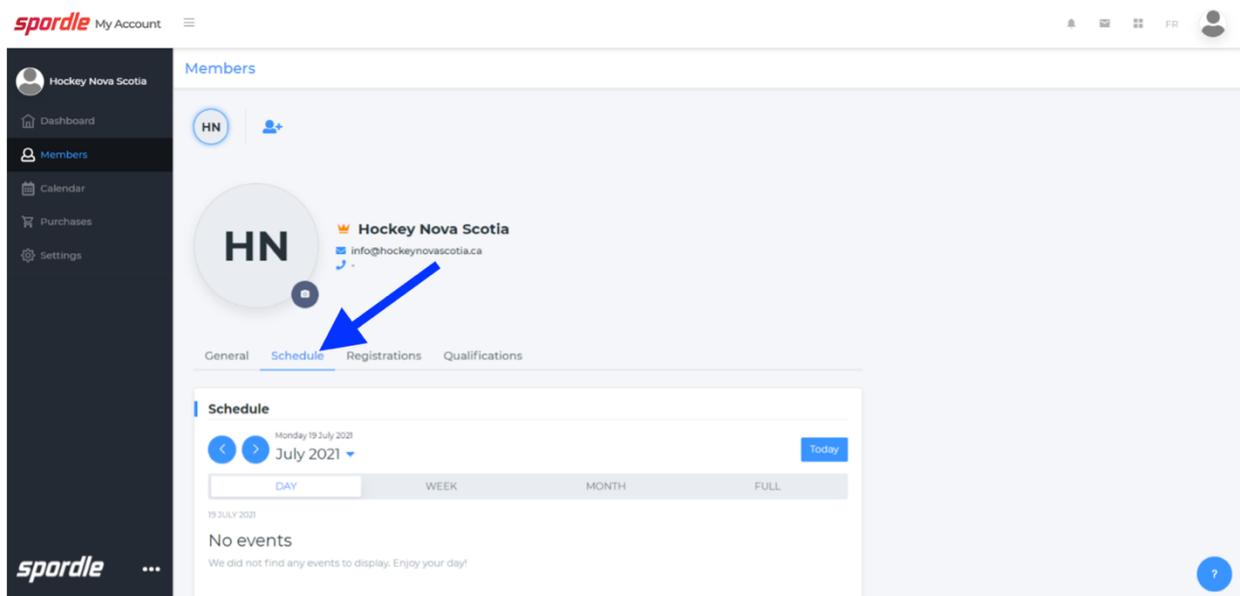
The **Members** section is where you can view information for the member profiles that are linked to your account.

You can toggle through your linked members by clicking on the circles (see the **HN circle** below to the left of the first **blue arrow**) or you can add a member by clicking on the **blue head** and **plus sign** (to the right of the first **blue arrow**).



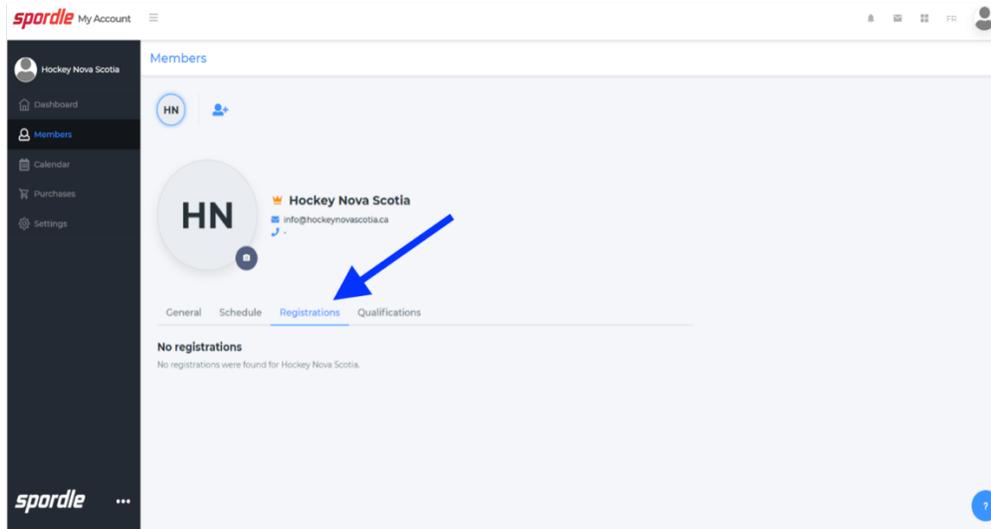
## Schedule

The **Schedule** section is where you can view all of the **scheduled activities** for you and your linked members. This section will also display the **payments** that are scheduled for you and your linked members.



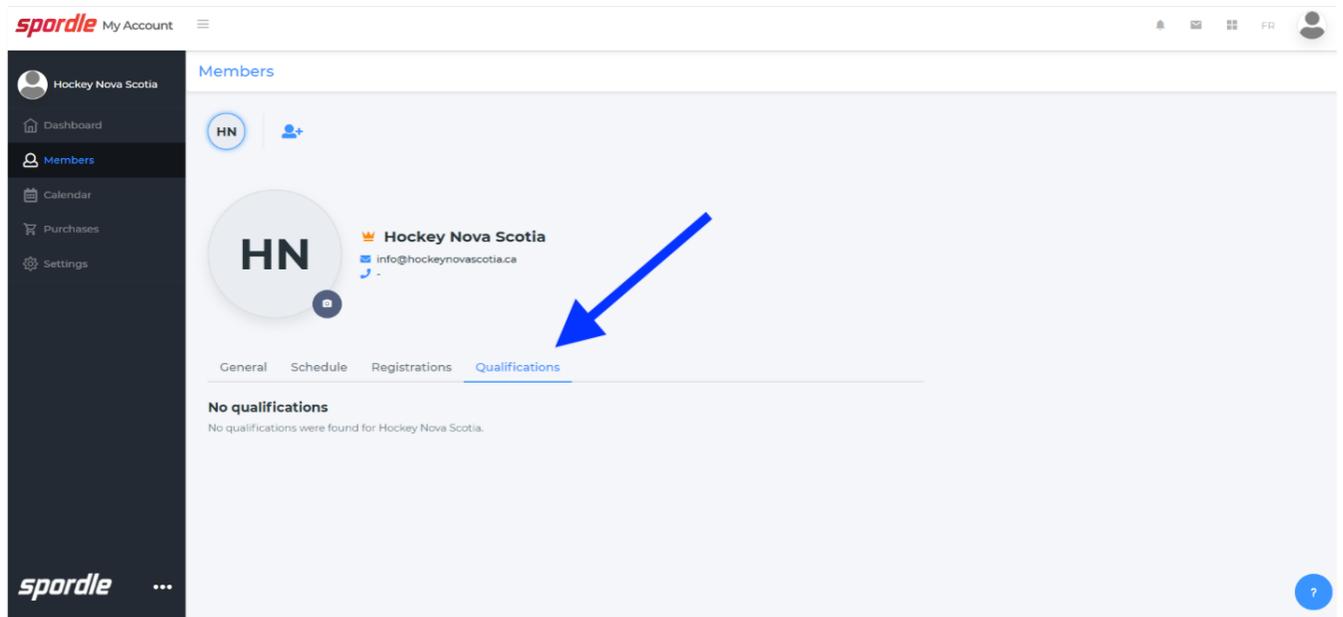
## Registrations

The **Registrations** is fairly simple and straight-forward: It will display the history of the linked members' **registrations**.



## Qualifications

The **Qualifications** tab is where you can find all of your linked members' qualifications. This section would include any **coaching** or **officiating** clinics your linked members have attended.

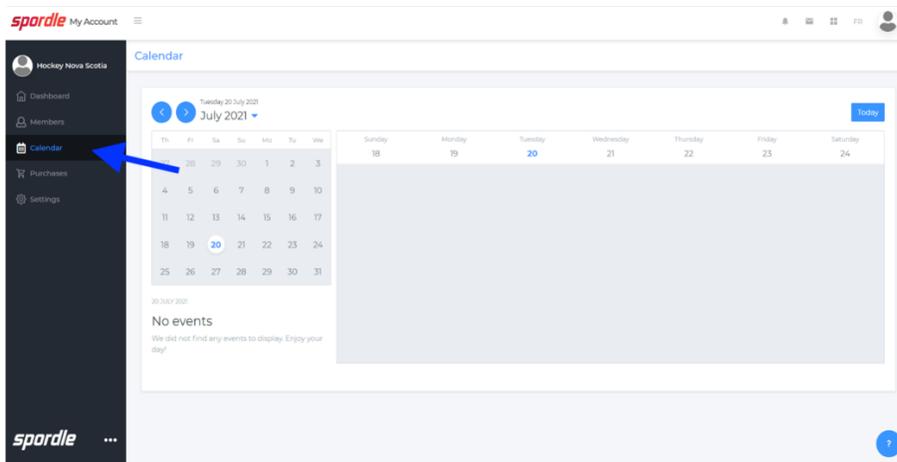


For example, this is what your **Qualifications** section may look like:

Season	Category	Qualification	Status
2010-2011	● Coach	*COACH 2 - COACH LEVEL	Certified
2008-2009	● Coach	*COACH 1 - INTRO TO COACH	Certified

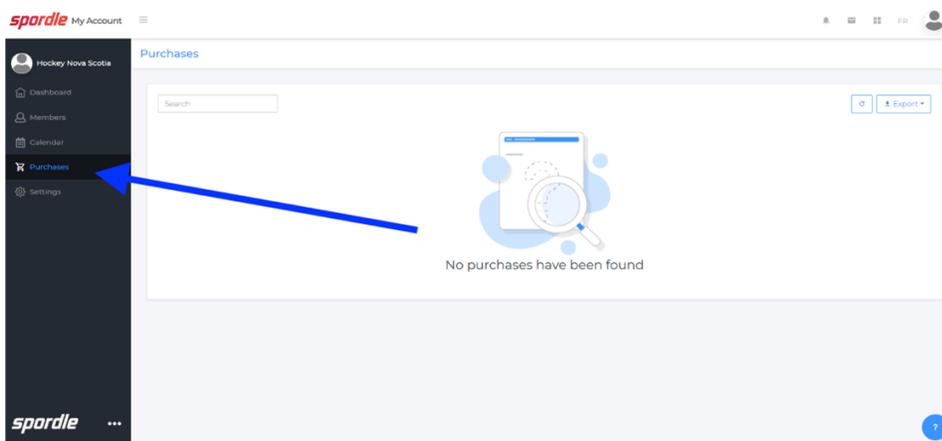
## Calendar

The **Calendar** section is where you can see all of your linked members' scheduled activities, as well as any payments that are scheduled for you and your linked members. For example, this area will display any officiating or coaching clinics that you are registered for.



## Purchases

The **Purchases** section is where you can view the history of all of your purchases for you and your linked members. For example, this section will display hockey season registrations, clinic registrations, and any items that you purchase.



# Settings

The **Settings** section is the area of the **HCR 3.0 Dashboard** that allows you to set up and edit all of your **personal information**. You can edit your information by clicking on each **blue Edit** button.

