

PARTICIPANT REGISTRATION

A STEP BY STEP EXAMPLE

STEP 1: GO TO THE HOCKEY CANADA REGISTRATION SYSTEM



From the North London Nationals homepage (<http://www.northlondonhockey.ca>), select 'Online Registration' from the Registration menu as shown on the screenshot above.

STEP 2: LOGIN OR CREATE AN ACCOUNT IF YOU ARE NEW TO HOCKEY CANADA

The screenshot shows the top navigation bar with the 'nationals' logo, 'GLHA - NORTH LONDON' text, and a Canadian maple leaf logo. Contact information for North London Sports Association is provided on the right. A red navigation bar contains 'Login - Connexion' and 'Help - Aide' links. Below this is a 'INSIDER' banner with the text 'STAY UP TO DATE WITH HOCKEY CANADA' and 'NEWS, OFFERS, TICKETS & MORE'. Two welcome messages are displayed: one in English and one in French. The English message includes a link to create an account, which is highlighted with a black arrow. Below the messages is a 'Sign In here - Ouvrez une session ici:' section with input fields for 'Email - Courriel' and 'Password - Mot de passe', a 'Log In - Connexion' button, and a 'Forgot your password?' link.

WELCOME!
You must have an account with Hockey Canada's Online Registration system to be able to register your children for hockey with the North London Nationals. One parent in each family is required to complete the Respect In Sports for Parents course. The Rowan's Law Concussion Protocol acknowledgment is now tracked through your registration. Please read the waiver carefully during registration.

If you have not registered any participants in the past with this system, [click here to create an account.](#)

BIENVENUE!
Vous devez avoir un compte avec le système d'inscription en ligne de Hockey Canada pour pouvoir inscrire vos enfants au hockey avec les North London Nationals. Un parent dans chaque famille doit suivre le cours Respecter le sport pour les parents. La reconnaissance du protocole Rowan's Law sur les commotions cérébrales est désormais suivie via votre inscription. Veuillez lire attentivement la renonciation lors de l'inscription.

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?](#)

If you haven't previously registered or if your email address is no longer valid, click on the 'Click here to create an account' link and follow the steps to create a user. Otherwise, enter your email and password in the 'Sign In here' box. The forgot password link can be used to get a link to update the password used with your email address.

STEP 3: START THE 'REGISTRATION PROCESS'

The screenshot displays the website for the North London Sports Association (GLHA - North London). The header includes the 'nationals' logo, the text 'GLHA - NORTH LONDON', and contact information for the association. A navigation menu at the top right contains links for 'Home', 'Register a Participant', 'Order History', 'Cart (0)', 'My Account', 'Help', and 'Logout'. An arrow points to the 'Cart (0)' link. Below the navigation, a 'Home' section contains a welcome message and instructions on how to use the shopping cart and registration history. The 'My Shopping Cart' section shows an empty cart with a message: 'You do not have any registrations in your cart for this association.' An arrow points to a 'Register a Participant' button in the bottom right corner of the cart section.

First verify that your cart is empty by checking it says “Cart (0)” in the header. Then click on the ‘Register a Participant’ button.

STEP 4: PARTICIPANT SELECTION

Participant Selection

Your first step is to select the person (or participant) you would like to register. You can either:

- Register someone you've registered before in the past under "Previous Registrations" below
- Register a new person under "Register a new participant" below.

Previous Registrations

To register someone you've registered in the past, click on the "Register" button next to their name. If the "Register" button is not available, it means that either there are no registration packages available for that participant or they are outside of this association. Please contact the association for further assistance.

First Name	Last Name	Date of Birth	Gender	Association	Last Registration Date	Actions
			M	GLHA - NORTH LONDON	11/25/2019	Register

Register a new participant

To register someone new that you have not registered in the past, please enter their information below. Only fill in the "Hockey ID" if you already know the participant's Hockey ID. Please fill in their FULL name (without middle names), date of birth, gender, and language and click on "Register".

Hockey ID:

First Name: *

Last Name: *

Date of Birth: - - *

Gender: *

Language:

* Denotes required information

[Register](#)

If the participant you are registering has been in a Hockey Canada program previously, they should be listed in the Previous Registrations section and you can just click the 'Register' button in the Actions column.

Otherwise, enter their name, date of birth and gender, and then click 'Register' at the bottom of the Register a New Participant section.

STEP 5: REGISTRATION TYPE

Choose a registration type

Please choose the type of registration you would like for this participant.

Participants

For initial registration, click the circle beside 'Participants' and then click on the 'Next' button.

Depending on the age of the participant or if they have already registered this season, there may be other options presented on this screen.

STEP 6: DIVISION SELECTION

Division Selection

Please select the Division in which you would like to register this participant.

U15 (Major Bantam)

The division selection screen should only show one division based on the age of the participant. Click the circle beside the presented division and then click on the 'Next' button.

STEP 6: PACKAGE SELECTION

Registration Package Selection

Please choose a registration Package below.

Name	Description	
U15 Goalie	U15 (formerly Bantam) Goalie, Birth year 2006.	<input type="button" value="Select"/>
U15 Player	U15 (formerly Bantam) Player, Birth year 2006.	<input type="button" value="Select"/>

Depending on the age group there may be a different package for goalies and players. Select the correct package for the participant. If the package is not available, then the registration may be full for your age group and position type, in which case you should email registrar@northlondonhockey.ca to be placed on a waitlist or discuss other options.

STEP 7: ADDRESS AND CONTACT INFORMATION

Participant Information

Please fill in the information below.

Physical Address [[Edit](#)]

For this participant, the physical address has been pre-filled with the address you have provided on your account. Click on **Edit** above to edit the participant's address.



Mailing Address [[Add](#)]

If the mailing address is different than the participant's address, click on **Add** above to add this address.

Parent/Guardian Address [[Add](#)]

To add another Parent/Guardian address that is different than the participant's address, click on **Add** above to add this address.

Parent/Guardian Address [[Add](#)]

To add another Parent/Guardian address that is different than the participant's address, click on **Add** above to add this address.

Parent/Guardian Address [[Add](#)]

To add another Parent/Guardian address that is different than the participant's address, click on **Add** above to add this address.

Contact Information

CONTACT NAMES

Select to add another contact

Select to add another contact

Select to add another contact

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	Cell Phone	Email
Family or Participant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select to add another contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select to add another contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select to add another contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Denotes required information

Emergency Contact Information

FIRST CONTACT

First Name

Last Name

Contact Type

Contact Info:

[Add Second Emergency Contact](#)

* Denotes required information

[Back](#)

[Next](#)

Confirm the address information and update required contact information. Once complete, select 'Next'.

STEP 8: QUESTIONNAIRE

Questionnaire

Please fill in the questionnaire below.

* Denotes required information

In what year did you move to your current address?*

Year

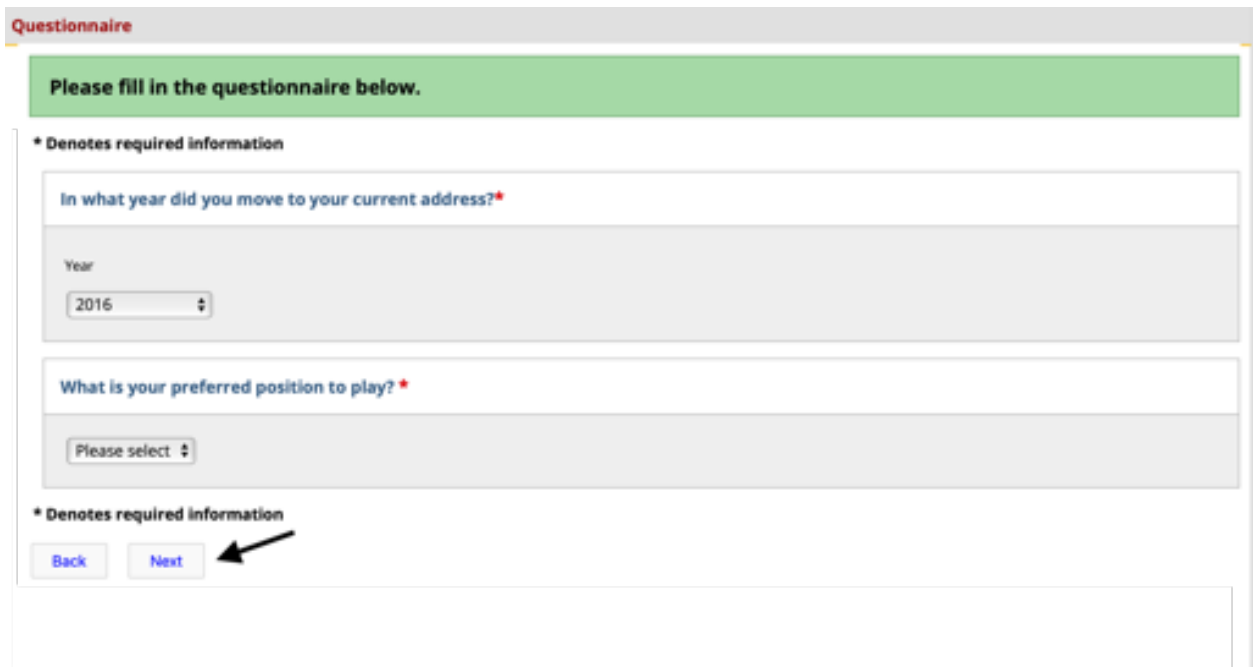
2016

What is your preferred position to play? *

Please select

* Denotes required information

Back Next

The image shows a web-based questionnaire interface. At the top, there is a grey header with the word "Questionnaire" in red. Below this is a green banner with the text "Please fill in the questionnaire below." The main content area contains two questions, each marked with a red asterisk to indicate they are required. The first question is "In what year did you move to your current address?*" and has a dropdown menu with "Year" as a label and "2016" as the selected value. The second question is "What is your preferred position to play? *" and has a dropdown menu with "Please select" as the label. At the bottom of the form, there are two buttons: "Back" and "Next". An arrow points to the "Next" button. The entire form is enclosed in a light grey border.

Select answers to the questions and then click on 'Next'.

STEP 9: WAIVER ACKNOWLEDGEMENT

Waivers

Please read and respond to the following waivers/agreements.

ONTARIO HOCKEY FEDERATION

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.

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

You can review the OHF Concussion Code of Conduct here: [OHF Concussion Code of Conduct](#)

I confirm that I have reviewed the OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources and commit to operating within the parameters of the OHF Concussion Code of Conduct under the role which I have registered with the OHF. *

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 agree

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 agree *

[Back](#)

[Next](#)

Carefully read the waivers and review the linked material. Once comfortable and ready, select the appropriate checkboxes to acknowledge the waivers and then select 'Next'. **NOTE:** The Rowan's Law acknowledgement for concussion awareness will be tracked each year and the age appropriate material should be reviewed with the participants each year.

STEP 10: FEES

Fees

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

Select	Fee Title	Amount
	U14, U15 (Bantam)	\$800.00
	Early Bird Discount \$75 Before August 1st	-\$75.00
<input type="checkbox"/>	Jr. Mustangs Tryout Fee	\$75.00
<input type="checkbox"/>	MD Tryout Fee	\$75.00

Your total is: **725.00**

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

[Back](#)

[Review](#)

If the participant wants to attend Junior Mustangs or MD tryouts, select the appropriate tryout fee charges. If you change your mind and want to add these on later, you can come back to the registration system and at "Step 6: Division Selection" you will be able to select "Tryout Fees" and then continue through the registration to select the appropriate tryout fee.

Once the correct fees are selected, click on 'Review'.

STEP 11: REGISTRATION REVIEW

Participant's Registration Review

Please review your registration below and select "Checkout" or "Add to Cart" to continue. Or click the Back button to revise your registration.

Participant Summary

Physical Address
Player's Home Phone
Emergency Contact #1



Questionnaire Summary

In what year did you move to your current address?	2016
What is your preferred position to play?	Forward

Waiver Summary

HOCKEY CANADA		
Waiver	I agree	CHECKED
Agreement	I agree	UNCHECKED
ONTARIO HOCKEY FEDERATION		
Rowan's Law Acknowledgement	I confirm that I have reviewed the OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources and commit to operating within the parameters of the OHF Concussion Code of Conduct under the role which I have registered with the OHF.	CHECKED

Fees

Fee Title	Amount
U14, U15 (Bantam)	\$800.00
Early Bird Discount \$75 Before August 1st	-\$75.00
Your total is	\$725.00

Your total is: \$725.00

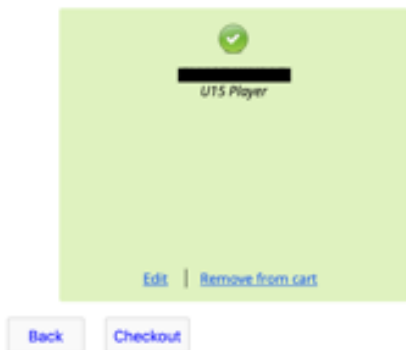
[Back](#) [Checkout](#) [Add to Cart](#) *

* If you would like to register someone else before checking out, click "Add to Cart" to confirm this registration and register another person.

If you have other participants to register select 'Add To Cart' at which point you will return to Step 3 to complete their registration. Once you have all completed all the participant registrations, select 'Checkout'.

STEP 12: VALIDATION OF REGISTRATIONS

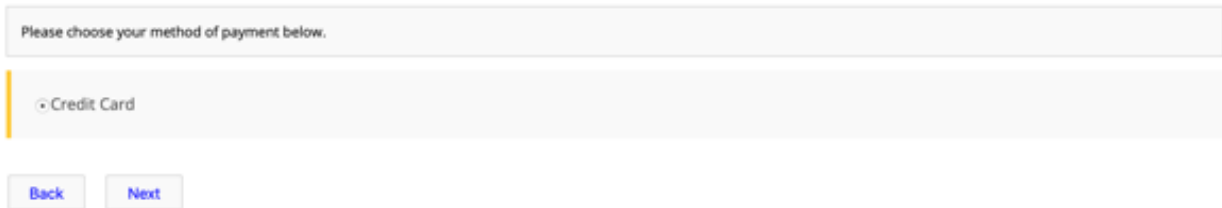
Validation of Shopping Cart Items Prior to Checkout



Validate the expected registrations are in your cart then select 'Checkout' again.

STEP 13: PAYMENT METHOD

Checkout



Credit Card is the only accepted method of payment for North London, so select that and then press 'Next'. If you need an exception to this policy, please contact registrar@northlondonhockey.ca

STEP 14: PAYMENT SCHEDULE

Checkout

Please choose a payment schedule option below for each of your registrations.

For each registration in your Shopping Cart, you can choose to pay the balance in full immediately or pay using a staggered payment schedule. Each schedule may require that you pay an initial amount immediately.

By selecting a staggered payment schedule, you agree to have your credit card charged automatically on the specified payment dates.

Registrations	Payment Schedule Options (Please Choose)
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <i>U15 PLAYER</i> \$725.00	<input type="radio"/> Pay in Full Now <input type="radio"/> Pay Now: \$100.00 Pay Remainder Later: <ol style="list-style-type: none">1. 01/07/2020: \$125.002. 01/08/2020: \$125.003. 01/09/2020: \$125.004. 01/10/2020: \$125.005. 01/11/2020: \$125.00

[Back](#) [Next](#)

Depending on when you register this screen there may be an option to break up the registration fees into monthly payments. If that is an option you will be presented with this screen to select either full payment or a payment plan. Select the appropriate check box and then select 'Next'.

The exact number of monthly payments will depend on when you complete registration.

STEP 15: PAYMENT



North London Sports Association Inc

QuickNote:
Once you have filled out your credit card information, click the "Submit" button.
To cancel your payment, click the "Cancel" button.
Disable your pop-up blocker to display your receipt in this window, a receipt will be emailed to the email address below.

Invoice Number: 3440437
Category: Registration (QE1065)
League: North London Sports Association Inc



Payment Type:
Full Payment

Amount : **\$ 725.00**

Email address: *

Name of Cardholder:
(as it appears on card.) *

Card Type: Visa Master Card Visa Debit

Card Number: *  

Expiration Date: *

Payment is processed by a partner to Hockey Canada called Quick Enrollment. Fill out the information in the form above and then click on Submit. You will receive email confirmation of your registration.