

HCR Coach/Bench Staff Registration Process

Here are the steps a coach or bench staff would take to sign up for

Online Registration.

NOTE: You only have to register *once*, even if you may be on different teams in different roles. They may not be allowed to register more than once depending on the MHA settings.

- 1.) MHA Admin or registrar adds Coach/Bench staff profile to the HCR, if doesn't already exist.
- 2.) MHA Admin or registrar send out public registration link to the participants.



- 3.) Coach/Bench staff person will use the link and create an Online Registration account if they don't have one already.

NOTE: They can register themselves and kids at the same time if they wish.

- 4.) Once in the Registration website, they can search for their HCR profile and

click Register now:

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 have a 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

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
JOHN	COACH	01/01/1990		1500000198158	AJAX	ONTARIO HOCKEY FEDERATION	<input type="button" value="Register Now"/>

5.) Depending on the participant age, they may only see one registration type. For both Coaches or Bench Staff, select the Bench Staff "Registration Type."

Bench Staff

Choose a registration type

Please choose the type

Bench Staff

6.) Select Division if they are a Coach or a Bench Staff (This will assign their position in the backend). This is the only step that will be different if they are a coach or bench staff.

Division Selection

Please select the Division in which

Bench Staff
 Coach

Back Next

7.) The package will show up, there should be only one choice at this point.

Registration Package Selection

Please choose a registration Package below.

Name	Description
Coach	Blank Package for Waiver Signing

Select

Back

8.) Next they will have to fill out some personal information, for address and emergency contact:

Mailing Address *

Please select the type of address

By City Address
 By Rural Route or PO Box Address

Street Number and Suffix * Apt/Suite/Unit # Type

123 Fa [] []

Street Name * Street Type Street Direction

123 Fake Street [] []

City * Province * Postal Code *

Calgar Alberta T2N2C1

NOTE: Depending on the MHA settings, it may force them to enter a Guardian Address, even though they maybe over 18. If they add their own name and address, we can remove the duplicate address later.

9.) After this they will be asked the review and acknowledge the Rowan's Law Waiver:

The screenshot shows a web page titled "ONTARIO HOCKEY FEDERATION" with a sub-header "Rowan's Law Acknowledgement". The main content area contains the following text:

The Ontario Government has enacted Rowan's Law (Concussion Safety), 2018, S.O. 2018, c. 1 ("Act"), Ontario Regulation 151/19, 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. *This field is required.

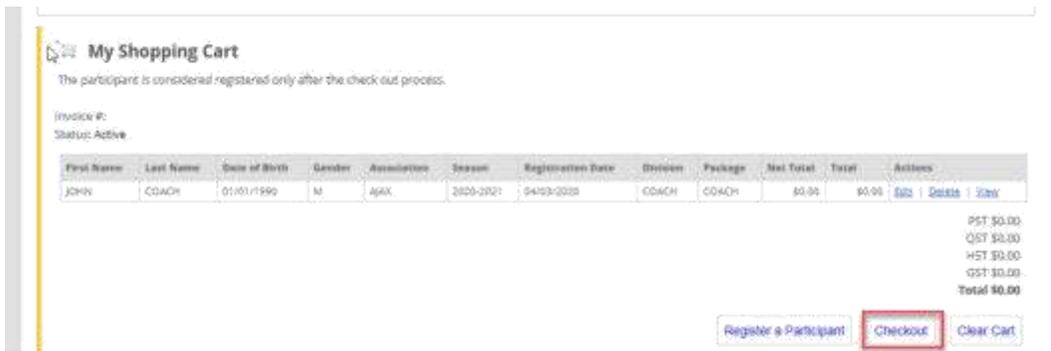
At the bottom of the page, there are two buttons: "Back" and "Next".

They can't move forward until selecting the checkbox.

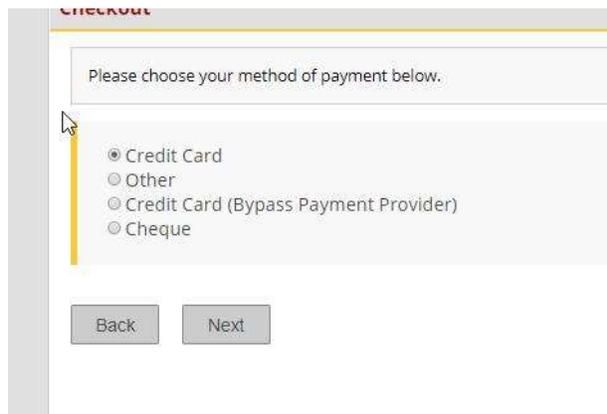
10.) There order will show up as \$0 fees.

The screenshot shows a section titled "Fees" with a yellow header. Below the header, there is a text prompt: "Click the checkbox next to the optional fees to select them. Your total is: 0.00". A large green box displays "Your total is: 0.00". Below this, there is a text prompt: "Click on 'Review' below to review your registration". At the bottom, there are two buttons: "Back" and "Review".

11.) They can then add it to their cart. They can move forward and add other things into their cart if they wish, such as a child's registration. Or if they wish to finish, they can proceed to check out:



12.) They then will be asked for payment type, it doesn't matter if it's a \$0 transaction, which type select. They won't be asked for their credit card number, unless they have other packages in their cart.



13.) They will then see as successful message indicating that the transaction was completed.



- The package and division should so up as Coach or Bench Staff.
- Steps are the same for Coach and Bench Staff.

14.) On the HCR Side the accepted Waiver will appear on their profile, along with an entry in the Preregistrations tab.

Waivers

Add

ONTARIO HOCKEY FEDERATION - Rowan's Law Acknowledgement (2020-2021) (v14) 

Season: 2020-2021

Text: 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.

Checkbox: Checked

Date: 2020-04-02

 Responded for: **AJAX** 

Created by: **nc-agustin (HCR)** on: 2020-04-02 10:13:38 AM ET
Last updated by: **nc-agustin (HCR)** on: 2020-04-02 10:13:38 AM ET

Preregistrations

Add

Season	Office	Category	Division	Group	Actions
2020-2021	AJAX	-	NA	NA	Open