Register with USA Hockey [www.usahockeyregistration.com](http://www.usahockeyregistration.com)

Click on Create Account from [https://courses.usahockey.com/public/](https://courses.usahockey.com/public/)

You MUST create a NEW account
Each adult must have his or her own e-mail address to create their own account.

Passwords must by 8 characters long and include a special character.
MUST be a 2017-18 Confirmation number
OOPS, I ENTERED A 2016-17 CONFIRMATION NUMBER. HOW DO I UPDATE IT NOW?

Get back to the Clinic Registration System, and use the Settings tool (circled) to begin aligning the data.

The display below confirms what we thought – this coach’s data is still connected to the old season. We need to change that (see screens that follow)...

On the above Settings screen, click the Update Memberships button. You’ll get a pop-up like this...

Select the Coaching, Choose Continue.
Now it’s time to link your Coach Registration profile to the Membership system. Enter your 2017-2018 Confirmation Number.

Press Continue. The system looks you up in the Membership system and shows what it found.

Confirm that the data is valid, press Continue. (You may get a pop-up to confirm the update of the account.)

If everything is set, the new profile settings will now reflect your 2017-18 Membership, and you should be able to register for coaching clinics. See next page.
Course Registration

Having your data aligned should allow for registration in the course. Click USA Hockey Courses on the red menu bar. The course(s) should show there. Select the course and again click the Reserve Seat button.

Assuming no other issues exist, you should get the Registration Process pop-up, below. Complete the registration process using the pop-up window and the Checkout button.

If you continue to have problems, feel free to contact Alison Raines (alisonr@usahockey.org)

Thank you once again for helping us work through our system start up. It is appreciated, and you will have helped thousands of coaches who’ll be using it later this fall to enroll in their clinics.

Have a great 2017-18 Hockey Season!