

TIPS ON USING THE HOCKEY CANADA REGISTRY ONLINE SYSTEM

The HCR allows you to pre-register a player or team official with the Thunder Bay Minor Hockey Association. All data required by TBMHA is entered during the pre-registration process and is used to complete a registration form and payment (when required) to the TBMHA.

When accessing the HCR for the first time, you will need to register using your email address "create new account".

This email address may be used to pre-register as many TBMHA members as necessary.

You may use the same login session to pre-register multiple members or you may logout and then login at another time. You may even save your pre-registration and then login at another time to complete the process.

Once logged in, click on 'Register a Participant.

The registration process consists of six steps.

Some fields must be filled in before you are able to proceed to the next step.

Be sure to use the NEXT button, if you press the enter key on your keyboard it may take you back to step one.

STEP 1: PARTICIPANT SELECTION

If you had previously used the HCR system, you are able to scroll through a list of past registrations and you may choose to register any of them for the current season. To do so, click on Register Now.

If you want to register a new participant, scroll to the bottom, complete the Register a Participant section with the First Name, Last Name, Date of Birth and Gender, and click on Register a participant.

It is not necessary to enter the Hockey ID number, however if you enter the number it must be an exact match to the Last Name and Birth Date as already listed with the TBMHA.

STEP 2: CHOOSE A REGISTRATION TYPE

Verify that the registrant name and birth date are correct.

Based on the birth date of the registrant, one of two types will be presented, Participants or Bench Staff. Click the radio button to select the type. Click on Next.

STEP 3: DIVISION SELECTION

For Participants, only one Division will be available, which will be based on the birth date of the registrant. (use the Division's printed name, disregard the numeric value) If you find that an incorrect Division is displayed, you may have entered the birth date incorrectly. Simply click on Back to begin again.

For Bench Staff, select the appropriate Division.

Click on the radio button to select the Division. Click on Next.

STEP 4: REGISTRATION PACKAGE SELECTION

Only one Package will be available, click on Select.

STEP 5: PARTICIPANT INFORMATION

This step has a number of parts, many of which must be completed before being able to proceed.

Review the PHYSICAL ADDRESS to ensure it is correct for the registrant. Click on EDIT to make any corrections.

Ensure the MAILING ADDRESS is correct. Make changes as required.

Ensure the MOTHER'S ADDRESS is correct. Make changes as required.

Ensure the FATHER'S ADDRESS is correct. Make changes as required.

Ensure the GUARDIAN'S ADDRESS is correct. Make changes as required.

Enter all of the CONTACT INFORMATION is correct.

An entry for both the Father's Name and the Mother's Name must be provided. Enter N/A if a parent is not available or if registering Bench Staff.

The phone numbers or email addresses for the Father, Mother or Guardian do not need to be entered for any that are the same as the registrant.

At least one emergency contact must be provided. Please provide someone other than those previously listed.

For Bench Staff only, a POSITION must be selected.

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