

# **AMHA Registration Support**

### A. Respect in Sport Certificate & Hockey Canada ID Retrieval

**NEW PLAYERS:** If you have not previously registered your child with a Hockey Canada sanctioned club, your first step is to visit the <u>Respect In Sport Parent</u> course page, register as a new user, and complete the course. Your child will be assigned a unique Hockey Canada Registry ID (HCR ID) which you can retrieve per step B below.

**RETURNING PLAYERS:** If you have previously registered with a Hockey Canada sanctioned club, your player(s) already have a unique HCR ID. This and the Respect In Sport Certificate can be retrieved per Step B below.

#### B. Hockey Canada & Respect in Sport Certificate Retrieval

To retrieve your child's HCR ID and your Respect In Sport Certificate, go to <u>Respect In Sport</u> page and log in (or recover username / password if forgotten);



**CLICK /Profile/Child Management**; to retrieve player HCR ID as displayed

# **CLICK /Profile/Print Certificate**; to retrieve Respect in Sport Certificate Record both numbers as you will require them to register.



#### C. Registration & TeamSnap Account set up

Starting in the 2019 – 2020 hockey season, AMHA will be registering all players under a new system powered by TeamSnap. When registration opens on August 16, the <u>Registration</u> link will direct you to the sign in page. Existing TeamSnap users can sign in with username and password or 'Sign Up' if you are a first time TeamSnap user. Proceed through the registration steps and complete the form.

Please ensure you have your Respect In Sport certificate and HCR ID on hand.

## NOTE: If you have been using the TeamSnap app for other sports teams, you can use that same account for AMHA team and player management. Simply sign in with existing username and password.

#### D. Payment

AMHA encourages all families to register players online at your convenience after August 16. AMHA is pleased to inform members that a TeamSnap feature will be enabled that gives a choice to pay in full or over 3 monthly installments. This is an option within the registration form that parents can select. For parents wishing to pay with cash or cheque, we will accommodate this and arrange office hours for drop in post-Labour Day.

#### E. Additional Support

AMHA is pleased to launch a new and improved website and player / team communication system under TeamSnap. As this is a brand new system for everyone including Board members and staff, we appreciate your patience as we all learn something new.

F. If you are experiencing difficulty with any of the steps above, please email <u>avaonminorhockey@gmail.com</u> if you are having issues recovering the Hockey Canada ID, Respect In Sport Certificate, or any other issues. Please include the following information;

-Parent name(s)

-Player name(s)

-Respect in Sport account username and password

-Hockey Canada Registry ID (if known)