

WEST CALGARY HOUSE LEAGUE TEAMSnap ONLINE REGISTRATION INSTRUCTIONS

Please print this information for your reference

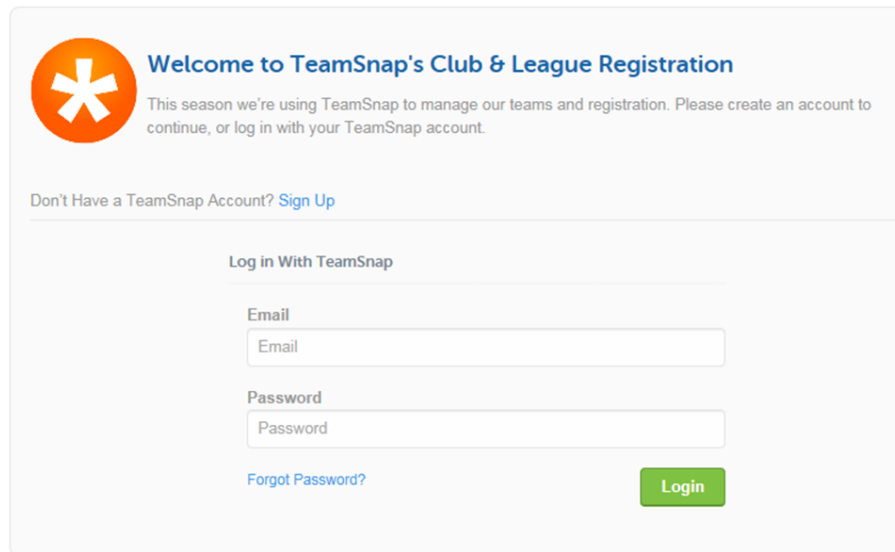
All house league players must register with their minor hockey association (MHA) through Hockey Canada's new registration system through TeamSnap. Below is a step-by-step process of what you will experience with the updated registration process.

STEP 1 = Locating your participants Hockey Canada Hockey ID:

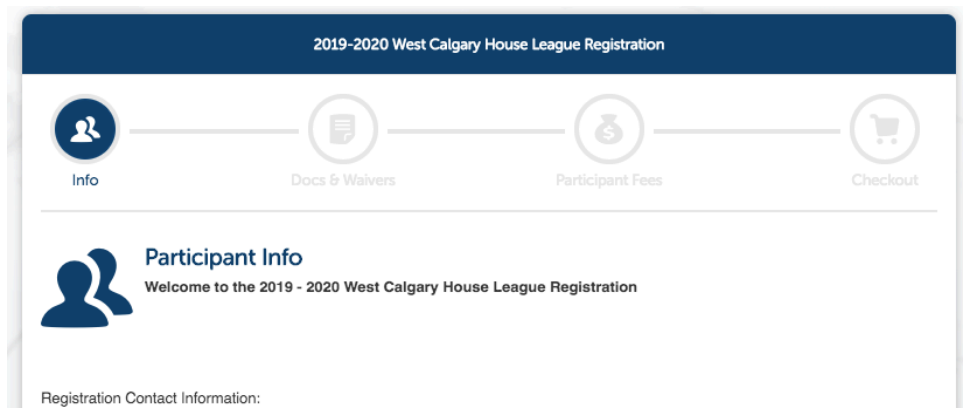
Important Please be sure to have your participant(s) Hockey Canada Hockey ID prior to registering. Instructions to assist you in locating your participant(s)' Hockey Canada Hockey ID can be found on your association's website on the Registration webpage. New hockey families are required to complete the Respect In Sport – Parent Program prior to online registration in addition to providing additional documentation to their association's Administrator.

STEP 2 = Register for West Calgary House League through TeamSnap:

1. Go to your association's website for the West Calgary House League and click on the 2019-2020 WCHL REGISTRATION LINK.
2. Login to your TeamSnap Account
 - If you do not have a TeamSnap account you can create one here.



3. The 2019-2020 West Calgary House League Registration Form will appear.



4. **Participant Information:** Choose either (1) participant from list or (2) create new participant. **The participant is your child(ren), not yourself.**

- Previous registrations: Click button beside the participant's name then click "Register Participant".
 - If you have selected "Register Participant" all fields that are on your TeamSnap profile will populate. Make sure to review the information to ensure it is still accurate and that you fill in any required blanks. **If you use the auto-populate feature of your browser to add information in this section, double check that it did not change the participant name and other information!**

- Register a new participant: click "Create New Participant".
 - Enter all required information for your new participant. **It is recommended that you do NOT use the auto-populate feature of your browser. If you do, double check that it did not change the participant name!**

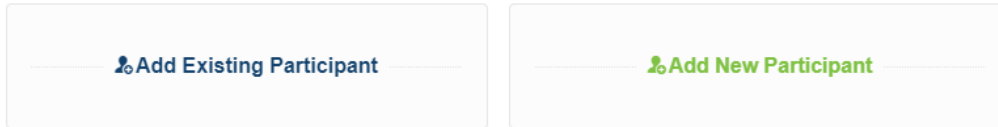
- All members are responsible for their own personal information. This information allows us to communicate with families during the season. Please ensure that your contact information is up to date!
- Participant email is the main email address for all TWHM communication!
- Please note that any information collected is used solely for the purpose of MHA and Hockey Calgary.

Step 1: Enter Participant Info

- Both new and existing participants must enter and acknowledge the Hockey Canada fields in Sports Info.

- Be sure the Hockey Canada Hockey ID and birthdate of the participant match.
- Hockey Canada Division MUST be "House League", not age category**
- Hockey Canada Position should be filled out by Atom and PeeWee only.
- The MHA Media Release Waiver is a 2 part process. In this section you will say yes or no to allow MHA consent.
- Hover your cursor over the question marks for helpful tips.

5. Next if you have more than one participant click on the correct button below and follow step 3 for the additional participants.



6. Once all participants have been added, enter the parent information.

- Parent 1 information is required but Parent 2 information is optional.
- Under Additional Parent Info, please check off if either Parent 1 or Parent 2 is interested in coaching (and make sure Parent 2's name is entered above if interested). This includes, Manager, Head Coach, Assistant Coach or On Ice Helper. Parent 1 must complete this question but Parent 2 is optional.
- **It is recommended that you do NOT use the auto-populate feature of your browser to complete parent information. If you do, double check that it did not change the participant name!**

A screenshot of a web form titled 'Step 2: Enter Parent Info'. It has two main sections: 'Parent 1' and 'Parent 2'. The 'Parent 1' section has fields for 'Parent 1 First Name', 'Parent 1 Last Name', 'Parent 1 Home Phone', 'Parent 1 Cell Phone', 'Parent 1 Relation', and 'Parent 1 Email'. The 'Parent 2' section has a similar set of fields. Below these is an 'Additional Parent Info' section with a dropdown menu for 'Parent 1 Volunteer Profile'. The dropdown is open, showing options: 'No', 'Manager', 'Head Coach', 'Assistant Coach', and 'On Ice Helper'. A red arrow points from the text in the list to the 'No' option in the dropdown.

7. After all information in Participant Info has been reviewed completed, and you have double checked your participant names are your child(ren), click Save & Continue



8. **Documents & Waivers:**

- There are 4 waivers to be completed, one for all participants.
 - MHA Waiver & Privacy Policy
 - MHA Refund Policy
 - MHA Code of Conduct
 - MHA Media Release Waiver - Signature Consent
- All waivers must be signed by the profile name that is logged into TeamSnap. Once you have signed a waiver, click sign waiver. You must sign and click sign waiver for each waiver.

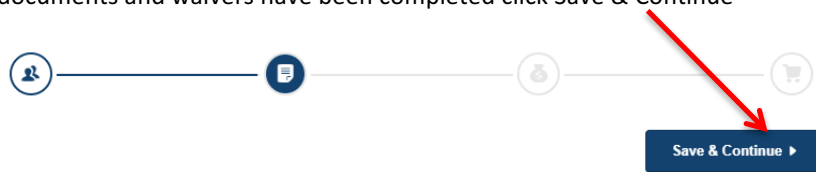
A section for signing a waiver. It contains the text 'By entering my name in this box I agree to the terms of the waiver.' Below this is a text input field with the placeholder 'sign here'. To the right of the input field is a blue button with a signature icon and the text 'Sign Waiver'. A red arrow points from the text 'click sign waiver' to the button.

- There will be a green check mark beside all documents and waivers when they have been completed.

Registration Documents & Waivers

✓ TWA Waiver & Privacy Policy	edit
✓ TWA Refund Policy	edit
✓ TWA Code of Conduct	edit
✓ TWA Media Release Waiver - Signature Consent	edit

- After all documents and waivers have been completed click Save & Continue



- Participant Fees:** Select the available fee package for your division.

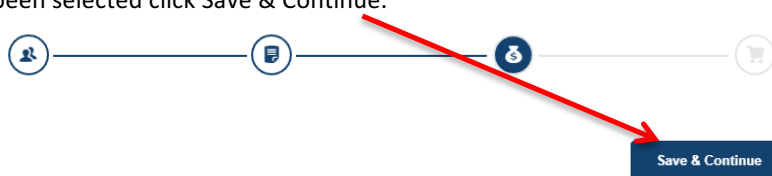
- You can see how many spots are still available for registration

WCHL Registration Fees * (Required)

☐ Atom House League | \$725.00

68 Spots Remaining

- After all fees have been selected click Save & Continue.



- Checkout:** Review your shopping cart before payment. ****DOUBLE CHECK PARTICIPANT(S) NAME IS YOUR CHILD(REN)'S**

[Add Another Participant](#)

Total Fees	
Participant Fees	\$725.00
Form Fees	\$0.00
Total	\$725.00

- If you missed registering other participants for House League at the beginning, register additional participants prior to paying.

14. All payments must be made by credit card: Mastercard or Visa. Please enter applicable credit card information.

- Pay in full (this is the default option) OR
- Pay in instalments

IMPORTANT: If you want to **pay by instalments** click this button **ON**. Make sure you see instalment plan details. Order Summary will indicate “1st Instalment”.

Instalment Plan cannot be selected once full payment has been confirmed and processed!

Step 2 : Confirm Payment and Finish Checkout

Past Credit Cards New Credit Card

You don't have any credit cards on file.
If you checkout with a card now, you'll be able to easily use it for future registrations.

+ Add a New Credit Card

☒ Pay by installment *total is divided into 3 payments

Installment Plan Details	
06/24/2019 : 1st Installment	\$241.66
08/01/2019 : 2nd Installment	\$241.67
09/01/2019 : 3rd Installment	\$241.67
Installment Plan Total	\$725.00

Order Summary	
1st Installment	\$241.66
Checkout Total	\$241.66

15. When you click confirm payment, the system will process the payment. If it returns you to the checkout page, it may be because pop-ups are blocked so payment can't be processed. Please try allowing pop-ups on your browser settings or complete the registration in a different browser.

Order Summary

1st Installment	\$241.66
Checkout Total	\$241.66

Confirm Payment

- Note: you will not have to re-do the entire form if you choose to complete registration later or in a different browser/computer. Log into the desktop version of TeamSnap and you will see “My Registrations” with the option to “Pay Now”. This is also where you can manage your instalment payments (if want to pay before the next scheduled date) as well as update your Credit Card information.
- If you require an official receipt, (you will only receive a confirmation of payment from TeamSnap after the above step) you will need to log in on the **desktop version of TeamSnap** and under “My Registrations” you will see an option to “View Receipt”. This will bring you to the full registration receipt which indicates the name of registrant, who the fees were collected by (MHA) all fees per participant, payment totals and payment summary. The payment summary indicates the date and amount of payment(s). Note that receipts will only be available for one year after the registration has been completed.

16. You are done! You have successfully registered your child(ren) [participant] with the West Calgary House League for the 2019-2020 season!



Thanks for Registering!

You will receive an email shortly confirming payment.



Visit Your Dashboard

Log in to TeamSnap and visit your dashboard to see your status.

[Go to my TeamSnap Dashboard](#)



What's Next?

Thank you for registering with the West Calgary House League for the 2019-2020 season.

You will receive an email from the applicable House League Coordinator responsible for your player's age group prior to your player's first ice time. This season WCHL players will receive two skates prior to the season commencing. These ice times are set for September 28 and October 5.

If you have any questions or concerns with the registration process, please be sure to review the Registration page on your association's website. If you still have questions, please do not hesitate to contact your association's Administrator.

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(updated 24Jun19)