



TEAMSAP ONLINE REGISTRATION INSTRUCTIONS (for GL community stream programs)

Please print this information for your reference

All players must register with Glenlake Minor Hockey Club (GL) only 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 for to assist you in locating your participant(s)' Hockey Canada Hockey ID can be found on the Glenlake 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 the GL Administrator – please review the “New Glenlake Members” information on our website.

STEP 2 = Register for Glenlake through TeamSnap:

1. Go to the Glenlake website and click on the 2019-2020 REGISTRATION LINK (for community stream programs) on the Registration webpage.
2. Login to your TeamSnap Account
 - If you do not have a TeamSnap account you can create one here.

Welcome to TeamSnap's Club & League Registration

This season we're using TeamSnap to manage our teams and registration. Please create an account to continue, or log in with your TeamSnap account.

Don't Have a TeamSnap Account? [Sign Up](#)

Log in With TeamSnap

Email
Email

Password
Password

[Forgot Password?](#) [Login](#)

3. The 2019-2020 Glenlake Registration Form will appear.

Glenlake Minor Hockey Club

2019-2020 Glenlake Registration

Info | Check & Waivers | Registration Fees | Checkout

Participant Info

Welcome to 2019 - 2020 Registration

Before you begin, please review the following check list:

- I have reviewed the Registration Information on the Glenlake website
- I have my participant(s)' Hockey Canada ID. Please refer to the Glenlake website if you need assistance finding your participant(s)' Hockey Canada ID or check out this tip sheet: [Locating Hockey Canada ID](#)
- I understand the mandatory requirement of the Respect In Sport - Parent program is a condition of registration of my participant(s).
- I acknowledge that I meet the residency requirements and live within the Glenlake Minor Hockey Club boundaries as per Hockey Calgary's rules and regulations.
- I understand that I may be asked to provide acceptable proof of residency at any time as requested by Glenlake Minor Hockey Club or Hockey Calgary.



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 is still accurate and that you fill in the remainder. **If you use the auto-populate feature of your browser to add information, 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 it is up to date!
 - Participant email is the main email address for all Glenlake communication!
 - Please note than any information collected is used solely for the purpose of Glenlake and Hockey Calgary.

- Both new and existing participants must enter and agree to the Hockey Canada Fields in Sports Info.
 - Be sure the Hockey Canada Hockey ID and birthdate of the participant match.
 - Ensure that you are choosing the correct Hockey Canada Division. Hover your cursor over the question marks for age divisions and birth years.
 - Hockey Canada Position should only be filled out by Atom to Junior C players only. Timbits and Novice participants, please choose "Player".

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

[Add Existing Participant](#)

[Add New Participant](#)

- 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, Head Coach, Assistant Coach, Team Manager or On Ice Helper.

- 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!**

Step 2: Enter Parent Info

Parent 1 close

* Parent 1 First Name

* Parent 1 Home Phone

* Parent 1 Last Name

* Parent 1 Cell Phone

* Parent 1 Relation

* Parent 1 Email

Parent 2 edit

Additional Parent Info close

* Please provide ONE (1) email address to be used for ALL communication purposes, specifically the evaluation process.

* I would like to be considered for an Assistant Coach position

* I would like to be considered for the Team Manager position

* Would you like to be an evaluator during the evaluation process? You will not evaluate the level your child plays in.

* I would like to be considered for the Head Coach position

- If you do not wish to have your player's contact information visible to the team that he/she is placed on after the evaluation process, please indicate here. After all information in Participant Info has been reviewed, and you have double checked your participant names are your child(ren), click Save & Continue

Step 3: Show or Hide Info

Hide all contact information from teammates

[Save & Continue](#)

8. Documents & Waivers:

- There are 3 waivers to be completed, one for all participants.
 - Glenlake Participant Waiver
 - Glenlake Refund Policy
 - Glenlake Parent Code of Conduct
 - 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 click sign waiver for all of the waivers.

By entering my name in this box I agree to the terms of the waiver.

sign here

Expecting:

[Sign Waiver](#)

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

Documents & Waivers

Please review and acknowledge the documents and waivers below. You will not be able to proceed with the registration process until these have been read and acknowledged.

- ✓ Medical Form [edit](#)

Registration Documents & Waivers

- ✓ Participant Waiver [edit](#)
- ✓ Glenlake Parent Code of Conduct [edit](#)
- ✓ Refund Policy [edit](#)

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



[Save & Continue ▶](#)

10. **Participant Fees:** Choose from the available fee packages for your division.

- Note there are required fees indicated by the * and optional fees.
- Conditioning camp (optional fee) will show how many spots are still available for registration.

2019-2020 Glenlake Registration Fees * (Required)

Glenlake Minor Hockey Club (GMHC)'s registration fees are determined and set as per the GMHC Board of Directors.

Pee Wee | \$1085.00
 Pee Wee Goaltender | \$1085.00
 Pee Wee House League | \$725.00

2019-2020 August Pre-Season Camps

Pre-season camps are optional and will take place the last week of August, please visit our website for exact dates and times. Please ensure you are familiar with the scheduled information as posted as we are UNABLE to move players to different camp days or times for any reason due to family scheduling conflicts. Pre-season camps are NON-REFUNDABLE. Refunds will only be provided to do medical illness/injury with doctor's note.

Pee Wee Camp #1 (Aug 25, 27 & 29) | \$75.00 28 Spots Remaining
 Pee Wee Camp #2 (Aug 26, 28, 30) | \$75.00 28 Spots Remaining
 Pee Wee Goalie Camp (August 30) | \$25.00 12 Spots Remaining

[Remove Selection](#)

- BANTAM & MIDGET participants only will be required to answer two additional questions.

Does your player want to participate on a body contact team (if placed in Division 1 to 3 after evaluations)? * (Required)

Yes (Midget Body Contact)
 No (Midget Body Contact)

Is your Bantam/Midget player trying out for Quadrant Hockey with the Calgary Royals (CRAA)? * (Required)

Yes (Midget Quadrant Tryouts) | \$-1135.00

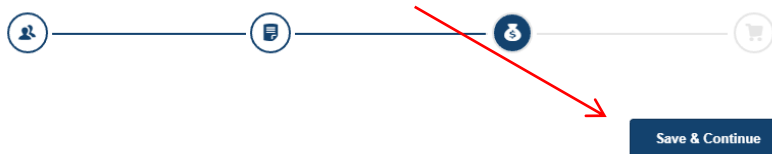
- Glenlake provides families with 3 or more participants a discount of \$100 per families. In order to this credit to be calculated, all families will be required to check off the Multiple Child Discount participants

Multi-Child Discount (all families must check this fee regardless of eligibility) * (Required)

Glenlake provides families with 3 players or more a discount of \$100 per family. This field is required to be checked regardless of whether your family is eligible for this discount. Please check this box.

Multi-Family Discount

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



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

+ Add Another Participant	
Total Fees	
Participant Fees	\$1,240.00
Form Fees	\$0.00
Total	\$1,240.00

13. If you missed registering other participants 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

Instalment Plan Details

06/14/2019 : 1st Instalment	\$461.66
08/02/2019 : 2nd Instalment	\$461.67
09/02/2019 : 3rd Instalment	\$461.67

Instalment Plan Total **\$1,385.00**

Order Summary

1st Instalment	\$461.66
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Checkout Total **\$461.66**

[Confirm Payment](#)

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 Instalment	\$682.50
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Checkout Total **\$682.50**

[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 (GL), 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 Glenlake for the 2019-2020 season!

Glenlake Minor Hockey Club

2019-2020 Glenlake Registration

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 Glenlake for the 2019-2020 season. You should receive an email from the applicable Age Group Coordinator with your player(s)' first evaluation time one to two weeks prior to the start of evaluations in August or September 2019. Please visit our website often to ensure that you are kept up to date with information regarding the upcoming season - [Glenlake Minor Hockey Club website](#)
Tamara Flegel, Glenlake Administrator
admin@glenlakehockey.com

If you have any questions or concerns with the registration process, please be sure to review the Registration page on the Glenlake website. If you still have questions, please do not hesitate to contact me.

Tamara Flegel, Administrator
admin@glenlakehockey.com
(updated 14Jun19v2)