



TEAMSNAPO ONLINE REGISTRATION INSTRUCTIONS (for GL 3 on 3 program)

Please print this information for your reference

All players must register with Glenlake Minor Hockey Club (GL) only through TeamSnap. Below is a step-by-step process of what you will experience with the updated registration process.

Register for Glenlake through TeamSnap:

Go to the Glenlake website and click on the 2019-2020 Glenlake 3 on 3 Spring Registration link on the 3 on 3 webpage.

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](#)

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

Glenlake Spring Programs

2019-2020 Glenlake Spring Hockey Program

Info Participant Fees Checkout

Participant Info

WELCOME TO THE GLENLAKE SPRING 3 on 3 REGISTRATION

*It is recommended that players born in these years register for the age group they will be playing in for the 2020-2021 hockey season.

2011 will play in Atom in 2020-2021 season

2009 will play in Pee Wee in 2020-2021 season

2007 will play in Bantam in 2020-2021 season

2005 will play in Midget in 2020-2021 season

2003 born is the maximum age to register for midget



STEP 1: 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!
- Please note than any information collected is used solely for the purpose of Glenlake Minor Hockey Club.

Next, if you have more than one participant click on the correct button.

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

- Parent 1 information is required but Parent 2 information 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!

Step 2: Enter Parent Info

Parent 1 close

* Parent 1 First Name * Parent 1 Email

* Parent 1 Last Name * Parent 1 Cell Phone

* Parent 1 Relation

Parent 2 close

Parent 2 First Name Parent 2 Email

Parent 2 Last Name Parent 2 Cell Phone

Parent 2 Relation

Under Additional Parent Info, please check off if either Parent 1 or Parent 2 is interested in volunteering as a Glenlake 3 on 3 Spring Team Manager.


Additional Parent Info close

* Are you willing to be a 3 on 3 Team Manager [?](#)

If you do not wish to have your player's contact information visible to the team that he/she is placed on after teams have been created, 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 ▶

STEP 2: Documents & Waivers:


There are 2 waivers to be completed:

- Glenlake Spring 3 on 3 Participant Waiver
- Glenlake Spring 3 on 3 Rules
 - 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:






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

 **Glenlake Spring 3on3 Waiver Acknowledged** edit

Registration Documents & Waivers

 **Glenlake Spring 3on3 Rules and Regulations Acknowledged** edit

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







STEP 3: Participant Fees: Choose from the available fee packages for your division

- Please choose the program you wish to register, please do not choose “waitlist” if there are still available spaces. Choosing “waitlist” when there are spaces available will secure you a space on the waitlist only.
- If there are no available spaces for your program, please choose the waitlist option to be registered on the waitlist. This waitlist option will be first registered, first offered if spaces become available and will only be given to those who have registered on this waitlist.

2019-2020 Glenlake Spring 3 on 3 Registration * (Required)

If there are no available spaces for your program, please choose the waitlist option to be registered on the waitlist. This waitlist option will be first registered, first offered if spaces become available and will only be given to those who have registered on this waitlist. IMPORTANT: Email requests for waitlist placements will not be accepted.

Novice (2011*, 2012, 2013) | \$350.00
 80 Spots Remaining

Novice - Waitlist

IMPORTANT: Email requests for waitlist placements will not be accepted.

After all fees have been selected click Save & Continue.



STEP 4: Checkout: Review your shopping cart before payment.

****DOUBLE CHECK PARTICIPANT(S) NAME IS YOUR CHILD(REN)**

[Add Another Participant](#)

Total Fees	
Participant Fees	\$1,240.00
Form Fees	\$0.00
Total	\$1,240.00

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

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



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	\$682.50
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.

You are done! You have successfully registered your child(ren) [participant] with Glenlake for the 2019-2020 Spring 3 on 3 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