



TEAMSNAPO 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 2020-2021 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](#)

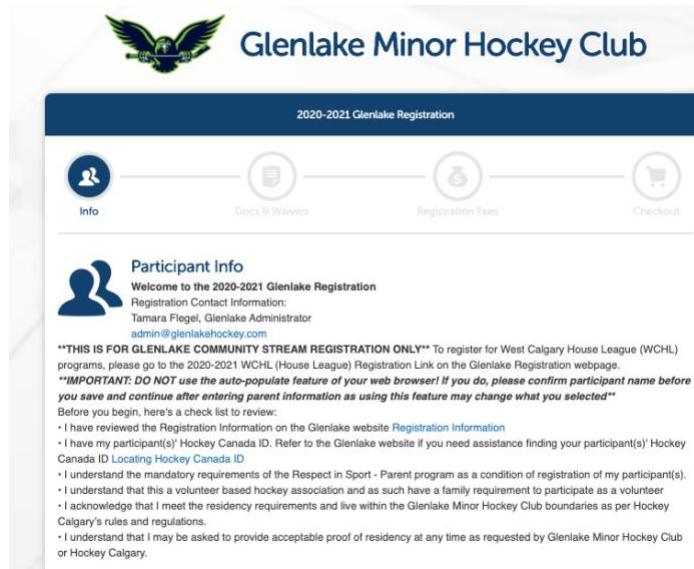
Log in With TeamSnap

Email

Password

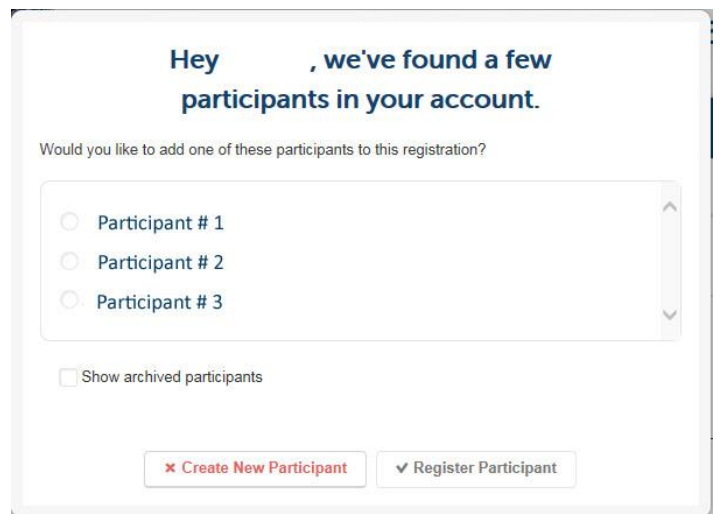
[Forgot Password?](#)

3. The 2020-2021 Glenlake 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 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.
 - 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!
 - Any information collected is used solely for the purpose of Glenlake and Hockey Calgary.

Step 1: Enter Participant Info

- 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 U13 to U18 players only. U7 Timbits, U9 and U11 participants, please choose “Player”.

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

6. 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

<p>* Parent 1 First Name <input type="text"/></p> <p>* Parent 1 Last Name <input type="text"/></p> <p>* Parent 1 Relation <input type="text"/></p> <p>* Parent 1 Email <input type="text"/></p>	<p>* Parent 1 Home Phone <input type="text"/></p> <p>* Parent 1 Cell Phone <input type="text"/></p>
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Parent 2 edit


Additional Parent Info close


<p>* Please provide ONE (1) email address to be used for ALL communication purposes, specifically the evaluation process. <input type="text"/></p> <p>* Would you like to be an evaluator during the evaluation process? You will not evaluate the level your child plays in. <input type="checkbox"/></p> <p>* I would like to be considered for the Head Coach position <input type="checkbox"/></p>	<p>* I would like to be considered for an Assistant Coach position <input type="checkbox"/></p> <p>* I would like to be considered for the Team Manager position <input type="checkbox"/></p>
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7. 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

- Each player is required to have a completed, signed and uploaded Player Medical Form to be kept on file by the team manager for the current hockey season. This form must be downloaded (PDF fillable form) and uploaded upon completion in order to continue with the registration process.



Glenlake Player Medical Form

All players must have a completed medical form on file as per Hockey Calgary Rules and Regulations. Please complete the attached form, sign and upload to continue the registration process.

[Download Glenlake Player Medical Form](#)

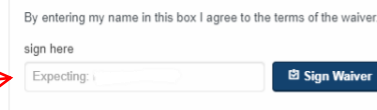
Document Upload

Choose File | No file chosen

Done

- 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.



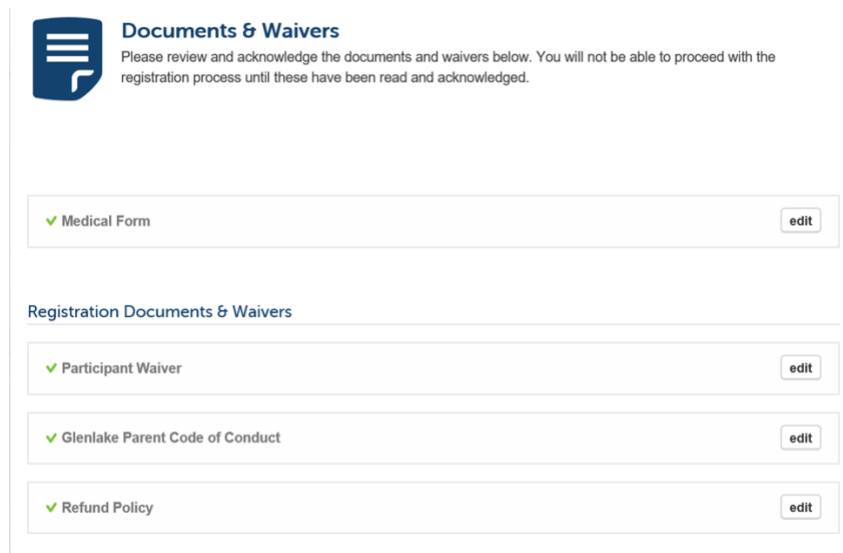
By entering my name in this box I agree to the terms of the waiver.

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



10. **Participant Fees**

Note there are required fees indicated by the * and optional fees.

- Choose from the available fee packages for your player’s division.
- ****OPTIONAL field****- Families have the OPTION to pre-pay their required volunteer credits. This field is not required in order to complete the registration.
- Financial assistance is available for families through the Flames Even Strength Program (FESP). Families requesting FESP funding are to contact the GL Administrator to advise of their intentions to apply.
- U15 (Bantam) & U18 (Midget) participants only will be required to answer two additional questions.

2020-2021 Glenlake Registration Fees * (Required)

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

U18 (Midget) | \$1135.00

U18 Goaltender (Midget) | \$1135.00

In-Lieu of Bingo/Volunteer Credits (U7 Timbits/U18)

****This is an OPTIONAL fee and is NOT required in order to complete the registration process**** U7 Timbits and U18 families may choose to perform the required 1 volunteer credit commitment per season or pay out the U7 Timbits and U18 volunteer credits at cost of \$250 and not perform the 1 credit volunteer commitment. Families who chose to pay out the volunteer commitment and perform in full or in part, the required volunteer commitments, will be refunded monies paid upon completion of the volunteer commitment reconciliation by our Director of Volunteers. To view all volunteer commitment roles, visit our website: www.glenlakehockey.com.

U18 (Midget) | \$250.00

Remove Selection

Financial Assistance ONLY: I will be applying for the Flames Even Strength Program

Only check this option if you are applying for FESP through Hockey Calgary. Please review all Financial Assistance options available for Glenlake families listed on our website. Note that the Glenlake Administrator is informed of the status of all FESP applications as they proceed through the approval process. **IMPORTANT:** By selecting this FESP Financial Assistance program option and accepting the resulting credit towards registration fees, you agree that you believe you are eligible for this financial assistance and will be applying for FESP. Should you not receive the maximum financial assistance as adjusted, you agree to work with the Glenlake Administrator and be responsible for the remaining fees owing.

Yes (U9-U18) | \$-700.00

Remove Selection

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

Yes (U18 Body Contact)

No (U18 Body Contact)

Is your U15 (Bantam) or U18 (Midget) player trying out for Quadrant Hockey with the Calgary Royals (CRAA)? * (Required)

Yes (U18 Quadrant Tryouts) | \$-1135.00

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

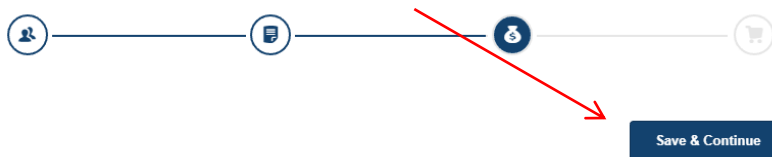
Form Fees

Glenlake Multi-Child Discount * (Required)

This field is MANDATORY in order to complete the registration process whether or not your family is eligible for this discount. Glenlake provides families with 3 players or more are provided a discount of \$100 per family.

Glenlake Multi-Family Discount

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



11. **Checkout:** Review your shopping cart before payment.

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

[Add Another Participant](#)

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

- 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!

Pay by installment *total is divided into 6 payments

Installment Plan Details	
At Checkout : Deposit Payment	\$150.00
08/15/2020 : 1st Installment	\$247.00
09/15/2020 : 2nd Installment	\$247.00
10/15/2020 : 3rd Installment	\$247.00
11/15/2020 : 4th Installment	\$247.00
12/15/2020 : 5th Installment	\$247.00
Installment Plan Total	\$1,385.00

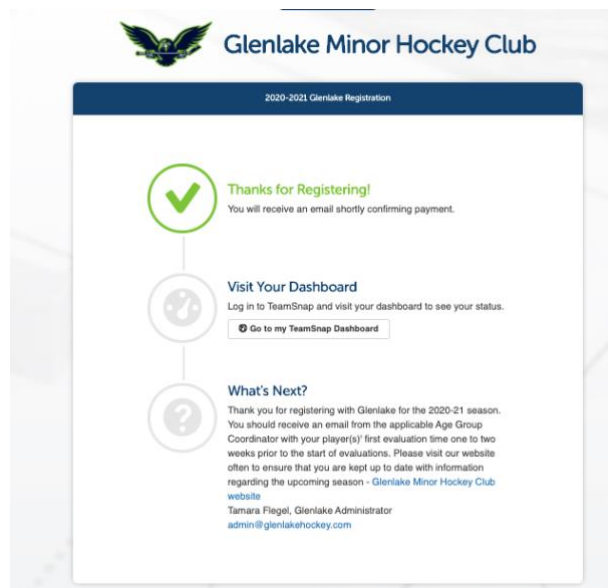
- When you click confirm payment, the system will process the payment. If it returns you to the checkout page, it may be because pop-ups are blocked, and payment can't be processed. Please try allowing pop-ups on your browser settings or complete the registration in a different browser.

Order Summary	
Deposit Payment	\$150.00
Checkout Total	\$150.00
<input type="button" value="Confirm Payment"/>	

Note: you do 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.

To print a tax receipt of payment, 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. Please find instructions on how to do this here - <https://www.glenlakehockey.com/gl-ts-registration-receipt-instructions/>

You are done! You have successfully registered your child(ren) [participant] with Glenlake for the 202-2021 season!



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
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 (updated 6June20)