



## 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) 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 registering online and providing required 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 ([www.glenlakehockey.com](http://www.glenlakehockey.com)) and click on the 2021-2022 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 2021-2022 Glenlake Registration Form will appear.

2021-2022 Glenlake Community Registration

Info Docs & Waivers Registration Fees Checkout

**Participant Info**

Welcome to the 2021-2022 Glenlake Community Registration  
Registration Contact Information: Tamara Fiegel, Glenlake Administrator  
[admin@glenlakehockey.com](mailto:admin@glenlakehockey.com)

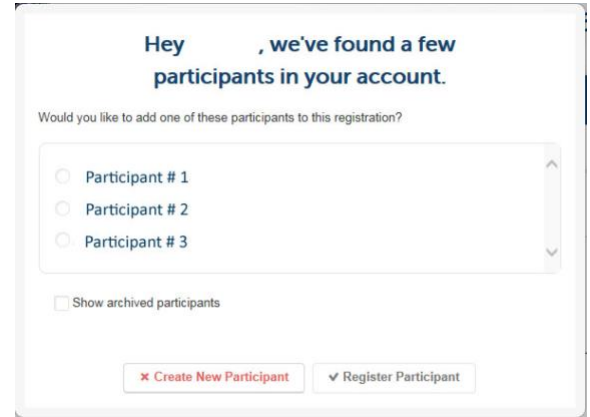
**\*\*\*THIS IS FOR GLENLAKE COMMUNITY STREAM REGISTRATION ONLY\*\*\***

To register for West Calgary House League (WCHL) programs, please go to the 2021-2022 WCHL (House League) Registration Link on the Glenlake Registration webpage.

Before you begin, here's a check list to review:

- I have reviewed the Registration Information on the Glenlake website [Registration Information](#)
- I have my participant(s)' Hockey Canada ID. Refer to the Glenlake website if you need assistance finding your participant(s)' Hockey Canada ID [Locating Hockey Canada ID](#)
- I understand the mandatory requirements of the Respect in Sport - Parent program as a condition of registration of my participant(s).
- I understand that this is a volunteer based hockey association and as such have a family requirement to participate as a volunteer
- 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.

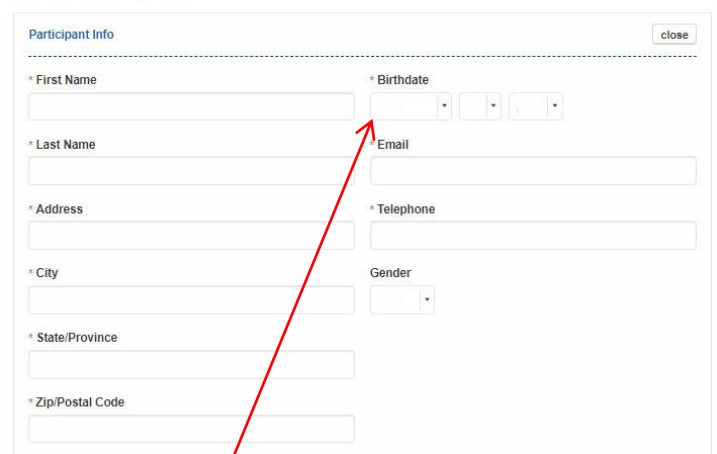
4. Choose either (1) participant from list or (2) create new participant.
  - Previous registrations: Click button beside the participant’s name then click “Register Participant”
  - If you have selected “Register Participant” all fields that are on your TeamSnap profile will populate. Make sure to review 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**



To register a new participant: click “Create New Participant”

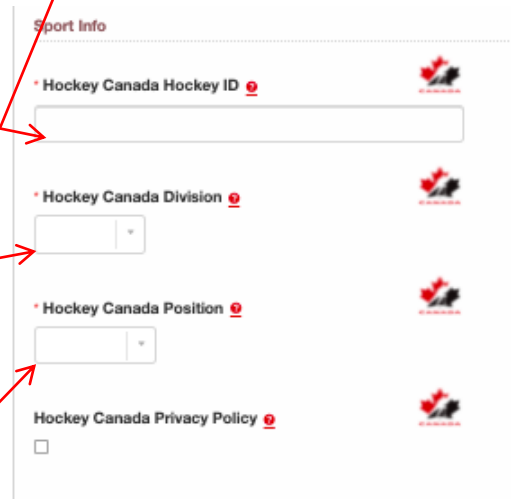
- Enter all required information for your new participant.
- All members are responsible for their own personal information. This information allows us to communicate with families during the season. Please ensure that your contact information it is up to date!
- Participant email is the main email address 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 be filled out by U13 to U18 players **only**. U7 Timbits, U9 and U11 (except goalies) participants, please choose “Player”.

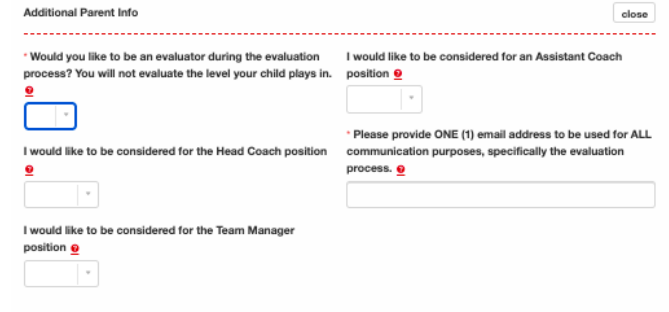


- If you have more than one participant click on the correct button below and follow step 3 for the additional participants.

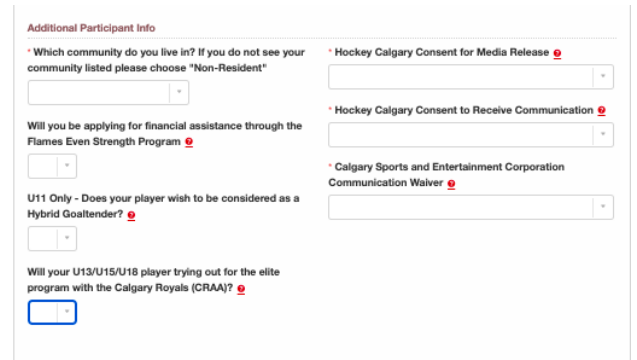


- Parent information - Parent 1 information is required but Parent 2 information is optional.

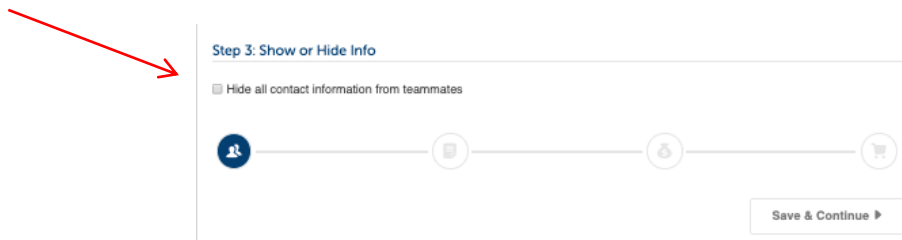
- Under Additional Parent Info, please check off if either Parent 1 or Parent 2 is interested in coaching (and make sure Parent 2's name is entered above if interested). This includes, Head Coach, Assistant Coach or Team Manager.



- U11 Hybrid Goalie** - U11 age division players have the opportunity to participate as both a 'skater' and a 'goaltender'. Please review the [Hockey Calgary U11 Hybrid Goalie Policy](#) for an overview and expectations of the policy prior to registration. Please indicate here interest in this program.

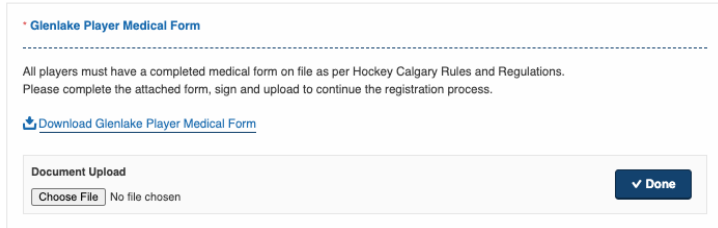


- If you do not wish to have your player's contact information visible to the team that he/she is placed on after the evaluation process, please indicate here. After all information in Participant Info has been reviewed, and you have double checked your participant names are your child(ren), click Save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



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 to continue with the registration process.

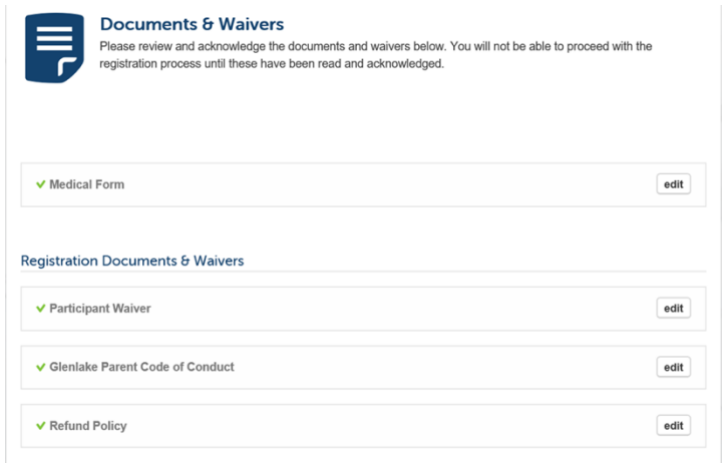


There are 3 waivers to be completed, one for all participants.

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



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



10. Participant Fees - Required fees are indicated by \*

- 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 & U18 participants only will be required to answer two additional questions.

- U13 participants will be required to answer whether they intend to tryout with the Calgary Royals

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

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

**Registration Fees**  
**VERIFY THAT THE NAME UNDER PARTICIPANT FEES IS YOUR CHILD(REN)'S NAME AND NOT YOURS!**  
 To choose the Instalment Plan, you must go to Step 2 and turn the option "ON". Note: payments will be divided into 5 payments (depending upon initial date of registration) if this option is chosen.

Courtney Flegel's Participant Fees

**2021-2022 Glenlake Community Registration Fees \*** (Required)

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

U18 | \$1275.00

U18 Goaltender | \$1275.00

**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 choose 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](http://www.glenlakehockey.com).

U18 | \$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.

Financial Assistance | \$-700.00

**Remove Selection**

**Does your U15/U18 player want to participate in a body contact division? \*** (Required)

Yes (U18 Body Contact)

No (U18 Body Contact)

**Is your U13/U15/U18 player trying out for elite hockey with the Calgary Royals (CRAA)? \*** (Required)

Yes (U18 CRAA Tryout) | \$-1275.00

**Form Fees**

**Glenlake Multi-Child Discount (3 or more players registered with Glenlake) \*** (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.

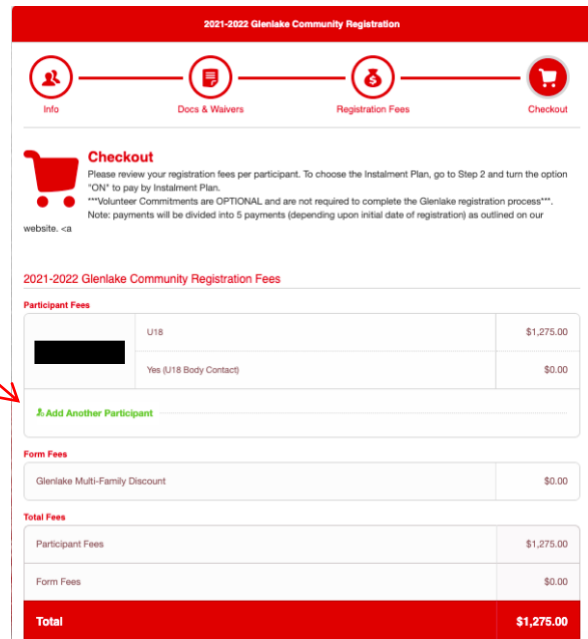
Glenlake Multi-Family Discount

Progress indicator: 1, 2, 3, 4 (current step)

**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.



**2021-2022 Glenlake Community Registration**

Info — Docs & Waivers — Registration Fees — Checkout

**Checkout**  
Please review your registration fees per participant. To choose the Instalment Plan, go to Step 2 and turn the option "ON" to pay by Instalment Plan.  
\*\*\*Volunteer Commitments are OPTIONAL and are not required to complete the Glenlake registration process\*\*\*.  
Note: payments will be divided into 5 payments (depending upon initial date of registration) as outlined on our website. <a>

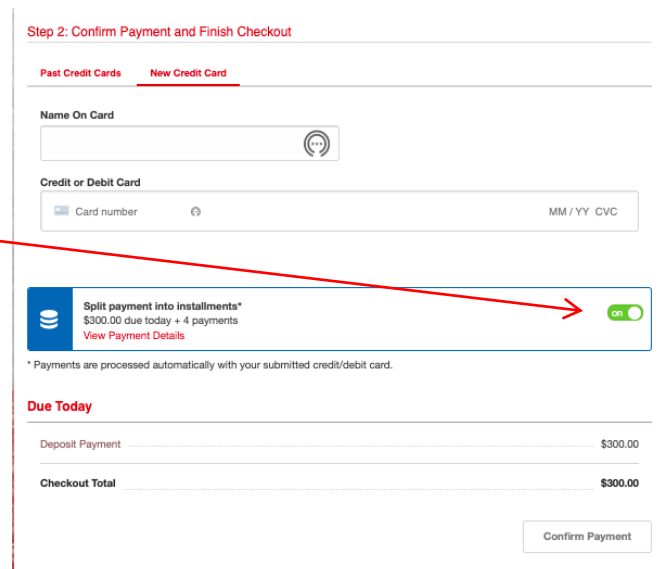
**2021-2022 Glenlake Community Registration Fees**

Participant Fees		
U18		\$1,275.00
Yes (U18 Body Contact)		\$0.00
<a href="#">Add Another Participant</a>		
Form Fees		
Glenlake Multi-Family Discount		\$0.00
Total Fees		
Participant Fees		\$1,275.00
Form Fees		\$0.00
<b>Total</b>		<b>\$1,275.00</b>

- 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 installments** click this button **ON**. Make sure you see instalment plan details.

\*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**

Name On Card

Credit or Debit Card

Card number MM / YY CVC

**Split payment into installments\***  
\$300.00 due today + 4 payments  
[View Payment Details](#) **on**

\* Payments are processed automatically with your submitted credit/debit card.

**Due Today**

Deposit Payment \$300.00

Checkout Total \$300.00

Confirm Payment



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.

**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 2021-2022 season!

**Thanks for Registering!**  
Please print and return your voucher with payment to make sure you don't get lost in the shuffle. [Print Voucher](#)

Make Payment to: Glenlake Minor Hockey Club  
Send to: Glenlake Minor Hockey Club  
c/o Flames Community Arenas (FCA)  
2390 47 Avenue SW  
Calgary, AB T2T 5W5

Please print this receipt and return the bottom portion with payment.

Registration ID: [REDACTED]

Participant Fees		
[REDACTED]	U18	\$1,275.00
[REDACTED]	Yes (U18 Body Contact)	\$0.00

Registration Fees	
Glenlake Multi-Family Discount	\$0.00

Total Fees	
Total Amount Due	\$1,275.00

[Print Voucher](#)

**What's Next?**  
Thank you for registering with Glenlake for the 2021-22 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. 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](mailto: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](mailto:admin@glenlakehockey.com)  
(updated 21June21)