

1. Starting from the Hockey Alberta website (www.hockeyalberta.ca), select the "Officials" link.



2. Once on the Officials page, select "Clinics".





3. A second tier menu will appear, select "General Information."



4. A page containing detailed general information about the clinic process will load, select the "E Hockey" link on the left menu in order to be re-directed to the E-Hockey Site.





5. The screen shown below will load. Select "Click Here to Create an Account Now".

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| | | SIGNUP FOR A CLINIC | |
| | WERCOME TO HOCKEY CANADA'S EHOCKEY WEBSITE. lign in using your existing eHodey account below. If you do not have an destiting EHOCKEY account, <u>click here to create an account now.</u> | | |
| | SIGN IN HERE | | |
| | Email Password Loom Fotocol Your Password | | |
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6. Read the steps of the account creation and at the bottom of the page check off "I have read the above steps and would like to create an account" and select "Continue"

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| - → C 🖬 🔒 https:// | /ehockey.hockeycanada.ca/ehockey/Account/AccountExplanation.aspx | \$ 2 |
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| | CANADA Sideor | OR A CLINIC |
| | ACCOUNT CREATION | |
| | You have indicated that you do not have an account with Hockey Canada's LHOCKEY WEBSITE. Please read the following information before continuing. Strip nex: Circuit Your Account: Your first step will be to case yoursel an Hockey account so that you can login and perform tasks, such as signing someone up for a Clinic. Strip nex: Add a participant to your account a participant is a perion involved in hockey that you wast associated with your account so that you can login and perform tasks. Strip nex: Add a participant is on your account a participant is a perion involved in hockey that you wast associated with your account is to that you can register them to a dime, view their and highly or to one your account. Too can also add a participant to your account you are logged in, the system will accounted did det you to add a participant is on your account you will then be able to access their profile, view their hockey listory, sign them up for a dime; etc. There read the above reps and would like to create an account. Commer | xrolle |
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OFFICIALS' CLINIC REGISTRATION CREATING AN E-HOCKEY ACCOUNT



- 7. Fill in all the following information: (Please note that all fields are required on this page)
 - a. "Email" and "Confirm Email"
 - b. Create a "Password" and Confirm it
 - c. "Security Question" and "Security Answer"
- 8. Select "Submit" at the bottom of the screen.

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| now create your account. Please fill in your login and profile information below. This is YOUR information and not the information of any participant you may add to your account later, unless you are bese participants. |
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9. After selecting "Submit" the page shown below will load. Under the "participants" section select "Add a participant".

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| | kytebatlimore4@gmail.com Hote Storup For A CLINIC Add A Participant ORGER History Cae | |
| | Номе | 7 |
| | WELCOME TO YOUR HOME PAGE! YOU'LE TIND THE PARTICIPANTS ASSOCRATED WITH YOUR ACCOUNT BELOW. Click on "View" in the "Actions" column of a participant's profile, sign them up to a clinic, or to perform other actions. | |
| | PARTICIPANTS | |
| | Vou Hwy Korzasockie Benartsena Hous Account PLAN oper on "Add Participant" How to bo so. | |
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OFFICIALS' CLINIC REGISTRATION CREATING AN E-HOCKEY ACCOUNT



- 10. Now the "Add A Participant to My Account" page will load (as shown below). Fill out the following required information to search and add **yourself** to this account:
 - a. "Participant First Name" and "Participant Last Name"
 - b. "Date of Birth"
 - c. "Gender"
 - d. The language column defaults to English, don't change unless needed in French.
- 11. Select "Search" to get available members.

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| | | | |
| | Add a Participant to My Account | | |
| | You have selected to add a Hockey Canada participant to your account. Please use the search functions below to find thes participant in the database. | | |
| | The search functions will find EXACT matches only. You MUST fill in the participant's FULL first name and last name, date of birth, and gender. You cannot search with partial information. Do not enter middle names. | | |
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- 12. The search will pull up a Search Results screen showing the available members. Select the one that you want to add to the account by clicking on "select".
- 13. "Select" brings up a screen displaying the member's details. If the information shown is correct and is your record, at the bottom of the page select the "Yes, I would like to add this member to my account" link.
- 14. If this is not you select the "No, I would like to try my search again" link. This will bring you back to step 9.



- 15. A screen will load showing a Thank You memo and you will have the following options:
 - a. "Add Another Participant To My Account" Do not do this.
 - b. "View This Participant's Profile" All the participants information (contact, address, qualifications, clinics, etc.) page will load. This is also where you can edit your profile and keep information up to date in our records by selecting "Edit This Profile" at the top of the page.
 - c. "Signup This Member To A Clinic" Register for any coach or officiating clinic that is booked in Alberta.

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| | PARTICIPANT ADDED TO YOUR ACCOUNT | | |
| | Thank you. The participant has been added to your account. You may now access their profese, sign them up for a cline, etc | | |
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