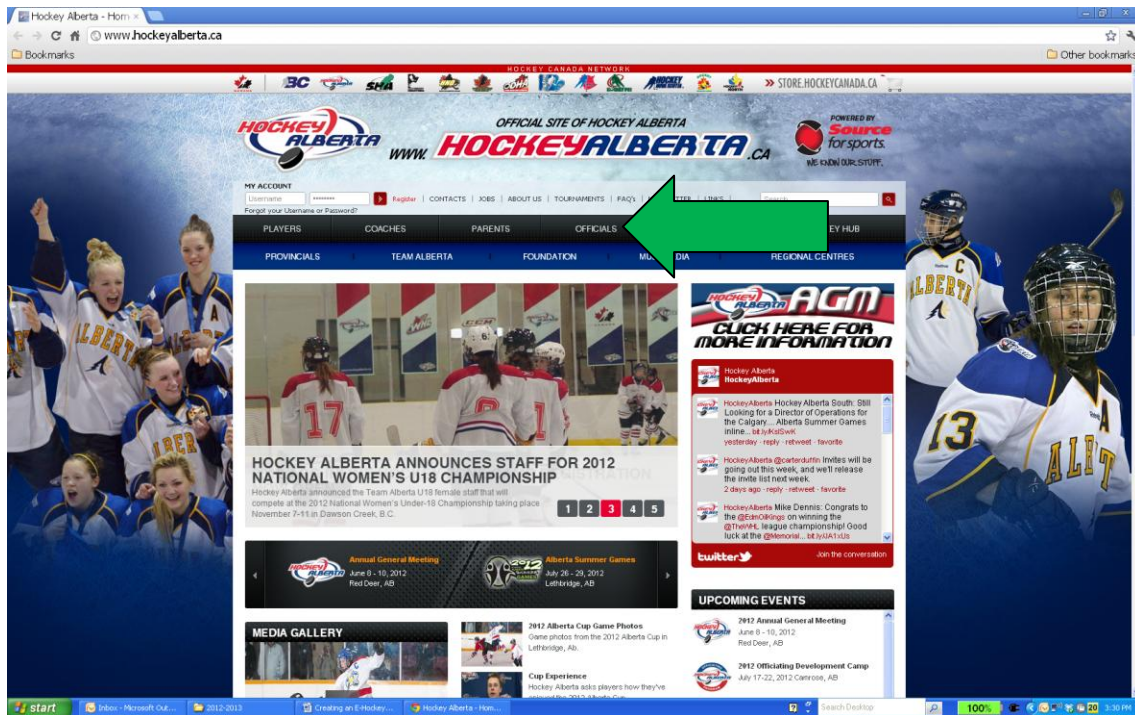


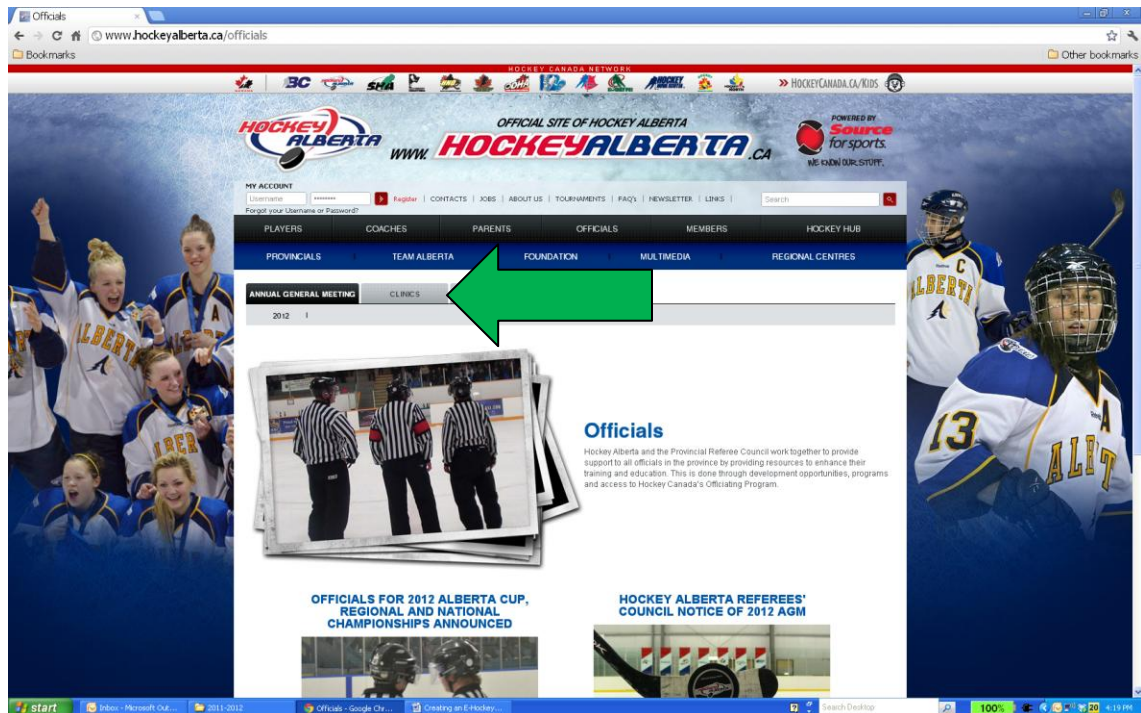
OFFICIALS' CLINIC REGISTRATION CREATING AN E-HOCKEY ACCOUNT



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



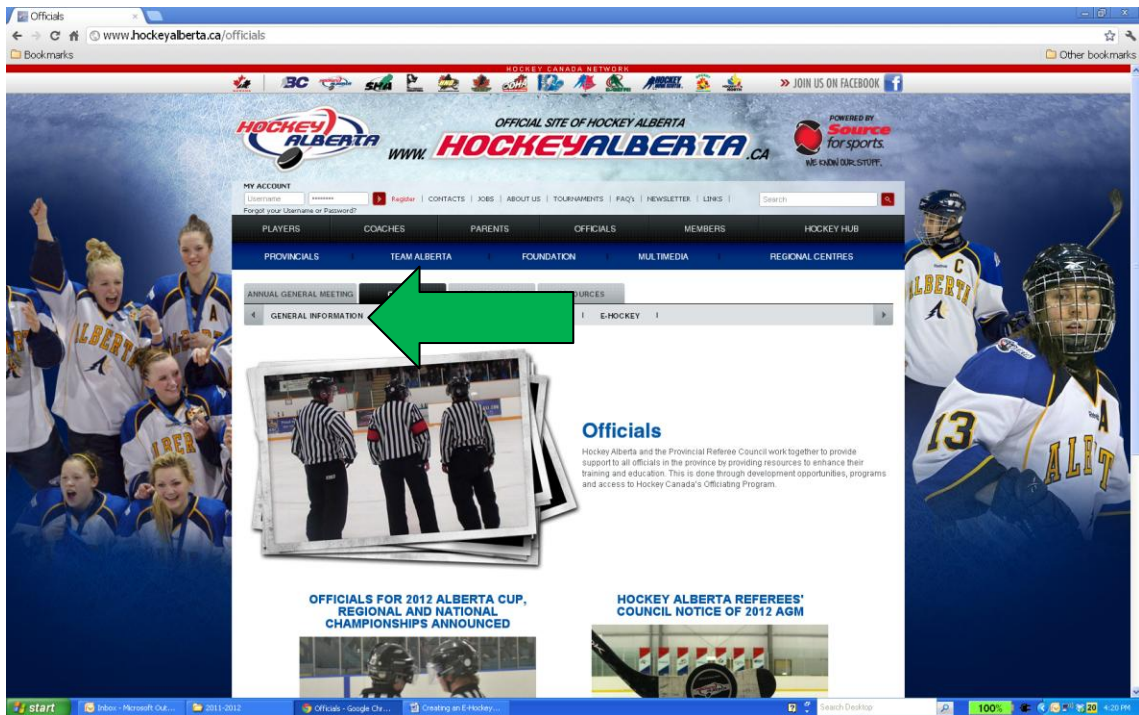
2. Once on the Officials page, select "Clinics".



OFFICIALS' CLINIC REGISTRATION CREATING AN E-HOCKEY ACCOUNT



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



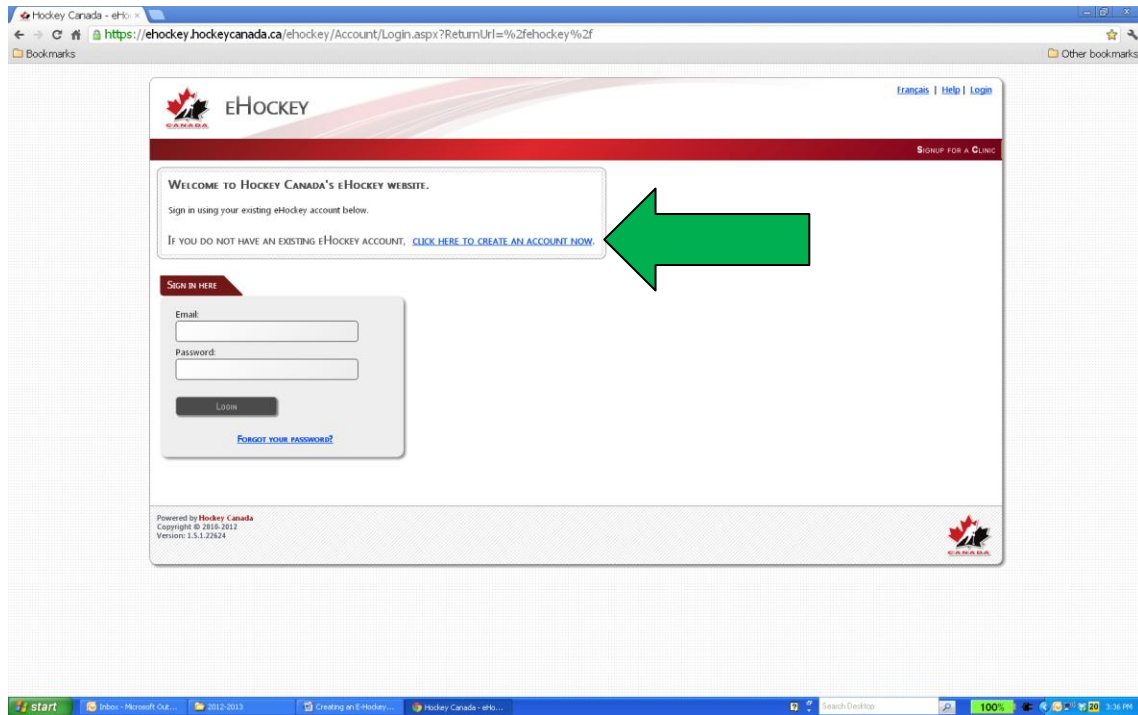
4. A page containing detailed general information about the clinic process will load, select the "E Hockey" link on the left menu in order to be re-directed to the E-Hockey Site.



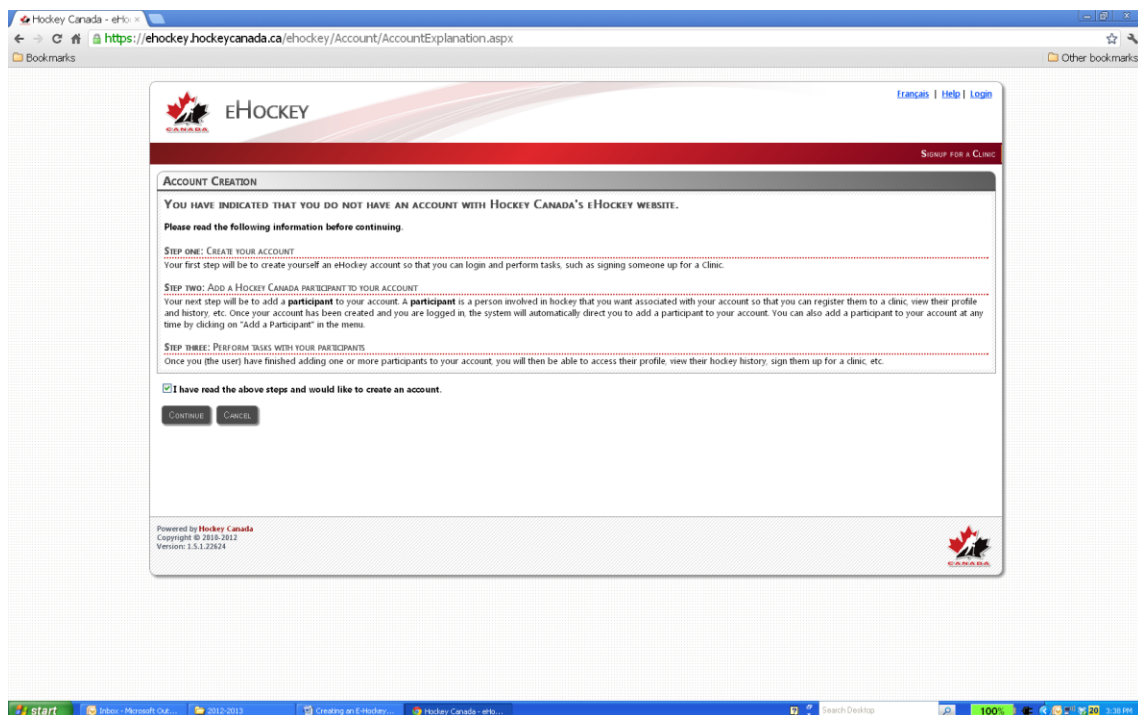
OFFICIALS' CLINIC REGISTRATION CREATING AN E-HOCKEY ACCOUNT



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



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"



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.

A screenshot of a web browser showing the "ACCOUNT CREATION" page on the Hockey Canada website. The page has a white background with a red header bar. The main content area contains several input fields: "Email", "Confirm Email", "Password", "Confirm Password", "Security Question", and "Security Answer". Below these fields, there is a note: "* Denotes required information". At the bottom of the form, there are two buttons: "Submit" and "Cancel". The browser's address bar shows the URL "https://ehockey.hockeycanada.ca/ehockey/Account/CreateProfile.aspx".

9. After selecting "Submit" the page shown below will load. Under the "participants" section select "Add a participant".

A screenshot of the "Default.aspx" page on the Hockey Canada website. The page features a red header bar with navigation links: "Home", "SIGN UP FOR A CLINIC", "Add a Participant", "Order History", and "Cart". Below the header, there is a "HOME" section with a welcome message and instructions. The "PARTICIPANTS" section contains a message: "YOU HAVE NOT ASSOCIATED ANY PARTICIPANTS WITH YOUR ACCOUNT. PLEASE CLICK ON 'ADD PARTICIPANT' NOW TO DO SO." A green arrow points to the "Add a Participant" link in this section. The browser's address bar shows the URL "https://ehockey.hockeycanada.ca/ehockey/Default.aspx".

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.

A screenshot of a web browser showing the "Add A Participant to My Account" page on the Hockey Canada website. The page has a title bar with "Hockey Canada - ehockey" and a URL of "https://ehockey.hockeycanada.ca/ehockey/MemberSearch.aspx". The main content area is titled "ADD A PARTICIPANT TO MY ACCOUNT" and contains instructions: "YOU HAVE SELECTED TO ADD A HOCKEY CANADA PARTICIPANT TO YOUR ACCOUNT PLEASE USE THE SEARCH FUNCTIONS BELOW TO FIND THIS 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." There are two search sections. The first is "SEARCH BY HOCKEY ID" with fields for "Hockey ID:" and "Date of Birth:". The second is "SEARCH BY FIRST AND LAST NAME" with fields for "Participant's First Name:", "Participant's Last Name:", "Date of Birth:", "Gender:", and "Language:". A green arrow points to the "Search" button in the second section. At the bottom, it says "Powered by Hockey Canada Copyright © 2013-2017 Version: 1.5.1.22824".

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.

OFFICIALS' CLINIC REGISTRATION

CREATING AN E-HOCKEY ACCOUNT



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.

