CREATING A NEW HCR ID NUMBER – OWHA

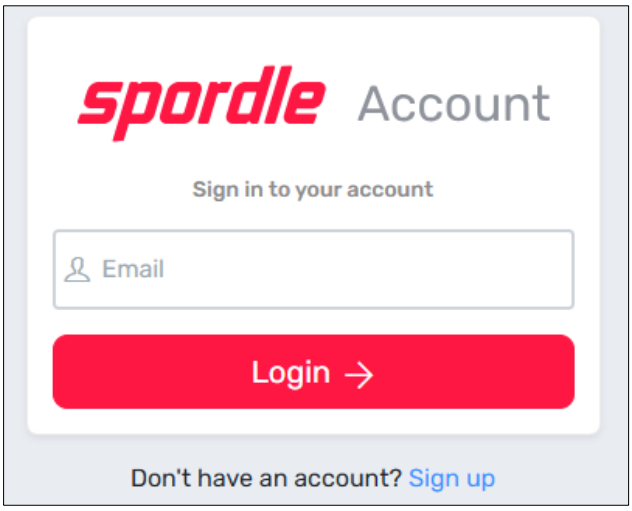
This guide will walk you through the steps to create an HCR (Hockey Canada Registry) number so that you can register with an OWHA association / team.
Your HCR number is a unique identifier used by Hockey Canada and its Members for managing registrations, rosters, player profiles, and much more.

Please note that this is a two (2) step process and both must be completed in order to create an HCR number.

If you have any questions, please contact registrar@owha.on.ca.

Step 1: Create a My Account login

1. Go to https://myaccount.spordle.com/login



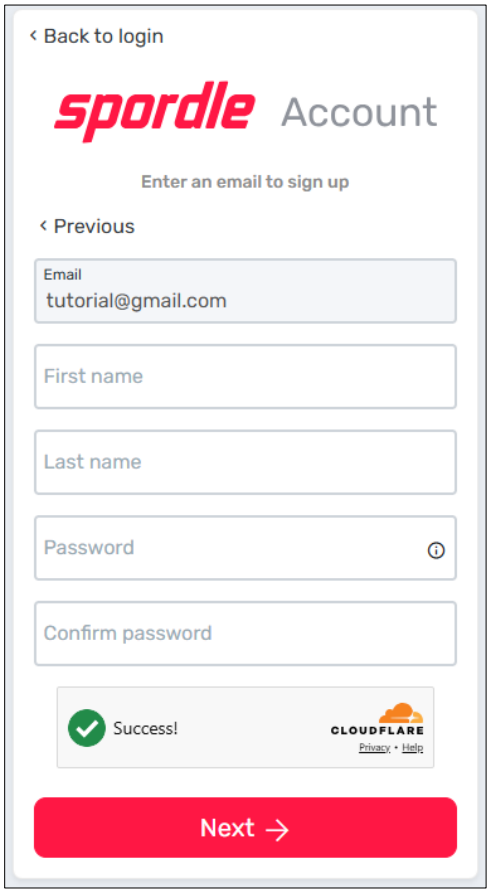
Enter your email address in the required field. If you click on login and the Password option appears, then you already have an account under that email.

If you do not remember your password, click on "Forgot Password" to recover your password and then access your "My Account" page on the HCR.

If this is the case, then proceed to Step 2 below.

If you receive a message stating "This account does not exist. Sign Up", then click on the "Sign Up" option in blue. Please ensure that you proceed to Step 1: Create a "My Account" login

3. Enter your first name, last name, a password, and confirm your password in the appropriate fields. Then click “Next”.



Your password must:

- Include at least eight (8) characters
- Include at least one (1) number
- Include at least one (1) uppercase letter
- Include at least one (1) lowercase letter
- Include at least one (1) special character

4. Choose your primary language, enter your primary phone number, and your primary address. Click “Sign Up”.
   a. Please verify your address. If your address does not appear properly due to the Google address automation, you may enter your address manually by clicking “Enter address manually” and filling out the address fields and then click “Verify” to finish setting up your My Account.
   b. Please check your junk/spam mail if you do not receive the code. b. If you do not receive the email, click on the link for “Resend Email”.

6. You will then be prompted to login. Enter your password and click “Login”.

7. The last step is reading and accepting the Spordle Terms and Conditions. Please review the test and click “I Agree” to proceed.

You are now in your My Account. For more information on My Account, you can review the documentation, here.

Step 2: Create an HCR Number

1. Now that you are in your My Account, click the button that says “Register Now”. You will be taken to page.spordle.com.

2. In the search bar, type in the name of the organization you are trying to register to. The correct organization should be labelled “Association” and likely ends with “GH”, “GHA”, “GHC” “DGHA”, “WH”, “WHA”, “WHL” or “FHA”. You will be taken to that organization’s HCR page. Click on the one you want to select for the Association you are looking for.

3. Click the red “Register Now” button you will then be take to the “Create HCR Number Page. From there, click on the black “Register Now” tab. You will then be prompted to log into your account.

4. Please enter in the first name, last name, and birthdate for the participant you are registering. Only enter in your own details here if you are registering yourself. If you are registering someone else, please ensure that you enter their information. Click “Search”.

    a. HCR will search the database and will display participants with matching information. Please review the search results, including the name, age, and current organization(s). If this appears to be the correct participant, you may copy the HCR Number and do not need to proceed with this step.

    b. If the participant(s) displayed do not seem correct or if no results are displayed, please click “Create a new participant” to proceed.
        i. Before moving forward, it’s recommended to try variations of first names to ensure that their isn’t an existing profile. For example Sue and Susan, Elizabeth and Liz, Jim and James, etc.

5. Please complete the Participant Creation form. The mandatory information is: email, citizenship, Gender Identity, Identify as Indigenous, Race & Ethnicity, Phone Number, Phone Type, Address Type, and Move-in Year.

    a. There is a small “i” icon next to Gender Identity, Birth Country, Race & Ethnicity that explains why this information is being collected. As well, there’s a section at the bottom of the form explaining why all of the demographic information is collected.

6. Click “Create”. A window called “Manage Participant” will appear. You may skip past this by clicking “Register”. Then, select the “Skip the registration selection” and click “Next”.

7. You will now see “Create HCR Number” as an Optional Item. Click the “+” to add one and click “Next”. Then click “Complete”. If you have multiple HCR Numbers to create, you can then click “Add another participant” and repeat Step 2 from item 4 as many times as needed. If done, click “Checkout”, then “Next”.

8. You must accept the Terms and Conditions here by selecting the checkbox above the “Previous” button. Select it, then click “Next”. Click the box that says “Cash” – don’t worry, there is no cost – and then click “Pay”.

9. You have now completed the HCR Number creation. If you click the Invoice Number, you will be taken to your My Account and will see your invoice (this will also be emailed to you). Your HCR Number will be located right next to the participant’s name(s) that you registered.

If you have any questions, please contact registrar@owha.on.ca