



# TWHA COMMUNITY GUIDE TO REGISTRATION (U7-U21) 2020-2021 Season

*Please print this information for your reference*

All players must register with Trails West Hockey Association in Hockey Canada’s registration system through TeamSnap. Below is a step-by-step process of what you will experience with the registration process.

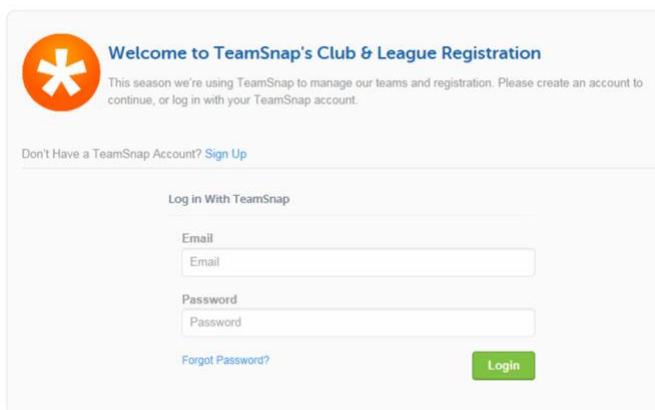
## STEP 1 = Locating your participants Hockey Canada Hockey ID:

\*\*\*Important\*\*\* Please be sure to have your participant(s) Hockey Canada Hockey ID prior to registering. Instructions to assist you in locating your participant(s) Hockey Canada Hockey ID can be found on the Trails West website on the [Registration](#) page. 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 TWHA Administrator – please review the “New to Trails West” information on our website under [Registration](#).

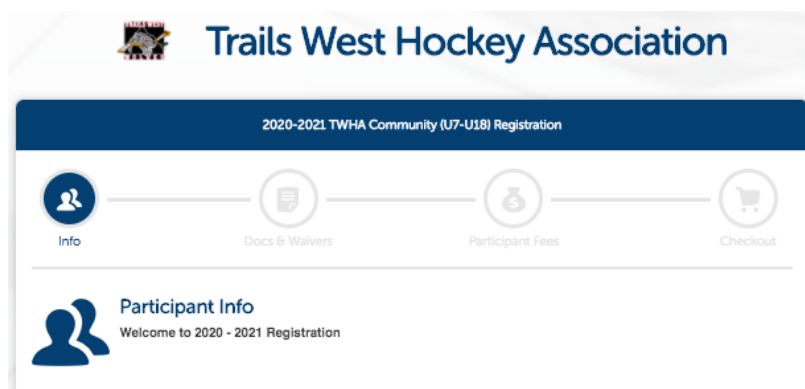
## STEP 2 = Register for Trails West hockey through TeamSnap:

1. Go to the Trails West website and click on the 2020-2021 Community Registration (U7-U18) (or U21 C) on the Registration page.
2. Login to your TeamSnap Account
  - If you do not have a TeamSnap account you can create one here.

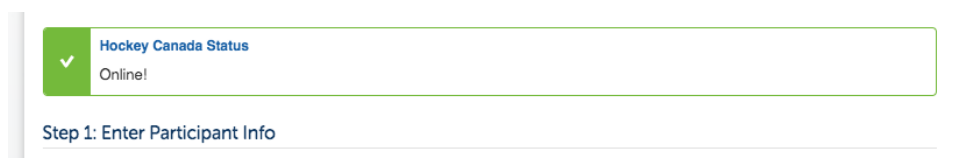
**System Requirements:**  
Internet Explorer or Windows 7/8 are NOT supported by TeamSnap!



3. The 2020-2021 TWHA Community (U7-U18) (or U21C) Registration Form will appear.

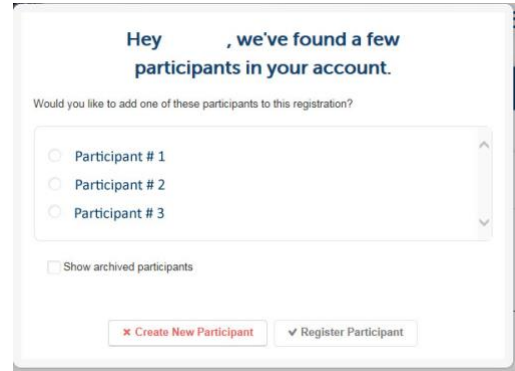


- Check to make sure the Hockey Canada Status shows “Online!” and is green. If it is not, please log out and try the TeamSnap registration link again as you will be unable to continue registration past this section if it is not Online.



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 to ensure that it is still accurate and that you fill in any required blanks. **If you use the auto-populate feature of your browser to add information in this section, 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 participant. **It is recommended that you do NOT use the auto-populate feature of your browser. If you do, double check that it did not change the participant name!**

- 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 TWHHA communication!
- Please note than any information collected is used solely for the purpose of Trails West and Hockey Calgary.

Both new and existing participants must enter and acknowledge the Hockey Canada fields in Sports Info.

- Be sure the Hockey Canada Hockey ID and birthdate of the participant match.
- Hockey Canada Position should only be filled out by U13 to U21 participants. U7, U9 please choose 'Player' and U11 please choose 'Player' or 'Goaltender'.
- Hybrid Goaltender question is only required for U11 participants. Please review the [Hockey Calgary U11 Hybrid Goalie Policy](#) for information.

- The TWHHA Media Release Waiver is a 2 part process. In this section you will say yes or no to allow Trails West consent.
- Hover your cursor over the question marks for helpful tips & further information.

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



- Once all participants have been added, enter the parent information.

- Parent 1 information is required but Parent 2 information is optional.
- Under **Additional Parent Info**, indicate name and email address of parent who is interested in coaching as a Head Coach, Assistant Coach or On Ice Volunteer. Please visit Coaches tab on our website for more information and to complete the [Coach Application](#) form.

Step 2: Enter Parent Info

Parent 1 close

\* Parent 1 First Name  \* Parent 1 Home Phone

\* Parent 1 Last Name  \* Parent 1 Cell Phone

Parent 1 Relation

\* Parent 1 Email

Parent 2 edit

Additional Parent Info close

Interested in Coaching? Please indicate name and email address of person interested

- If you do not wish to have your participant's contact information visible to the team that he/she is placed on, please indicate here.

After all information in Participant Info has been reviewed, completed, 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 ▶

The participant's Hockey Canada Membership will be validated at this point in registration. If you receive the error "Oops ... there was a problem", please check the Date of Birth and Hockey Canada Hockey ID number to ensure they are correct.

### 8. Documents & Waivers:

- There is one document to be completed for EACH participant, the TWHA Player Medical Form. This must be downloaded, completed, signed and uploaded. Once uploaded, click "Done". This form will be available to the Team Manager and/or the Head Coach. You can not move further with registration until this step has been done.
  - Acceptable file types are: .doc, .pdf, .jpeg.

\* TWHA Player Medical Form

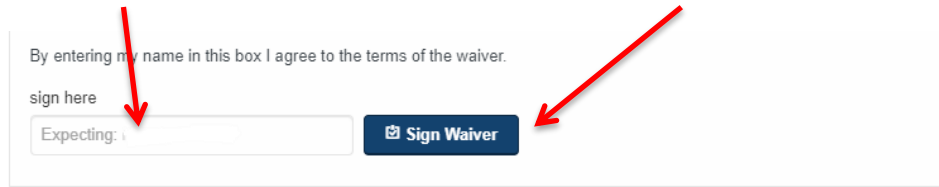
All players must have a completed medical form on file as per Hockey Canada's Emergency Action Plan. Please complete the attached PDF fillable form, sign and upload to continue the registration process.

[Download TWHA Player Medical Form](#)

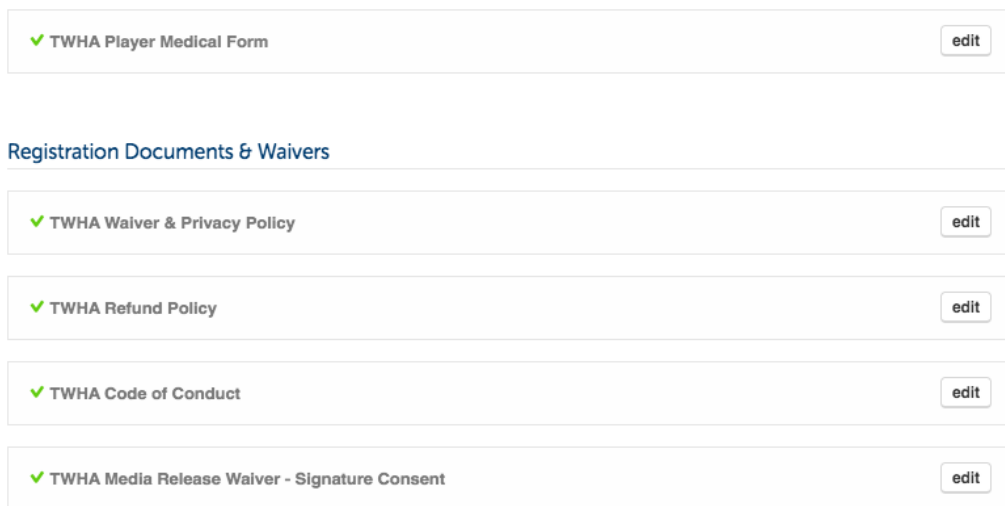
Document Upload

No file chosen

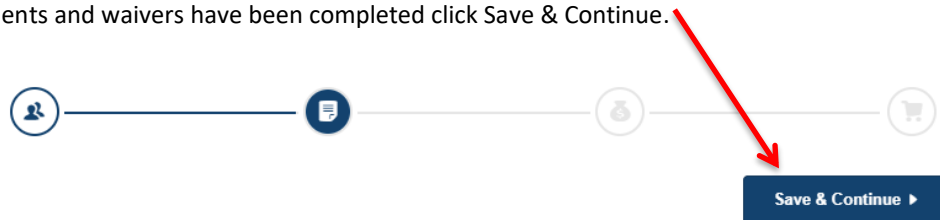
- There are 4 waivers to be completed, one for all participants.
  - TWHA Waiver & Privacy Policy
  - TWHA Refund Policy
  - TWHA Code of Conduct
  - TWHA Media Release Waiver - Signature Consent
- All waivers must be signed by the profile name that is logged into TeamSnap. Once you have signed a waiver, click sign waiver. You must sign (type name expected) and click sign waiver for each waiver.



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

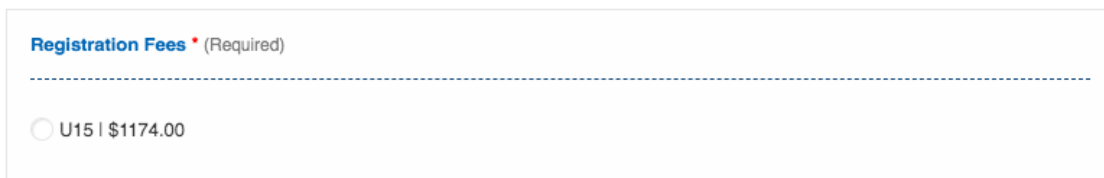


- After all documents and waivers have been completed click Save & Continue.



- Participant Fees:** Choose from the available fee packages for your division.

- There are required fees which are indicated by the \* and optional fees.



- If you indicated under Participant Information you were interested in applying for Financial Assistance through FESP, this option will appear. Clicking here will apply a credit to the registration fees. If you choose this option, please reach out to the TWHA Administrator.

**FESP Financial Assistance**

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Only check this option if you plan to apply for Flames Even Strength Program through Hockey Calgary. Please review all Financial Assistance options available for Trails West families listed on our website. Note that the TWHA 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 that you are responsible for the remaining fees owing and will work with the TWHA Administrator regarding payment.

FESP Credit - I will be applying | \$-700.00

- U15 and U18 participants ONLY will be required to answer two additional questions.

**Does your participant want to participate in body checking?** \* (Required)

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If placed on Body Checking Team Tier 1 to 3 after evaluations

Yes

No

**Is your participant trying out for Quadrant Hockey with the Calgary Royals (CRAA)?** \* (Required)

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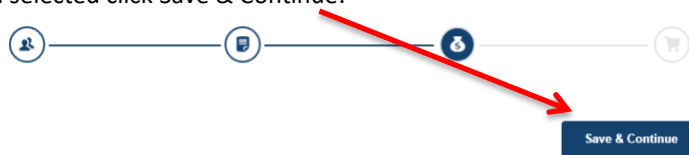
If your participant is trying out for Quadrant Hockey, please choose either "Adjust" if you do not want to pay TWHA Registration Fees now (if registration is made prior to August 15) or choose "Pay" if you would like to pay the TWHA Registration Fee now either in full or by instalment plan.

Yes - Adjust TWHA Registration Fee | \$-1174.00

Yes - Pay TWHA Registration Fee

No

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



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

13. If you missed registering other participants at the beginning, add another participant(s) prior to paying.

[+ Add Another Participant](#)

| Total Fees       |                   |
|------------------|-------------------|
| Participant Fees | \$1,174.00        |
| Form Fees        | \$0.00            |
| <b>Total</b>     | <b>\$1,174.00</b> |

14. All payments must be made by credit card: Mastercard or Visa. Please enter applicable credit card information.

- Pay in Instalments (this is the default option) OR pay in Full

**IMPORTANT:** If you want to **pay in instalment**, this button must be **ON**.

Make sure that Instalment Plan Details show. Order Summary will indicate "1<sup>st</sup> Instalment" and Checkout Total will be 1<sup>st</sup> instalment amount.

**Instalment Payment can not 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

**on** Pay by instalment \*total is divided into 5 payments

|                              |                   |
|------------------------------|-------------------|
| 06/30/2020 : 1st Instalment  | \$234.80          |
| 08/15/2020 : 2nd Instalment  | \$234.80          |
| 09/15/2020 : 3rd Instalment  | \$234.80          |
| 10/15/2020 : 4th Instalment  | \$234.80          |
| 11/15/2020 : 5th Instalment  | \$234.80          |
| <b>Instalment Plan Total</b> | <b>\$1,174.00</b> |

Order Summary

|                       |                 |
|-----------------------|-----------------|
| 1st Instalment        | \$234.80        |
| <b>Checkout Total</b> | <b>\$234.80</b> |

Confirm Payment

**IMPORTANT:** If you want to **pay in Full** click this button **OFF**.

Order Summary will indicate "Registration Fees" and Checkout Total will be full amount.

**off** Pay by instalment \*total is divided into 5 payments

Order Summary

|                       |                   |
|-----------------------|-------------------|
| Registration Fees     | \$1,174.00        |
| <b>Checkout Total</b> | <b>\$1,174.00</b> |

Confirm Payment


15. 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 so payment can't be processed. Please try allowing pop-ups on your browser settings or complete the registration in a different browser.

- Note: you will 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.
- If you require an official receipt, (you will only receive a confirmation of payment from TeamSnap after the above step) 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 (TWHHA), 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.*


16. You are done! You have successfully registered your child(ren) [participant] with Trails West for the 2020-2021 season!

**2020-2021 TWH Community (U7-U18) Registration**



### Thanks for Registering!


You will receive an email shortly confirming payment.



### Visit Your Dashboard

Log in to TeamSnap and visit your dashboard to see your status.

[Go to my TeamSnap Dashboard](#)



### What's Next?

Thank you for registering with Trails West Hockey Association for the 2020-2021 season.

You will receive an email from the applicable Age Group Coordinator with your participant's first evaluation time one to two weeks prior to the start of evaluations for your participant's division. Evaluation information is posted on our website under [Members-Evaluations](#)

Please visit our website often to ensure that you are kept up to date with information regarding the upcoming season.  
[www.trailswesthockey.com](http://www.trailswesthockey.com)

-Diane Moffatt, TWH Administrator  
[admin@trailswesthockey.com](mailto:admin@trailswesthockey.com)

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If you have any questions or concerns with the registration process, please be sure to review the [Registration page](#) on the Trails West Hockey Association website. If you still have questions, please do not hesitate to contact me.

Diane Moffatt  
Administrator, TWH Association  
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(updated 29Jun20)

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Trails West Hockey Association

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