



Create a HCR 3.0 Spordle Account & Register for a Clinic/Course

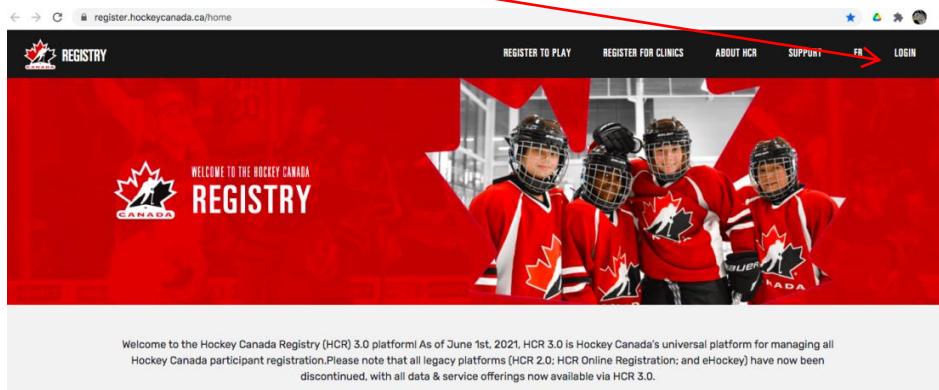
Please print this information sheet for your reference

Effective the 2021-2022 Season, there is a new version of the Hockey Canada Registry (HCR 2.0), called HCR 3.0 Spordle. HCR 3.0 replaces e-Hockey, HCR Online Registration and Hockey Canada Registry. All activity and information that was previously created and used within these platforms now reside within HCR 3.0. All users are required to create a new login for HCR 3.0 as no user accounts from the above platforms have been migrated over.

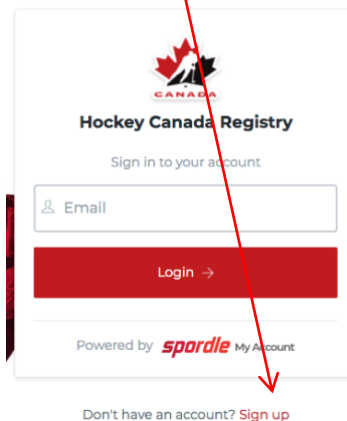
Please review the following steps to help you create a new HCR 3.0 Spordle Account and link your existing Hockey Canada ID to this new account. **This is necessary prior to registering for any referee or coach clinics and courses offered by Hockey Canada/Hockey Alberta.**

CREATE HCR 3.0 ACCOUNT

Step 1: Visit the [Hockey Canada Registry](https://register.hockeycanada.ca) main page. Click on “LOGIN” in the top right hand corner of the banner.



Step 2: As a first-time user, click “Sign up”.





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Step 3: Enter the email address you want to use for your account. Note: It is recommended this be a personal email address and not a business one.

< Back to login

spordle My Account

Sign up

Email

Next →

Already have an account? [Sign in](#)

Step 4: Complete the information requested for the account holder (email address will auto-populate with the email you provided in the prior screen). Click “Sign up”.

< Back to login

spordle My Account

Sign up

Email

First name

Last name

Password ⓘ

Confirm password

English ▾

Sign up →

Already have an account? [Sign in](#)



Create a HCR 3.0 Spordle Account & Register for a Clinic/Course

Step 5: A verification code will be emailed to the email address provided for the account holder. Enter this code when prompted then click “Verify”.

A screenshot of the Spordle My Account verification code screen. At the top left is a link for "< Back to login". The Spordle logo is in red, followed by "My Account" in grey. Below this is the instruction "Please enter the verification code sent to" followed by a black box containing the text "email address is auto-filled". There are six empty input boxes for the verification code, with the first one highlighted by a blue border. Below the boxes is a red button labeled "Verify". At the bottom, there is a link: "You did not receive an email? [Send Email](#)".

Step 6: Login to the new [HCR 3.0 Spordle My Account](#) with the email & password created.

A screenshot of the Spordle My Account login screen. The Spordle logo is in red, followed by "My Account" in grey. Below this is the instruction "Sign in to your account". There is a text input field with a person icon and the label "Email". Below the field is a red button labeled "Login →". At the bottom, there is a link: "Don't have an account? [Sign up](#)".



Create a HCR 3.0 Spordle Account & Register for a Clinic/Course

Step 7: Read and accept the Hockey Canada Registry Spordle Terms and Conditions.

Hockey Canada Registry
Terms and conditions

Please read and accept the following terms and conditions of use before proceeding.

Spordle Terms of Use

Terms and Conditions

User Agreement

This User Agreement ("Agreement") is entered into between Spordle Inc. ("Spordle") and the user ("User", "you", "your") to govern your use of the Spordle Solutions ("Solutions") that you will access from the Spordle ID platform either through Spordle My Account ("User Account"). Please read this agreement carefully. You must agree to all of the terms of this agreement to use Spordle My Account.

By clicking the "I Agree" checkbox or by accessing, browsing or using the Platform, you agree to be bound by these Terms of Service and any related policies or guidelines, including any subsequent amendments or modifications.

If you do not agree to all of the Terms and Conditions, then you understand that you will not be permitted to use Spordle My Account, and you agree to click the "CANCEL AND QUIT" button.

1. User

[Decline & exit](#) [I agree ✓](#)

Powered by **spordle** My Account

Step 8: The newly created account dashboard will appear. You must link member profile(s) to the account to register for a clinic/course. Beside "My Members", click "Link a Member".

account.spordle.com/dashboard

spordle My Account

Dashboard

My Organizations

My Members [Link a Member](#)

Account Name



Create a HCR 3.0 Spordle Account & Register for a Clinic/Course

Step 9: To search a member by name and date of birth, complete this information or if you know the HCR Number (Hockey Canada ID) of the member, enter that. Click “Search”.

The screenshot shows a modal window titled "Link a member" with a close button (x) in the top right corner. Below the title is the heading "Search a member in HCR". There are three input fields: "First Name" and "Last Name" (with a blue border around the "Last Name" field) and "Date of Birth" (with a calendar icon). Below these is an "or" separator and an "HCR Number" field with the example text "ex: 4563485965". At the bottom right are "Search" and "Cancel" buttons.

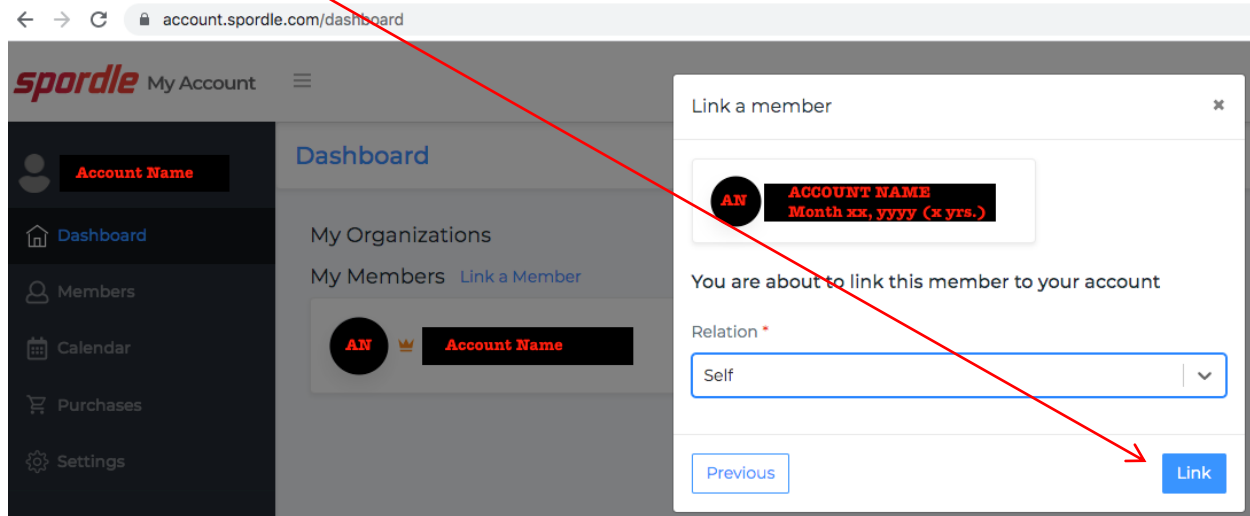
Step 10: Confirm the profile listed under “Existing profiles” matches the member you searched for. Beside the correct member name, click “Link this member”

The screenshot shows the Spordle dashboard with the "Link a member" search form overlaid. The dashboard includes a sidebar with "Account Name", "Dashboard", "Members", "Calendar", "Purchases", and "Settings". The main content area shows "My Organizations" and "My Members" with a "Link a Member" link. The search form is filled with "Account" for First Name, "Name" for Last Name, "yyyy-mm-dd" for Date of Birth, and "ex: 4563485965" for HCR Number. Under "Existing profiles", there is a profile entry with a circular icon containing "AN", the text "ACCOUNT NAME (x yrs.)", and "HCR#XXXXXXXXXXXX". A red arrow points from the text in Step 10 to the "Link this member" button next to this profile. The "Search" and "Cancel" buttons are at the bottom right of the form.

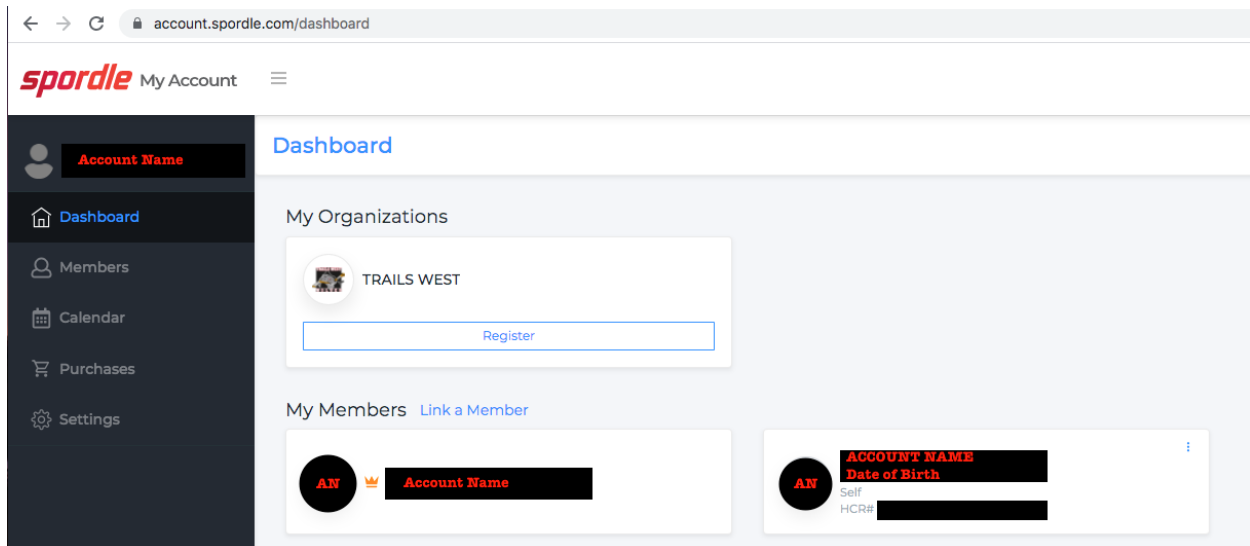


Create a HCR 3.0 Spordle Account & Register for a Clinic/Course

Step 11: Relation is who the account holder is to the member. If the member is yourself, scroll down and select “Self” or if the member is your child, select “Parent” or other applicable option. Once selected, click “Link” to complete linking the member to the account.



Step 12: The member has been successfully linked to the HCR 3.0 account and will now appear on the account Dashboard. Repeat steps 8 through 11 for every family member you would like to link to your HCR 3.0 account.





Create a HCR 3.0 Spordle Account & Register for a Clinic/Course

REGISTER FOR A REFEREE OR COACH CLINIC/COURSE

[Hockey Canada Video “Register for Clinic” Tutorial](#)

Step 1: Visit the [Hockey Canada Registry](#) main page. Click on “REGISTER FOR CLINICS” in the banner or on the Clinics picture.

← → register.hockeycanada.ca/home

REGISTRY REGISTER TO PLAY REGISTER FOR CLINICS ABOUT HCR SUPPORT FR LOGIN

WELCOME TO THE HOCKEY CANADA REGISTRY

Welcome to the Hockey Canada Registry (HCR) 3.0 platform! As of June 1st, 2021, HCR 3.0 is Hockey Canada's universal platform for managing all Hockey Canada participant registration. Please note that all legacy platforms (HCR 2.0; HCR Online Registration; and eHockey) have now been discontinued, with all data & service offerings now available via HCR 3.0.

Learn More

REGISTER TO PLAY
Click [here](#) to register your child to play minor hockey (for the current or upcoming season)

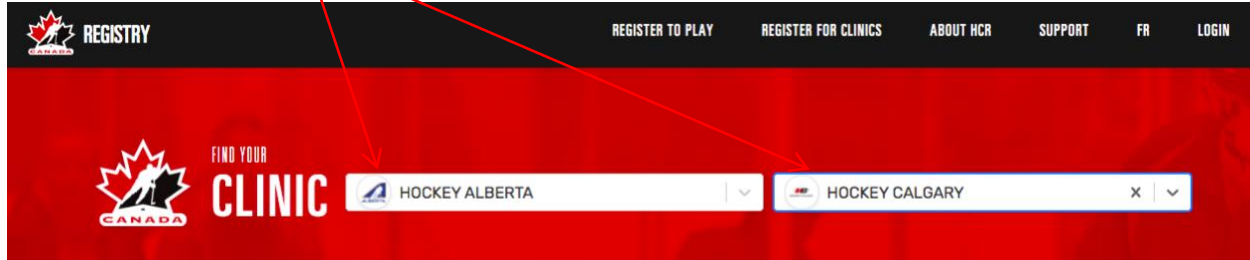
REGISTER FOR CLINICS
Click [here](#) to register for upcoming Certification Clinics (including Coach.ca & Respect In Sport courses)

NOTE: this is NOT where you register a player for Trails West. Please visit the Registration page under Members on [Trails West Hockey Association's website](#) for registration form links.

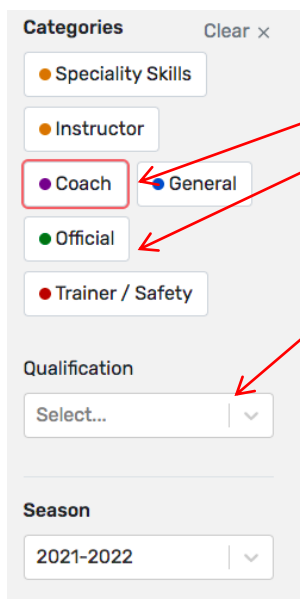


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Step 2: The host organizations indicated beside Find Your Clinic should be HOCKEY ALBERTA and HOCKEY CALGARY.



Step 3: Select the applicable Category (ie. Coach or Official) then select the required clinic/course from the drop-down menu under Qualification. Use the additional filters such as date, status, session format to narrow down the choices.



Clinic choices available will appear to the right of this menu.

Step 4: Review the information for the available clinics to determine which clinic you want to register for. Click on the purple “Register” for the clinic you want.

Step 5: Select the name of the participant registering in the clinic (their name should be listed here if they were linked to the HCR account you logged into). Note, the system will validate if the participant already has the qualification you are trying to register for.

If the participant is not listed, you can search for the participant using HCR ID or first and last name and date of birth.



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Step 6: Proceed with the clinic/course registration by answering all mandatory and optional questions (if applicable), items and waivers. Be sure to review and confirm all mandatory and optional fees prior to payment.

Step 7: The invoice (receipt) and clinic information will be emailed to you at the email address of the HCR account holder. Please keep these for future reference.

- Referees: If registration was for a certification clinic (not the first-time referee online course), please email a copy of the invoice to the TWA Referee Coordinator at referee@trailswesthockey.com.
- Coaches: For reimbursement of the clinic/course fees, once you have been rostered to a team and have attended the clinic and/or completed the course, please forward clinic/course invoice(s) with the [TWA Coach Reimbursement Form](#) to the TWA Administrator at admin@trailswesthockey.com.

CLINIC/COURSE INVOICES (receipts)

Invoices can be accessed via your HCR account. When logged in at your Dashboard, click on “Purchases” and a list of your registered clinics/courses are on the right. Click on the blue numbers of the clinic/course and a copy of the invoice will show.

The screenshot shows the Spordle My Account dashboard. The left sidebar contains navigation links: Account Name, Dashboard, Members, Calendar, Purchases, and Settings. A red arrow points from the 'Purchases' link in the sidebar to the 'Purchases' link in the main content area. The main content area is titled 'Dashboard' and features 'My Organizations' with a card for 'TRAILS WEST' and a 'Register' button. Below this is 'My Members' with a 'Link a Member' link and a member profile card showing 'AN' and 'Account Name'.

If you have any questions, please contact the TWA Administrator at admin@trailswesthockey.com.