



# TWHA COMMUNITY GUIDE TO REGISTRATION (U7-U18) 2022-2023 Season

*Please print this information for your reference*

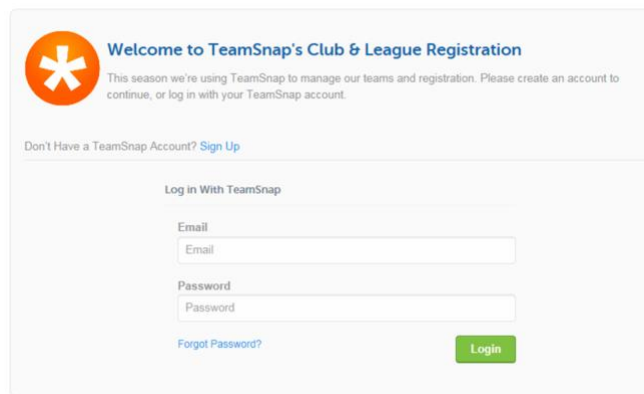
All players must be registered with Trails West Hockey Association in the Hockey Canada Registry through TeamSnap. Below is a step-by-step process of what you will experience with the registration process.

## **STEP 1 = Have your participant(s) Hockey Canada Registration Number (Hockey Canada ID):**

Instructions to assist you in locating your participant(s)' Hockey Canada Registration Number (aka Hockey ID) can be found on the Trails West website on the [Registration](#) page or check out this document "[Where to Find My Hockey Canada ID](#)". 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](#).

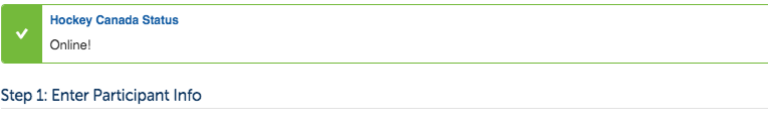
## **STEP 2 = Register for Trails West hockey through TeamSnap:**

1. Visit the Trails West website under "[Members-Registration](#)" and click on the 2022-2023 Community (U7-U18) Registration Form button under Registration Links on the Registration page.
2. Login to your TeamSnap Account
  - If you do not have a TeamSnap account you can create one here.

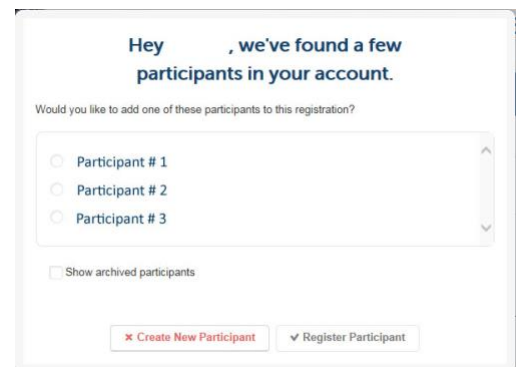


**System Requirements:**  
Internet Explorer or Windows 7/8 are NOT supported by TeamSnap!

3. The 2022-2023 TWHA Community Registration (U7-U18) 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 TWHA TeamSnap registrations for participant: 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!**
- New TWA TeamSnap 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 personal information indicated. This information allows us to communicate with families during the season. Please ensure that your contact information is up to date!
  - **Participant email is the main email address for all TWA communication!** You can add your player’s email later once they are rostered to a team.
  - Be sure the Hockey Canada Hockey Registration Number and birthdate of the participant are correct for that participant.
  - Hockey Canada Position should only be filled out by U13 to U18 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.
  - Note, a FESP credit will be available at fees if you select YES to applying for FESP financial assistance.
  - The TWA Media Release Waiver is a 2 part process. In this section you will say yes or no to allow Trails West consent.
  - Unsure of the question? Hover your cursor over the question marks for helpful tips & further information.

Step 1: Enter Participant Info

Participant 1 Info close

<p>* First Name <input style="width: 90%;" type="text"/></p> <p>* Last Name <input style="width: 90%;" type="text"/></p> <p>* Address <input style="width: 90%;" type="text"/></p> <p>* City <input style="width: 90%;" type="text"/></p> <p>* Zip/Postal Code <input style="width: 90%;" type="text"/></p> <p>* Birthdate <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/></p> <p>* Email <input style="width: 90%;" type="text"/></p>	<p>* Telephone <input style="width: 90%;" type="text"/></p> <p>* Hockey Canada Gender <input style="width: 90%;" type="text"/></p> <p>* Hockey Canada Province <input style="width: 90%;" type="text"/></p> <p>* Hockey Canada Ethnicity <input style="width: 90%;" type="text"/></p> <p>* Hockey Canada Indigenous Group <input style="width: 90%;" type="text"/></p> <p>* Hockey Canada Birth Country <input style="width: 90%;" type="text"/></p>
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Sport Info

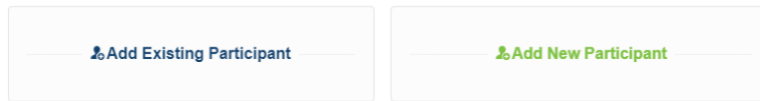
<p>* Hockey Canada Registration Number <input style="width: 90%;" type="text"/></p> <p>* Hockey Canada Division <input style="width: 90%;" type="text"/></p> <p>* Hockey Canada Position <input style="width: 90%;" type="text"/></p> <p>Hockey Canada Privacy Policy <input type="checkbox"/></p>	<p>U11 ONLY - Does your participant (player) wish to participate this season as a Hybrid Goaltender (skater &amp; goaltender)? <input style="width: 90%;" type="text"/></p>
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Additional Participant Info

<p>* What Community Do You Live In? <input style="width: 90%;" type="text"/></p> <p>* Financial Assistance ONLY: I will be applying for Flames Even Strength funding <input type="checkbox"/></p> <p>* TWA Media Release <input style="width: 90%;" type="text"/></p> <p>* Hockey Calgary Consent for Media Release <input style="width: 90%;" type="text"/></p>	<p>* Hockey Calgary Consent to Receive Communication <input style="width: 90%;" type="text"/></p> <p>* Calgary Sports and Entertainment Corporation Communication Waiver <input style="width: 90%;" type="text"/></p>
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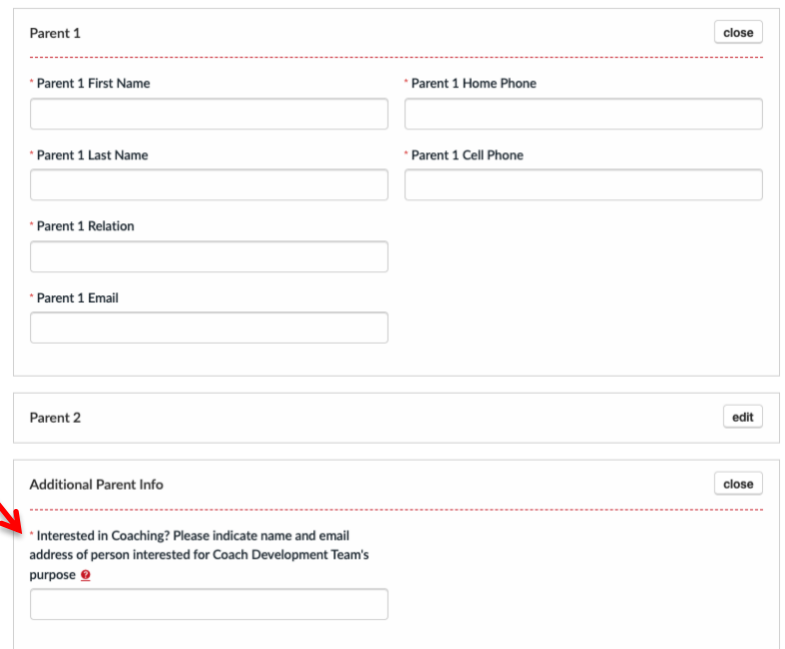
5. If you have more than one participant click on the correct button and repeat step 4 for the additional participant(s).



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

- Parent 1 information is required but Parent 2 information is optional.
- Interested in Coaching? 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

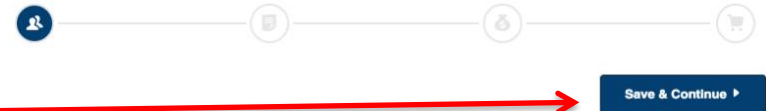


7. If you do not wish to have your participant's contact information visible to the team that he/she is placed on, check the box.

Step 3: Show or Hide Info

Hide all contact information from teammates

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.



*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, Hockey Canada Registration number (Hockey ID) and Hockey Canada Division to ensure they are correct for the participant(s). If this error persists, please email the [TWHA Administrator](#).

8. **Documents & Waivers:**

- There is one document to be completed for EACH participant, the 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 cannot move further with registration until this step has been done.
- Acceptable file types are: .doc, .pdf, .jpeg.



- There are 8 waivers to be completed, one for all participants being registered at the same time.
  - TWHA Volunteer Bond Agreement
  - TWHA Game Jersey Replacement Agreement
  - TWHA Waiver & Privacy Policy
  - TWHA Refund Policy
  - TWHA Code of Conduct
  - TWHA Media Release Waiver - Signature Consent
  - Hockey Canada Agreement
  - Hockey Canada Waiver
- Waivers must be either checked or signed by the profile name that is logged into TeamSnap.

By checking this box I agree to the terms of the waiver.

By entering my initials in this box I agree to the terms of the waiver.

initial here

Expecting: TA [Sign Waiver](#)

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

Player Medical Form edit

**Registration Documents & Waivers**

TWHA Volunteer Bond Agreement edit

TWHA Game Jersey Replacement Agreement edit

TWHA Waiver & Privacy Policy edit

TWHA Refund Policy edit

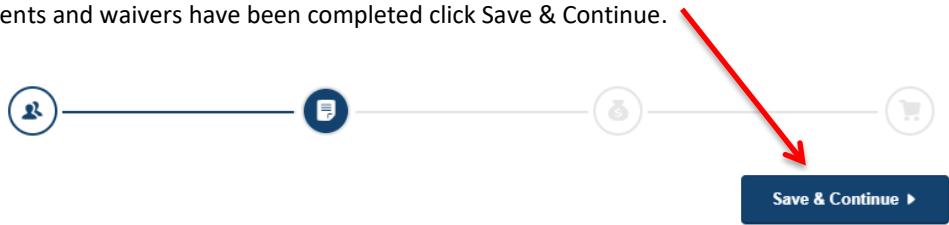
TWHA Code of Conduct edit

TWHA Media Release Waiver - Signature Consent edit

Hockey Canada Agreement edit

Hockey Canada Waiver edit

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



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

- The required fees are indicated by the **\*** (Required) – only the registration fee options available for the age division of the participant based on the age entered under Participant Info will appear.

Registration Fee **\*** (Required)

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U18 | \$1410.00

U18 Goaltender | \$1270.00

- 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 agree to apply) | \$-700.00

[Remove Selection](#)

- U13, U15 and U18 participants will be required to answer an additional question about Elite Hockey:

U13 participants will not be provided the option to Adjust the TWHA Registration Fee. A refund will be issued if a U13 player is drafted by the Calgary Royals.

U13/U15/U18: Is your participant trying out for Elite Hockey with the Calgary Royals (CRAA)? **\*** (Required)

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U13: If your participant is trying out for Elite Hockey, you are required to pay the TWHA registration fee either in full or by instalment plan. U15-U18: Please choose either "Adjust" if you do not want to pay TWHA Registration Fees now or choose "Pay" if you would like to pay the TWHA Registration Fee now either in full or by instalment plan. If your player is drafted to an Elite hockey team, a full refund of registration fees paid (excluding late fees) will be made once TWHA receives notification from the Calgary Royals of the player's draft.

Yes - Adjust TWHA Registration Fee (Elite Tryout) | \$-1410.00

Yes - Pay TWHA Registration Fee (Elite Tryout)

No (Elite Tryout)

- U15 and U18 participants ONLY will be required to answer an additional question about Body Checking:

U15/U18: Does your participant want to participate in body checking? \* (Required)

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This information will be used during evaluations however, it does not guarantee the participant a spot on a body-checking team. A participant must earn their placement through evaluations to a body-checking Tier 1 - 3 team.

Yes (Body Checking)  
 No (Body Checking)

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



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

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

➤ Add Another Participant

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**Total Fees**

Participant Fees	\$1,410.00
Form Fees	\$0.00
<b>Total</b>	<b>\$1,410.00</b>

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

- Pay in Full (this is the default option) OR Pay in Instalments
- All participants must be fully paid by September 15, 2022

Step 2: Confirm Payment and Finish Checkout

Past Credit Cards    New Credit Card

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Name On Card

Credit or Debit Card

Card number MM / YY CVC

**To pay in Instalments, this button must be ON.**

To confirm Instalment Payment dates & amounts, click on View Payment Details.

**Instalment Payment can not be selected once full payment has been confirmed and processed!**

NOTE If you register on or after July 15, you will be required to pay the deposit payment AND any prior dated instalment payments

Split payment into installments\*

\$352.50 due today + 3 payments

View Payment Details


ON

\* Payments are processed automatically with your submitted credit/debit card.

Due To:

<b>Deposit</b>	Due Today – Deposit Payment	\$352.50
<b>Check</b>	07/15/2022 – 1st Installment	\$352.50
	08/15/2022 – 2nd Installment	\$352.50
	09/15/2022 – 3rd Installment	\$352.50
	<b>Installment Plan Total</b>	<b>\$1,410.00</b>

At the bottom of the Checkout section, this is what you will see if you are paying in **FULL**:

 Split payment into installments\*  
\$352.50 due today + 3 payments  
[View Payment Details](#)  off

\* Payments are processed automatically with your submitted credit/debit card.


**Order Summary**

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Registration Fees	\$1,410.00
<b>Checkout Total</b>	<b>\$1,410.00</b>

Confirm Payment

At the bottom of the Checkout section, this is what you will see if you are paying in **INSTALMENTS**:

 Split payment into installments\*  
\$352.50 due today + 3 payments  
[View Payment Details](#)  on

\* Payments are processed automatically with your submitted credit/debit card.

**Due Today**

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Deposit Payment	\$352.50
<b>Checkout Total</b>	<b>\$352.50</b>

Confirm Payment

14. 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.*

15. You are done! You should have received an email confirming payment and notice from TeamSnap that you have successfully registered your child(ren) [participant(s)] with the TWHHA Community Program for the 2022-2023 season. You should see "What's Next?" displayed on the registration form.

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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, TWHHA Association  
[admin@trailswesthockey.com](mailto:admin@trailswesthockey.com)  
(updated 14Jun22)