



WEST CALGARY HOUSE LEAGUE GUIDE TO REGISTRATION for 2022-2023 Season

Please print this information for your reference

All house league players must register with their minor hockey association (MHA) in Hockey Canada's registration system through TeamSnap. Below is a step-by-step process of what you will experience with the registration process.

NEW FOR 2022-2023: PRIOR TO REGISTRATION: Due to operational changes, all players from Springbank and Trails West that wish to register for WCHL must contact their Administrator prior to WCHL registration. WCHL players are rostered in the Hockey Canada Registry under Glenlake Minor Hockey Club and players must have their profiles shared with Glenlake in order to register for WCHL. Please provide your Administrator with the player's name, date of birth and Hockey Canada ID number. **Exception:** 2012-2014 players registered in WCHL for the 2021-2022 season as the share requests have already been processed.

Trails West Hockey Association Administrator: admin@trailswesthockey.com

Springbank Minor Hockey Association Administrator: operations@springbankhockey.com

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 your association's website on the Registration webpage. New hockey families are required to complete the Respect In Sport – Parent Program prior to online registration in addition to providing additional documentation to their association's Administrator.

STEP 2 = Register for West Calgary House League through TeamSnap:

1. Go to your association's website for Registration and click on the 2022-2023 West Calgary House League (WCHL) Registration Link.
2. Login to your TeamSnap Account
 - If you do not have a TeamSnap account you can create one here.

Welcome to TeamSnap's Club & League Registration

This season we're using TeamSnap to manage our teams and registration. Please create an account to continue, or log in with your TeamSnap account.

Don't Have a TeamSnap Account? [Sign Up](#)

Log in With TeamSnap

Email
Email

Password
Password

[Forgot Password?](#) [Login](#)

3. The 2022-2023 WCHL Registration Form will appear.

West Calgary House League

2022-2023 WCHL Registration

Info Docs & Waivers Participant Fees Checkout

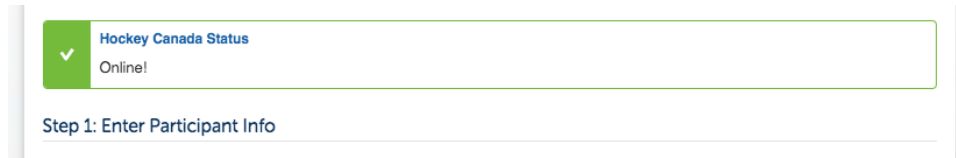
Participant Info

Welcome to West Calgary House League Registration

Registration Contact Information:

****THIS IS FOR WEST CALGARY HOUSE LEAGUE REGISTRATION ONLY****

- 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.

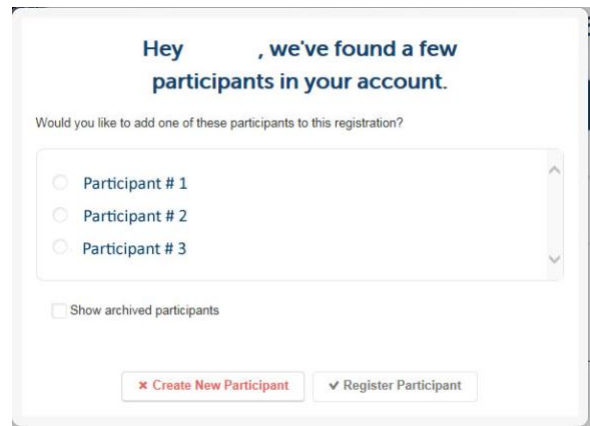


- All questions/field marked with a red asterisk (*) are required to be completed to move to the next section for new and previous participants.

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 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 new participant. **It is recommended that you do NOT use the auto-populate feature of your browser.**

- 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 is up to date.
- Participant email is the main email address for all TWHA communication!
- Please note that any information collected is used solely for the purpose of MHA and Hockey Calgary.
- Double check that the participant date of birth is correct!

Step 1: Enter Participant 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> |
|---|--|



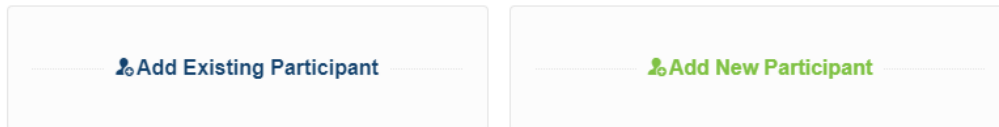
- **Be sure the Hockey Canada Hockey ID and birthdate of the participant match.**
- **Hockey Canada Division is your child's age category.**
- Hockey Canada Position – U9 choose “Player” - U11 choose “Player” unless designating “Goaltender”.
- Please select which Association you are part of: Glenlake, Springbank or Trails West.
- **WCHL Friend Request – MUST BE REQUESTED HERE – emails after registration has been completed will not be accepted!**
- Note, a FESP credit will be available at fees if you select YES to applying for FESP financial assistance.
- Hover your cursor over the question marks for helpful tips.

The screenshot shows a registration form with the following sections and fields:

- Sport Info:**
 - Hockey Canada Registration Number (with a question mark icon)
 - Hockey Canada Division (dropdown menu)
 - Hockey Canada Position (dropdown menu)
- Additional Participant Info:**
 - What Association Are You part Of? (dropdown menu)
 - What Community Do You Live In? (dropdown menu)
 - WCHL Friend Request: One Only (dropdown menu)
 - Will you be applying for financial assistance through the Flames Even Strength Program? (dropdown menu)
 - WCHL Media Release (dropdown menu)
 - Hockey Calgary Consent for Media Release (checkbox)
 - Hockey Calgary Consent to Receive Communication (checkbox)
 - Calgary Sports and Entertainment Corporation Communication Waiver (checkbox)

Red arrows point from the list on the left to the corresponding fields in the form. A green arrow points to the question mark icon on the WCHL Media Release field.

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



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

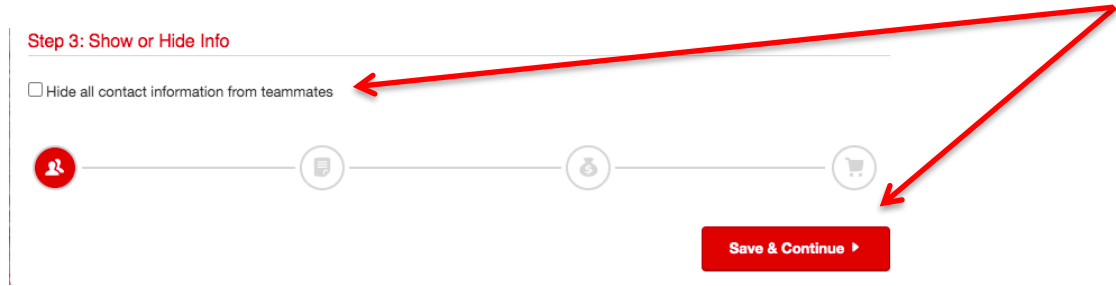
- Parent 1 information is required but Parent 2 information is optional.
- Under Additional Parent Info, please check off if either Parent 1 or Parent 2 is interested in coaching (and make sure Parent 2's name is entered above if interested). This includes, Manager, Head Coach, Assistant Coach. Parent 1 must complete this question but Parent 2 is optional. If not interested, please select No.

The screenshot shows the "Step 2: Enter Parent Info" form. It is divided into sections for Parent 1, Parent 2, and Additional Parent Info.

- Parent 1:** Fields for First Name, Last Name, Home Phone, Cell Phone, Relation, and Email.
- Parent 2:** Fields for First Name, Last Name, Home Phone, Cell Phone, Relation, and Email.
- Additional Parent Info:** A dropdown menu for "Parent 1 Volunteer profile" with options: No (checked), Manager, Head Coach, Assistant Coach, and On Ice Helper.

A red arrow points from the text in the previous block to the "No" option in the dropdown menu.

- 6. You may select to hide contact information from other 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.



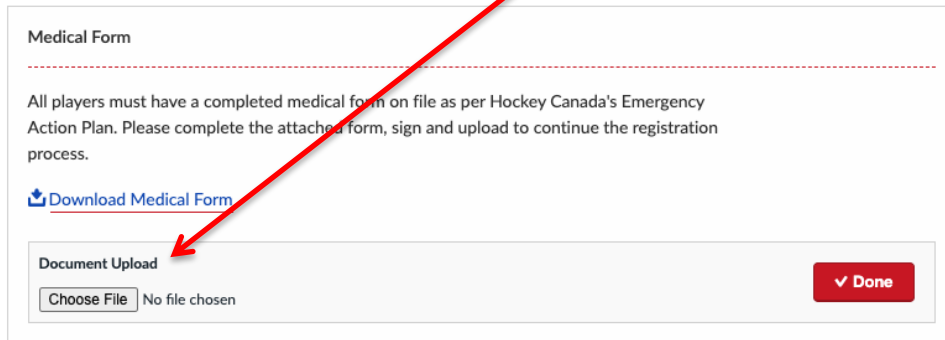
The participant’s Hockey Canada Membership will be validated at this point in registration. If you receive the error “Oops ... there was a problem”, please check the Date of Birth and Hockey Canada Hockey ID number to ensure they are correct for the participant.

If they are correct and the system continues to give an error, please contact your home association’s Administrator to confirm your player’s profile has been shared with Glenlake to validate their registration.

Glenlake Minor Hockey Club Administrator: admin@glenlakehockey.com
 Springbank Minor Hockey Association Administrator: operations@springbankhockey.com
 Trails West Hockey Association Administrator: admin@trailswesthockey.com

7. Documents & Waivers:

- There is one document to be completed for EACH participant, the Player Medical Form. This must be downloaded, completed, signed and uploaded.
 - Acceptable file types are: .doc, .pdf, .jpeg.



- There are 5 waivers to be completed, one for all participants registering.
 - Hockey Canada Agreement
 - Hockey Canada Waiver
 - West Calgary House League Volunteer Bond Acknowledgement
 - WCHL Refund Policy
 - WCHL Friend Request Acknowledgement
- Waivers must be either checked or initialed 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

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

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

9. **Participant Fees:** Select the available fee package for your division.

- You can see how many spots are still available for registration in your age division
- NEW:** Spots remaining is for the entire age division in WCHL (ie. for Glenlake, Springbank and Trails West combined).

- If there are 0 spots remaining for your division, you can choose to leave the registration or you can select the WCHL Waitlist option. This adds your participant to the WCHL waitlist for the age division on a first-come basis but does not mean that your participant is registered for WCHL! Your MHA Administrator will contact you should a spot become available and then add the WCHL Registration Fee. Payment will be required to secure the registration spot.

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

11. Checkout: Review your total fees before payment.

If you missed indicating a WCHL Friend Request, this is your last chance to do so! Go back to Step 1 (Participant Info) and complete the information under Additional Participant Info.

| Total Fees | |
|------------------|-----------------|
| Participant Fees | \$875.00 |
| Form Fees | \$0.00 |
| Total | \$875.00 |

Emails received after registration is completed (ie. you have confirmed payment) will not be accepted as per the WCHL Friend Request Acknowledgement Waiver signed in the previous Documents & Waivers section.

12. If you missed registering other participants for West Calgary House League at the beginning, register additional participants now prior to paying.

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

Name On Card

Credit or Debit Card

 MM / YY CVC

IMPORTANT: If you want to **pay by installments** click this button to **ON**. To confirm Instalment Payment dates & amounts, click on View Payment Details.

Instalment Plan cannot 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*
\$218.75 due today + 3 payments

 on

[View Payment Details](#)

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

Installment Payments

| | |
|-------------------------------|-----------------|
| Due Today – Deposit Payment | \$218.75 |
| 07/15/2022 – 1st Installment | \$218.75 |
| 08/15/2022 – 2nd Installment | \$218.75 |
| 09/15/2022 – 3rd Installment | \$218.75 |
| Installment Plan Total | \$875.00 |

Close

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

Order Summary

| | |
|-----------------------|-----------------|
| Registration Fees | \$875.00 |
| Checkout Total | \$875.00 |

Confirm Payment

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

| Due Today | |
|-----------------------|-----------------|
| Deposit Payment | \$218.75 |
| Checkout Total | \$218.75 |

[Confirm Payment](#)

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 (WCHL) 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] with the West Calgary House League for the 2022-2023 season. You should see "What's Next?" displayed on the registration form.

What's Next?

If you have any questions or concerns with the registration process, please be sure to review the Registration page on your association's website. If you still have questions, please do not hesitate to contact your association's Administrator.

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