

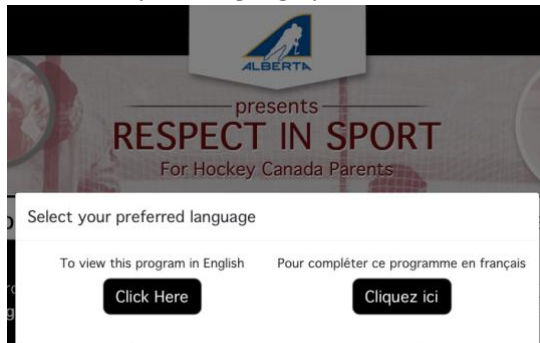


Respect in Sport – Parent (Add a Child)

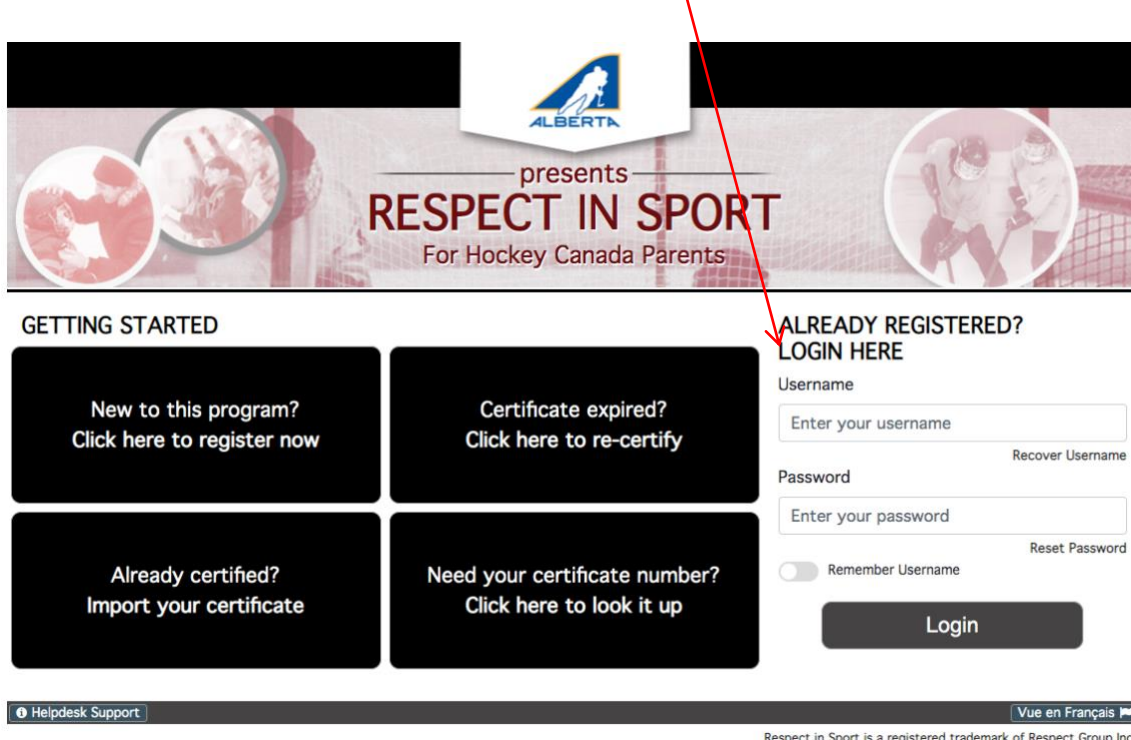
Hockey Calgary requires every player registered for minor hockey to have a valid Respect in Sport – Parent certificate associated with the player's Hockey Canada profile. This document is intended to assist you to add your child(ren) to your RIS account if you have not done so already or need to add a sibling not previously listed.

Visit the [Hockey Alberta Respect-In-Sport - Parents](#) website.

1. Select your language preference.



2. Log into your Respect in Sport (Parent) Account.



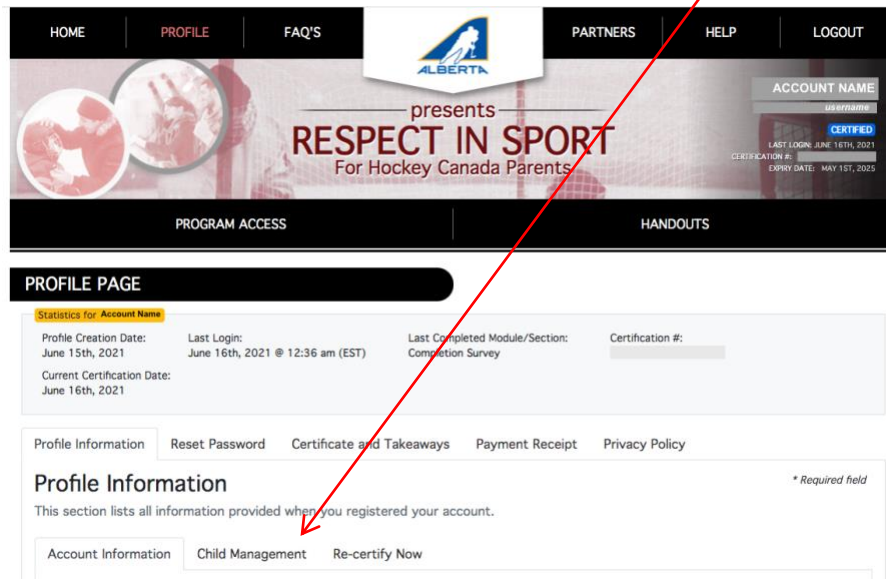


Respect in Sport – Parent (Add a Child)

3. Click on “Profile”.



4. Click on “Child Management” under Profile Information.



5. Click “ADD CHILD”. This will match an existing Hockey Canada ID to your child(ren) or it will generate a one if there isn't an existing Hockey Canada ID for them. This allows Trails West to receive record of the RIS-P certificate for the player(s).



Respect in Sport – Parent (Add a Child)

Profile Information Reset Password Certificate and Takeaways Payment Receipt Privacy Policy

Profile Information * Required field

This section lists all information provided when you registered your account.

Account Information **Child Management** Re-certify Now

Full Name	Birth Date	Association	Gender	Hockey Member ID
Player Name	Date of Birth	TRAILS WEST	Male	13 digit Hockey Canada ID
Sibling Player Name	Date of Birth	TRAILS WEST	Male	13 digit Hockey Canada ID

ADD CHILD Add a child to your profile **EDIT CHILD** Edit selected child record

6. Complete the required information for the child.

Add A Child To Your Profile:

First Name *
Enter your child's first name as shown on their birth certificate or entered

Last Name *
Enter your child's last name as shown on their birth certificate or entered

Date of Birth *
Enter your child's correct date of birth. This is a requirement for providing

Gender *
 Male Female

Street Number * Street Name * Unit Number
Optional

City * Province * Country * Postal Code *

Association * Search Filter... Clear Selected
+ Hockey Alberta Parent

SAVE Save and Add Child **CANCEL** Close Without Saving

IMPORTANT: Under “Association*”, select “TRAILS WEST” only! Click on the + sign for an alphabetical list of all associations.

If you use the search filter, please type “Trails” and select only “Trails West” where highlighted - Do NOT select Calgary Trailswest Jr C!

Association * Trails Clear Selected

- Hockey Alberta Parent
 - Region 88
 - CALGARY TRAILSWEST JR C *** DO NOT SELECT THIS ONE!**
 - TRAILS WEST **SELECT THIS ONE**

SAVE Save and Add Child **CANCEL** Close Without Saving

Click “SAVE and Add Child” at the bottom.

7. If there is an existing Hockey Canada ID profile matching the information entered for your child, you will be prompted to select their profile and continue to match that profile to the child you are entering. If there is no match, this step will not appear and a Hockey Canada ID will be generated for your child.



Respect in Sport – Parent (Add a Child)

8. If you have more than one child to add to your profile, please repeat Step 5-7 until all children, and Hockey Canada(HCR) ID numbers are listed.

NOTE: If by chance a Hockey Member ID is blank for an existing child, click on the child's name and click "EDIT CHILD". Confirm their information and association selected is "TRAILS WEST" and match the profile with the one found in the Hockey Canada Registry. This will re-match their existing Hockey Canada ID profile with your Respect in Sport-Parent account.