

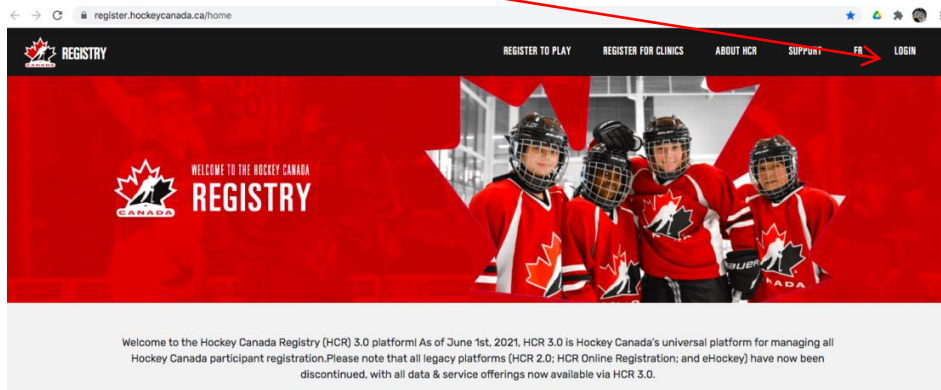


# Create a Spordle Account & Register for a Course

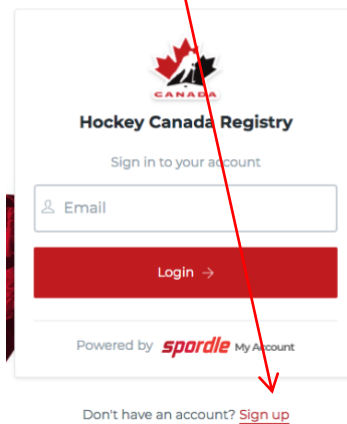
Please review the following steps to help you create a new HCR 3.0 Spordle Account and link your existing Hockey Canada ID to this new account. **This is necessary prior to registering for any referee or coach clinics and courses offered by Hockey Canada/Hockey Alberta.**

## 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”.



**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.



## Create a Spordle Account & Register for a Course

< Back to login

**spordle** My Account

Sign up

Email

Next →

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

This screenshot shows the 'Sign up' screen for a Spordle account. At the top left is a link to 'Back to login'. The Spordle logo and 'My Account' are centered. Below is the 'Sign up' heading and a text input field for 'Email'. A red 'Next →' button is positioned below the email field. At the bottom, there is a link for '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](#)

This screenshot shows the 'Sign up' screen with additional fields. The 'Email' field is now populated with a value. Below it are fields for 'First name', 'Last name', 'Password', and 'Confirm password'. There is also a dropdown menu for language selection, currently set to 'English'. A red 'Sign up →' button is at the bottom. The 'Back to login' link and 'Sign in' link are also present.

**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”.



## Create a Spordle Account & Register for a Course

< Back to login

**spordle** My Account

Please enter the verification code sent to

email address is auto-filled

Verify

You did not receive an email? [Send Email](#)

The screenshot shows a verification page for a Spordle account. At the top left is a back arrow and the text "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 with the word "Verify" in white. At the bottom, there is a link that says "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.

**spordle** My Account

Sign in to your account

Login →


Don't have an account? [Sign up](#)

The screenshot shows a login page for a Spordle account. At the top is the Spordle logo in red, followed by "My Account" in grey. Below this is the text "Sign in to your account". There is a text input field with a person icon and the word "Email" inside. Below the input field is a red button with the text "Login →" in white. At the bottom, there is a link that says "Don't have an account? Sign up".

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



# Create a Spordle Account & Register for a Course

  
**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.

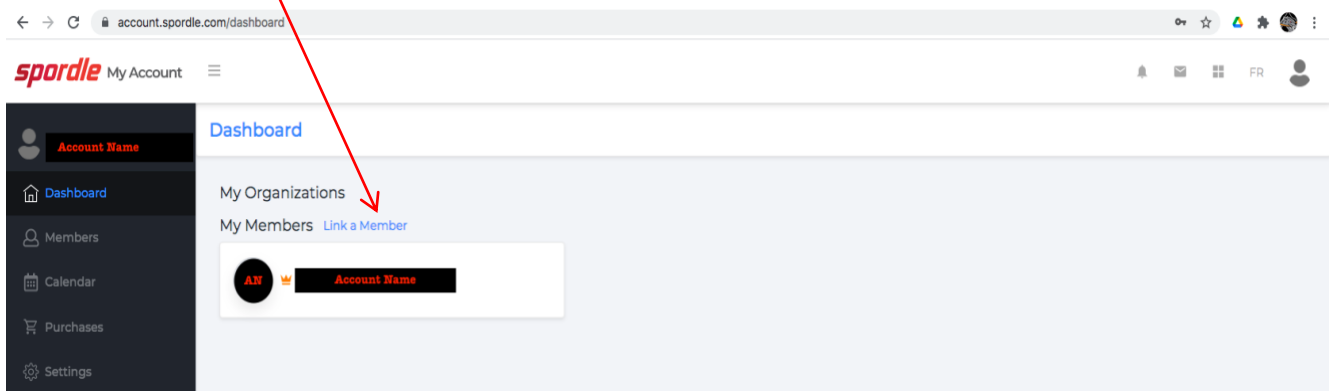
If you do not agree to all of the Terms and Conditions, then you understand that you will not be permitted to use Spordle My Account, and you agree to click the "CANCEL AND QUIT" button.

**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".





## Create a Spordle Account & Register for a 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" are side-by-side, and "Date of Birth" is below them with a calendar icon. Below these is an "or" separator. The "HCR Number" field has a placeholder "ex: 4563485965". At the bottom right are "Search" and "Cancel" buttons.

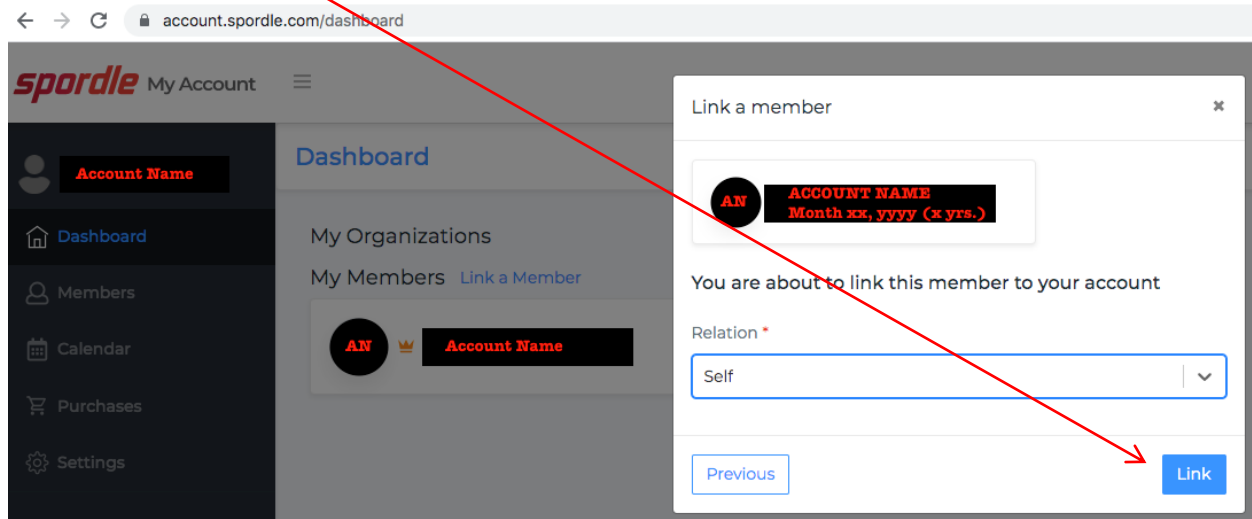
**Step 10:** Confirm the profile listed under “Existing profiles” matches the member you searched for. Beside the correct member name, click “Link this member”.

The screenshot shows the Spordle dashboard with the "Link a member" search form overlaid on the right. The dashboard has a sidebar with "My Account" and a main area with "Dashboard", "My Organizations", and "My Members". The search form is the same as in Step 9, but it includes an "Existing profiles" section at the bottom. This section shows a profile with a circular icon containing "AN", a name "ACCOUNT NAME (x yrs.)", and an HCR number "HCR#XXXXXXXXXX". 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.

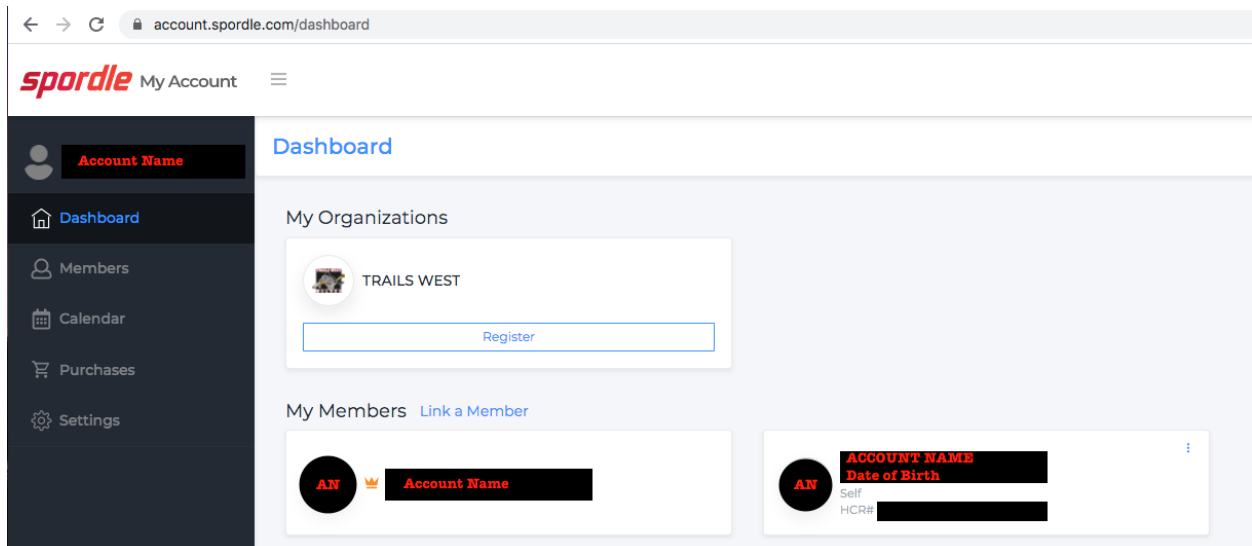


## Create a Spordle Account & Register for a Course

**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.

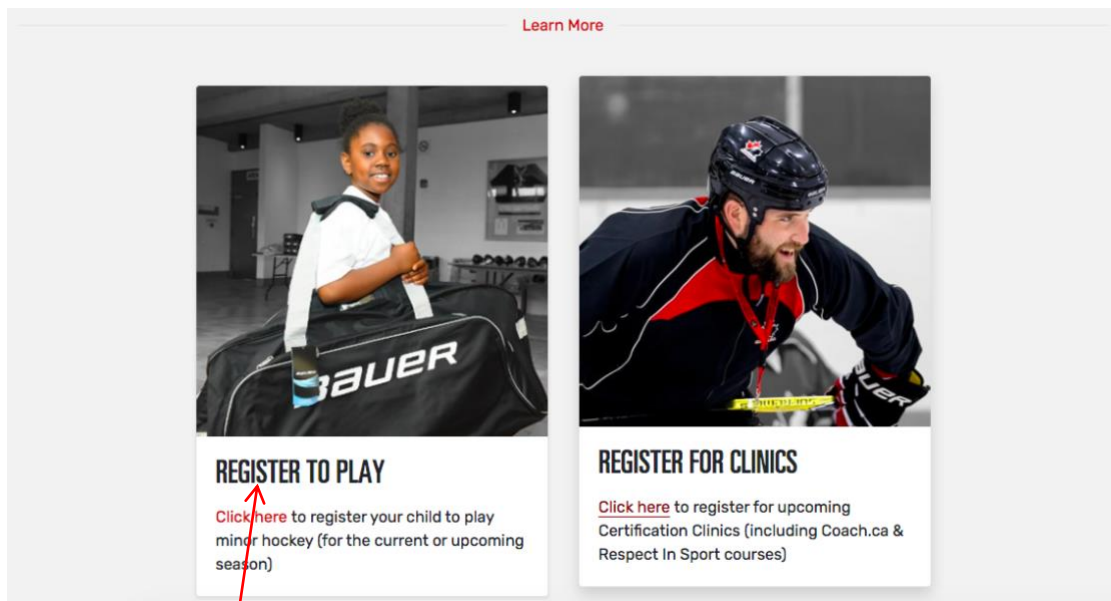
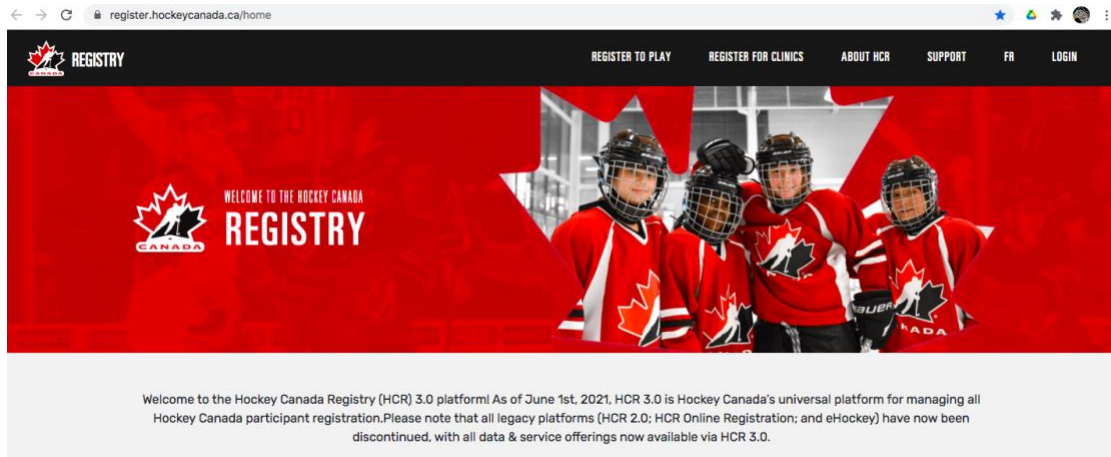




# Create a Spordle Account & Register for a Course

## REGISTER FOR A COACH CLINIC

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

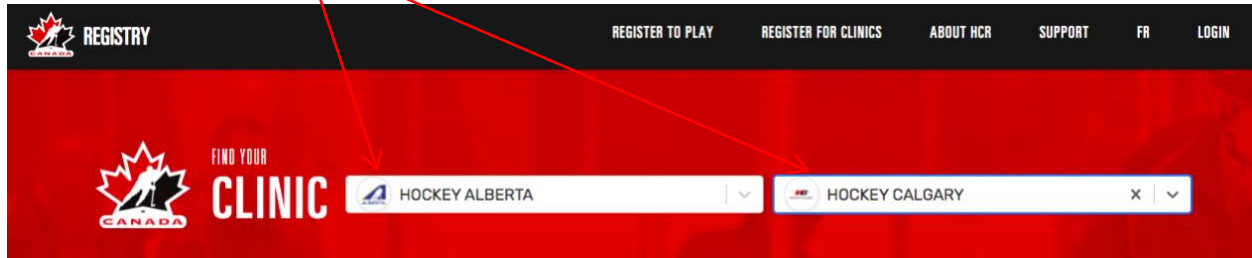


NOTE: this is NOT where you register a player for Trails West. Please visit the Registration page under Members on [Trails West Hockey Association's website](#) for registration form links.

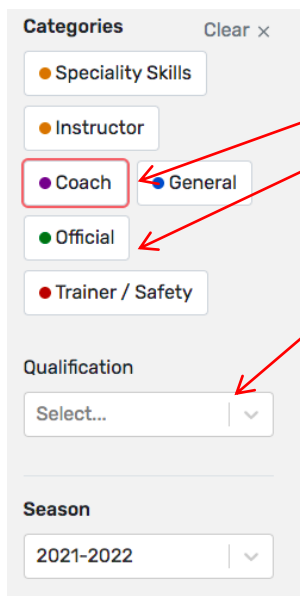


## Create a Spordle Account & Register for a Course

**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.





## Create a Spordle Account & Register for a Course

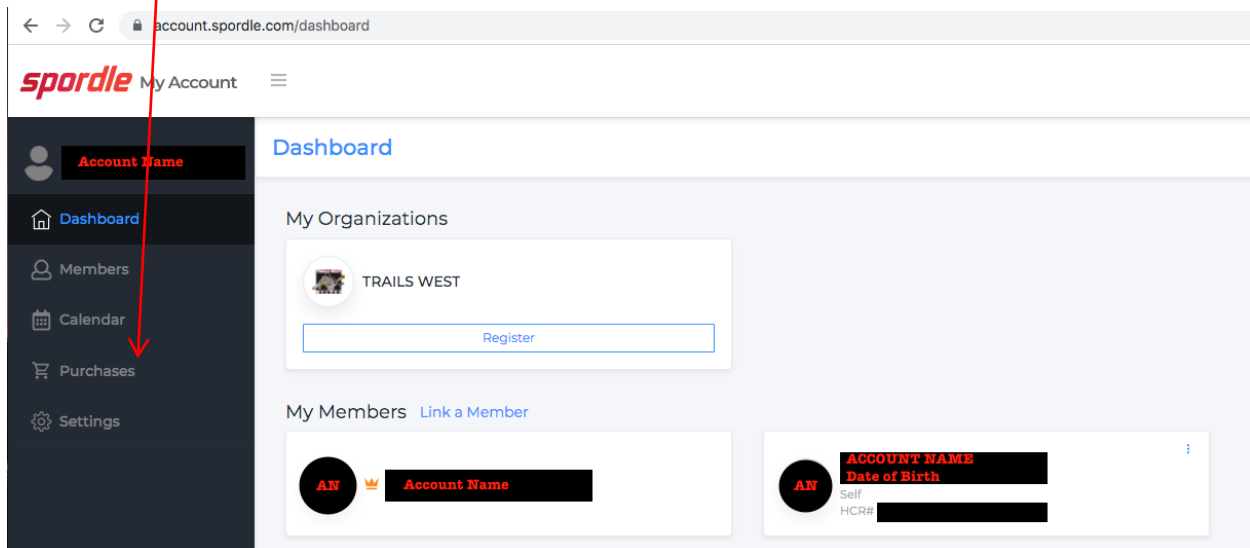
If the participant is not listed, you can search for the participant using HCR ID or first and last name and date of birth.

**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.

### *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.



If you have any questions, please contact the TWHA Administrator at [admin@trailswesthockey.com](mailto:admin@trailswesthockey.com).