

1. Click on the following (Register Online tab) to access the online registration.
2. If you have already registered via TCMHA online registration, please enter your email and password. If you do not remember your password, please send an email to registrar@tcmha.ca and it will be provided to you.
DO NOT CREATE ANOTHER ACCOUNT.
3. If you are a new user, click on the **First time? Register now!** link
 - * Enter your E-mail (this will also be your username), password, and Security Question and Answer and click on the **Create User** button to begin the account creation process.
 - * You will now be asked for your *Name, Address, and Contact* information. Click on the **Finish** button when you are done.

The system will now bring you to the **Registration Area**. Here you could **Register a member, Change your account information, and Change your password.**

1. Click on the **Register a member** link to begin the Registration Process.
2. Read the *Privacy Policy* and click on the **Next** Button.
3. Enter the Registrant's *Legal Name, Date of Birth, Language, and Gender* and click on the **Next** button to proceed to the Address Information Page.
4. Enter the Member's Resident *address, Father's, and Mother's* address while clicking the **Next** button after each address is entered. You will then be brought to the Contact Information Page
5. You **must** enter a valid *Home Phone Number and E-mail* for the Registrant before you can continue to the *Emergency Contact* Screen. The *work, cell, pager, and fax* numbers are all **optional**. Click on the **Next** button to continue.
6. Enter the Registrant's *Emergency Contact Name and Contact* information here and click on **Next** button to go to the *Registration* section.
7. The players' division will automatically display based on date of birth.
8. Select the appropriate *Package* you wish to sign up for. Either "Player" or "Player/Goalie" or "Goaltender". This will depend upon the Division the player is in.
9. Add any *Optional Fees* that might apply to the Registrant.

*If you are requesting Permission to Skate for Waterloo AAA tryout outs, please register prior to April 1st in order to give time to complete the form and mail it out. Any requests not completed within your registration will not be honoured.

*If you are requesting Non-resident Passport for AA or A, you will be notified as to the closest centre. You can only request AA or A. Any requests not completed within your registration will not be honoured.

**REGISTRATION CLOSES August 1, 2018 except for Initiation - closes Sept. 1, 2018

REGISTRATION FEES MUST BE PAID IN FULL and Respect in Sport for Parent/Guardian BEFORE PLAYER IS ALLOWED ON THE ICE

Click on the **Next** button to proceed to the *Miscellaneous* section

Read the Disclaimer, check off **I agree** checkbox if you agree with the Disclaimer, and click on the **Next** button to proceed to the Tracking section.

You must fill in the blanks and click on the **Next** button to proceed to the *Payment* section

If payment by **Credit Card only** is chosen, proceed. If you require financial assistance, please contact the Registrar at registrar@tcmha.ca.

The final step will give you the Option to **View the Printable Receipt, Register someone else**, or just return to the **Main** menu of the Registration System where you could see the a listing of all of your Registrants.

Your Minor Hockey might've attached some important forms or disclaimers to the package that you've selected. In that case, you will see a **Click here to download** link that you could click to download the information.

ALL PLAYERS ARE NOT OFFICIALLY ACCEPTED UNTIL REVIEWED FOR CORRECTNESS AND/OR ALL OUTSTANDING DOCUMENTATION HAS BEEN RECEIVED. THIS INCLUDED COMPLETING THE RESPECT IN SPORT FOR PARENTS/GUARDIAN.