

Registration Step by Step Instructions

1. Click on register **ON LINE** under our registration tab
2. Click Register Now
3. You will see the Hockey Canada Registry Page Open
4. You will have to create a **NEW ACCOUNT**
5. You will be emailed a verification code to your email to verify your account
6. Once you have completed this log back into your account with your password
7. You will come to Hockey Canada Terms and Conditions Page please click I agree and you will be taken to the Register a Participant window.
8. Click on a register of an existing participant if your child has previously played hockey. If they have never played hockey, click on a new participant.
9. Search for Your child's information with the boxes displayed
10. Your child's information should appear with their previous centre click on select.
11. Select your child's registration type player or goalie (if applicable) Click next
12. Answer the survey question click next
13. Your fees will appear the Fundraising Fee is non optional and you can choose to add the rep try out fee by selecting the plus button. Click Next
14. You will then see the waiver forms please select the, I have read these waivers are mandatory. Click Next there will be three waivers in total
15. If you have multiple children click on register another participant and follow the above directions if not proceed to check out
16. You will then see your registration summary. You can expand by clicking the plus icon to see your fee structure. Click Next to continue
17. Payment terms and conditions will pop up please accept and click next
18. Select payment method (which is credit card) click next (If an error page appears it may be because of your web browser, you will have to start the registration process from the beginning) It works properly on Google Chrome)
19. Credit Card page will come up to fill in your card information. Will take you to Sportspay by Quick Enrollment you will see Twin Centre Minor Hockey at top of page select pay
20. You will see a registration confirmation page pop up and will receive an email. You can click on your receipt number and your invoice will appear and you can click from here to print
21. You will see your purchases on your dashboard
22. You should see all of your children or child under the members tab

If you have any questions please forward them to tcmha.registrar@gmail.com