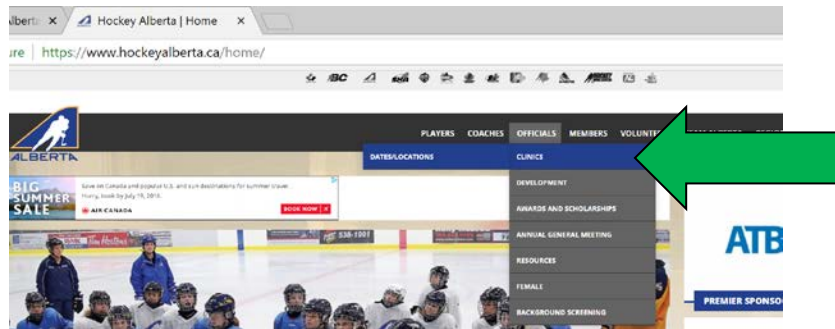




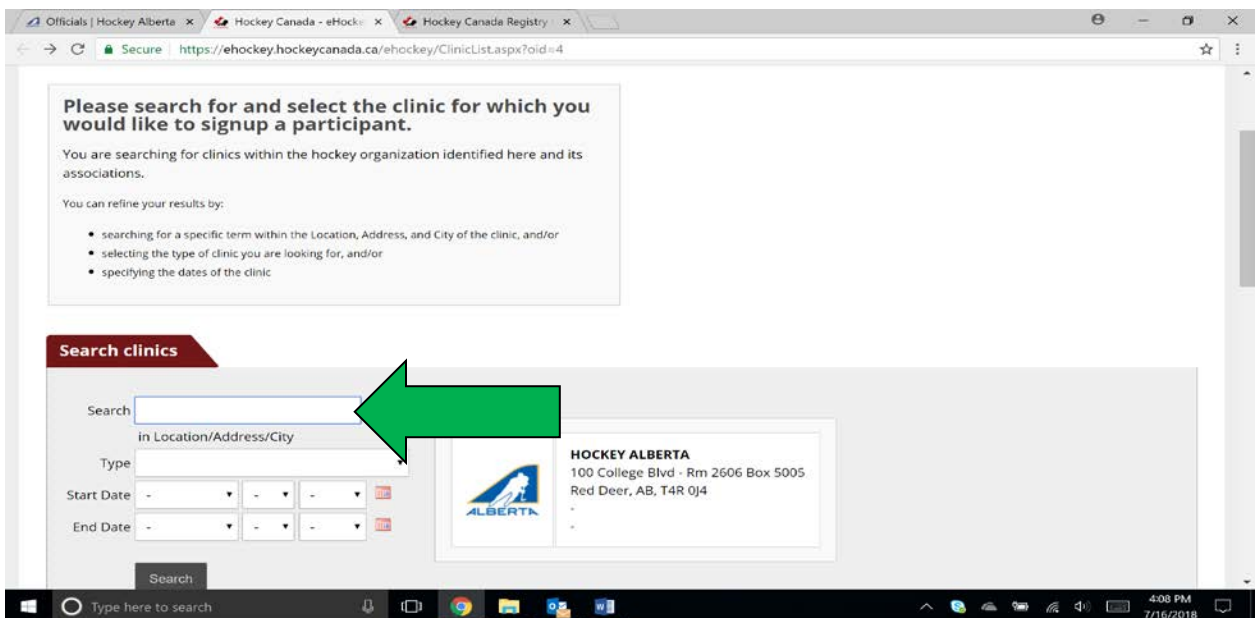
# OFFICIALS CLINIC REGISTRATION

## Creating an eHockey Account

1. Go to Hockey Alberta website ([www.hockeyalberta.ca](http://www.hockeyalberta.ca)), click the **Officials** tab, which takes you to the new Officials website ([officials.hockeyalberta.ca](http://officials.hockeyalberta.ca)). Select **Clinics/Registration**, and then **Dates/Locations**, and you will be re-directed to the eHockey site.



2. The screen shown below will load. Search for the clinic in which you are looking to enrol. Clinics will be uploaded following the August long weekend. Prior to that, select HU-ONLINE Officiating 1 /2. The next screen will give you more details regarding the clinic and then you click NEXT.

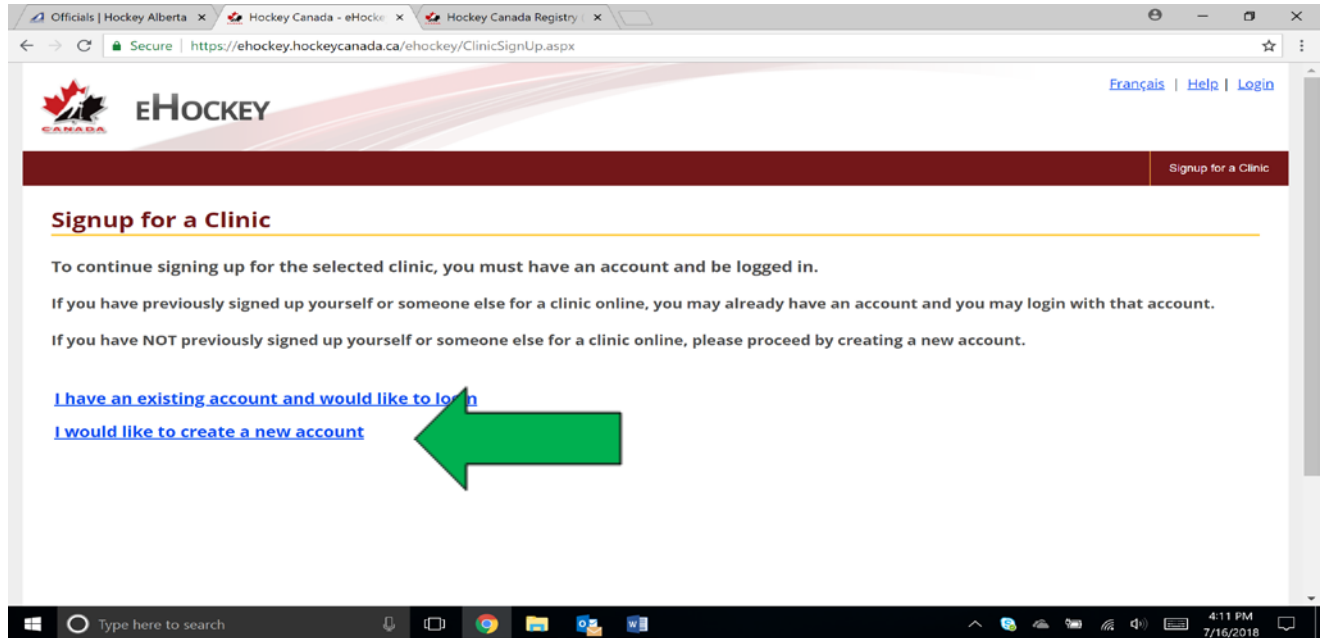




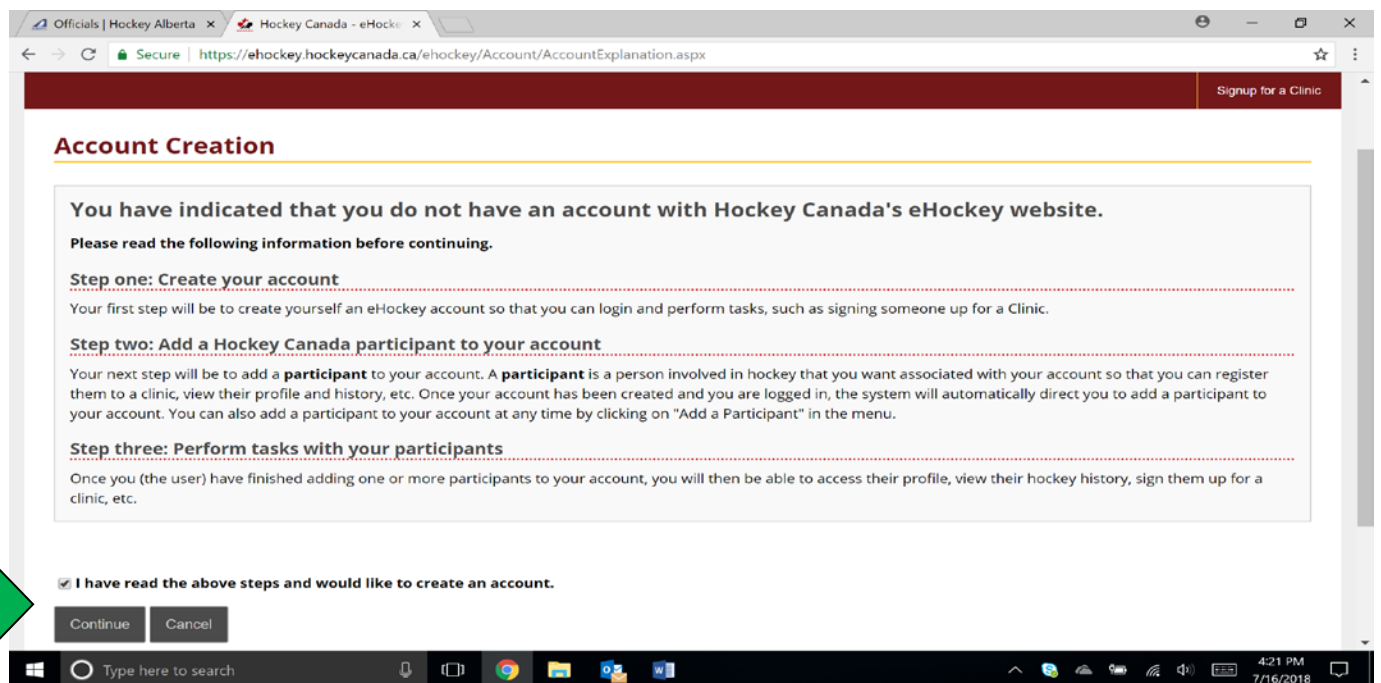
# OFFICIALS CLINIC REGISTRATION

## Creating an eHockey Account

- The **Signup for a Clinic** screen will appear. If you do not have an eHockey account, you will need to create a new account.



- Read the steps of the account creation and at the bottom of the page check off "I have read the above steps and would like to create an account" and select "Continue"





# OFFICIALS CLINIC REGISTRATION

## Creating an eHockey Account

5. Fill in all the following information: (Please note that all fields are required on this page)
  - a. "Email" and "Confirm Email"
  - b. Create a "Password" and Confirm it
  - c. "Security Question" and "Security Answer"
  - d. Please write down this information, and store in a secure place.
  - e. Select "Submit" at the bottom of the screen

6. After selecting "Submit" the page shown below will load. Under the **Participants** section select "Add a participant".



# OFFICIALS CLINIC REGISTRATION

## Creating an eHockey Account

7. Now the “Add A Participant to My Account” page will load (as shown below). Fill out the following required information to search and add **yourself** to this account:
  - a. “Participant First Name” and “Participant Last Name”
  - b. “Date of Birth”
  - c. “Gender”
  - d. The language column defaults to English.
8. Select “Search” to get available members.

**You are almost done with your account setup! You must now add a participant to your account. Please click on "Add a member" to add one to your account now.**

**ADD A MEMBER TO MY ACCOUNT**

YOU HAVE SELECTED TO ADD A HOCKEY CANADA MEMBER TO YOUR ACCOUNT. PLEASE USE THE SEARCH FUNCTION BELOW TO FIND THIS PARTICIPANT IN THE DATABASE.

The search function will find **EXACT** matches only. You **MUST** fill in the member's **FULL** first name and last name, date of birth, and gender. You cannot search with partial information. Do not enter middle names.

IF YOU HAVE BEEN PROVIDED WITH THIS MEMBER'S HOCKEY ID, PLEASE ENTER IT BELOW, OTHERWISE LEAVE THE FIELD BLANK.

Hockey ID:

Participant's First Name:

Participant's Last Name:

Date of Birth:

Gender:

Language:

\* Denotes required information

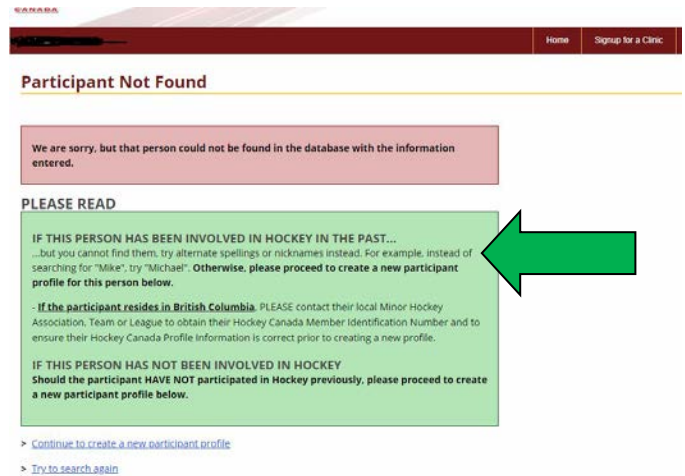
9. The search will pull up a Search Results screen showing the available members. If you have an eHockey account (for example, you are a player or coach), your account should appear in the Results. Select the one that you want to add to the account. “Select” brings up a screen displaying the participant’s details. If the information shown is correct and is your record, at the bottom of the page select the “Yes, I would like to add this participant to my account” link. If this is not you select the “No, I would like to try my search again” link.



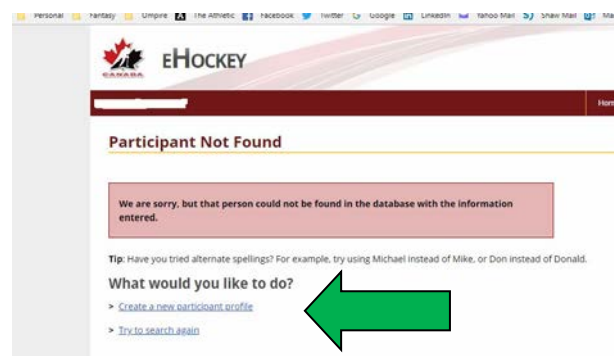
# OFFICIALS CLINIC REGISTRATION

## Creating an eHockey Account

10. The search may not find any records. Before proceeding to set up a new account, if you previously played, were a team official, or on ice official somewhere in Canada you likely have a Hockey Canada profile. Try different spellings of your name, for example Robert, Rob, Bob, or Bobby. Your name may be reversed such as Barry Richard instead of Richard Barry.



11. If this is your first time setting up an eHockey account, click the link to Create a new participant profile. Several options will be listed. If none apply to you, click **Continue to create a new participant profile**.



12. There are several steps to create your new participant profile:
- On the map of Canada page, click Alberta.
  - On the Select the Participant's Hockey Association page, scroll down to Hockey Alberta Official, and click that link.
  - You will be taken back to the main login page, where you can enter your email address and password that you entered in Step 5.
  - You will be taken to the Create New Participant Profile page. Please complete all the required fields.
  - You now have an eHockey account with Hockey Canada.



# OFFICIALS CLINIC REGISTRATION

## Creating an eHockey Account

13. Once completed, this screen will load showing a Thank You memo and the following options:

a. "Add Another Participant To My Account" – **Do not do this.**

b. "View This Participant's Profile" – All the members information (contact, address, qualifications, clinics, etc.) page will load. This is also where you can edit your profile and keep information up to date in our records by selecting "Edit This Profile" at the top of the page.

c. "Signup This Participant To A Clinic" - Register for any coach or officiating clinic that is booked in Alberta. – **Click this option. You will return to the Search Clinics page.**

