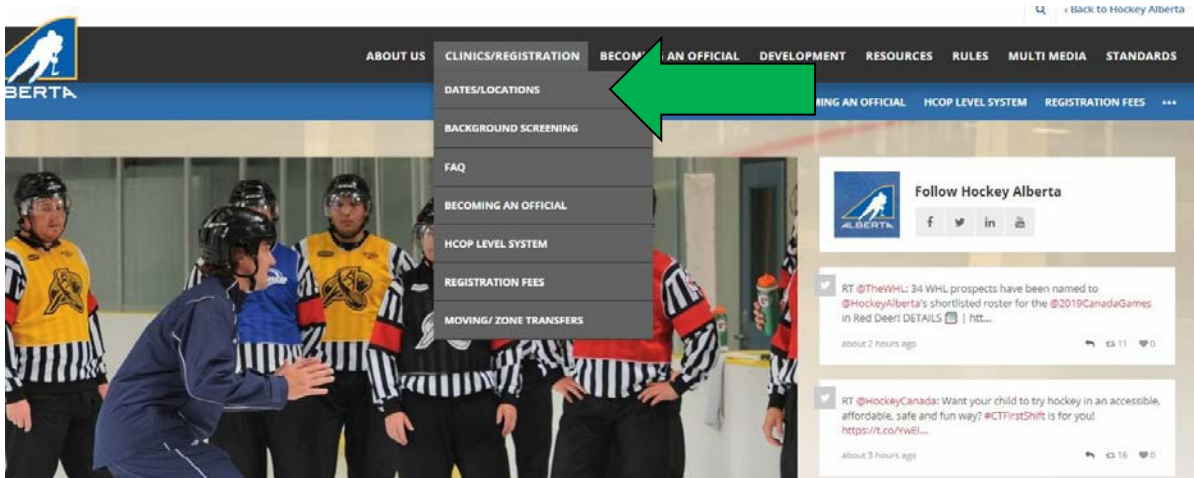




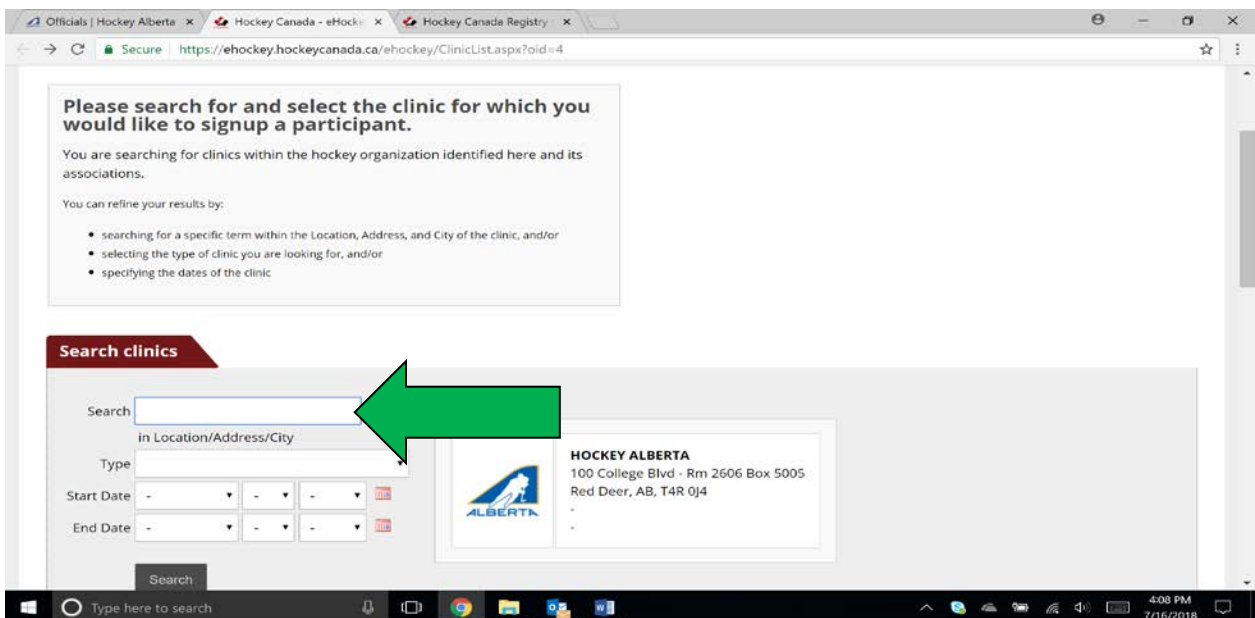
# OFFICIALS CLINIC REGISTRATION

## 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.

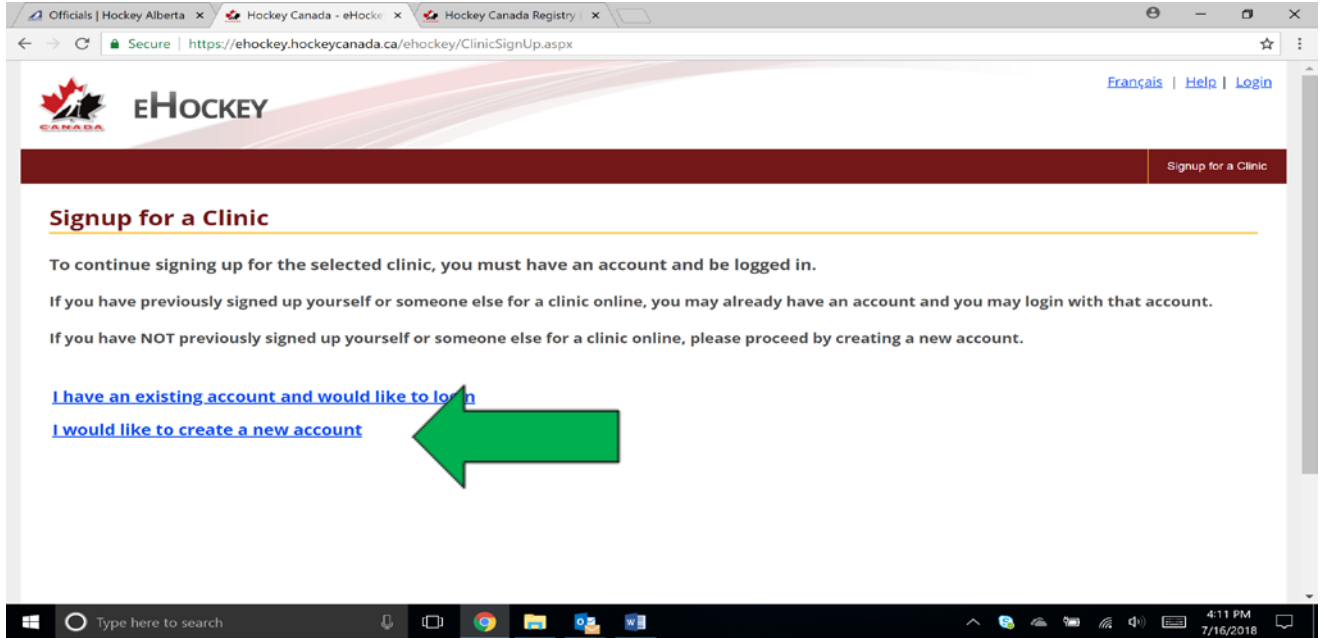




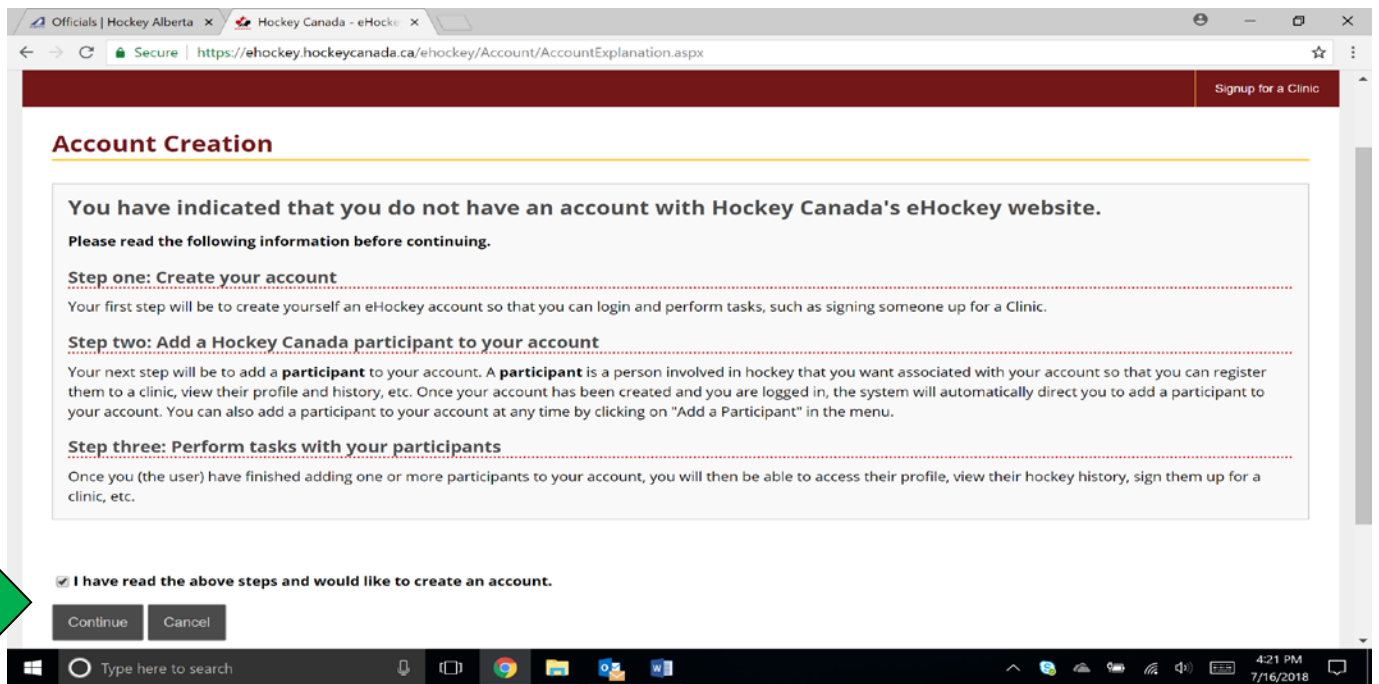
# OFFICIALS CLINIC REGISTRATION

## 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

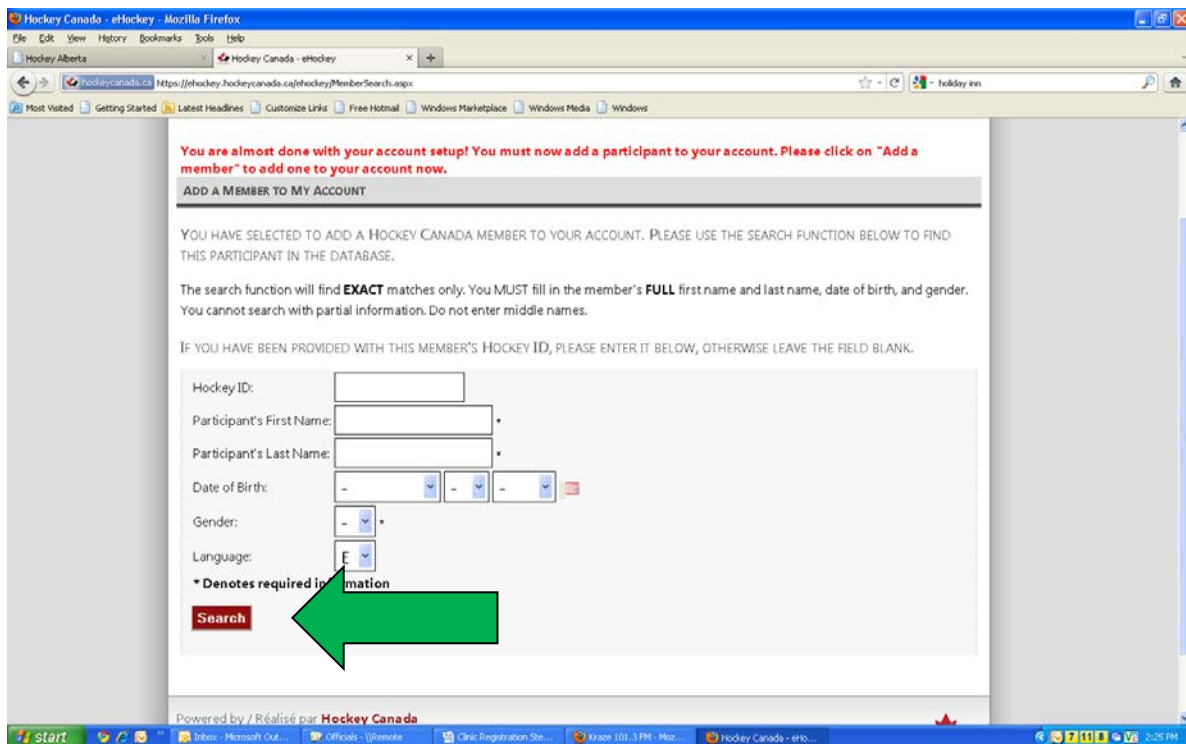
6. After selecting "Submit" the page shown below will load. Under the **Participants** section select "Add a participant".



# 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.



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.

The screenshot shows the top navigation bar with 'Home' and 'Signup for a Clinic'. Below the header, a red box contains the text: "We are sorry, but that person could not be found in the database with the information entered." Below this, a green box titled "PLEASE READ" contains instructions: "IF THIS PERSON HAS BEEN INVOLVED IN HOCKEY IN THE PAST... ..but you cannot find them: try alternate spellings or nicknames instead. For example, instead of searching for 'Mike', try 'Michael'. Otherwise, please proceed to create a new participant profile for this person below." A green arrow points to this green box. Below the green box are two links: "> Continue to create a new participant profile" and "> Try to search again".

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**.

The screenshot shows the top navigation bar with 'Home'. Below the header, a red box contains the text: "We are sorry, but that person could not be found in the database with the information entered." Below this, a tip says: "Tip: Have you tried alternate spellings? For example, try using Michael instead of Mike, or Don instead of Donald." Below the tip, a section titled "What would you like to do?" contains two links: "> Create a new participant profile" and "> Try to search again". A green arrow points to this section.

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.**

