

## 2010/2011 Burlington City Rep Hockey Club Tryouts

### On-line Registration Steps

**LOGIN** – Remember, if you registered online last season there is an account in place already. This account is a “family” account. You only need ONE account to register as many family members as you wish.

You will be asked to provide your email address, password, and security question to access your existing “family” account.

**Note:** If you forgot your password you can retrieve it by entering your email address and providing some personal information. Your password will be emailed to you.

**ACCOUNT CREATION** – New to the OMHA. First time users of the Hockey Canada Online Registration must choose “First Time” under OTHER OPTIONS on the login page. You will be asked to create an account to register members with Burlington City Rep.

**MEMBER (PLAYER) REGISTRATION** – To sign up a member you should click on the “Register a new person” link.

**Next Screen (Tab 1 MEMBER INFO)** – Disclaimer (Privacy Policy – to be read and once accepted press next.

#### **Next Screen – REGISTRATION AREA**

At this point – if the player is from a different association you will be asked to contact City Rep.

**Next Screen (Tab 2 ADDRESS)** - Member’s address information to be filled in. This section also asks for Mother and Father name. This cannot be left blank, however n/a can be filled in where necessary.

**Next Screen (Tab 3 CONTACT)** – Member’s contact information – This is the person and e-mail that will be used for communication on club activities.

**Next Screen (Tab 4 EMERGENCY CONTACT)** – Emergency contact info for member.

**Next Screen (Tab 5 REGISTRATION)** – Register in Division

**\*\*NOTE\*\*** The Hockey Canada program does not distinguish between ‘Major’ and ‘Minor’ in divisions –however the player’s birth date places them in the correct division.

**Next Screen (Tab 7 PAYMENT)** – Fee structure for division. Receipt will be e-mailed once payment has been received and processed.