

## WEST CALGARY HOUSE LEAGUE GUIDE TO REGISTRATION for 2021-2022 Season

*Please print this information for your reference*

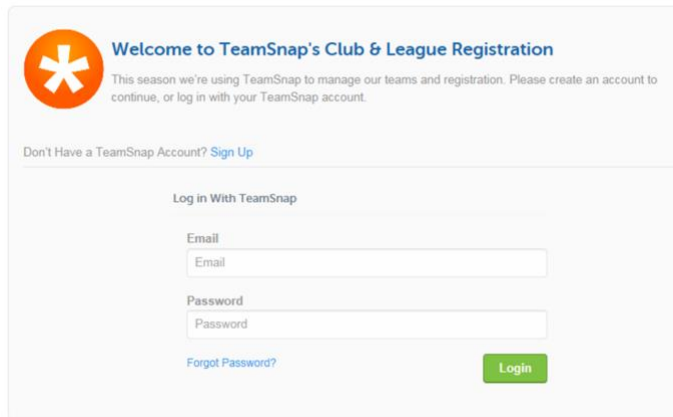
All house league players must register with their minor hockey association (MHA) in Hockey Canada’s registration system through TeamSnap. Below is a step-by-step process of what you will experience with the registration process.

### STEP 1 = Locating your participants Hockey Canada Hockey ID:

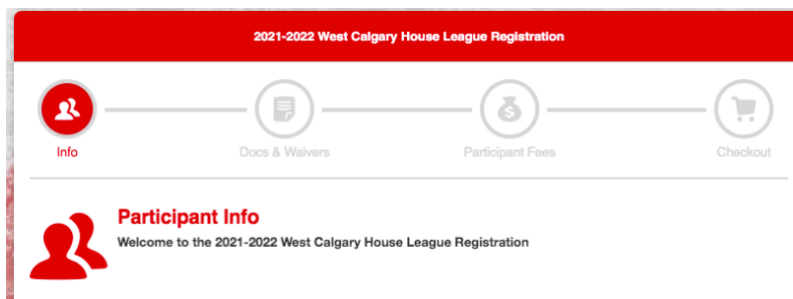
**\*\*\*Important\*\*\*** Please be sure to have your participant(s) Hockey Canada Hockey ID prior to registering. Instructions to assist you in locating your participant(s) Hockey Canada Hockey ID can be found on your association’s website on the Registration webpage. New hockey families are required to complete the Respect In Sport – Parent Program prior to online registration in addition to providing additional documentation to their association’s Administrator.

### STEP 2 = Register for West Calgary House League through TeamSnap:

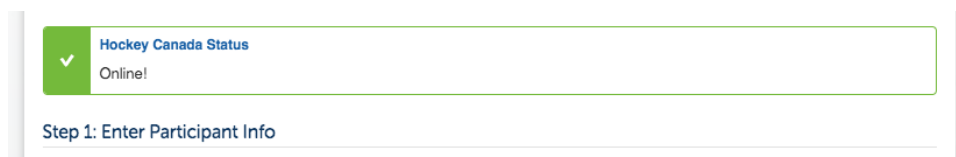
1. Go to your association’s website for Registration and click on the 2021-2022 West Calgary House League (WCHL) Registration Link.
2. Login to your TeamSnap Account
  - If you do not have a TeamSnap account you can create one here.



3. The 2021-2022 West Calgary House League Registration Form will appear.



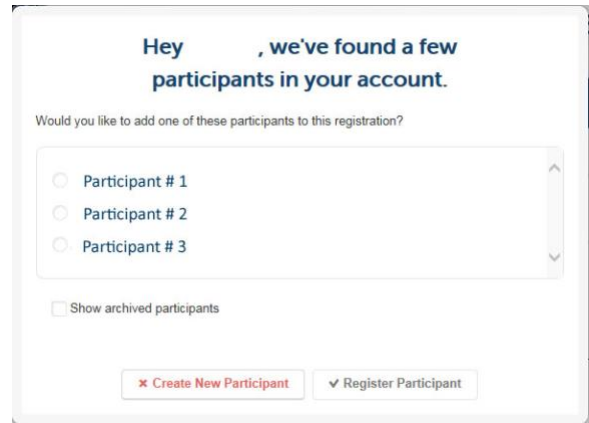
- Check to make sure the Hockey Canada Status shows “Online!” and is green. If it is not, please log out and try the TeamSnap registration link again as you will be unable to continue registration past this section if it is not Online.



4. **Participant Information:** Choose either (1) participant from list or (2) create new participant. **The participant is your child(ren), not yourself.**

- Previous registrations: Click button beside the participant’s name then click “Register Participant”.

- If you have selected “Register Participant” all fields that are on your TeamSnap profile will populate. Make sure to review the information to ensure it is still accurate and that you fill in any required blanks. **If you use the auto-populate feature of your browser to add information in this section, double check that it did not change the participant name and other information!**



- Register a new participant: click “Create New Participant”.
- Enter all required information for your new participant. **It is recommended that you do NOT use the auto-populate feature of your browser.**

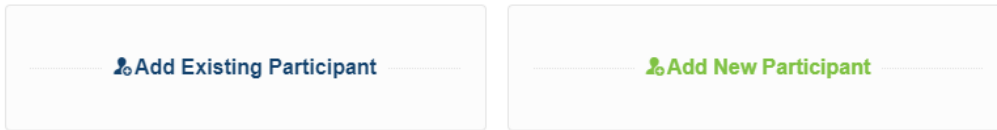
- All members are responsible for their own personal information. This information allows us to communicate with families during the season. Please ensure that your contact information is up to date.
- Participant email is the main email address for all TWHA communication!
- Please note that any information collected is used solely for the purpose of MHA and Hockey Calgary.

Step 1: Enter Participant Info

- Both new and existing participants must enter and acknowledge the Hockey Canada fields in Sports Info.

- Be sure the Hockey Canada Hockey ID and birthdate of the participant match.**
- Hockey Canada Division is your child’s age category.**
- Hockey Canada Position should be filled out by U11 and U13 only.
- WCHL Friend Request – MUST BE REQUESTED HERE – emails after registration has been completed will not be accepted!**
- The MHA Media Release Waiver is a 2 part process. In this section you will say yes or no to allow MHA consent.
- Hover your cursor over the question marks for helpful tips.

Next if you have more than one participant click on the correct button below and follow step 3 for the additional participants.



5. Once all participants have been added, enter the parent information.
- Parent 1 information is required but Parent 2 information is optional.
  - Under Additional Parent Info, please check off if either Parent 1 or Parent 2 is interested in coaching (and make sure Parent 2's name is entered above if interested). This includes, Manager, Head Coach, Assistant Coach. Parent 1 must complete this question but Parent 2 is optional. If not interested, please select No.

A screenshot of a web form titled 'Step 2: Enter Parent Info'. It has two main sections: 'Parent 1' and 'Parent 2'. The 'Parent 1' section includes fields for 'Parent 1 First Name', 'Parent 1 Home Phone', 'Parent 1 Last Name', 'Parent 1 Cell Phone', 'Parent 1 Relation', and 'Parent 1 Email'. The 'Parent 2' section has an 'edit' button. Below these is an 'Additional Parent Info' section with a 'close' button. A dropdown menu is open for 'Parent 1 Volunteer Profile', showing options: 'No' (checked), 'Manager', 'Head Coach', 'Assistant Coach', and 'On Ice Helper'. A red arrow points from the text in step 5 to the 'Parent 1 Volunteer Profile' dropdown.

6. You may select to hide contact information from other teammates. After all information in Participant Info has been reviewed completed, and you have double checked your participant names are your child(ren), click Save & Continue.

A screenshot of a web form titled 'Step 3: Show or Hide Info'. It features a checkbox labeled 'Hide all contact information from teammates'. Below the checkbox is a progress bar with four icons: a person, a document, a person with a gear, and a shopping cart. A red arrow points from the text in step 6 to the checkbox. Another red arrow points from the 'Save & Continue' button to the text in step 6. The 'Save & Continue' button is a red rectangle with white text and a right-pointing arrow.

The participant's Hockey Canada Membership will be validated at this point in registration. If you receive the error "Oops ... there was a problem", please check the Date of Birth and Hockey Canada Hockey ID number to ensure they are correct.

**7. Documents & Waivers:**

- There is one document to be completed for EACH participant, the MHA Player Medical Form. This must be downloaded, completed, signed and uploaded.
  - Acceptable file types are: .doc, .pdf, .jpeg.

A screenshot of a web form titled 'TWHA Player Medical Form'. It contains text explaining that all players must have a completed medical form on file as per Hockey Canada's Emergency Action Plan. Below the text is a link: 'Download TWHA Player Medical Form'. At the bottom, there is a 'Document Upload' section with a 'Choose File' button, the text 'No file chosen', and a 'Done' button. A red arrow points from the text in step 7 to the 'Download TWHA Player Medical Form' link.

- There are 4 waivers to be completed, one for all participants.
  - MHA Waiver & Privacy Policy
  - MHA Code of Conduct
  - MHA Media Release Waiver - Signature Consent
  - WCHL Friend Request Acknowledgement
- All waivers must be signed by the profile name that is logged into TeamSnap. Once you have signed a waiver, click sign waiver. You must sign and click Sign Waiver for each waiver.

By entering my name in this box I agree to the terms of the waiver.

sign here

Expecting:

- There will be a green check mark beside all documents and waivers when they have been completed.

✓ TWHA Player Medical Form

Registration Documents & Waivers

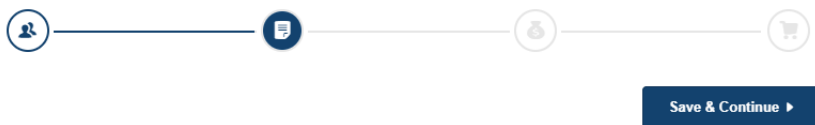
✓ TWHA Waiver & Privacy Policy

✓ TWHA Code of Conduct

✓ TWHA Media Release Waiver - Signature Consent

✓ WCHL Friend Request Acknowledgement

8. After all documents and waivers have been completed click Save & Continue



9. **Participant Fees:** Select the available fee package for your division.

- You can see how many spots are still available for registration.
- If there are 0 spots remaining for your division, you can choose to leave the registration or you can select the WCHL Waitlist option. This adds your participant to the WCHL waitlist for the age division on a first-come basis but does not mean that your participant is registered for WCHL! The MHA Administrator will contact you should a spot become available and then add the WCHL Registration Fee. Payment will be required to secure the registration spot.

WCHL Registration Fees \* (Required)

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U9 House League | \$800.00 54 Spots Remaining

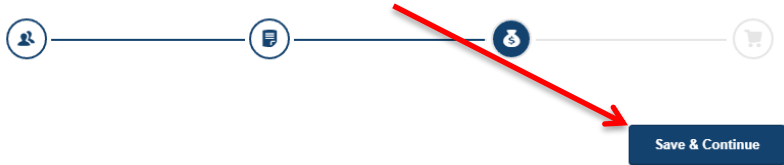
WCHL Waitlist (choose only if your age division is full)

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Please choose this option ONLY if there are no spots remaining for your age division. Selecting this option does NOT register your player in WCHL, it only places them on a waitlist. You will be contacted by the Administrator should a spot become available for registration and you will be required to pay the registration fees at that time.

U9 House League Waitlist

10. After all fees have been selected click Save & Continue.



11. **Checkout:** Review your total fees before payment.

If you missed indicating a WCHL Friend Request, this is your last chance to do so! Go back to Step 1 (Participant Info) and complete the information under Additional Participant Info.

Total Fees	
Participant Fees	\$800.00
Form Fees	\$0.00
<b>Total</b>	<b>\$800.00</b>

Emails received after registration is completed (ie. you have confirmed payment) will not be accepted as per the WCHL Friend Request Acknowledgement Waiver signed in the previous registration form Documents & Waivers section.

12. If you missed registering other participants for West Calgary House League at the beginning, register additional participants now prior to paying.

13. All payments must be made by credit card: Mastercard or Visa. Please enter applicable credit card information.

- Pay in full (this is the default option) OR
- Pay in instalments

Step 2: Confirm Payment and Finish Checkout

Past Credit Cards    **New Credit Card**

Name On Card

Credit or Debit Card

    MM / YY    CVC

**IMPORTANT:** If you want to **pay by instalments** click this button to **ON**. To confirm Instalment Payment dates & amounts, click on View Payment Details.

\*Instalment Plan cannot be selected once full payment has been confirmed and processed!\*

**Split payment into instalments\***  
 \$160.00 due today + 4 payments  
[View Payment Details](#)     **on**

\* Payments are processed automatically with your submitted credit/debit card.

Note: If you register on August 15, you may be required to pay the deposit payment AND the 1st instalment payment.

**Instalment Payments**

Due Today – Deposit Payment	\$160.00
08/15/2021 – 1st Instalment	\$160.00
09/15/2021 – 2nd Instalment	\$160.00
10/15/2021 – 3rd Instalment	\$160.00
11/15/2021 – 4th Instalment	\$160.00
<b>Instalment Plan Total</b>	<b>\$800.00</b>

[Close](#)

14. When you click confirm payment, the system will process the payment. If it returns you to the checkout page, it may be because pop-ups are blocked so payment can't be processed. Please try allowing pop-ups on your browser settings or complete the registration in a different browser.

**Due Today**

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Deposit Payment	\$160.00
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<b>Checkout Total</b>	<b>\$160.00</b>
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[Confirm Payment](#)

- Note: you will not have to re-do the entire form if you choose to complete registration later or in a different browser/computer. Log into the desktop version of TeamSnap and you will see "My Registrations" with the option to "Pay Now". This is also where you can manage your instalment payments (if want to pay before the next scheduled date) as well as update your Credit Card information.
- If you require an official receipt, (you will only receive a confirmation of payment from TeamSnap after the above step) you will need to log in on the **desktop version of TeamSnap** and under "My Registrations" you will see an option to "View Receipt". This will bring you to the full registration receipt which indicates the name of registrant, who the fees were collected by (MHA) all fees per participant, payment totals and payment summary. The payment summary indicates the date and amount of payment(s). Note that receipts will only be available for one year after the registration has been completed.

15. You are done! You have successfully registered your child(ren) [participant] with the West Calgary House League for the 2021-2022 season!

**What's Next?**

Thank you for registering with the West Calgary House League for the 2021-2022 season.

You will receive an email from the House League Coordinator responsible for your player's age group prior to your player's first ice time.

If you have any questions regarding the WCHL, please contact the WCHL Coordinator at [westcalgaryhouseleague@gmail.com](mailto:westcalgaryhouseleague@gmail.com)

Please visit our website often to ensure that you are kept up to date with information regarding the upcoming season.

**Trails West Hockey Association**

-Diane Moffatt, TWHA Administrator  
[admin@trailswesthockey.com](mailto:admin@trailswesthockey.com)

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If you have any questions or concerns with the registration process, please be sure to review the Registration page on your association's website. If you still have questions, please do not hesitate to contact your association's Administrator.

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