



**HOCKEY CANADA REGISTRY (HCR)  
QUICK START GUIDE**

<https://hcr.hockeycanada.ca/>

**Toll Free Telephone Support: 1-877-288-6421**

**Email: [helpdesk@hockeycanada.ca](mailto:helpdesk@hockeycanada.ca)**

**2012-2013**



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PASSWORD: \_\_\_\_\_

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## 1. LOGIN

The Hockey Canada Registry (HCR) is located at: <https://hcr.hockeycanada.ca/>

When you access the HCR, you are presented with the following login page:

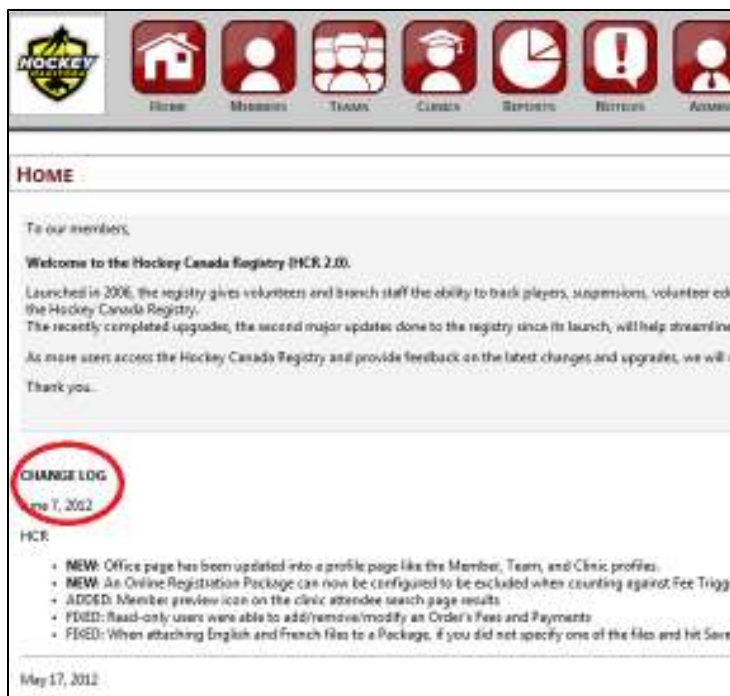


The screenshot shows the Hockey Canada Registry login page. At the top is the Hockey Canada logo. Below it, the text "HOCKEY CANADA REGISTRY" is displayed in a red banner. Underneath, the prompt "PLEASE LOGIN HERE - VEUILLEZ DÉMARRER ICI:" is shown. There are two input fields: "USERNAME - NOM D'UTILISATEUR:" and "PASSWORD - MOT DE PASSE:". Below these fields is a "Log In - Démarrer" button. At the bottom, there is a checkbox labeled "REMEMBER ME - MÉMORISER" and two links: "FORGOT YOUR PASSWORD?" and "VOUS AVEZ OUBLIÉ VOTRE MOT DE PASSE?".

Simply enter your username and password in the appropriate text boxes and click on the “Log in – Démarrer” button.

**IMPORTANT:** Passwords are case sensitive!  
Please ensure your CAPS LOCK key is not on when typing in your password!

Once you have logged in you will be directed to the Home Page. It is on this page where Hockey Canada updates the user with changes to the system through the “Change Log”. **Upcoming Changes** can be found by scrolling to the bottom of the Home Page.



## 2. USER OPTIONS

### 2.1 CHANGING YOUR PASSWORD

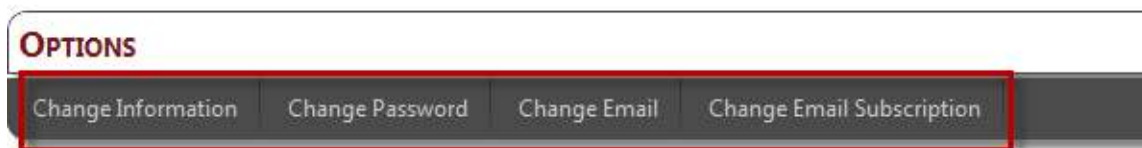
Select Options from the top right of the HCR and then click on “Change Password” under Quick Tasks.

Type in your CURRENT password in the “Password” textbox.

Then, type in your **new** password in the next textbox and confirm it by re-typing it in the following textbox. Typing it twice ensures that you did not enter any mistakes in the first one. Then click on the “Change Password” button.



**Your password MUST contain at least 5 alphanumeric characters!**



**IMPORTANT: Passwords are case sensitive! This means that if your password contains UPPERCASE letters, you must type them in UPPERCASE. Make sure your CAPS LOCK key is not on when creating or changing your password!**

### 2.1 CHANGING YOUR EMAIL ADDRESS

Click on Options at the top right of the HCR and then on “Change Email” under Quick Tasks.

First enter your current HCR password. Then, click on the Continue button (don’t hit enter, it won’t work) to move on to the next step.

The screenshot shows a web interface with a header labeled 'OPTIONS' in red. Below the header are two buttons: 'Change Information' and 'Change Password'. The 'Change Password' button is selected. The text 'Please enter your password.' is displayed. Below this is a password input field with a yellow border and a yellow star icon on the left. The field contains seven dots. A red horizontal line is below the input field. At the bottom is a 'Continue' button with a yellow star icon and a hand cursor pointing at it.

The next screen will show you your current email address. Replace it with your new email address and click on “New Email”.

The screenshot shows a web interface with a header labeled 'OPTIONS' in red. Below the header are three buttons: 'Change Information', 'Change Password', and 'Change Email'. The 'Change Email' button is selected. The text 'Please enter your new email.' is displayed. Below this is an email input field with a yellow border and a yellow star icon on the left. The field contains the text 'helpdesk@hockeycanada'. A red horizontal line is below the input field. At the bottom is a 'New Email' button with a yellow star icon and a hand cursor pointing at it.

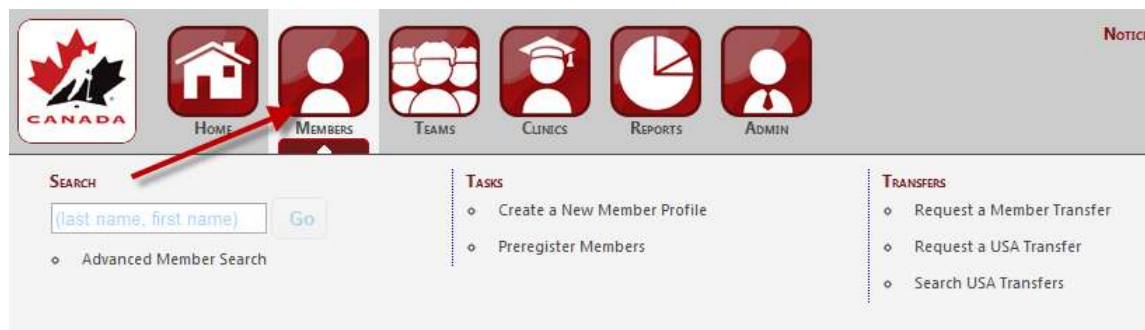
Your email is now saved.

If you get an error message saying that it is an invalid email address, make sure you have entered it in the correct format. Ensure there are no spaces in the email address and that you type it in the correct format as shown.

### 3. MEMBER MANAGEMENT

#### 3.1 MEMBER PROFILES AND HOCKEY CODES

Each Hockey Canada/Hockey Manitoba Member has a Profile page in the HCR and a **unique** Hockey Code (also known as Hockey ID) that distinctively identifies that member.



No two members have the same Hockey Code. The Hockey Code of a member cannot be changed or chosen. A Hockey Code is automatically generated by the HCR system.

#### 3.2 SEARCHING FOR MEMBERS

All members and their Profiles can be searched for and accessed in the “Members” section of the HCR.

**This is NOT the section you would use to create a team or add members to a team. The Members section is specifically designed for managing Member Profiles.**

The Members section’s Main Area will show you a searching page by default. **All members to which you have access can be found with this search page.**

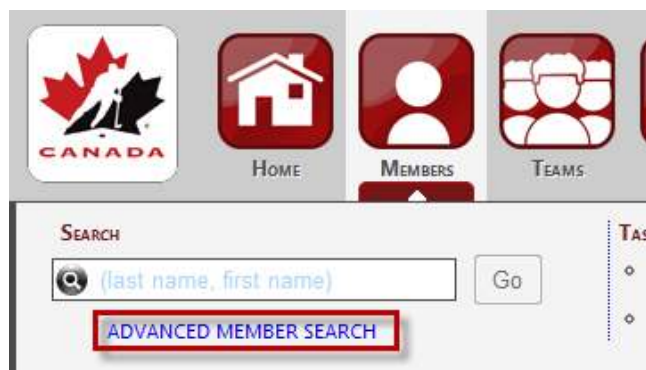
**Remember that you will only find members that belong to the Association(s) to which you have access. For example, if you only have access to the Smallville MHA and you're looking for a member outside of that association, you will not find them with a Member Search. In that case, you would need to initiate a Member Transfer to transfer that Member into your Association.**

### 3.2.1 *Basic Member Search*

---

A basic search allows you to search for a Member by their Hockey Code **OR** by first and last name.

To access the basic member search you would either click on “Advanced Member search” which is shown in the screen shot below or you could type in a name in the search box and click on “Go”.



**If you know the member's Hockey Code and you perform a search using it, don't enter their first and last name.** Since Hockey Codes are unique, no one else will have that Hockey Code.

A screenshot of the 'MEMBER SEARCH' form. The title 'MEMBER SEARCH' is in red. Below it are three input fields: 'LAST NAME:', 'FIRST NAME:', and 'HOCKEY CODE:'. Below the fields are two buttons: a grey 'Search' button and a blue 'ADVANCED SEARCH' link.

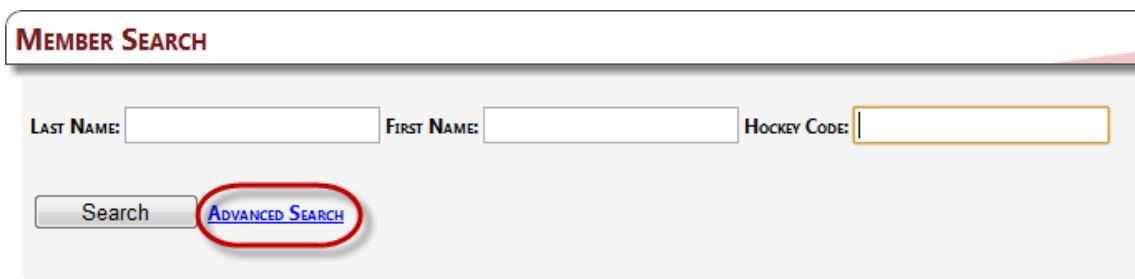
You do not need to enter ANY information to do a search. You can simply leave all textboxes empty, hit the Search button, and it will give you ALL members. This applies to ALL searches in the HCR (searching for Members, Teams, Leagues, etc.). You can further refine your searches by using the “Advanced Search”, explained in the next section.



### 3.2.2 Advanced Member Search

The Advanced Search will give you more options or “filters” which allow you to filter or refine your search results.

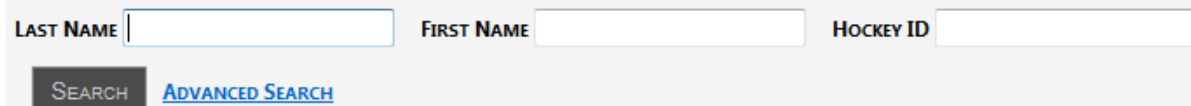
To access the advanced options, click on the “Advanced” link under the “Search” button.



The screenshot shows a web form titled "MEMBER SEARCH". It contains three input fields: "LAST NAME:", "FIRST NAME:", and "HOCKEY CODE:". Below these fields are two buttons: "Search" and "ADVANCED SEARCH". The "ADVANCED SEARCH" button is highlighted with a red oval.

This will expand a new section and show you the available filters, as shown.

#### SEARCH MEMBERS



The screenshot shows the "SEARCH MEMBERS" form. It has three input fields: "LAST NAME", "FIRST NAME", and "HOCKEY ID". Below these fields are two buttons: "SEARCH" and "ADVANCED SEARCH".

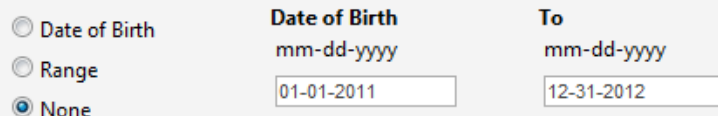
##### Office



The "Office" section contains four dropdown menus:

- Branch: (All)
- >: (All)
- >: (All)
- Association: (All)

##### Date of Birth

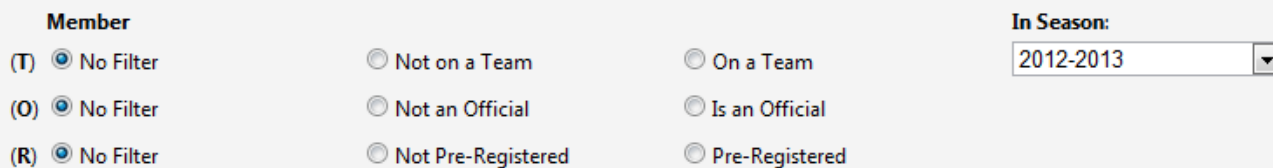


The "Date of Birth" section contains three radio buttons and two date input fields:

- ☐ Date of Birth
- ☐ Range
- ☒ None

The "Date of Birth" field is labeled "Date of Birth mm-dd-yyyy" and has a value of "01-01-2011". The "To" field is labeled "To mm-dd-yyyy" and has a value of "12-31-2012".

##### T O R



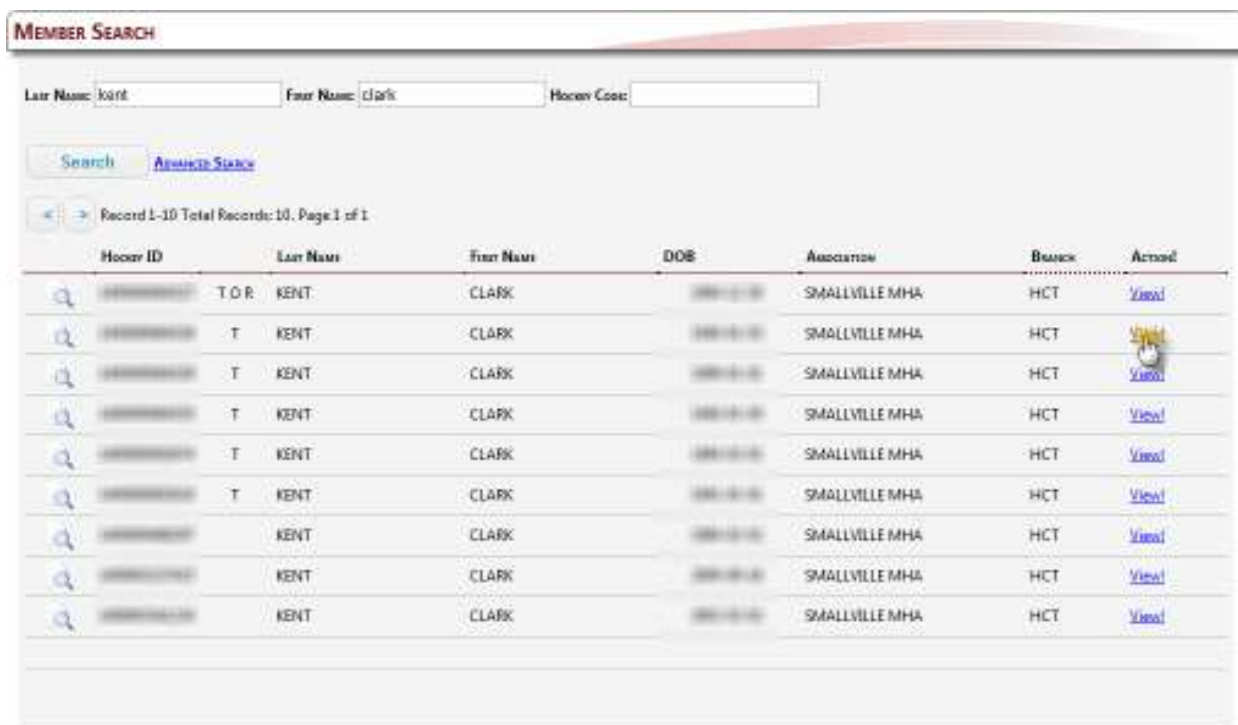
The "T O R" section contains three columns of radio buttons and one dropdown menu:

- Member**
  - (T) ☒ No Filter
  - (O) ☒ No Filter
  - (R) ☒ No Filter
- ☐ Not on a Team
  - ☐ Not an Official
  - ☐ Not Pre-Registered
- ☐ On a Team
  - ☐ Is an Official
  - ☐ Pre-Registered
- In Season:** 2012-2013

### 3.2.3 Member Search Results

When you are done specifying your search criteria and you click the Search button, the HCR searches the database for the members that match the filters you have chosen.

The search results are listed below the main search criteria area, as shown in the image below (Hockey Code and DOB blurred for privacy):



Hockey ID	Last Name	First Name	DOB	Association	Branch	Action
[blurred]	T.O.R. KENT	CLARK	[blurred]	SMALLVILLE MHA	HCT	<a href="#">View</a>
[blurred]	T KENT	CLARK	[blurred]	SMALLVILLE MHA	HCT	<a href="#">View</a>
[blurred]	T KENT	CLARK	[blurred]	SMALLVILLE MHA	HCT	<a href="#">View</a>
[blurred]	T KENT	CLARK	[blurred]	SMALLVILLE MHA	HCT	<a href="#">View</a>
[blurred]	T KENT	CLARK	[blurred]	SMALLVILLE MHA	HCT	<a href="#">View</a>
[blurred]	T KENT	CLARK	[blurred]	SMALLVILLE MHA	HCT	<a href="#">View</a>
[blurred]	KENT	CLARK	[blurred]	SMALLVILLE MHA	HCT	<a href="#">View</a>
[blurred]	KENT	CLARK	[blurred]	SMALLVILLE MHA	HCT	<a href="#">View</a>
[blurred]	KENT	CLARK	[blurred]	SMALLVILLE MHA	HCT	<a href="#">View</a>
[blurred]	KENT	CLARK	[blurred]	SMALLVILLE MHA	HCT	<a href="#">View</a>

The Search Results will show you the member's T.O.R. status in the first column, (T – Team, O – Official, R – Pre-registered), Full Name, Hockey Code, Date of Birth, the Branch and Association to which they belong (fifth and last column). Results will show 50 members per page. Click on the page numbers in the footer of the search results to open that page.

You can quickly obtain more information on the member by clicking on the preview icon that is located to the left of the hockey ID. A popup box will appear with a quick overview of the member's profile as shown in Figure 3.2.3 circled in red.

MEMBER SEARCH

LAST NAME: kent

FIRST NAME: clark

HOCKEY CODE:

Search

ADVANCED SEARCH

<

>

Record 1-10 Total Records: 10. Page 1 of 1

	HOCKEY ID		LAST NAME	FIRST NAME
	1400000064527	T O R	KENT	CLARK
	1400000064528	T	KENT	CLARK
	1400000064529	T	KENT	CLARK
				ARK
				ARK
				ARK
				ARK
				ARK
				ARK

CLARK KENT - #1400000064535

ADDRESS -

123 KRYPTON ROAD

SMALLVILLE, No A1A 1A1

PREREGISTRATION -

No Pre-Registration data exists for the selected season.

TEAMS -

SMALLVILLE MHA AT 2 1

ASSOCIATIONS -

SMALLVILLE MHA

Figure 3.2.3

This information could help you find the correct member in a list of results.

### 3.3 MEMBER PROFILE (RECORDS)

Once you have searched for a member, found them, and clicked on the search result, you are presented with the member's Profile page.


You can see an example of a fictitious member's Profile in the next figure.

11

**MEMBER PROFILE**

---


**CLARK KENT**  
January-03-40 | Male | French | 1400000064528  
Age: 70 as of 2020-12-31

  
[Edit Photo](#)

Associations [\[Edit\]](#)  
Primary: SMALLVILLE MHA (HOCKEY CANADA TRAINING BRANCH)

[Edit Profile](#) | [Duplicate this Member](#) | [Delete this Member](#) | [Member Merge](#) | [Member Info Report](#) | [Print Coach Card](#)

[Change Default Tab](#)

 [\[Customize\]](#)

Addresses & Contacts  
Tracking Items  
Transfers  
Clinics & Qualifications  
Transactions  
Pre-Registrations  
Teams  
Suspensions  
Appeals  
Insurance  
Documents & Memos  
Miscellaneous  
**MY CUSTOM TAB**

Customize your view by clicking on the [\[Customize\]](#) link above.

The Member Profile is divided into tabs as shown in the screen shot above. Some tabs may contain multiple sections for different types of information such as the miscellaneous tab or the custom tab which will be explained later.

**You will only see the sections and information which apply to that member on a member's Profile. If that member does not have any Qualifications, for example, you would not see a "Qualifications" section.**

In top section of the screen you'll find the member's general information, which contains the member's unique Hockey Code, full name, primary association, date of birth, gender, language, and age as of the Division benchmark date, usually December 31 of the current season.

### **3.3.1 Adding a New Member / Creating a New Member Profile**

---

You may need to create/add a new member in the HCR for a person who has **never** played Hockey before.

To create a new Member Profile in the HCR you would have to click on the "Create a New Member Profile" link as shown in Figure 3.3.1.



Figure 3.3.1

**DO NOT create a new member in the HCR if they have already been involved in Hockey in the past! They would already be in the HCR and you do not want to create a duplicate record. If you cannot find them when conducting a Member Search, it means that they are elsewhere, to which you do not have access. In this case, you would need to request a Member Transfer. Call or email the Helpdesk if you are unsure what to do.**

### 3.3.1.1. Create a New Member Profile

The “Create a New Member Profile” feature allows you to create a member by entering all of the required information on ONE screen.



Simply fill in all the information and click on the “Add” button at the bottom of the page.

**If you click on “Add” and the HCR detects that a member already exists in the system with that EXACT name and date of birth, it will tell you so and ask you if you want to initiate a Member Transfer or start over.**

## Create a New Member Profile

On this page, you can create a brand new member profile for a member who has not been enrolled in Hockey in the past.

If the member has been enrolled in Hockey in the past, they would already have a profile in the system and you would not need to create a new profile form for them. You should first try to request a member transfer to transfer their profile into your association.

### General

Member ID:			
First Name:		Gender:	Male <input type="button" value="v"/>
Last Name:		Language:	English <input type="button" value="v"/>
Date of Birth:	2009-01-01 <input type="button" value="v"/>		
District: SMALLVILLE DSA <input type="button" value="v"/>			
Creation Date:			
Created By:			
Last Updated:			
Last Updated By:			

### Address

Team:	House:
Address 1:	
Address 2:	
City:	
Province:	Ontario <input type="button" value="v"/>
Postal Code:	
Note:	
<input type="checkbox"/> Copy above address as Father's address.	
<input type="checkbox"/> Copy above address as Mother's address.	

### Contact

Type:	Home <input type="button" value="v"/>
Information:	(613) <input type="button" value="v"/>
Type:	Work <input type="button" value="v"/>
Information:	(613) <input type="button" value="v"/>
Type:	Email <input type="button" value="v"/>
Information:	<input type="button" value="v"/>

### Emergency Contact

First Name:	<input type="button" value="v"/>
Last Name:	<input type="button" value="v"/>
Type:	Cell <input type="button" value="v"/>
Information:	<input type="button" value="v"/>

### Citizenship

Canada <input type="button" value="v"/>
---

### Tracking

Type:	- <input type="button" value="v"/>
Sub Type:	<input type="button" value="v"/>
Season:	2010-2011 <input type="button" value="v"/>
Date:	<input type="button" value="v"/>

### Privacy Policy

Season	Status
2010-2011 <input type="button" value="v"/>	No <input type="button" value="v"/>

Add

Cancel

### 3.3.2 Editing a Member's Profile Information

- Sections on the Member Profile that can only contain ONE item will have an “Open” link in that section’s header, such as the Citizenship.
- Sections that can have more than one item will have an “Add” link in that section’s header. Therefore, **to edit existing information**, you **MUST** click on the information itself to open it and edit it.

**MEMBER PROFILE**

08-22-1992 | Male | English | 43800000255  
Age: 20 as of 03-01-2013

Associations: [\[Add\]](#)  
Primary: WARREN LUNDOR HOCKEY (HOCKEY MANITOBA)

[Edit Photo](#)

[Edit Profile](#) [Duplicate this Member](#) [Delete this Member](#) [Member Merge](#) [Member Info Report](#) [Print Coach Card](#)

[Change Default Tab](#) [\[Customize\]](#)

**Addresses** [\[Add\]](#)

	Address 1	Address 2	City	Province	Postal Code	ACTIONS
* Resident			ROSSER	MB	R0H 1E0	<a href="#">Open</a>
Resident			ROSSER	MB	R0H 1E0	<a href="#">Open</a>

**Clinics**

Using either method will bring you to a new page to edit that information.

### 3.3.3 Adding Information to a Member's Profile

Again, if you have sufficient access rights on the member for whom you are viewing, you can add any additional information by clicking on “Add” in the appropriate section’s header.

**Addresses & Contacts**

**Tracking Items**

**Transfers**

**Clinics & Qualifications**

**Transactions**

**Pre-Registrations**

**Teams**

**Suspensions**

**Appeals**

**Insurance**

**Documents & Memos**

**Miscellaneous**

**MY CUSTOM TAB**

**Addresses** [\[Add\]](#)

	Address 1	Address 2	City	Province	Postal Code	ACTIONS
* Resident	123 KRYPTON ROAD		SMALLVILLE	AB	A1A 1A1	<a href="#">[Edit]</a>

**Teams** [\[Add\]](#)

Season	Team	Association	Division	Position	Associate	Import	Export	Released	Status
2010-2011	<a href="#">SMALLVILLE MHA AT 2</a>	SMALLVILLE MHA (HCT)	Major	AT 2	PLAYER				Approved
2009-2010	<a href="#">Smallville MHA AD 2</a>	SMALLVILLE MHA (HCT)	Major	AD	PLAYER				Approved

**Contacts** [\[Add\]](#)

* Email	clark.kent@smallville.com
Cell	555-555-5555
Home	555-555-5555
Work	555-555-5555

### 3.3.4 *Deleting Member Information from their Profile*

---

You can delete any information from a member's Profile by clicking on the actual information to open it, just as if you were Editing their information (see section 3.3.2 - *Editing a member's Profile Information* on page 15), and then clicking on the Delete button. As an example, here we are attempting to delete some Contact information.

**EDIT CONTACT**

**MEMBER: CLARK KENT**

Primary:

No

Type:

Home

Information:

555-555-5555

Creation Date:

September-29-09

Created By:

helpdesk

Last Updated:

September-29-09

Last Updated By:

helpdesk

Cancel

Save

Delete



### 3.3.5 *Edit Profile*

You can also edit a member's profile using the Edit Profile feature. This feature allows you to edit most of the member's general information all on one screen.

To use the Edit Profile, click on the Quick Task by the same name from the member's profile page.

The screenshot displays the 'MEMBER PROFILE' page for a member named CLARK KENT. At the top, there is a navigation bar with icons for CANADA, HOME, MEMBERS, TEAMS, CLINICS, REPORTS, and ADMIN. Below this, the member's details are shown: CLARK KENT, born 1940-01-03, Male, French, with ID 1400000064528. His age is listed as 70 as of 2010-12-31. Under the 'Associations' section, there is a link to '[Edit]' and a primary association listed as 'SMALLVILLE MHA (HOCKEY CANADA TRAINING BRANCH)'. A red arrow points to the 'Edit Profile' button in the 'Quick Task' bar at the bottom of the profile section. Below the profile section, there are tabs for 'Addresses & Contacts' and 'Tracking Items'. The 'Addresses' section is currently active, showing a table with columns for 'Address 1' and 'Address 2'.

**MEMBER PROFILE**

**CLARK KENT**  
1940-01-03 | Male | French | 1400000064528  
Age: 70 as of 2010-12-31

**Associations** [\[Edit\]](#)  
Primary: SMALLVILLE MHA (HOCKEY CANADA TRAINING BRANCH)

**Quick Task Bar:** Edit Profile, Duplicate this Member, Delete this Member, Member Merge, Member Info Report, P...

**Change Default Tab**

**Addresses & Contacts**

**Tracking Items**

**Addresses** [\[Add\]](#)

Address 1	Address 2

**MEMBER QUICK EDIT**

**General**

Hockey Code: 140000004528

First Name: CLARK Gender: Male

Last Name: KENT Language: French

Birth Date: yyyy-mm-dd  
1940-01-03

Office: SMALLVILLE MHA

**Address**

Permanent: Yes

Type: Resident

Street 1: 123 KRYPTON ROAD

Street 2:

City: SMALLVILLE

Province: Alberta

Postal Code: A1A 1A1

Note:

### 3.4 TEAM PROFILES AND TEAM IDS

Like a Member Profile, each team has their own Profile page **for each season** which describes the team, holds the team members, and contains contact information and settings, etc.

Like a member Hockey Code, each team has its own unique “Team ID”. This ID is a number automatically assigned to the Team Profile when the team is created. It cannot be changed and it cannot be chosen.

### 3.5 SEARCHING FOR TEAMS

The Teams section’s Main Area (click on Teams at the top left) will show you a searching page by default. All teams to which you have access can be found with this search page.

**Remember that you will only find Teams that belong to the Association(s) to which you have access. For example, if you only have access to the Smallville MHA and you're looking for a Team outside of that association, you will not get any results.**

Like a member Search, there is a Basic Search and an Advanced Search feature.

## SEARCH TEAMS

TEAM ID:  TEAM NAME:  TEAM SPONSOR:

[ADVANCED SEARCH](#)

**FILTER**

REGION:

DISTRICT:

ASSOCIATION:

DIVISION:

CATEGORY:

SEASON:

STATUS:

CLASS:

PLAYOFFS:

Selecting any of the available filters will tell the search to only give you teams defined by that filter.

Once you have clicked Search, your results show under the Search criteria area, as shown.



The “Rosters” section is the section where all of the team members can be seen and added, including coaches, managers, etc.... not just players.

**Every single member is added to a team in the same way. There is no difference between a player, a coach, or a manager when adding them to a team. They are all members and are added in the same way as a regular player would be added.**

[Change Default Tab](#)

Roster
Administration
Activation and Approval
Contact & Address Information
Miscellaneous
History
MY CUSTOM TAB

### Team Roster [Add](#)

#### PLAYERS

	NAME	DATE OF BIRTH	REGISTRATION DATE	RELEASE DATE	STATUS	I	A	T	ACTIONS
?	CENTER FOOT BIG	2003-07-26	2010-06-15		Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open</a>
?	PLAYER BOB BOB	1985-02-23	2010-06-15		Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open</a>
?	PLAYER Michel Latsippe	1980-01-02	2011-02-07		Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open</a>
?	GOALTENDER TEST TEST	1999-12-08	2010-06-15		Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open</a>
?	PLAYER TEST TEST	2008-08-05	2010-06-15		Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open</a>
?	PLAYER TEST TEST	2008-08-04	2010-06-15		Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open</a>
?	PLAYER TEST TEST	2008-08-12	2010-06-15		Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open</a>
?	FORWARD JOHN NICHOLAS BOOTH	1978-04-21	2010-12-06		Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open</a>
?	PLAYER TEST TEST	2008-09-29	2010-06-15		Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open</a>
?	PLAYER JOHNNY APPLESEAD	1990-01-01	2010-06-03	2010-06-03	Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open</a>
?	FORWARD DANIEL GRAYSTONE	2002-02-02	2010-12-06	2010-12-06	Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open</a>

#### COACHES AND BENCH STAFF

	NAME	DATE OF BIRTH	REGISTRATION DATE	RELEASE DATE	STATUS	I	A	T	ACTIONS
?	COACH johnny tester2	1980-01-01	2010-12-09		Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open</a>
?	COACH KEVIN GUERTIN	2002-02-02	2010-12-09	2010-12-15	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open</a>

#### Registration Summary

	APPELATE	IMPORT	TEFOUT	REGULAR	TOTAL	RELEASED
PLAYER	4	0	0	7	9	2
COACH	0	0	0	1	1	1
TOTAL	4	0	0	8	12	3

Each member on the team occupies a single line on the roster. You can click on any of these member lines to open their Team Registration page, which defines the details of their registration. The Team Fees section is only editable by the District/Zone registrar or the Branch (any Team Approval user).

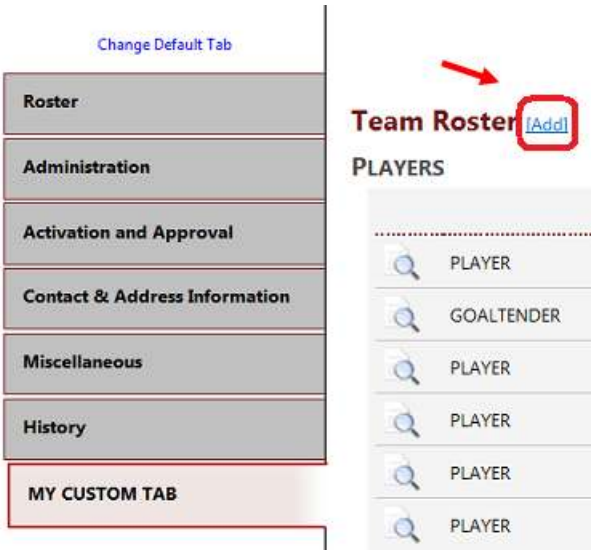
These fees are used to charge the association a price for a type of member on the team. This does NOT apply to everyone! It is there for those who need it.

### 3.6 ADDING MEMBERS TO A TEAM

---

Every season, you will need to add members to that season’s team. Remember that a team is season-specific. A team will have a Team Profile for EACH season. Therefore, even though you may have added all the same members to the team in the previous season, you will need to add them all again to the new season team.

To add a member to a team, first locate the team using Team Search as outlined in 3.5. Once you have located the team click on the “Player” tab from the left menu then “Add” in the “Team Roster” header of the Team Profile page .



You will then be brought to the next page: the “Add Players” page, as shown in the next image.

**ADD PLAYERS**

[Create a New Member](#)
[Request a Member Transfer](#)

TEAM NAME: The Best

Search Available Players

Hockey Code: 

[Search](#)
[Advanced](#)

First Name:   
 Last Name:

Office
 

Branch: (All)
 

--> (All)
 

--> (All)
 Association: (All)

Date of Birth
 

Birth Date: 
 Date of Birth: 
 To:

☐ Birth Date
 ☐ Range
 ☒ None

T O R
 

Member:
 

☒ No Filter
 ☐ Not on Team
 ☐ On Team For Selected Season

 Season: 2010-2011

☒ No Filter
 ☐ Not Official
 ☐ Official For Selected Season
 Filter By Division:

☒ No Filter
 ☐ Not Pre-Registered
 ☐ Pre-Registered For Selected Season
 Adult

This page allows you to search for the members you want to add to the team. This search works in the same way as the regular Member Search in the Members area of the HCR whether you use a Basic or Advanced Search.

At the top of the page, you'll notice the team name. This is the team to which you are adding members.

Below the "Search Available Players" section, you'll notice a section called "Players". This section is NOT the search results! It only shows you a list of the members already on the team. It is shown there for reference so that you do not search for a member that is already on the team.

**If you try to do a search for a member that is already on the team, you will not get any results.**

Like a regular Member Search, you can search for a member by Hockey Code, by First and Last name, or by other Advanced Search Filters.

**If the HCR finds only one matching record/profile, it will immediately bring you to their Team Registration page. It will not give you search results.**

### 3.6.1 Search Available Players – Search Results

Your search results will look different than your regular Member Search. It is designed so that you can add one player at a time or multiple players at a time.

<input type="checkbox"/>	R	Fry, Don	1400000094660	1990-12-25	BUD	Smallville MHA	<a href="#">[Add]</a>
<input type="checkbox"/>	R	g, g	1400000093429	1980-01-01	BUD	Smallville MHA	<a href="#">[Add]</a>
<input type="checkbox"/>		gfh, yryt	1400000096418	1997-02-22	BUD	Smallville MHA	<a href="#">[Add]</a>
<input type="checkbox"/>		GHIJKL, ABCDEF	1400000379968	1998-01-01	BUD	Smallville MHA	<a href="#">[Add]</a>
<input type="checkbox"/>	R	Gunn, Tommy	1400000094745	1980-01-01	BUD	Smallville MHA	<a href="#">[Add]</a>
<input type="checkbox"/>		Jagr, Jaromir	1400000001322	1972-02-15	BUD	Kingston MHA	<a href="#">[Add]</a>
<input type="checkbox"/>	T R	Johnson, John	1400000093935	1997-01-01	BUD	Smallville MHA	<a href="#">[Add]</a>

### 3.6.2 Adding a Single Member to a Team

To add a single player to the team from your search results, click on the “Add” link button in the far right column for that member. This will open their Team Registration page.

#### Member Team Registration

Association:	SMALLVILLE MHA
League:	Adult Rec Test
Class:	-
Division:	Adult
Category:	-
Team:	The Best
City Id:	<input type="text"/>
Contract Number:	<input type="text"/>
Position:	[Player] PLAYER ▾
Jersey Number:	<input type="text"/>
Card Option:	<input type="checkbox"/>
Affiliate:	<input type="checkbox"/>
Import:	<input type="checkbox"/> N/A ▾
Tryout:	<input type="checkbox"/>
Registration Date:	yyyy-dd-mm <input type="text" value="2011-08-02"/>
Release Date:	<input type="checkbox"/>
Member Status:	Approved ▾
Condition:	None ▾
COMMENT: (200 CHARACTERS LIMIT)	<input type="text"/>

The Team Registration page is where you define the details of that member’s registration to the team. **It is important to remember to identify the “Registration Date” as the date the member registered with the MHA.** The HCR will automatically default to the date the team is being formed. Please also define your goaltenders in the “Position” box.



### 3.6.3 Adding Multiple Members to a Team at Once

As mentioned earlier, you can add multiple members to the team at once with the “Add Batch” feature. This is useful if you have a certain group of members to add to the team, such as Atom-aged players, for example. For that, you would use the Advanced Search Filters to define the age range of the members.

From your Search Results, put a checkmark beside each member that you want to add to the team, define the Position for all these members using the Position drop-down menu, and then click on the “Add Batch” button below the search results, as shown in the image below. **Ensure that the Registration Date is the date the member registered with the MHA.**

You will NOT get a Team Registration page as you would when adding an individual member to a team.

When you click the “Add Batch” button, it will add all the members that it can to the team. If there are any problems with certain members, notice will appear to describe why the member could not be added to the team. Some problems include: member is already on a team and cannot be added, the team has reached its maximum player count, the member is not the correct age for that division, missing qualifications, missing tracking items, etc.

	NAME	HOCKEY ID#	BIRTHDAY	BRANCH
<input type="checkbox"/>	APPLEBY, JOCELYN	12000002934	1988-24-09	BCH
<input type="checkbox"/>	R APPLEBY, JOE	1400003200378	2003-22-06	QHF
<input type="checkbox"/>	T APPLEBY, JOHN	79000026044	1951-21-01	ODHA
<input type="checkbox"/>	APPLEBY, JOHN	29000026654	1973-07-03	HA
<input type="checkbox"/>	APPLEBY, JOHN	29000026655	1990-01-01	HA
<input checked="" type="checkbox"/>	T R APPLEBY-BUTTON, JOHN	140000306528	1995-19-10	QHF
<input type="checkbox"/>	T O R APPLESEAD, JOHNNY	1400003116793	2000-01-01	HCT
<input type="checkbox"/>	T O R APPLESEAD, JOHNNY	1400003341466	1999-31-08	HCT
<input type="checkbox"/>	T APPLESEAD, JOHNNY	1400003116770	1999-01-01	HCT
<input checked="" type="checkbox"/>	APPLETON, JOEL	29000026662	1974-15-06	HA
<input checked="" type="checkbox"/>	T R APPLETON, JOHN-WESLEY	1400001142308	2002-09-09	QHF
<input type="checkbox"/>	APPLIN, JORDAN RALPH	121100000016	1985-01-05	HNL

12 records found

Position: [Player] PLAYER Registration Date: yyyy-dd-mm  
2811-08-02

**Add Batch**

### 3.6.4 Adding Bench Staff to a Team

Bench staff is added individually to a team in the same manner as a single player would be added. (Reference 3.6.2) In the position area ensure that you correctly indicate the position of the member.

Division:	Midget
Category:	MIDGET-A
Team:	TEST TEAM
City Id:	
Contract Number:	
Position:	[Bench Staff] SAFETY PEOPLE
Jersey Number:	
Card Option:	<input type="checkbox"/>

Check to Add. Uncheck to Remove.

<input type="checkbox"/>	NO IP CERTIFICATION
<input type="checkbox"/>	NO COACH CERTIFICATION
<input type="checkbox"/>	NO SAFETY
<input type="checkbox"/>	NO DEVELOPMENT 1 CERTIFICATION
<input type="checkbox"/>	NO RIS CERTIFICATION
<input checked="" type="checkbox"/>	OUTSTANDING BALANCE

Hockey Manitoba Registrars will place certification deficiencies on bench staff that is not properly certified for the position indicated in the position area.

Please note:

Winnipeg Associations are required to place these deficiencies on their members.

Deficient Member: NO RIS CERTIFICATION / Lacune: NO RIS CERTIFICATION

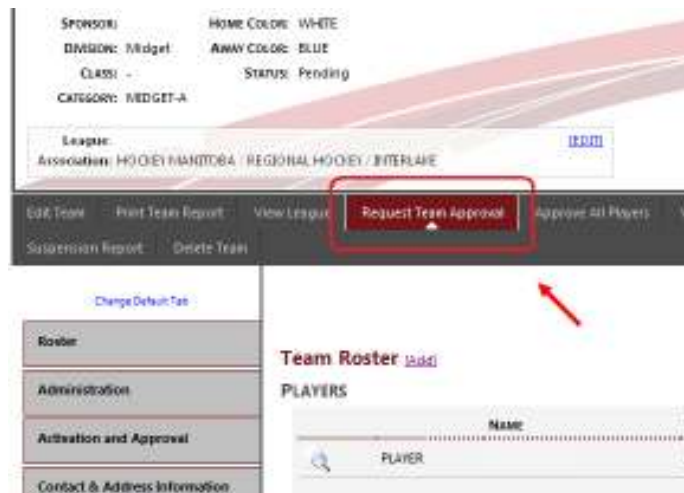
Deficient Member: OUTSTANDING BALANCE / Lacune: OUTSTANDING BALANCE F

Previous certification deficiencies (green print), or outstanding balance (red print) notices on an individual's record will appear when attempting to add him/her to the roster. "Outstanding Balance" will not allow an individual to be added to a team until this has been resolved.

### 3.7 REQUESTING TEAM APPROVAL

Once your team has been finalized, approval must be requested through the HCR. This will be done automatically once you select the “Request Team Approval” button.

The volume of teams requesting approval during the beginning of the season is very high. Please ensure that your teams are near completion or completed prior to requesting approval.

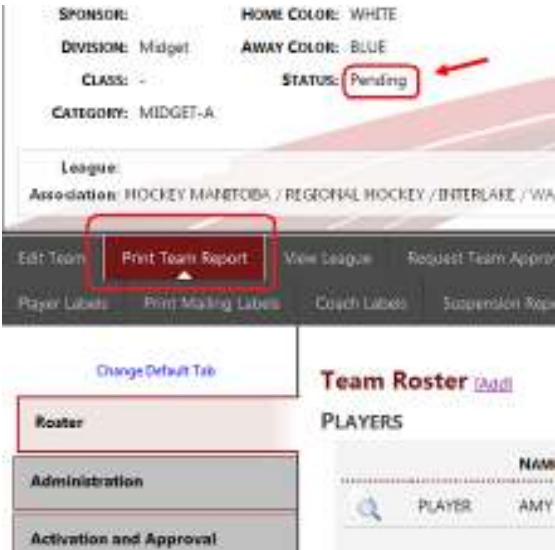


The ability to communicate between the Association and the Zone Registrar is available through the note section (if required). Once completed, select the “Request Approval” button. Your Registrar will be notified via email that a team is requiring approval.

**PLEASE NOTE – ONCE YOUR TEAM HAS BEEN APPROVED ANY CHANGES TO THE ROSTER WILL REVERT THE STATUS BACK TO A “PENDING”. YOU MUST “REQUEST TEAM APPROVAL” EVERTIME A CHANGE IS MADE TO THE ROSTER**

### 3.8 PRINTING TEAM ROSTERS

Team rosters can be printed once the team has been approved by the Zone Registration. Rosters that are “Pending” will not be available. (Reference Figure 3.7.)





Team: TEST TEAM

League: TEST

Division: Midget

Category: MIDGET-A

Conference: —

Class: -

Type: Standard

Playoffs: No

Tournament Number:

Season: 2011

Print Date: 07-20-2011

Team ID



1896558

**Official Team Roster**

**This team must be approved to print team members. Please contact your District/Zone registrar or your Branch.**

**SUMMARY**

	Affiliate	Import	Tryout	Release	Regular	Total Cards
Player		0	0	0	1	1
Coach		0	0	0	0	0
Bench		0	0	0	0	0

Figure 3.7

## 4. MEMBER TRANSFERS

### 4.1 WHO STARTS/INITIATES/REQUESTS FOR TRANSFER?

The Transfer is ALWAYS initiated by the requesting (or new) Association, regardless of the type of Transfer. In other words, the Association to which the member is “moving” will initiate the Transfer process. It cannot be done otherwise.

### 4.2 HOW TO INITIATE A TRANSFER

To request the transfer of a member to your Association, click on “Members” at the top left of the HCR to access the members section, and click on “Request Member Transfer” under Transfers in the menu.



**To initiate a Transfer, you MUST know the member’s full name and date of birth (or just their Hockey Code) before you start. You cannot initiate a Transfer with partial information. The HCR requires this information to correctly find the member in the database. You cannot initiate a Transfer otherwise.**

Figure 4.2.1 shows you the first Transfer screen.

#### 4.2.1 *Initiating a Transfer with the Member’s Hockey Code Only – Step 1*

If you have the member’s Hockey Code (Hockey ID), enter it in the “Hockey ID” textbox, select the Office (Association) to which the member is transferring, and click on the “Find Record” button. Don’t enter the member’s first name, last name, or date of birth since they are not required when you have the member’s **unique** Hockey Code.

Figure 4.2.1

#### 4.2.2 *Initiating a Transfer without the Member's Hockey Code – Step 1*

If you don't have the member's Hockey Code, type in their First Name, Last Name, and Date of Birth.

**Unlike the Member Search, you cannot do a "Partial Search". You must type in the name in full. The information you provide MUST match EXACTLY as it is in the database.**

**If you have access to more than one Association, don't forget to select the Office (Association) to which the member is transferring!**

Click on the "Find Record" button to find the record and begin the steps to requesting a Member Transfer.

#### 4.2.3 *Initiating a Transfer – Member is Not Found!*

If the HCR did not find the member, try again by hitting the back button on your browser to return to the first screen.

- Try alternate spellings of the name, like nicknames, etc. **Remember that the info must match exactly as you typed it in.**
- Try alternating the month and day of the member's birthday, if possible, since many birthdays are incorrect due to data entry errors.

- Try the birthday 1900-01-01 or 2001-01-01 as many members that came from different systems did not have date of births. **Many coaches have the DOB 1900-01-01.**
- It is possible that the member has a different last name in the HCR, like a mother's maiden name, for example. Try that also, if possible.

**If the HCR still cannot find the member and you've tried all possible options you can think of, DON'T CREATE A NEW MEMBER IF THE MEMBER SHOULD ALREADY BE IN THE DATABASE! Call the Helpdesk and they will help find the member for you.**

## 4.2.4 *Initiating a Transfer – Step 2*

When the member's record is found, the screen shown in Figure 4.2.4 will appear.

Depending on your Branch's Office Privacy settings, some of the member's information may be hidden from you to protect the privacy of the member, as shown in 5-20. The private information is replaced with asterisks (\*).

**MEMBER TRANSFER**

This member is in the database, select one of the options below to proceed.

[VIEW MEMBER DETAILS IN NEW WINDOW](#)

HOCKEY ID:	1400003116793
LAST NAME:	APPLESEAD
FIRST NAME:	JOHNNY
GENDER:	Male
BIRTHDATE:	January-01-00
AGE:	10 as of 2010-12-31
ADDRESS(1):	XXXX
ADDRESS(2):	
CITY:	Detroit
PROVINCE:	MI
POSTAL CODE:	XXXXXX
EMAIL:	test@test.com
HOME PHONE:	5555555555
WORK PHONE:	
ASSOCIATION:	SMALLVILLE MHA Caprica MHA

What would you like to do?

Transfer member    Transfer a different member

Figure 4.2.4

**If the member you are trying to Transfer has duplicate records, the HCR will grab the first record it finds for your Transfer.**

Click on the “Transfer Member” button to continue to the next step.

#### **4.2.5            *Initiating a Transfer – Member Already in a Transfer***

---

It is possible that the member is already in a transfer. If so, the HCR will tell you, and you will not be able to move on.





## 4.2.6 *Initiating a Transfer – Step 3*

If the member is not already in a transfer, the HCR will show their information again and ask to you create the Transfer.

The button to create the Transfer will either say “Create Association Transfer” or “Create Inter-Branch Transfer” depending on the type of Transfer.

**INITIATE TRANSFER**

**General**

[OPEN MEMBER PROFILE IN A NEW WINDOW](#)

HOCKEY ID:	<a href="#">1400000064529</a>
LAST NAME:	KENT
FIRST NAME:	CLARK
GENDER:	Male
BIRTHDATE:	January-01-99
AGE:	11 as of 2010-12-31
ADDRESS(1):	123 KRYPTON ROAD
ADDRESS(2):	
CITY:	SMALLVILLE
PROVINCE:	No
POSTAL CODE:	A1A 1A1
EMAIL:	clark.kent@smallville.com
HOME PHONE:	1231231231
WORK PHONE:	2323232323
ASSOCIATION:	SMALLVILLE MHA

**Teams**

SMALLVILLE MHA AT 2 1 - SMALLVILLE MHA (HCT)  
PLAYER

My Test Team - SMALLVILLE MHA (HCT)  
PLAYER

Create association transfer Cancel

You do not need to select a type of transfer. The HCR system knows what type of transfer it is by the member's current Association and the new Association.

#### Teams

---

SMALLVILLE MHA AT 2 1 - SMALLVILLE MHA (HCT)  
PLAYER

My Test Team - SMALLVILLE MHA (HCT)  
PLAYER

---

Create IBT

Cancel



#### **4.2.7**      ***Initiating a Transfer – Step 4***

---

For the last step, fill in the information for the Transfer in the form presented. You do not need to fill in every detail of the transfer (Paragraph, under appeal, etc). Only fill in what is required by your Branch for this transfer.

## INITIATE TRANSFER

### General

[Open Minor Profile in a New Window](#)

Hockey ID: [1499991495539](#)

LAST NAME: TESTER2

FIRST NAME: JOHNNY

GENDER: Male

BIRTHDATE: January-01-80

AGE: 30 as of 2010-12-31

Address(1): 555 TESTER RD

Address(2):

CITY: TESTINGTON

PROVINCE: ON

POSTAL CODE: K2K2K2

EMAIL: test@hockeycanada.ca

HOME PHONE: 5555555555

WORK PHONE:

ASSOCIATION: SMALLVILLE MHA

### Teams

Cavalier - SMALLVILLE MHA (HCT)  
FORWARD

Minor --- AT 2  
2010-2011

SMALLVILLE MHA AD - 1 - SMALLVILLE MHA (HCT)  
FORWARD (A)

Major --- AD -  
2010-2011

SMALLVILLE MHA AT 21 - SMALLVILLE MHA (HCT)  
PLAYER

Major --- AT 2  
2010-2011

### Transfer

Application Date: February-23-11

Season: 2010

Branch: HOCKEY CANADA TRAINING BRANCH

New Association: Caprica MHA

Old Association: SMALLVILLE MHA

New Team:

Division:

Category:

Transfer Type:

Request Under Appeal:

Release: ☐

Paragraph:  H8

Import: ☐

Paragraph:

Player Signed Application: ☐

Invoice:

Created by:

Attach Team Card: ☐

Create Transfer

Cancel

Both IATs and IBTs will show almost the same form. The difference is in the Offices shown. In an IBT you will see New Branch and Old Branch while in an IAT, the emphasis is on the old and new Association.

## Transfer

---

Application Date:	February-23-11
Season:	2010
New Branch:	HOCKEY CANADA TRAINING BRANCH
New Association:	Caprica MHA
Old Branch:	HOCKEY CANADA
Old Association:	HC-HOCKEY CANADA
New Team:	<input type="text"/>
Transfer Type:	<input type="text" value="Move with Parent"/>
Request Under Appeal:	<input type="checkbox"/>
Release:	<input type="checkbox"/>
Paragraph:	<input type="text" value="---"/> H8
Import:	<input type="checkbox"/>
Paragraph:	<input type="text" value="---"/>
Player Signed Application:	<input type="checkbox"/>
Invoice:	<input type="text" value="No Charge"/>
Created by:	
Attach Team Card:	<input type="checkbox"/>

---

Create Transfer

Cancel

Click on "Create Transfer" if you are done.

### 4.2.8 *Transfer Creation Complete*

---

Once the final "Create Transfer" button has been clicked (see Figure 5-8), you will be brought to the main Transfer View page.

The Transfer View page shows you the same information as the steps you went through to initiate it, but also includes the "Process Steps" section, which shows you the approval steps required to complete the Transfer.

---

**Attachments**

No attachments specified.

---

Upload

Browse... **UPLOAD**

---

Note:

☒ Nothing ☐ Go to Next Open

---

Add Note

---

All corresponding documentation (ie: change of residency forms) must accompany the transfer request. You may do this by uploading all required documentation by selecting “Choose File” under Upload! (as long as this information is stored on your computer). If not, fax this information immediately to your Zone Registrar. **Transfers will not be approved until all supporting information is received.**

You can effectively communicate with your Zone Registrar by typing in the Note section and then selecting “Add Note”

Your Transfer Request is complete. Once approved by your Zone Registrar you will have access to the individual.

**PLEASE NOTE that your transfer has been forwarded to your Zone Registrar once you click the final “Create Transfer” button, however to return to your team or a member you must navigate back through the tool bar located at the top of your screen.**

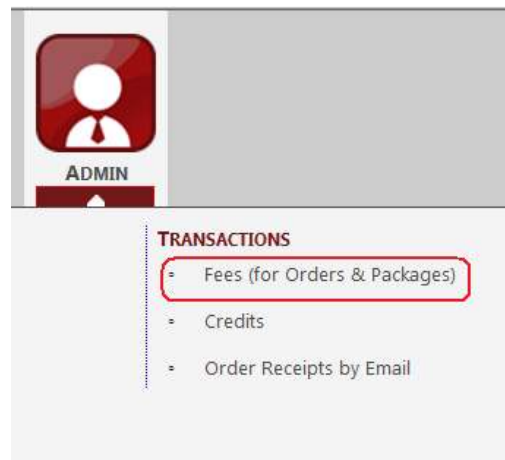
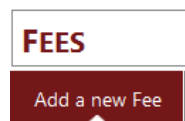
## 5. FEES

### 5.1 CREATING FEES

To create your Fees, click on “Admin” and then on “Fees (for Orders & Packages)”. This opens the Fee Administration Page.

Click on an existing Fee name to edit or delete it.

To create a new Fee, click on “Add a new Fee”. When the Fee has been created, it will be available when creating an Order for a member or a Package for Online Registration.



When creating a Fee, provide a descriptive name ie: Midget Registration Fees. The French name is also required; if you do not know the French name, simply type it again in English.

A screenshot of a web form titled 'FEES' in red. The form contains several fields: 'Office:' with a dropdown menu showing 'HC-HOCKEY MANITOBA'; 'Fee Name (English):' and 'Fee Name (French):' text boxes; 'Fee Type' with a dropdown menu showing 'Eligible for Children Fitness Tax Credit'; 'Fee Amount (ex: 1250.75) \$:' text box with a note '(Enter negative value for discounts.)'; and four tax rate dropdowns for 'GST:', 'PST:', 'HST:', and 'QST:', each showing '0%'. At the bottom of the form are two buttons: 'Add' and 'Cancel'.

For the Fee Amount, do not include the \$ sign, only a number. Creating Fees for Orders eliminates the need to type in the same Fee Name and price each time an Order is created.

If you are providing Discounts or Refunds, you create a negative Fee. Simply enter a negative number in the Amount box to indicate the Discount or Refund.

Click on the “Add” button when you are done defining your Fee.

## 5.2 ORDERS

An Order is an item on a member's Profile that allows you to track Fees and Payments to assist with accounting and to provide receipts to members.

To add an existing or newly created order, open the member's profile and select "Transactions" and then "Add".

The Order Set Up page is where you will see the member's general information at the top, followed by a section called "Order". This section allows you to type in the name of the Payer (the person that paid. **THIS IS IMPORTANT FOR TAX PURPOSES! The payer's name MUST show on the Receipt to be able to claim the expense for the Child Fitness Tax Credit.**

### 5.2.1 Adding Fees to an Order

The Available Fees section lists that Fees that you have created in the Admin section of the HCR. Check all applicable fees and hit the "Add Selected" button.

#### Available Fees

	FEE	AMOUNT	GST	PST	HST	QST	FEE TYPE
<input checked="" type="checkbox"/> <a href="#">Add</a>	ATOM 50%	165.00	0.00	0.00	0.00	0.00	Eligible for Children
<input type="checkbox"/> <a href="#">Add</a>	ATOM REGISTRATION FEES	330.00	0.00	0.00	0.00	0.00	Eligible for Children
<input type="checkbox"/> <a href="#">Add</a>	BANTAM REGISTRATION FEES	375.00	0.00	0.00	0.00	0.00	Eligible for Children
<input checked="" type="checkbox"/> <a href="#">Add</a>	CANTEEN DEPOSIT (Separate Cheque Required)	125.00	0.00	0.00	0.00	0.00	Ineligible for Children
<input checked="" type="checkbox"/> <a href="#">Add</a>	HOCKEY CAMP	0.00	0.00	0.00	0.00	0.00	Ineligible for Children

[Add Selected](#)

The fee(s) will appear in the "Selected Fees" section with a running total and balance.

#### Selected Fees

	ORDER#	FEE	AMOUNT	AMOUNT + TAXES
<a href="#">Delete</a>	884661	ATOM 50%	165.00	165.00
<a href="#">Delete</a>	884661	CANTEEN DEPOSIT (Separate Cheque Required)	125.00	125.00
<a href="#">Delete</a>	884661	HOCKEY CAMP	0.00	0.00
			Total:	290.00

Payment: [Add](#)

#### Order Balance

Total: 0.00 Balance: 290.00

## 5.2.2 Adding Payment to an Order

To add a payment to an Order, ensure that the member's Order is open and select "Add" located beside "Payment". You are now presented with a form to fill in the details of the payment. The date will automatically default to the date the payment is recorded in the HCR.

When all information is entered, click on the Submit button to add the payment to the Order.

Payment [Add](#)

Type:	Cheque
Amount:	130.00
Invoice:	
Reference:	
Date:	mm-dd-yyyy 09-30-2010

[Submit](#) [Cancel](#)

The total payments and Order Balance are updated to reflect the new payment.

Payment [Add](#)

DATE	INVOICE	REFERENCE	TYPE	AMOUNT
09-30-2010 00:00 (MT)		0	Cheque	130.00
Total:				130.00

Order Balance

Total: 130.00 Balance: 160.00

[Save](#) [Delete](#) [Print](#) [Email Receipt](#) [Back](#)

Receipts may be printed from this point or emailed directly to the individual. If an email has been designated in the member's contact information it will be displayed in the Address. If not, the Address will remain blank, simply type the email into it.

Email Receipt

Please confirm the email address that will receive the receipt.

Address:

☐ Include Member' Address  
☐ Show Member' Full Birth Date

*Please check your local minor hockey association and/or branch privacy policy to ensure the inclusion of an individual's home address is in compliance with those policies.*

[Send](#) [Cancel](#)



## 6. PRE-REGISTRATION

A member may be pre-registered to your Association in a certain Division, Category, Position, etc.

There are two ways of pre-registering your members:

1. Pre-registering a single member (Section 6.1)
2. Pre-registering multiple members in a batch (Section 6.2)

### 6.1 HOW TO PRE-REGISTER A SINGLE MEMBER

To Pre-Register a single member, click on “Pre-Registrations” and the “Add” to open the Pre-Registration Form.

Fill in the detail of the Pre-Registration. If you also want to create an Order (Section 5.2.1.) for this Pre-Registration, check the “Payment” checkbox. This will automatically start an Order for you when you click Confirm. Please read Section 5.2.1 for more information.

Clicking on the “Confirm” button will add the Pre-Registration record to the member’s profile.

#### Preregistrations [\[Add\]](#)

SEASON	OFFICE	CATEGORY	DIVISION	GROUP	ACTIONS
2011-2012	Team Registration	WARREN MINOR HOCKEY	NA	Bantam	NA
					<a href="#">Open</a>

## 6.2 HOW TO PRE-REGISTER MULTIPLE MEMBERS IN A BATCH

In the Members section, click on; “Pre-Register Member”.

This will lead you to the “Pre-Registration Member Search” page.



**PRE-REGISTRATION MEMBER SEARCH**

Search for Players to Pre-Register

Hockey Code:    First Name:  Last Name:

Office:

Branch: (All)

Age: (All)

Association: (All)

Date of Birth:

☐ Birth Date ☐ Range ☒ None

Date of Birth: mm-dd-yyyy  To: mm-dd-yyyy

T O R

(T) ☒ No Filter ☐ Not on Team ☐ On Team

(O) ☒ No Filter ☐ Not Official ☐ Is an Official

(R) ☒ No Filter ☐ Not Pre-Registered ☐ Pre-Registered

If you would like to pre-register members from a certain Division in the previous season, select ‘Range’ in the “Date of Birth” section and enter the Date of Birth range of that Division.

In the “TOR” (T indicates TEAM, O indicates Official and R indicates Pre-Registration) section, make sure that the option “On Team for a Selected Season” is selected and “Season” is set to the previous season. Remember you are looking for players that were on a team in the previous season.

T O R

(T) ☒ No Filter ☐ Not on Team ☒ On Team

(O) ☒ No Filter ☐ Not Official ☐ Is an Official

(R) ☒ No Filter ☐ Not Pre-Registered ☐ Pre-Registered

Season: 2010-2011

☒ Filter By Division: Bantam

Leaving the “Date of Birth” section to “None” and selecting “Filter by Division” and the age division from the drop down box, will show all members on a team for the previous season in the “Bantam” age division.

After you have set your desired filters, click the “Search” button.


Now you have a list of members you can pre-register, simply check the boxes on the left of each member you wish to pre-register.

NAME	HOCKEY ID	DATE OF BIRTH	BRANCH	ASSOCIATION
T		01-18-2001	HM	WARREN MINOR HOCKEY
<input checked="" type="checkbox"/>	Office: ST LAURENT MINOR HOCKEY	Season: 2011-2012	Type: Team Registration	
	Division: Atom	Category: NA	Position: [Player] PLAYER	
	Group: NA			
T		04-15-2000	HM	WARREN MINOR HOCKEY
<input checked="" type="checkbox"/>	Office: WARREN MINOR HOCKEY	Season: 2011-2012	Type: Team Registration	
	Division: Novice	Category: NA	Position: [Player] PLAYER	
	Group: NA			
T		11-05-2002	HM	LAKEVIEW MINOR HOCKEY
<input checked="" type="checkbox"/>	Office: LAKEVIEW MINOR HOCKEY	Season: 2011-2012	Type: Team Registration	
	Division: Atom	Category: NA	Position: [Player] PLAYER	
	Group: NA			

Once you have selected all members to be pre-registered, scroll down to the bottom of the page and click the “Pre-Registered Selected Members” button. A caption will appear telling you how many members have been pre-registered.

1 records updated

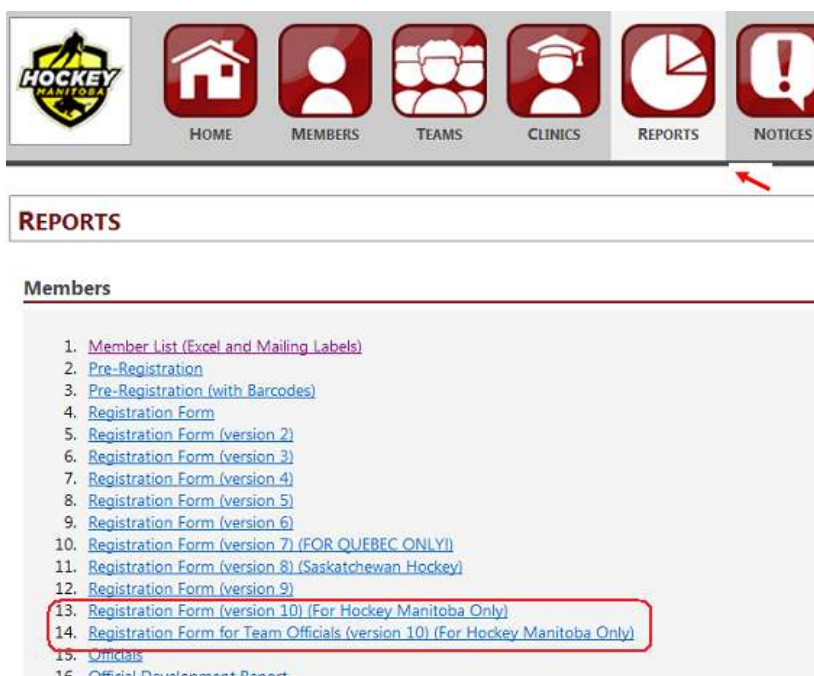
PRE-REGISTER SELECTED MEMBERS



## 7. REPORTS

### 7.1 HOCKEY MANITOBA REGISTRATION FORMS

Each member in your Minor Hockey Association MUST sign a Registration Form. Hockey Manitoba uses two forms generated from the HCR; one for players and one for all bench staff. To generate Hockey Manitoba specific forms, for Players and Bench staff from the previous year only, click on Reports and either Registration Form (version 10) (For Hockey Manitoba only) – for players, OR Registration Form for Team Officials (version 10) (For Hockey Manitoba) - for bench staff. **Blank Hockey Manitoba Registration Forms for new players and bench staff are available on our website [www.hockeymanitoba.ca](http://www.hockeymanitoba.ca).**



**\*ONLY USE REGISTRATION REPORTS DESIGNATED FOR HOCKEY MANITOBA\***

**REGISTRATION FORM VERSION 10** ←

HOCKEY CODE:

FIRST NAME:

LAST NAME:

**VIEW REPORT**

OFFICE:

DIVISION:  To filter list by Age Division

SEASON:  To list members registered to teams in the selected Season

DATE:  12-31-2011 Date used to calculate age in Report Division

ORDER BY:

SECONDARY LOGO:

**Fees**

FEE 1:  Type Fee text to display on form

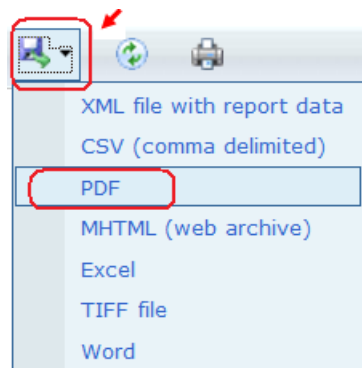
AMOUNT: \$  Type Fee Amount to display on form


FEE 2:  Type Fee text to display on form

AMOUNT: \$  Type Fee Amount to display on form

Figure 7.1


You can specify some filters for your reports as well define some fees that will appear on the form itself. Click on “View Report” when you are done. Forms MUST be exported in PDF format to preserve the form’s formatting.



		<b>MINOR HOCKEY</b> P.O. Box 358 MB R0C 3E0		Hockey ID 	
<b>PLAYER REGISTRATION FORM</b>					
Name and member's address: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>			Date: 06-07-2011 Hockey ID: Year: 2011 Association Name: MINOR HOCKEY Date of Birth (mm-dd-yyyy): 12-13-200 Health Insurance no: Age: 7 Division: Novice <small>(Initiation, Novice, Atom, Pee Wee, Bantam, Midget, Junior)</small>		
Position: _____ Shoots: Left _____ Right _____ <small>(forward, defence, goalie)</small>			Gender: Male: <input checked="" type="checkbox"/> Female: _____		
Height: _____ Weight: _____			Home ph: (204) _____ Work ph: _____ Fax: _____ Cell ph: _____		
E-Mail address: _____			Last year's team INITIATION		

**PLAYER REGISTRATION FORM** Registration Form Version 10

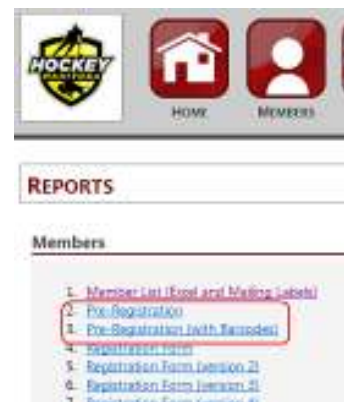
The member's profile information is pre-filled in the form from the information that is currently in the HCR. Your MHA address is included at the top of the form. This address is taken from the address you have set up under **Admin > Offices**. Your MHA logo may be added to the Hockey Manitoba Registration Forms by uploading a secondary logo (Reference Figure 7.1).

		<b>MINOR HOCKEY</b> P.O. Box 358 MB R0C 3E0		Hockey ID 	
<b>TEAM OFFICIAL REGISTRATION FORM</b>					
Name and member's address: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>			Date: 06-08-2011 Hockey ID: Year: 2011 Association Name: MINOR HOCKEY Date of Birth (mm-dd-yyyy): 03-15-1972 Health Insurance no: Age: 39 Gender: Male: _____ Female: <input checked="" type="checkbox"/>		
Home ph: (204) _____ Work ph: (204) _____ Fax: _____ Cell ph: _____			E-Mail address: _____		
Position: _____ <small>(Coach, Assistant Coach, Safety Person, Manager, Trainer)</small>			Last year's team ATOM PROVINCIAL Division: Atom Category: C Position: MANAGER/SAFETY PERSON		

**TEAM OFFICIAL REGISTRATION FORM** Registration Form Version 10

## 7.2 PRE-REGISTRATION REPORT

To generate a list of all your Pre-Registered members use the “Pre-Registration” Report under the Reports section. You can also use the “Pre-Registration (with barcodes)” report. This report, when printed, allows you to use a barcode scanner to scan the Hockey Code off of the report to quickly access the member’s profile.



You can specify filters for your report, as shown below.

**PRE-REGISTRATION**

OFFICE: WARREN MINOR HOCKEY (HM)

DIVISION: ALL

CLASS: ALL

CATEGORY: ALL

TYPE: ALL

SEASON: 2011-2012

GROUP: ALL

DATE RANGE: Don't use date range filter

START DATE: MM-DD-YYYY  
01-01-2011

END DATE: MM-DD-YYYY  
06-07-2011

ORDER BY: Last Name

Click on “View Report” to generate the report. To save the report on your computer or to print it, you must select the desired format. This report should be exported in either Excel or PDF file.

Pre-Registration[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 13 77.3% Find

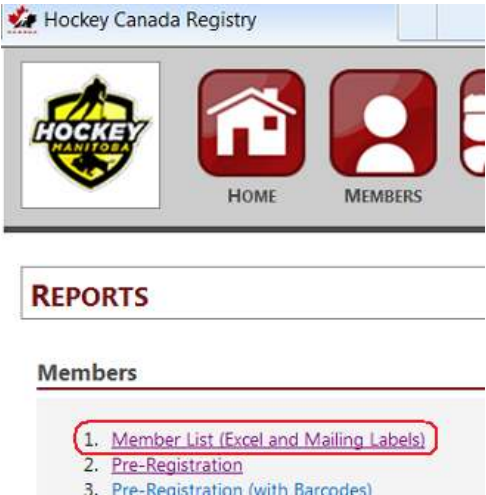
**PRE-REGISTRATION REPORT**

League: MINOR HOCKEY Season: 2011  
Division: ALL Print Date: 06-07-2011  
Category: ALL

LAST NAME	FIRST NAME	SEX	DATE OF BIRTH (mm-dd-yyyy)	HOCKEY ID	PRIMARY ASSOCIATION	POSITION	DIVISION	CLASS
THIESSEN		F	08-06-1990	1400003392029	MINOR HOCKEY	PLAYER	Bantam	-
THIESSEN		F	08-06-1990		MINOR HOCKEY	PLAYER	Junior	-
TOTAL MEMBERS: 2								

# 7.3 MEMBER LIST REPORT

The Member List Report allows you to extract member data into an Excel file based on the criteria and filters you specify. This is a very large report in the sense that it has many options and filters.



The Members List report also allows you to choose what information you want included in your report. You can see this by the numerous items and checkboxes at the bottom of the page. By default, this report will always include the member's name, date of birth, and hockey code, therefore they are not included in the list of items from which to choose. Each item selected will add that column in Excel. For example, if you select "Current Team", it will add a "Current Team" column and show each member's current team, if they are on one.





### Hockey Status Filters

- ☒ Show ONLY members on teams:
- ☐ Show ONLY members that are Pre-Registered as:
- ☐ Show ONLY Officials that are:
- ☐ Show ONLY members with the following Qualifications:

For example, you want to create a contact list of all players registered to a team (not coaches or bench staff although you could include them) in a specific Division, you would place a checkmark on “Show only members on teams” in the “Team Registration” Filter Group, select the Division you want, and select “Player” in the Position Group Selection. You would then select all the contact information required for your contact list at the bottom of the page see Figure 7.3.

**Check the information (columns) below that you would like to include in the Report**

<p><b>Member Info</b></p> <p><input checked="" type="checkbox"/> Address</p> <p><input checked="" type="checkbox"/> City</p> <p><input checked="" type="checkbox"/> Province</p> <p><input checked="" type="checkbox"/> Postal Code</p> <p><input checked="" type="checkbox"/> Home #</p> <p><input checked="" type="checkbox"/> Work #</p> <p><input checked="" type="checkbox"/> Fax #</p> <p><input checked="" type="checkbox"/> Pager #</p> <p><input checked="" type="checkbox"/> Cell</p> <p><input checked="" type="checkbox"/> E-mail</p> <p><input type="checkbox"/> Emergency Contact</p> <p><input type="checkbox"/> Home Note</p> <p><input type="checkbox"/> Region</p> <p><input type="checkbox"/> District</p>	<p><b>Pre-Registration Info</b></p> <p><input type="checkbox"/> Pre-reg. Office</p> <p><input type="checkbox"/> Pre-reg. Division</p> <p><input type="checkbox"/> Pre-reg. Class</p> <p><input type="checkbox"/> Pre-reg. Category</p> <p><input type="checkbox"/> Pre-reg. Position</p> <p><input type="checkbox"/> Pre-reg. Position Grouping</p> <p><input type="checkbox"/> Pre-reg. Group</p> <p><b>Member Order Info</b></p> <p><input type="checkbox"/> Total Fees</p> <p><input type="checkbox"/> Total PST</p> <p><input type="checkbox"/> Total GST</p> <p><input type="checkbox"/> Total QST</p> <p><input type="checkbox"/> Total Tax on Fees</p>	<p><b>Team Info</b></p> <p><input checked="" type="checkbox"/> Previous Team</p> <p><input type="checkbox"/> Prev. Team's Position</p> <p><input type="checkbox"/> Prev. Team's Season</p> <p><input type="checkbox"/> Prev. Team's Division</p> <p><input type="checkbox"/> Prev. Team's Category</p> <p><input checked="" type="checkbox"/> Current Team</p> <p><input type="checkbox"/> Current Team Position</p> <p><input type="checkbox"/> Current Team's Season</p> <p><input type="checkbox"/> Current Team's Division</p> <p><input type="checkbox"/> Current Team's Category</p> <p><input type="checkbox"/> Regular Registration Count</p> <p><input type="checkbox"/> Affiliate Registration Count</p> <p><input type="checkbox"/> Import Registration Count</p> <p><input type="checkbox"/> Tryout Registration Count</p>
---	---	--

50

# 7.4 QUALIFICATIONS REPORT

Under the Reports heading, Clinics/Qualifications” section you will locate the Qualifications Report. This report provides you with details of your member’s certification levels.

## Clinics/Qualifications

- 1. [Qualifications](#)
- 2. [Missing Qualifications](#)
- 3. [Coaching Cards](#)
- 4. [Clinic Summary](#)
- 5. [Clinic List](#)
- 6. [Qualifications by Team](#)
- 7. [Official Fitness](#)
- 8. [Clinic Attendees](#)

To ensure all certification levels are displayed in your report leave all filters set to the default.

QUALIFICATIONS

CATEGORY: Search All Categories

CLINIC TYPE: Search All Types

LEVEL: Search All Levels

SEASON: ALL

OFFICE

BRANCH: HOCKEY MANITOBA

REGION: ALL

DISTRICT: ALL

CHIEF: WARREN MINOR HOCKEY (HMV)

VIEW REPORT

This report is best exported into Excel. Members and their qualifications will only appear if your Minor Hockey Association is listed as either the individual’s Primary or Shared Association.

1 of 17 100%

Find | Home

EXPORT

XML file with report (data)  
CSV (comma delimited)  
PDF  
MHTM (web archive)  
**Excel**  
TIFF file  
Word

HOCKEY MANITOBA							
REGIONAL HOCKEY							
INTERLAKE							
ALLAN	2008 COACH (*)	*Coach - Interim Program	Certified(CO- IP)	81-01-1930	30236		
ALLAN	2008 GENERAL (*)	*Respect In Sport	Passed	81-01-1930	37580		ONLINE
ALLAN	2007 TRAINER / COACH	*HCSP Trainer Level 1	Certified (HCSP-L1)		33840		SUPER CLINIC (HMV)
ALLAN	2008 GENERAL (*)	*Respect In Sport	Passed	81-01-1930	80306		ONLINE

## 7.5 MISCELLANEOUS REPORTS

The HCR has extensive reports to aid minor hockey associations in the delivery of their hockey programs.

The reports circled in the following figures are reports that your association would find beneficial using but are not limited to.

### REPORTS

#### Members

1. [Member List \(Excel and Mailing Labels\)](#)
2. [Pre-Registration](#)
3. [Pre-Registration with Barcode](#)
4. [Registration Form](#)
5. [Registration Form Version 2](#)
6. [Registration Form Version 3](#)
7. [Registration Form Version 4](#)
8. [Registration Form Version 5](#)
9. [Registration Form Version 6](#)
10. [Registration Form Version 7 \(FOR QUEBEC ONLY\)](#)
11. [Registration Form Version 8 \(Saskatchewan Hockey\)](#)
12. [Registration Form Version 9](#)
13. [Registration Form Version 10 \(For Hockey Manitoba Only\)](#)
14. [Registration Form for Team Officials Version 1.0 \(For Hockey Manitoba Only\)](#)
15. [Officials](#)
16. [Official Development Report](#)
17. [Delinquency](#)
18. [Member Testing](#)
19. [Member Testing Evaluations](#)
20. [Member Suspensions](#)
21. [Member Tracking](#)
22. [Member Teams Listing](#)

#### Teams

1. [Team Rosters](#)
2. [Team Info List \(No Rosters\)](#)
3. [Active Members List](#)
4. [Registration Count by Year of Birth](#)
5. [Members on Multiple Teams](#)
6. [Released Members Summary](#)
7. [Tournament Permit Cards \(Quebec Only\)](#)

#### Orders

1. [Member Orders \(Fees and Payments\)](#)
2. [Member Payments \(with Summary and Totals\)](#)
3. [Receipts for Orders \(Office Batch\)](#)
4. [Member Registration Fees](#)
5. [Member Fee Matrix](#)
6. [Member Fees \(Grouped by Fee Name with Totals and Summaries\)](#)

#### Clinics/Qualifications

1. [Qualifications](#)
2. [Missing Qualifications](#)
3. [Coaching Cards](#)
4. [Clinic Summary](#)
5. [Clinic List](#)
6. [Qualifications by Team](#)
7. [Official Fitness](#)
8. [Clinic Attendees](#)

**Remember – the HCR can report on any information that you put into it. The more information gathered the easier it is to manage your programs.**

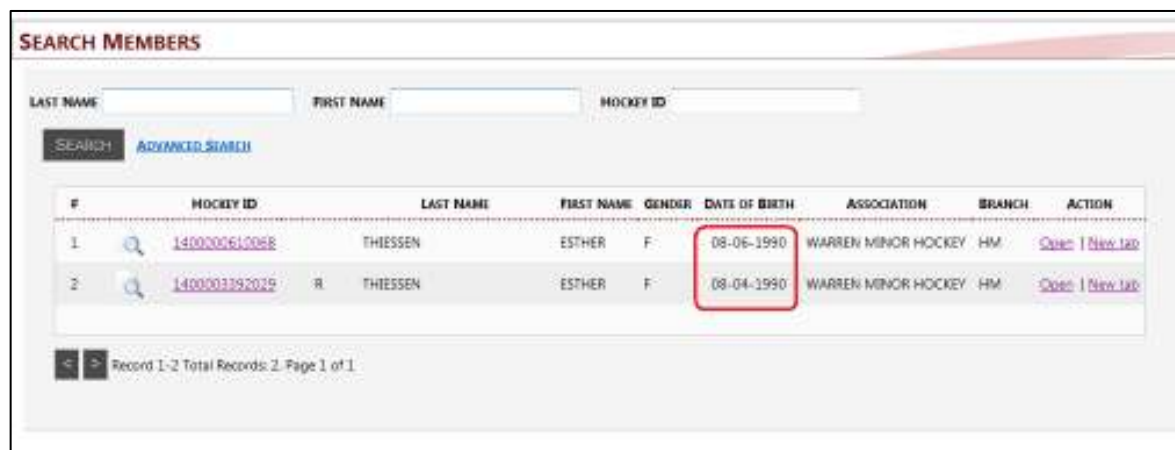
## 8. MERGING DUPLICATE RECORDS

### 8.1 WHY MERGE DUPLICATE RECORDS?

The integration of eHockey and the HCR, while beneficial for members to register on line for Hockey Manitoba clinics, has caused an increase in duplicate members in our database system. Records are required to be merged so data is archived on one member's record only.

### 8.2 HOW TO MERGE DUPLICATE RECORDS

Figure 8.2 shows a member with the same name and similar birthdates.



The screenshot shows a web interface titled "SEARCH MEMBERS". It has search fields for "LAST NAME", "FIRST NAME", and "HOCKEY ID", along with "SEARCH" and "ADVANCED SEARCH" buttons. Below is a table with two records for Esther Thiesen. The "DATE OF BIRTH" column for both records is highlighted with a red box.

#	HOCKEY ID	LAST NAME	FIRST NAME	GENDER	DATE OF BIRTH	ASSOCIATION	BRANCH	ACTION
1	140000610068	THIESSEN	ESTHER	F	08-06-1990	WARREN MINOR HOCKEY	HM	<a href="#">Close</a>   <a href="#">New tab</a>
2	1400003392029	R. THIESSEN	ESTHER	F	08-04-1990	WARREN MINOR HOCKEY	HM	<a href="#">Close</a>   <a href="#">New tab</a>

Record 1-2 Total Records: 2 Page 1 of 1

Figure 8.2

Select the individual you want to merge the records into this is your "Primary Member"



The screenshot shows a "MEMBER PROFILE" page. It displays personal information: "08-04-1990", "Female", "English", and "1400003392029". Below this is the "Associations" section, showing "Primary: WARREN MINOR HOCKEY (HOCKEY MANITOBA)". At the bottom, there are four buttons: "Edit Profile", "Duplicate this Member", "Delete this Member", and "Member Merge". The "Member Merge" button is highlighted with a red box.

Figure 8.2.1

Use the search feature to locate your “Secondary Member”. **Please note that once you merge records they cannot be undone!** By selecting the options (shown in Figure 8.2.1) you can determine what address, contact and/or tracking items that you wish to keep from the Secondary Member.

Once the primary member, secondary member and merge information have been determined, select the Merge Member button. You will be prompted again to ensure you want to proceed. Select “OK” to proceed.



**MEMBER PROFILE**

---

SS-88-1990 Female | English
4800018V0029

Age: 21 as of 12-01-2022

Associations [View](#)  
 Primary: WARREN BIRCHWOOD HOOD (HAMILTON)

---

[Edit Profile](#)
[Duplicate This Member](#)
[Delete This Member](#)
[Mention Merge](#)
[Mention Info Request](#)
[Print Custom Card](#)

---

[Change Default Tab](#)

- Addresses & Contacts
- Tracking Items
- Transfers
- Clinics & Qualifications
- Transactions

### Addresses [View](#)

	ADDRESS 1	ADDRESS 2	CITY	PROVINCE	POSTAL CODE	ACTIONS
Resident	GERRARD UNIVERSITY			AB	R0H 1S8	<a href="#">Details</a>
Resident	BOR 36			AB	R0H 1S8	<a href="#">Details</a>

The secondary member is now merged to the primary member with the information selected as well as all team and coaching history.

## 9. CONTACTING THE HELPDESK

Hockey Canada's Helpdesk is available to assist you by telephone or by email.

**Toll Free Telephone Support: 1-877-288-6421**

**Email: [helpdesk@hockeycanada.ca](mailto:helpdesk@hockeycanada.ca)**

This information is also located under "Help" located at the top right hand corner of the HCR.