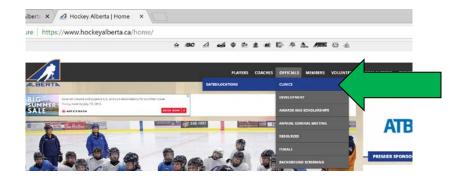


 Go to Hockey Alberta website (<u>www.hockeyalberta.ca</u>), click the *Officials* tab, which takes you to the new Officials website (officials.hockeyalberta.ca). Select *Clinics/Registration*, and then *Dates/Locations*, and you will be re-directed to the eHockey site.



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.

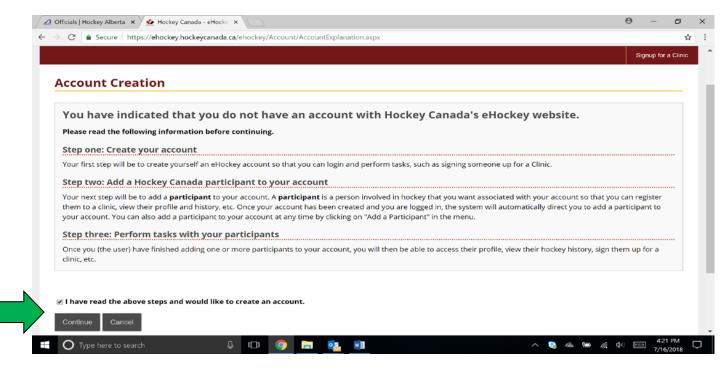
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associations.						
You can refine your results by:						
<ul> <li>searching for a specific term with</li> </ul>	hin the Location, Address, and	City of the clinic, and/or				
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3. The *Signup for a Clinic* screen will appear. If you do not have an eHockey account, you will need to create a new account.

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	Signup for a Clinic
	Signup for a Climic
Signup for a Clinic	
Γο continue signing up for the selected clinic, you must have an account and be logged in.	
f you have previously signed up yourself or someone else for a clinic online, you may already have a	n account and you may login with that account.
f you have NOT previously signed up yourself or someone else for a clinic online, please proceed by	creating a new account.
I have an existing account and would like to login	
I would like to create a new account	
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4. 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"





- 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

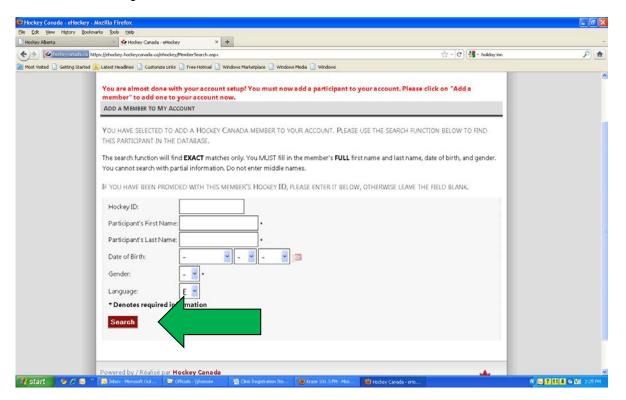
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	ACCOUNT CREATION	
	You can now create your account. Please fill in your login and profile information below. This is <b>YOUR</b> information and not the information of any member you may add to your account later, unless you are one of these members.	he
	Email	
	Confirm Email:	
	Password:	
	Confirm Password:	
	Security Question: * Formulate a question that only you can an	swer
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6. After selecting "Submit" the page shown below will load. Under the Participants section select "Add a participant".

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chols@hockeyalberta.ca				Home	Signup for a Clinic	Add a Participant	Order History	Cart
Home								_
Welcome to your hom	ie page!							
You'll find the participant Click on "View" in the "Actions" colu	· · · · · · · · · · · · · · · · · · ·			a clinic, or to	perform other actio	ns.		
Participants								
You have not associated a participa	nt with your account. Plea	se click on "Add Part	cipant" now to do so.					
Add a Participant								
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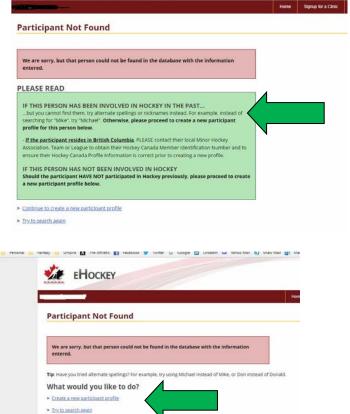
- 7. Now the "Add A Participant to My Account" page will load (as shown below). Fill out the following required information to search and add **yourself** to this account:
  - a. "Participant First Name" and "Participant Last Name"
  - b. "Date of Birth"
  - c. "Gender"
  - d. The language column defaults 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.



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

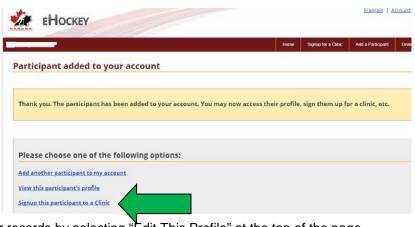


11. If this it is your first time setting up an eHockey account, click the link to Create a new participant profile. Several options will be listed. If none apply to you, click *Continue to create a new participant profile*.

- 12. There are several steps to create your new participant profile:
  - a. On the map of Canada page, click Alberta.
  - b. On the Select the Participant's Hockey Association page, scroll down to Hockey Alberta Official, and click that link.
  - c. 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.
  - d. You will be taken to the Create New Participant Profile page. Please complete all the required fields.
  - e. You now have an eHockey account with Hockey Canada.



- 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.