



# Creating a new HCR 3.0 Spordle Account & Linking Self and Family Members

## 1.0 General Information

Effective this 2021 – 2022 season, the previous Hockey Canada Registry (HCR 2.0), will be replaced with HCR 3.0 Spordle.

### 1.1 Why is this changing?

This upgraded version of HCR will replace three (3) platforms (*eHockey, HCR Online Registration and Hockey Canada Registry*) → and merge them into one!

### 1.2 Hockey Canada ID

All information that was previously used within these platforms has been moved over to HCR 3.0; however, **in order for members to access their Hockey Canada ID #'s, ALL members MUST create a NEW account login for HCR 3.0 Spordle.**

**NOTE:** Hockey Canada ID #'s are required in order to register for hockey.

### 1.3 What do members need to do?

In order to link your existing Hockey Canada ID (if you are a coach) and/or your participant(s) Hockey Canada ID #'s to this new HCR 3.0 Spordle Account --- this “How to” document is being provided for guidance. Members **MUST** follow this guide **in the order the information is being provided below.**

**NOTE:** Creating this account should be done **PRIOR** to registering for the upcoming Minor Hockey 2021-2022 season so that you have access to your participant(s) Hockey Canada ID.

### 1.4 Questions / Problems

Refer to **Section 6.0** for who you need to contact about registration concerns.

### 1.5 Forgot Password?

Refer to **Section 5.0** if you have forgotten your password.

## 2.0 Terminology

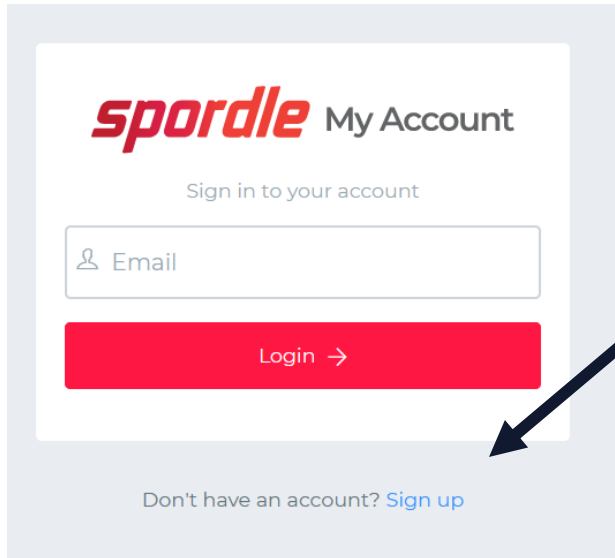
It is important to note the following references when creating the new account.

<b>Account Holder</b>	Is the parent, guardian, grandparent or coach (if you have a coaching certification account). Coaches who are creating the new account <b>MUST</b> use their LEGAL name.
<b>Member</b>	Refers to the participant (player/goalie).
<b>Participant</b>	is the player, goalie
<b>Relationship</b>	This is how the <u>ACCOUNT HOLDER</u> is related <u>TO</u> the member.



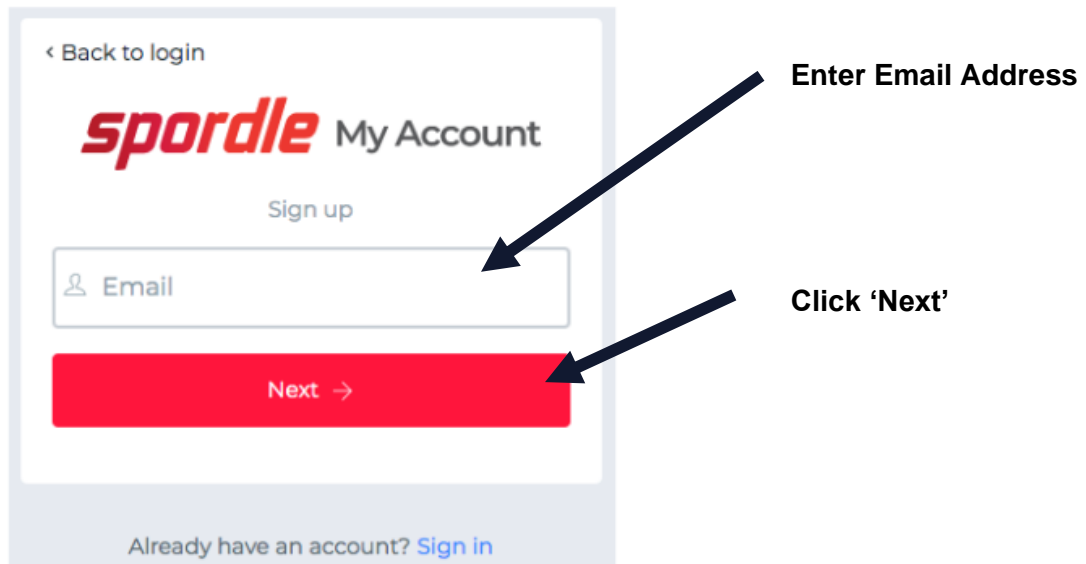
### 3.0 Setting up an Account

3.1 Visit [Hockey Canada 3.0 Spordle Log-in Page](#), and as a first-time user, you must click "**Sign up**"



3.2 Enter the email address you want to use for this account.

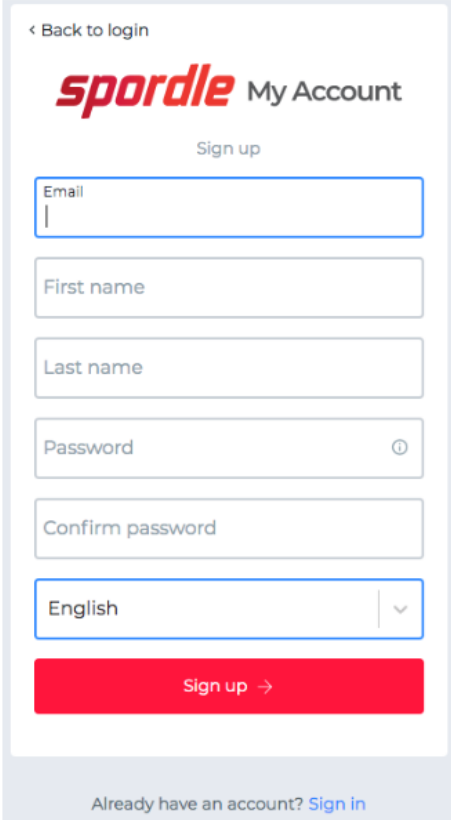
**NOTE:** It is strongly recommended this be a personal email address, and NOT a business one. Then press '**Next**'.



**3.3** Complete the information requested for the 'Account Holder'.

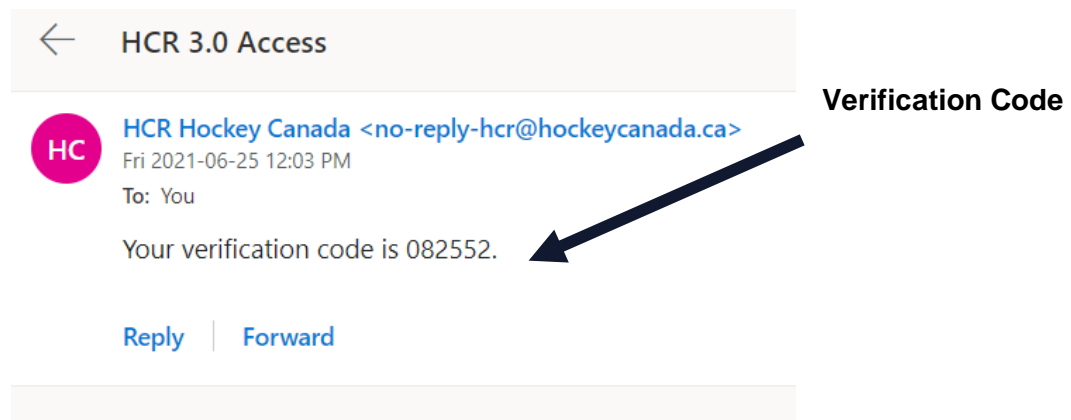
**REMEMBER:** 'Account Holder' refers to; member (adult), parent/guardian, grandparent OR coach.

The email will auto-populate with the email that was provided in **Section 3.2**. Once you have entered the required information, click on **'Sign up'**.

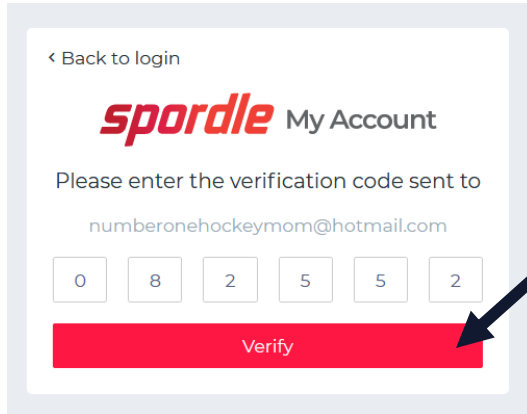


The screenshot shows the 'spordle My Account' sign-up page. It includes a 'Back to login' link, the Spordle logo, and a 'Sign up' heading. The form fields are: Email (with a blue border and an arrow pointing to it from the annotation 'Email will auto-populate'), First name, Last name (with an arrow pointing to it from the annotation 'Coaches MUST enter their LEGAL names'), Password (with an arrow pointing to it from the annotation 'Create & save your password for future reference'), Confirm password, a language dropdown menu set to 'English' (with an arrow pointing to it from the annotation 'Click 'Sign up''), and a red 'Sign up →' button. At the bottom, there is a link: 'Already have an account? Sign in'.

**3.4** A verification code will be emailed to the email address that you provided as the 'Account Holder'.

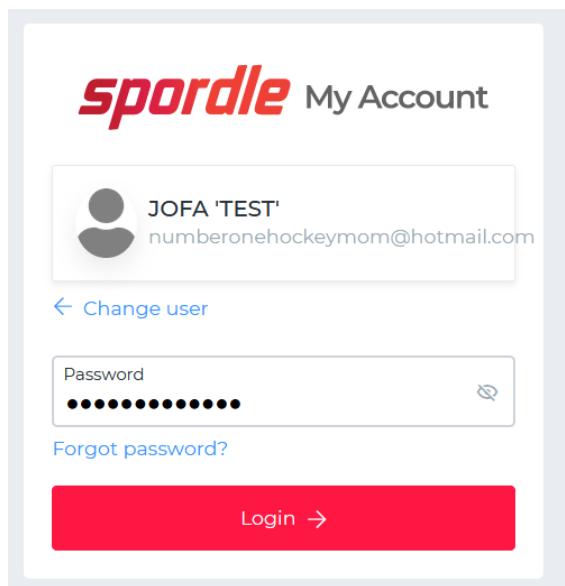


Enter the code (from your email verification) when prompted, then click **Verify**.



The screenshot shows the 'Spordle My Account' verification page. At the top left is a link '< Back to login'. The Spordle logo is followed by 'My Account'. Below this, it says 'Please enter the verification code sent to' followed by the email address 'numberonehockeymom@hotmail.com'. There are six input boxes containing the digits '0', '8', '2', '5', '5', and '2'. At the bottom is a red button labeled 'Verify'. A black arrow points from the text above to the 'Verify' button.

**3.5** Login to the new HCR 3.0 Spordle 'My Account' with the email and password that was just created. Click **Login**.



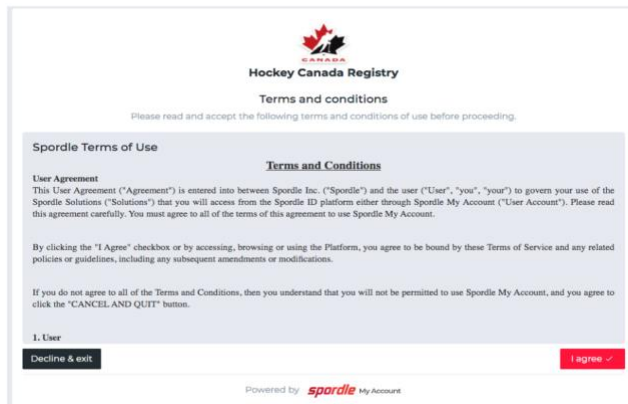
The screenshot shows the 'Spordle My Account' login page. At the top is the Spordle logo and 'My Account'. Below is a user profile card for 'JOFA 'TEST'' with the email 'numberonehockeymom@hotmail.com'. There is a link '< Change user'. Below that is a 'Password' field with a masked password '.....' and a toggle icon. There is a link 'Forgot password?'. At the bottom is a red button labeled 'Login ->'. Three black arrows point from the text on the right to the user profile, the password field, and the 'Login' button.

Will auto-populate

Enter your password

Click 'Login'

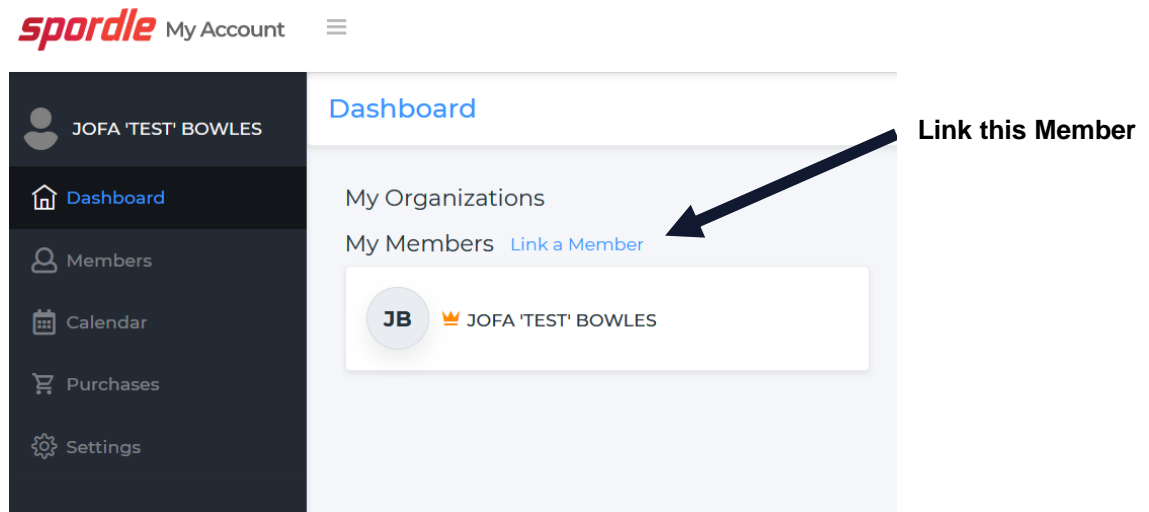
**3.6** Review the Hockey Canada Registry Spordle Terms and Conditions, in order to move forward.



The screenshot shows the 'Hockey Canada Registry Terms and Conditions' page. At the top is the Hockey Canada logo and 'Hockey Canada Registry Terms and conditions'. Below this is a grey box with the title 'Spordle Terms of Use' and 'Terms and Conditions'. The text inside the box describes the user agreement. At the bottom of the grey box are two buttons: 'Decline & exit' and 'I agree ✓'. Below the grey box is the text 'Powered by spordle My Account'.

**3.7** The newly created account Dashboard will appear. To link your participant(s) Hockey Canada ID profile(s) to the Account Holder, click **Link this Member**.

**NOTE:** In this example; 'JOFA 'TEST' BOWLES, is the Parent.



**3.8** Now, to search for a participant; either of these choices can be used:

1. The First Name, Last Name AND Date of Birth can be entered. **OR**;
2. HCR Number --- **ONLY IF** you **ALREADY** have this number available. If you do not have your HCR # available, then proceed with #1.

After you have entered information for either #1 or #2, click **Search**.

The 'Link a member' dialog box has a title bar with a close button. Below the title is the heading 'Search a member in HCR'. There are four input fields: 'First Name \*', 'Last Name \*', 'Date of Birth \*' (with a calendar icon), and 'HCR Number'. The 'HCR Number' field has a placeholder 'ex: 4563485965'. There are 'Search' and 'Cancel' buttons at the bottom. Two arrows point from the text 'Enter ALL 3 pieces of information' to the First Name, Last Name, and Date of Birth fields. Another arrow points from the text 'HCR #, IF you have available.' to the HCR Number field.

**3.9** Confirm the participant profile that appears and is listed under “Existing Profiles” **MATCHES** the participant that you were searching for.

Then beside the **CORRECT** participant’s name, click ‘**Link this Member**’.

**NOTE:** If the participant does **NOT** match → re-enter either #1 or #2 from **Section 3.8** and click ‘Search’ again. If your participant is still not appearing, **STOP and CONTACT** the Bow Valley Registrar at: [registrar@bvhs.ca](mailto:registrar@bvhs.ca)

Is this the participant you were searching for?

If ‘YES’, then click ‘Link this member’

If ‘NO’, re-enter #1 or #2, and again click ‘Search’.

If **INCORRECT** information was entered, you will get an **ERROR** message:

This example shows an error. There is missing punctuation around TEST, and should have been typed: ‘TEST’

**This is a reminder, that LEGAL spelling of your participant MUST be used!**

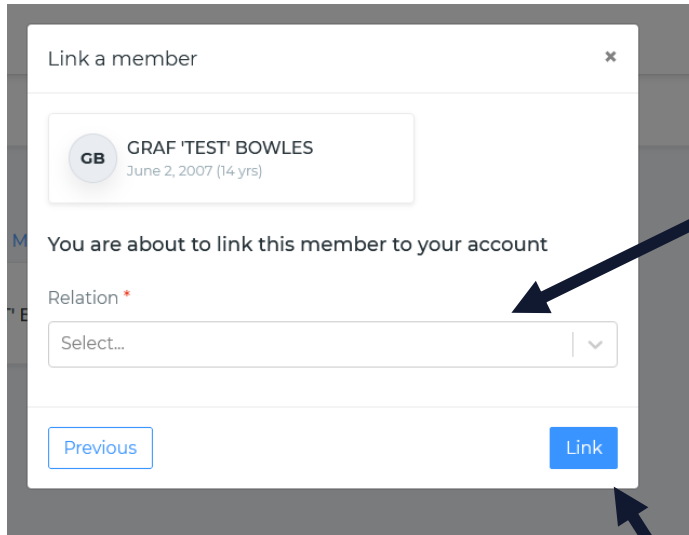
Error Message

Re-enter / Correct either #1 or #2, and again click ‘Search’.

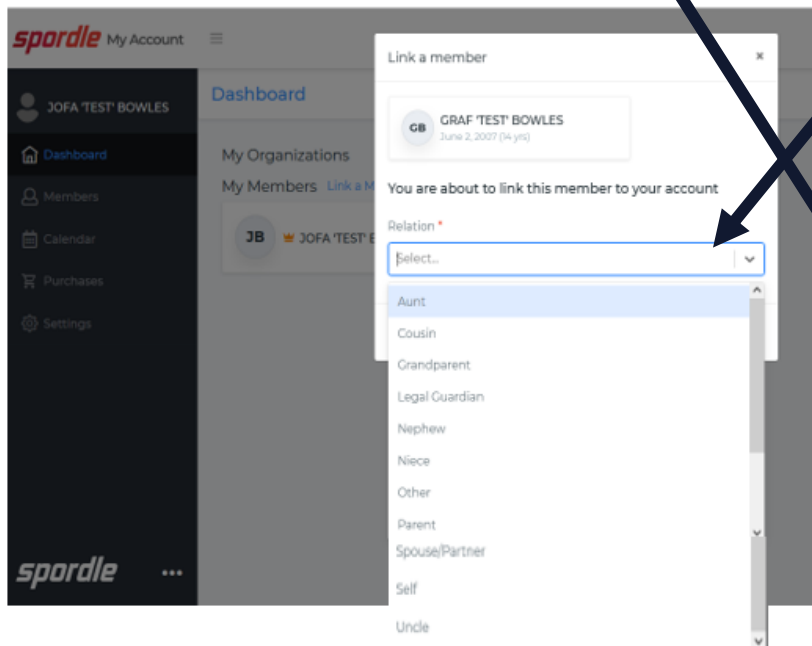
**3.10** Next to add is **how** the 'Account Holder' is related **TO** the member (participant).

**If the participant is your child → you select 'Parent'** (or other applicable option that will appear in the drop-down menu.

If the member is yourself (e.g., coaching account) → select 'Self'.



Click 'Select' to see the drop-down menu



**1<sup>st</sup>**

Choose an option.

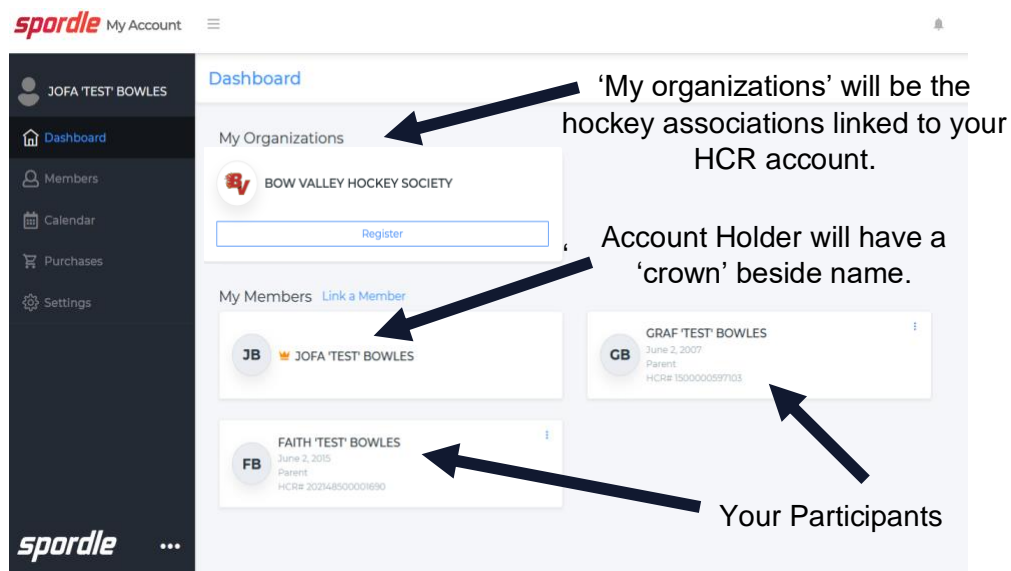
**2<sup>nd</sup>**

Then click 'Link'

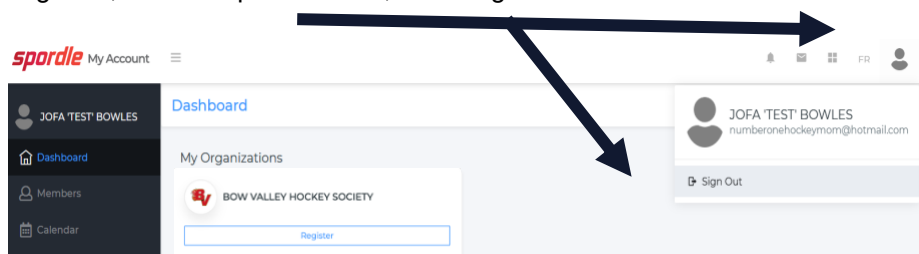
**3.11** The member has now been successfully linked to your new HCR 3.0 account and this participant will now appear on the Account Dashboard! **GREAT JOB!**

Repeat **Section 3.8** to **Section 3.10** for **EVERY participant** that you need to link to this account.

**NOTE:** If the “My Organizations” don’t show up right away, then click on a couple of tabs to the left, then go back to the ‘Dashboard’. The “My Organizations” should then appear.



**3.12** To sign out, click the “person icon”, then “Sign Out”.



## **4.0** How to Register for the Season

**4.1** The “Register Button” that you’ll see in “My Organizations” on the HCR 3.0 Spordle Dashboard, will **NOT** take you to the 2021-2022 season registration.

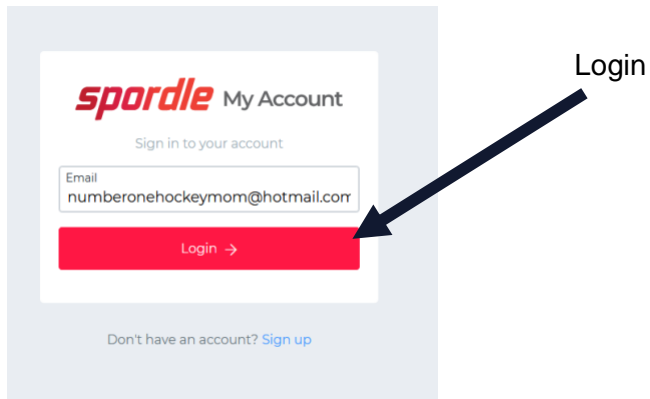
**Registration is done via TeamSnap ONLY.**

Visit the registration tab on our website at [www.bvhs.ca](http://www.bvhs.ca) to register.

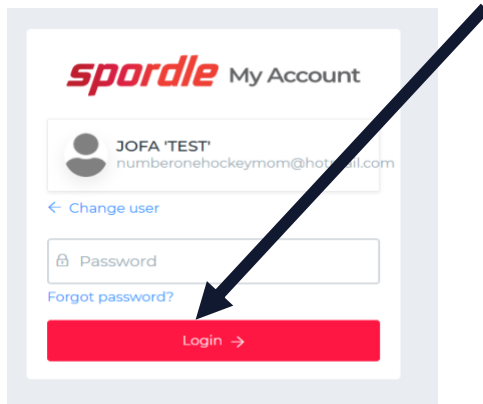
## **5.0** Forgot Password

To reset the password, use the link found in **Section 3.0**.  
On the login page, **enter your email** and then click “**Login**”.

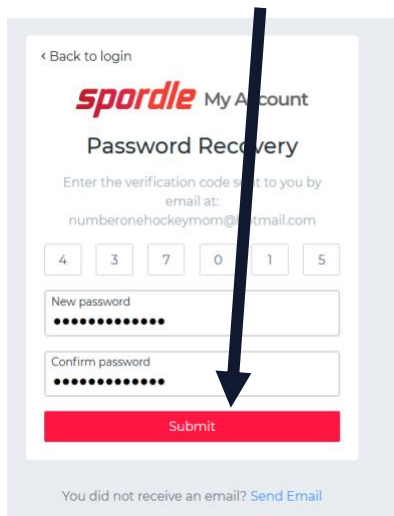




Your name should appear → then click "**Forgot Password?**"



A verification code will be sent to the email address. Enter the verification code, along with the NEW password. Click '**Submit**'.



**Important:**

If you do **NOT** get your verification code, then **BEFORE** clicking the "You did not receive an email? Send Email" option, **PLEASE check your Spam/Junk Folder** and then **ALSO** mark that email as NOT JUNK, to help prevent further emails going to junk/spam.

Once you have entered the verification code and the new password, you will be brought back to the "Login" page. Enter your NEW updated password, then "Login" → this will bring you to the Dashboard.

## 6.0 **Contact**

All registration questions should be directed to the Bow Valley Registrar at: [registrar@bvhs.ca](mailto:registrar@bvhs.ca)