

# How to: Add a Child to your Respect in Sport - Parent



## Step #1

Login to the Respect in Sport Program: <https://hockeyalbertaparent.respectgroupinc.com>

ALBERTA

presents  
**RESPECT IN SPORT**  
For Hockey Canada Parents

**GETTING STARTED**

New to this program?  
Click here to register now

Certificate expired?  
Click here to re-certify

Already certified?  
Import your certificate

Need your certificate number?  
Click here to look it up

**ALREADY REGISTERED?  
LOGIN HERE**

Username

Password

Remember Username

Login

Recover Username or Reset Password

Helpdesk Support

Vue en Français

## Step #2

Click on Profile.

HOME | PROFILE | FAQS | PARTNERS | HELP | LOGOUT

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**RESPECT IN SPORT**  
For Hockey Canada Parents

CHRISTINA

PROGRAM STATUS: CERTIFIED  
CERTIFICATION #  
EXPIRY DATE: 01/09/2021

PROGRAM ACCESS | HANDOUTS | NEWS | RE-CERTIFY NOW

### HOME

Hello Christina!

Welcome to the **Respect in Sport for Hockey Canada Parents program for Hockey Alberta Parent.**

Your last login was on May 30, 2019 22:04 (Eastern)



## Step #3

Click on Child Management.

Please choose a section

PROFILE INFORMATION

RESET YOUR PASSWORD

PERSONAL SETTINGS

**CHILD MANAGEMENT**

PROGRAMS AND ASSOCIATIONS

PAYMENT RECEIPT

PRINT CERTIFICATE(S)

RE-CERTIFY NOW

PRIVACY POLICY

This section will allow you to perform child management functions for your profile.

## Step #4

Click on Add a Child.



Please choose a section	SOUTHWEST HOCKEY ASSOCIATION	M
PROFILE INFORMATION	HCR ID	15000000000000
RESET YOUR PASSWORD	Child 4	
PERSONAL SETTINGS	Full Name	Birth Date
CHILD MANAGEMENT	Sophia [redacted]	02/02/2011
This section will allow you to perform child management functions for your profile.	Association	Gender
PROGRAMS AND ASSOCIATIONS	SOUTHWEST HOCKEY ASSOCIATION	F
PAYMENT RECEIPT	HCR ID	16000000000000
PRINT CERTIFICATE(S)	Child 5	
RE-CERTIFY NOW	Full Name	Birth Date
PRIVACY POLICY	Boston [redacted]	02/02/2011
	Association	Gender
	SOUTHWEST HOCKEY ASSOCIATION	M
	HCR ID	15000000000000
	<b>ADD CHILD</b> Add a child to your profile	<b>EDIT CHILD</b> Edit selected child record

## Step #5

Enter ALL required information.



**IMPORTANT**

1. Name **MUST** match the name that was entered in to the Hockey Canada system, or it will NOT automatically upload to your child's Hockey Canada account.
2. Enter LEGAL; First Name and LEGAL Last Name, as listed on the Birth Certificate.
3. Choose CORRECT Association!
  - a. If the wrong Association is chosen, this **WILL DELAY** your registration.
  - b. Choosing the wrong Association means your file will not be sent to us, and will go to another Association, and then a transfer request is required, in order to get access.
  - c. Even if you correct the error on your end, this does NOT move your child's profile. The transfer is still required.
  - d. The Association list is **alphabetical**.
    - i. **ONLY select: SOUTHWEST HOCKEY ASSOCIATION**
4. Scroll to the bottom and Click SAVE – BEFORE logging out.

Child 5	Full Name	Birth Date
	Boston [redacted]	02/02/2011
	Association	Gender
	SOUTHWEST HOCKEY ASSOCIATION	M
	HCR ID	15000000000000
Child 6	Full Name	Birth Date
	COOPER [redacted]	02/02/2011
	Association	Gender
	SOUTHWEST HOCKEY ASSOCIATION	M
	HCR ID	15000000000000
	<b>ADD CHILD</b> Add a child to your profile	<b>EDIT CHILD</b> Edit selected child record