



# HCR 3.0 Spordle Account: Linking Self and Family Members

## 1.0 General Information

Effective the 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 (HCR)

Information that was previously used within these platforms has been moved over to **HCR 3.0**.

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

In order for members to access their Hockey Canada ID #'s, **ALL** members **MUST** create an account login for HCR 3.0 Spordle.

### 1.3 What do members need to do?

To link an existing HCR ID (coaches and/or participants), to the HCR 3.0 Spordle Account, this “How to” guide has been provided.

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 season so that you have access to your existing Hockey Canada ID.

### 1.4 Questions / Problems / Forgot Password?

Forgot Password: Refer to **Section 5.0**

Questions / Problems: Refer to **Section 6.0**

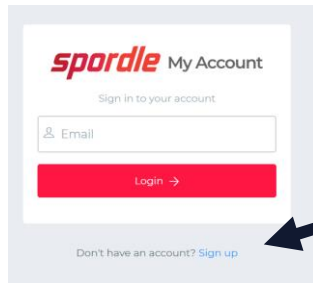
## 2.0 Terminology

**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 <b>LEGAL</b> name.
<b>Member</b>	Refers to the <b>participant</b> (player / goalie).
<b>Participant</b>	is the player / goalie
<b>Relationship</b>	Is how the <b>ACCOUNT HOLDER</b> is related <b>TO</b> the Member.

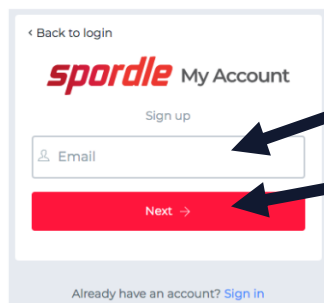
### 3.0 Setting up an Account

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 an 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**’.



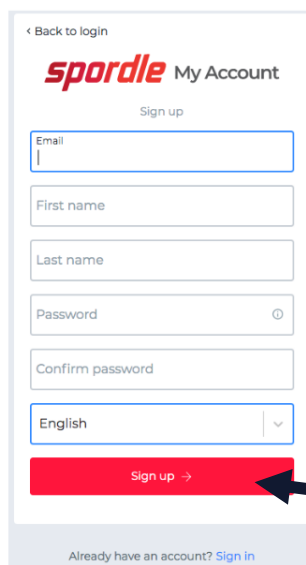
Enter Email

Click ‘Next’

3.3 Complete the information requested for the ‘**Account Holder**’.

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

The email will auto-populate with the email that was provided in [Section 3.2](#). After you have entered the required information, click on ‘**Sign up**’.



Email will auto-populate

Coaches **MUST** enter their **LEGAL** names

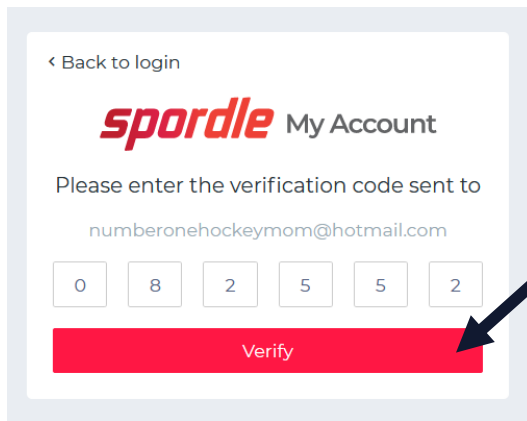
Create & save your password for future reference. *Password minimum 8 characters. **MUST** include: Uppercase, Lowercase, Number and Special Character*

Click ‘Sign up’

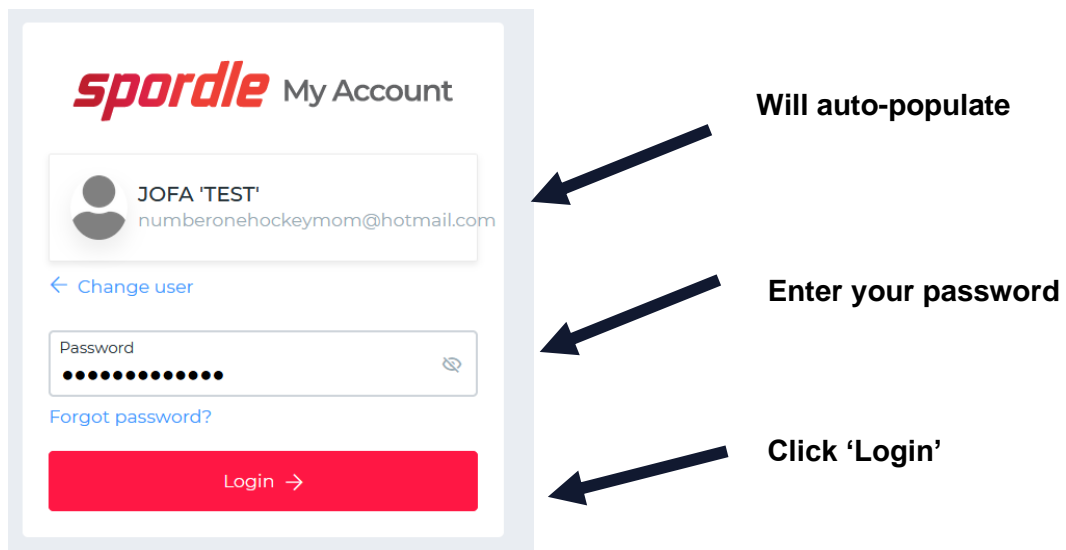
**3.4** A verification code will be emailed to the email address that you provided as the 'Account Holder'.



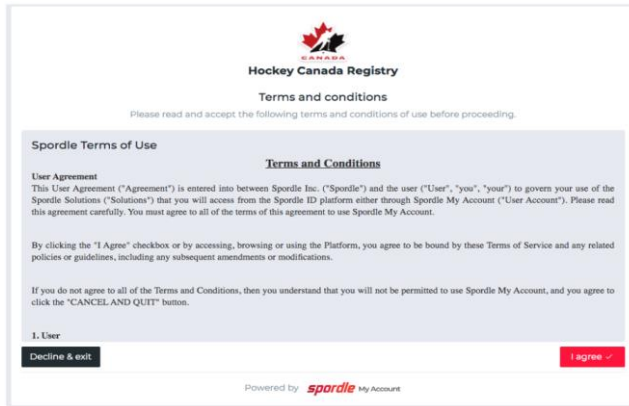
Enter the code (from your email verification) when prompted, then click **Verify**.



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

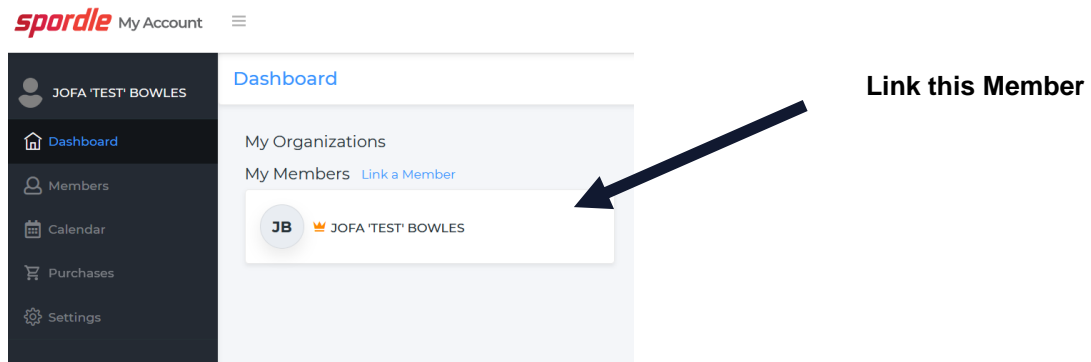


**3.6** Review the Hockey Canada Registry Spordle Terms and Conditions, in order to move forward.



**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**.

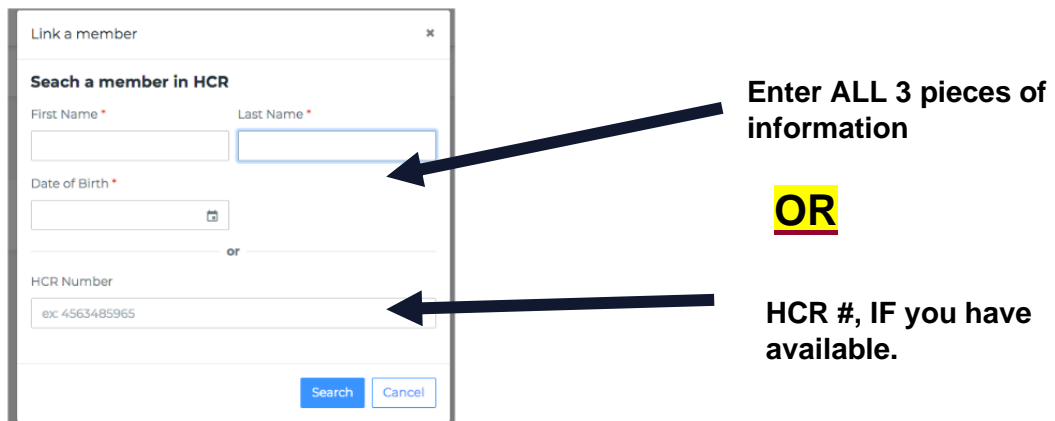
**NOTE:** In this example; 'JOFA 'TEST' BOWLES, is the Parent.



**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**.



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 #1 OR #2 from **Section 3.8**, and click ‘Search’ again. If your participant is still not appearing, **STOP and CONTACT** the Southwest Registrar at: [registrar@southwesthockey.ca](mailto:registrar@southwesthockey.ca)

Is this the participant you were searching for?

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

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

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 the **LEGAL** spelling of your participant **MUST** be used, and spelt **CORRECTLY!**

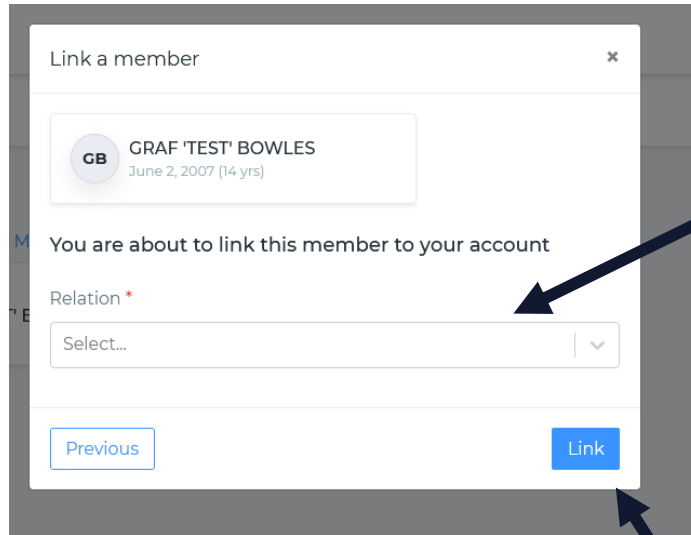
Error Message

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

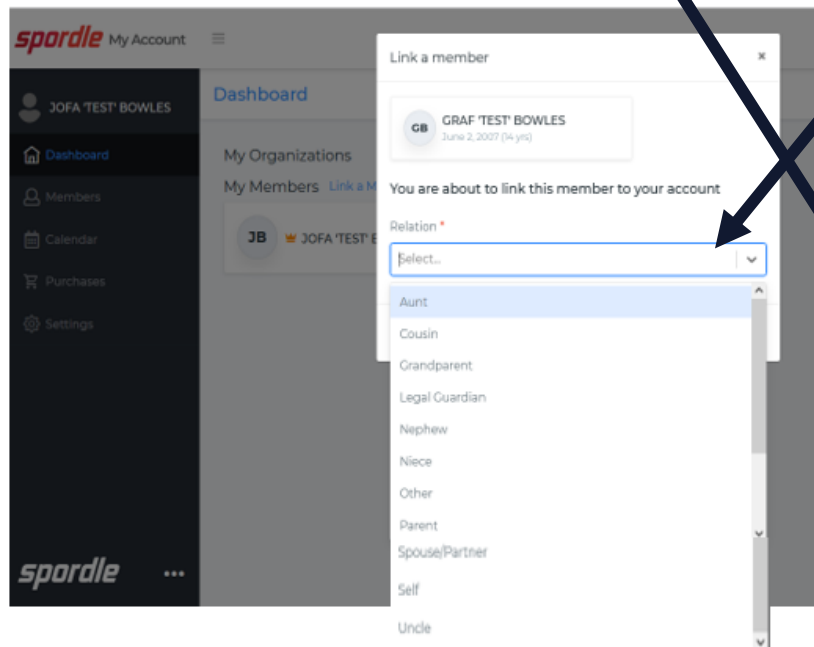
**3.10** Next to add is: **HOW** the 'Account Holder' is related **TO** the member (participant).

**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., for a coaching account) → Select 'Self'.



Click 'Select' to see the drop-down menu



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

Choose an option.

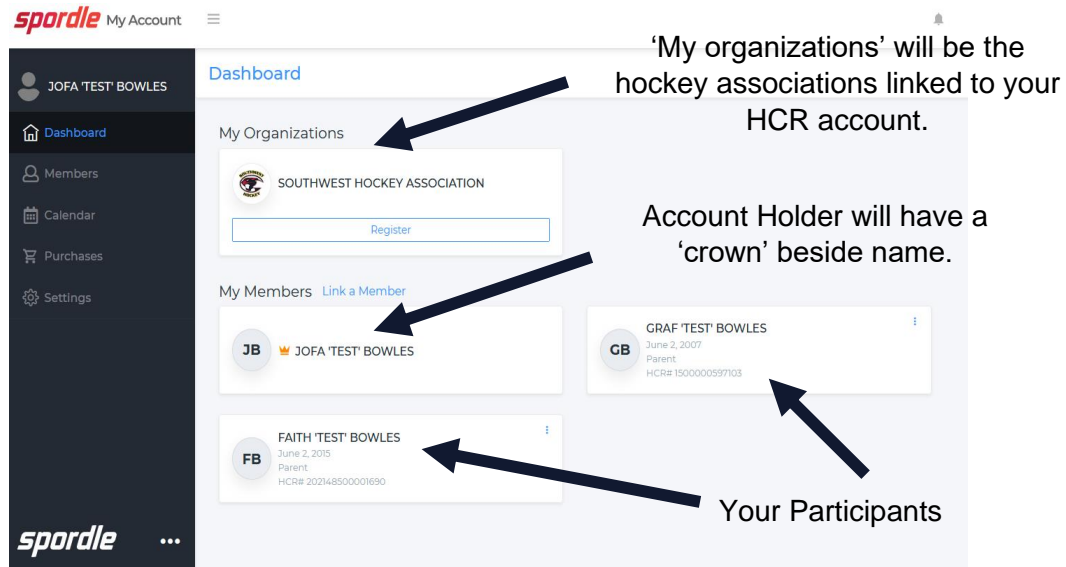
**2<sup>nd</sup>**

Then click 'Link'

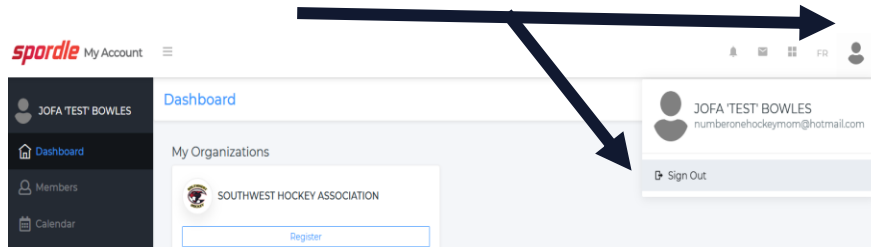
3.11 The member has now been successfully linked to your new HCR 3.0 account and this participant will now appear on the Account Dashboard! **GREAT JOB!**

Repeat **Section 3.8** to **Section 3.10** for **EACH 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

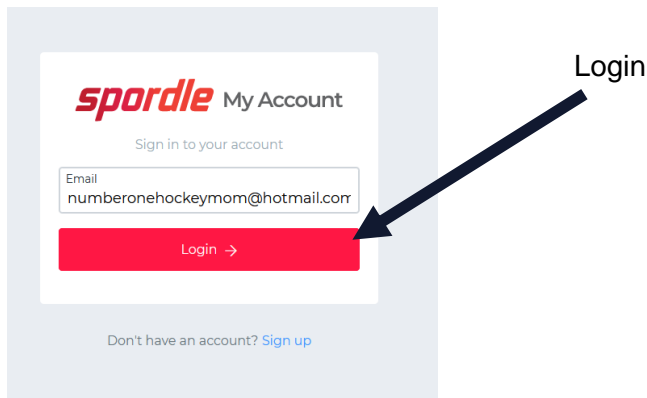
4.1 The “Register Button” that you’ll see in “My Organizations” on the HCR 3.0 Spordle Dashboard, will **NOT** take you to the season registration.

**Registration is done via TeamSnap ONLY.**

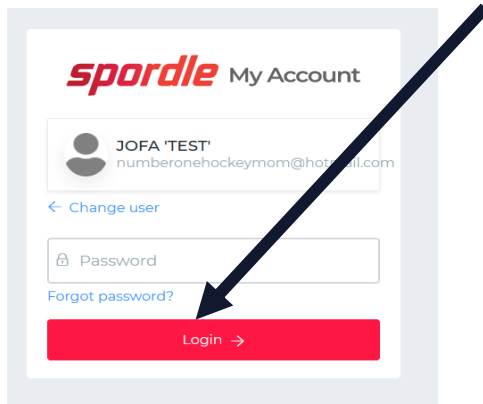
## 5.0 Forgot Password

To reset the password, use the link found in **Section 3.0**.

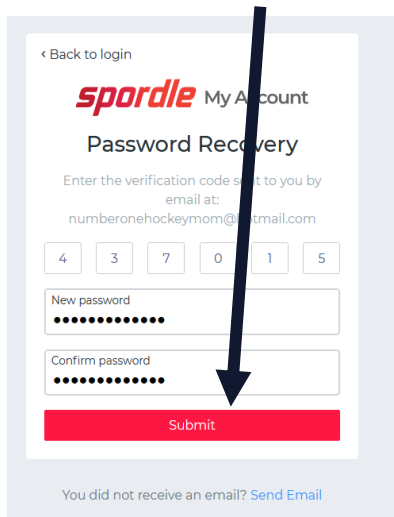
On the login page, **enter your email** and then click **“Login”**.



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 SW Registrar at: [registrar@southwesthockey.ca](mailto:registrar@southwesthockey.ca)