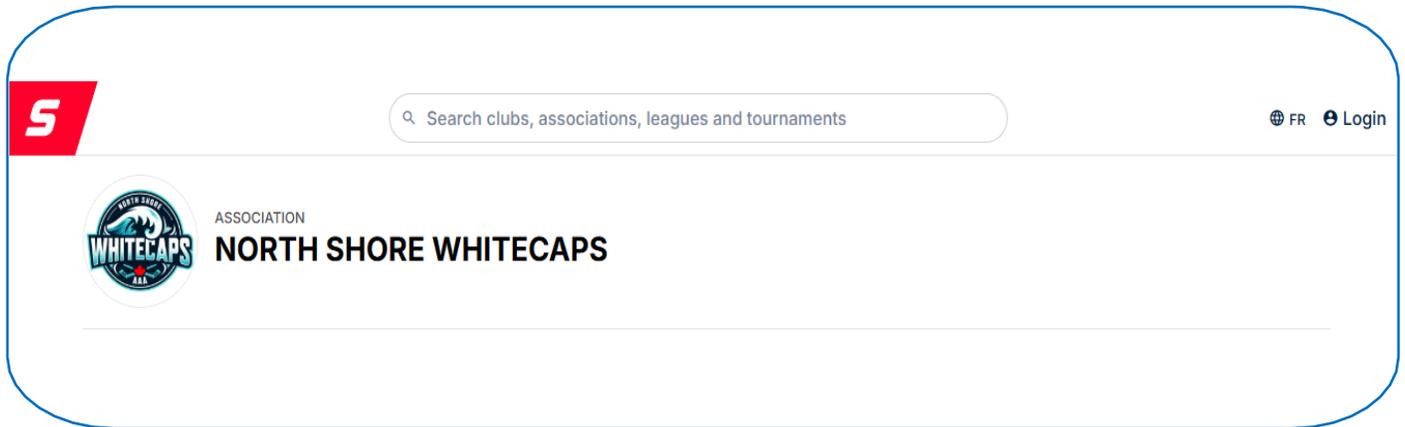




Registering for NSW Tryouts in the Hockey Canada Registry

Step One: Go to the Hockey Canada Registration Site

Go to <https://page.spordle.com/north-shore-whitecaps/register>. Please note, in the top-left, it must say **NORTH SHORE WHITECAPS** and displays the NSW logo. If you do not see this, or if you see the name of another Hockey Association, you are on the wrong site! You **MUST** use the link above (or [click here](#)) to access the North Shore Whitecaps Registration Site. See example below.



Step Two: Log In to Your HCR Account

Click on **Register Now**. This opens the HCR Login Page. Enter your email address and click Login, then enter your password and click **Login** again. If you do not have an HCR Account there is a link below the Login button to create one.

Not sure which email address you used for your HCR Account? Enter your email address on the login screen and click next. If there is no account associated with the email address you enter it will not allow you to proceed to the next screen. If it brings you to the password screen the address you entered is valid.



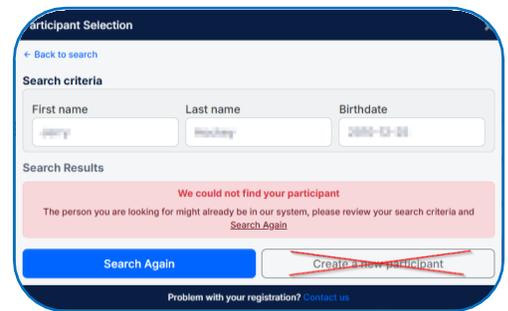
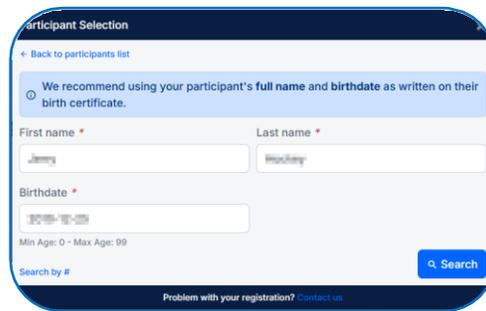
Forgot your password? Click the Forgot Password link on the password screen



Registering for NSW Tryouts in the Hockey Canada Registry

Step Three: Select the Participant

The Participants connected to your account will be listed. If the participant you are registering is listed, click on the **Register Now** button next to their name. If they are not listed, click on the **Add A Participant** button at the bottom. Search for the player you are registering by their HCR Number (if you know it) or by their name AND date of birth – click on **Search**. The Search results will be displayed below the search fields. Locate and click on the participant you are registering and click on **Register Now**.



DO NOT CLICK ON CREATE A NEW PARTICIPANT

If you are not able to find the player you are registering, please contact the office for assistance.

Step Four: Manage Participant (optional)

The next screen will present you with a few *Optional* Participant Management options:

- **Address Change:** HCR will compare the Primary Address on your profile to the Primary Address on the Participants profile. If those two addresses are not an EXACT match the system will say it has detected a difference. It is possible (quite common, actually) that you are presented this option even through the address is correct. Please only update your address if it has actually changed.
- **Contacts:** Allows you to add a new contact to the Player's profile. Clicking this will also show you the contacts already associated.
- **Documents:** Allows you to upload new documents to the Player's profile. It is recommended you upload the Player's Birth Certificate as well as a picture of your valid Driver's License showing your address as the Birth Certificate and Proof of Address are required for a player to be rostered.

When you have finished with these options, click **Register**



Registering for NSW Tryouts in the Hockey Canada Registry

Step Five: Select Your Tryout, Complete the Waivers and Questionnaire

The system will display the Tryouts available for the player you are registering, based on their year of birth. Select the Tryout you are registering for then click **Next**.

If you have been granted an exceptional status to try out a year up, you will still register for your own age group. Once registered, notify the coach and he will arrange to have your registration moved up.

Each Tryout Registration will require you to accept a few waivers and fill out a Questionnaire. Complete each of the required steps then click on **Complete**. Each box must have a green checkmark before you can proceed.

Step Seven: Proceed to Checkout or (optional) Add Another Participant

Following the waivers you can either **Add Another Participant** or **Checkout**. If you are registering multiple participants you will select that option then repeat steps Three, Four, and Five (above) for each of them. When you are ready, click on **Checkout** to continue.

If You Are Registering Multiple Participants

If you have more than one participant to register you can do so on a single transaction. However, please note, you can register multiple participants in one transaction but each participant can only be in your cart once.

Step Eight: Terms & Conditions and Order Summary

Review your Order Summary for accuracy then click **Next**. Review the **Terms & Conditions** then click next.

**** Tryout Fee's Are Paid In Person Before Each Session (\$30 per session) ****