

HOCKEY NOVA SCOTIA

CREATING AN E- HOCKEY ACCOUNT

For every coach, manager, player, official and volunteer who is in contact with a team.



- **EVERY** coach, manager and volunteer who is in contact with a team must have an E-Hockey account.
- This is the link to the **WEBSITE** <https://ehockey.hockeycanada.ca>
- It is a great idea for each individual person to make sure that their **CREDENTIALS** are all up to date. Although the credentials are checked by the person responsible for qualifications within your minor hockey association and then double checked by the HNS Certifications Coordinator, a lot of frustration can be avoided by ensuring your own E-Hockey account is accurate.
- Any **QUESTIONS** you may have concerning the Criminal Record Check, the Vulnerable Sector Check or the Respect In Sport programs can be directed to Kelly Dalrymple at
kdalrymple@hockeynovascotia.ca or 902-454-9400
- Any questions you may have concerning Coaching or Hockey Canada Safety courses can direct them to Brad Taylor at
btaylor@hockeynovascotia.ca or 902-454-9400

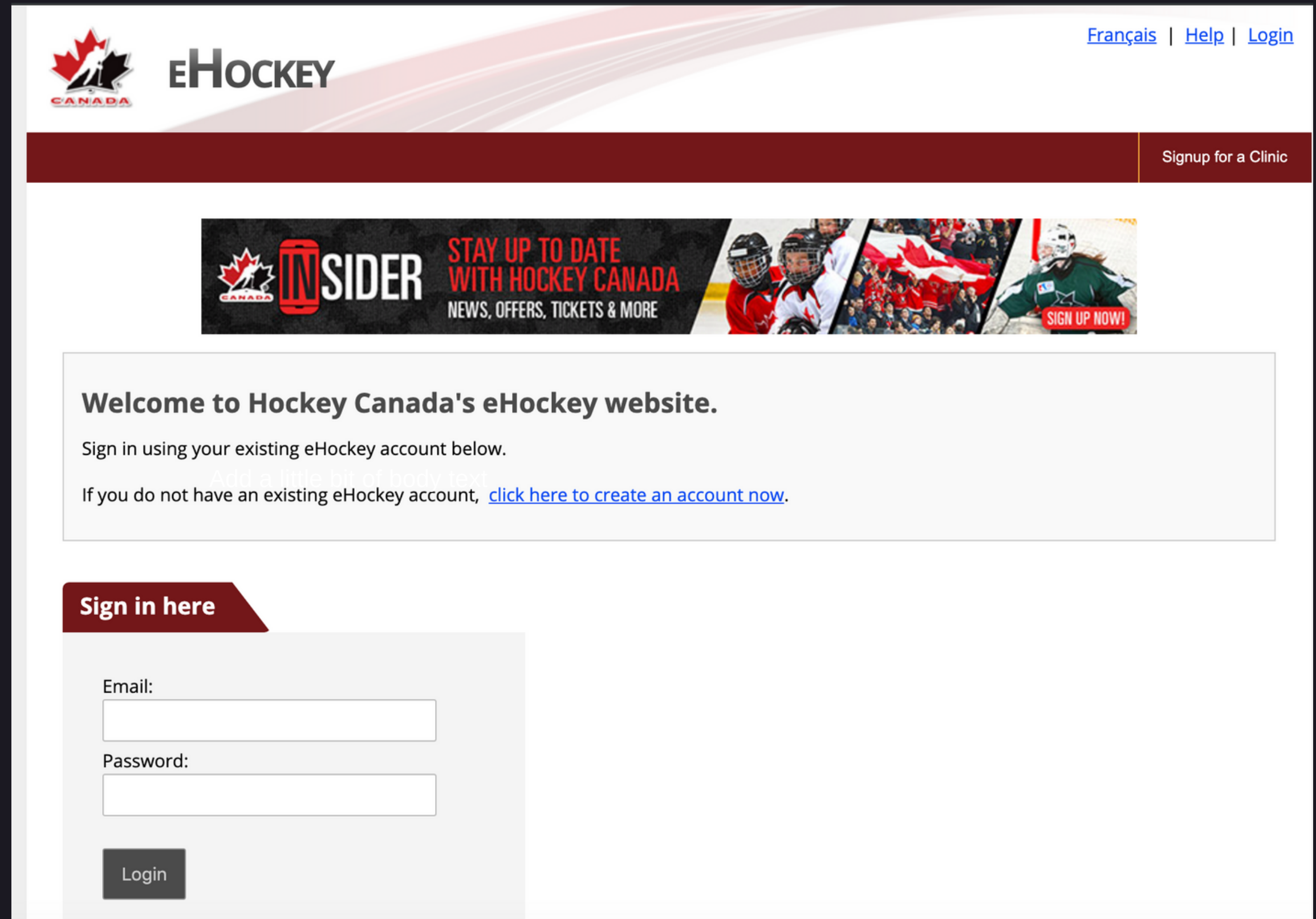
HOW TO CREATE AN E-HOCKEY ACCOUNT

Begin setting up your profile by going to this link:

<http://ehockey.hockeycanada.ca>

If you **do not** have a Hockey Canada profile previously set up, you will be prompted to register as a new member.

Once your screen looks like the one to the **right**, click the blue link "**click here to create a new account now**".




The screenshot shows the Hockey Canada eHockey website. At the top left is the Hockey Canada logo and the text "eHOCKEY". At the top right are links for "Français", "Help", and "Login". Below the header is a dark red navigation bar with a "Signup for a Clinic" link on the right. A banner below the navigation bar features the "INSIDER" logo, the text "STAY UP TO DATE WITH HOCKEY CANADA NEWS, OFFERS, TICKETS & MORE", and a "SIGN UP NOW!" button. The main content area contains a welcome message: "Welcome to Hockey Canada's eHockey website." followed by "Sign in using your existing eHockey account below." and a link to "click here to create an account now." Below this is a "Sign in here" section with a form containing "Email:" and "Password:" labels, two input fields, and a "Login" button.

NEXT,

You will be redirected to the screen on the right.

Read the following information before clicking the check box and then 'Continue' at the bottom of the page.

**eHOCKEY**Français | Help | Login

Signup for a Clinic

Account Creation

You have indicated that you do not have an account with Hockey Canada's eHockey website.

Please read the following information before continuing.

Step one: Create your account

Your first step will be to create yourself an eHockey account so that you can login and perform tasks, such as signing someone up for a Clinic.

Step two: Add a Hockey Canada participant to your account

Your next step will be to add a **participant** to your account. A **participant** is a person involved in hockey that you want associated with your account so that you can register them to a clinic, view their profile and history, etc. Once your account has been created and you are logged in, the system will automatically direct you to add a participant to your account. You can also add a participant to your account at any time by clicking on "Add a Participant" in the menu.

Step three: Perform tasks with your participants

Once you (the user) have finished adding one or more participants to your account, you will then be able to access their profile, view their hockey history, sign them up for a clinic, etc.

I have read the above steps and would like to create an account.


ACCOUNT CREATION

You can now create your account.

Please fill in your login and profile information below.

This is **YOUR** information and not the information of any participant you may add to your account later, unless you are one of these participants.

Upon completion click '**Submit**'.

[Français](#) | [Help](#) | [Login](#)

Signup for a Clinic

Account Creation

You can now create your account. Please fill in your login and profile information below. This is **YOUR** information and not the information of any participant you may add to your account later, unless you are one of these participants.

Email: *

Confirm Email: *

Password: *

Confirm Password: *

Security Question: * Formulate a question that only you can answer

Security Answer: * Enter the answer to your security question

* Denotes required information

Please verify that all information is correct before clicking on the Submit button.

ADDING YOURSELF AS A PARTICIPANT

You're almost done!

Once your information has been added, you must **add yourself** as a participant in order to:

- Register for Clinics
- View Credentials
- View Certifications

You can add yourself by clicking '**add a participant**' at the bottom of your screen.

The screenshot shows the eHOCKEY website interface. At the top, there is a yellow banner with the text: "You are almost done with your account setup! You must now add a participant to your account. Please click on 'Add a participant' to add one to your account now." Below the banner is the eHOCKEY logo and the text "example1@hotmail.com". A navigation bar contains links for "Home", "Signup for a Clinic", "Add a Participant", "Order History", and "Cart". The main content area is titled "Home" and contains a welcome message: "Welcome to your home page! You'll find the participants associated with your account below. Click on 'View' in the 'Actions' column of a participant to view that participant's profile, sign them up to a clinic, or to perform other actions." Below this, there is a section titled "Participants" with a message: "You have not associated a participant with your account. Please click on 'Add Participant' now to do so." At the bottom of the participants section, there is a link: "Add a Participant".

You are almost done with your account setup! You must now add a participant to your account. Please click on "Add a participant" to add one to your account now. [Clear this message](#)

eHOCKEY

example1@hotmail.com

Home Signup for a Clinic Add a Participant Order History Cart

Home

Welcome to your home page!

You'll find the participants associated with your account below.

Click on "View" in the "Actions" column of a participant to view that participant's profile, sign them up to a clinic, or to perform other actions.

Participants

You have not associated a participant with your account. Please click on "Add Participant" now to do so.

[Add a Participant](#)

ADDING YOURSELF AS A PARTICIPANT CONTINUED..

Use one of the two search functions to find yourself in the database.

The search functions will find **EXACT** matches only.

You **MUST** fill in the participant's **FULL** first name and last name, date of birth, and gender.

You cannot search with partial information.

Do not enter middle names.

Search by Hockey ID

Hockey ID: *

Date of Birth: - - 


* Denotes required information

Search

Search by first and last name

Participant's First Name: *

Participant's Last Name: *

Date of Birth: - - 

Gender: *

Language: E

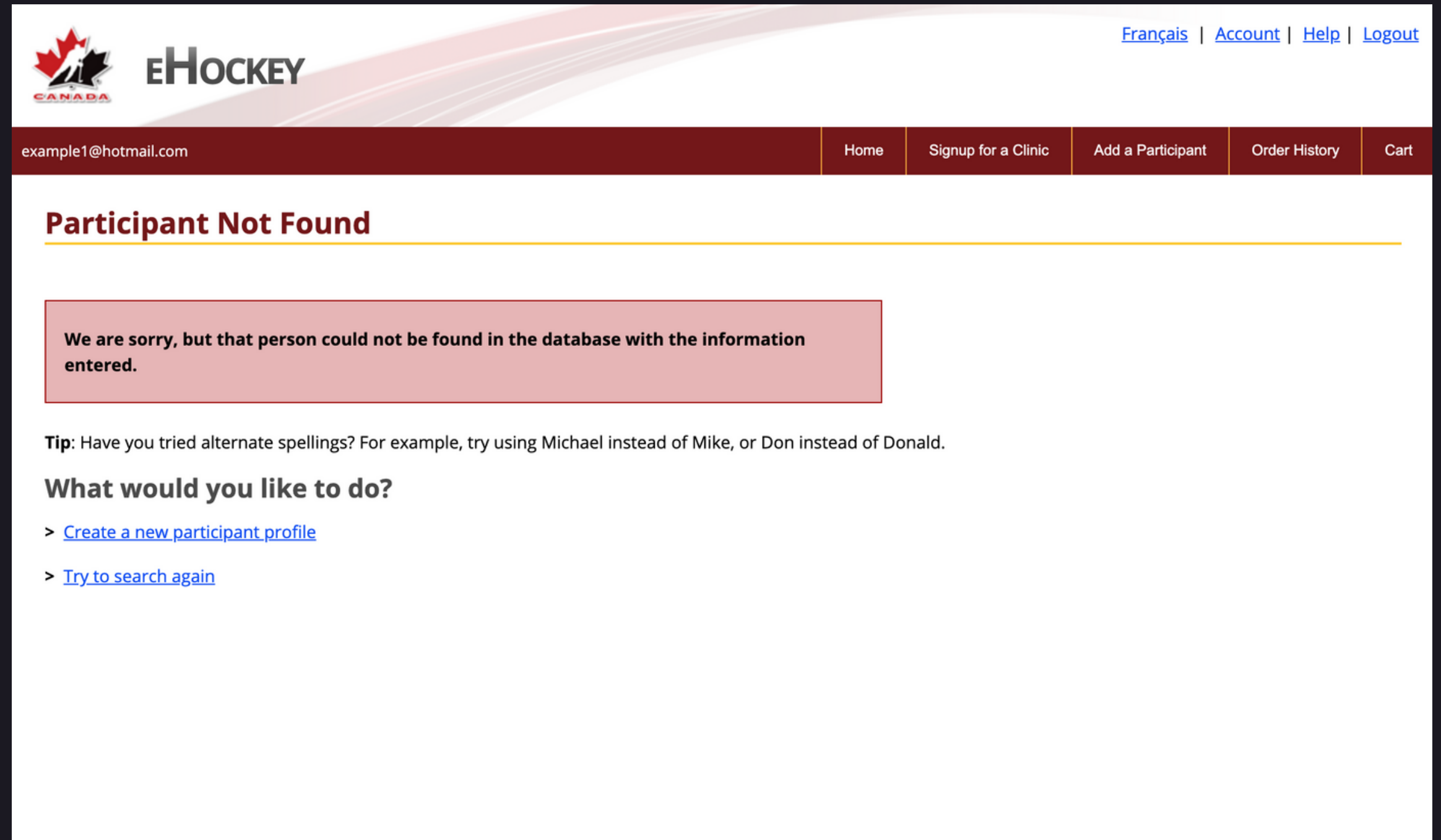
* Denotes required information

Search

IF YOU DO NOT EXIST

If this is your **first time** setting up an E-Hockey account, you will not exist in the database.

Similar to before, you must create your **own** participant account by clicking '**create a new participant profile**'.



The screenshot shows the eHockey website interface. At the top left is the logo for 'eHOCKEY' with a Canadian maple leaf icon. To the right of the logo are links for 'Français', 'Account', 'Help', and 'Logout'. Below the logo is a dark red navigation bar containing the email address 'example1@hotmail.com' and buttons for 'Home', 'Signup for a Clinic', 'Add a Participant', 'Order History', and 'Cart'. The main content area features a yellow header for 'Participant Not Found'. Below this is a red-bordered box with the message: 'We are sorry, but that person could not be found in the database with the information entered.' A tip follows: 'Tip: Have you tried alternate spellings? For example, try using Michael instead of Mike, or Don instead of Donald.' Underneath is the section 'What would you like to do?' with two blue links: '> [Create a new participant profile](#)' and '> [Try to search again](#)'.

IF YOU DO NOT EXIST CONTINUED..

If this is your **first time** setting up an E-Hockey account, you will not exist in the database.

Similar to before, you must create your **own** participant account by clicking '**create a new participant profile**'.

Read the text highlighted in green on your screen before you '**continue to create a new participant profile**'.

The screenshot shows the top navigation bar with the Hockey Canada logo and 'EHOCKEY' text. The user is logged in as 'example1@hotmail.com'. The navigation menu includes 'Home', 'Signup for a Clinic', 'Add a Participant', 'Order History', and 'Cart'. The main content area displays the title 'Participant Not Found' and a red error box with the message: 'We are sorry, but that person could not be found in the database with the information entered.' Below this, a tip suggests trying alternate spellings. The 'What would you like to do?' section contains two links: '> Create a new participant profile' and '> Try to search again'.

This screenshot is similar to the first one but includes a green highlighted section. The error message and tip are the same. The 'PLEASE READ' section contains the following text: 'IF THIS PERSON HAS BEEN INVOLVED IN HOCKEY IN THE PAST... ..but you cannot find them, try alternate spellings or nicknames instead. For example, instead of searching for "Mike", try "Michael". **Otherwise, please proceed to create a new participant profile for this person below.** - **If the participant resides in Alberta or British Columbia**, PLEASE contact their local Minor Hockey Association, Team or League to obtain their Hockey Canada Member Identification Number and to ensure their Hockey Canada Profile Information is correct prior to creating a new profile. IF THIS PERSON HAS NOT BEEN INVOLVED IN HOCKEY **Should the participant HAVE NOT participated in Hockey previously, please proceed to create a new participant profile below.**' The 'What would you like to do?' section contains two links: '> Continue to create a new participant profile' and '> Try to search again'.

IF YOU DO NOT EXIST CONTINUED..

Click the province of **Nova Scotia** on the Map of Canada.

You will then be prompted to select which hockey association you belong to.

Participant Not Found

Create a new Participant Profile

THE STEPS TO CREATE A NEW PARTICIPANT PROFILE ARE AS FOLLOWS:

- Step 1: Selecting the province or territory in which the participant resides
- Step 2: Selecting the participant's hockey association
- Step 3: Entering the participant's profile information

Please begin...

STEP 1: SELECT THE PROVINCE OR TERRITORY IN WHICH THIS PARTICIPANT RESIDES:



Select the Participant's Hockey Association

The hockey associations in the province or territory you have selected appear below. Please select the association in which this participant belongs.

 Search

- Office
- [ACADIA MINOR HOCKEY ASSOCIATION](#)
- [ADULT REC LEAGUE](#)
- [ADULT RECREATIONAL HOCKEY HNS](#)
- [ANTIGONISH](#)
- [ANTIGONISH RURAL LEAGUE](#)
- [AUA](#)
- [BEDFORD](#)
- [CANSO](#)
- [CAPE BRETON COUNTY](#)
- [CAPE BRETON WEST](#)
- [CHEBUCTO](#)

Create New Participant Profile

Please fill in the information below to create this new participant in the database.

Address

Please select the type of address

- By City Address
 By Rural Route or PO Box Address

Contact Information

Participant/Family * Home Phone * Work Phone * Cell Phone * Email *

* Denotes required information

Emergency Contact Information

First Name *
Last Name *
Contact Type *
Contact Info: *

* Denotes required information

[Back](#)[Next](#)

IF YOU DO NOT EXIST CONTINUED..

To create your new participant profile, fill in the information required.

Then hit 'Next'

CONGRATULATIONS

You have now successfully added yourself as a participant to your account.

If you have any further questions remember to contact:

Kelly Dalrymple - for questions concerning the Criminal Record Check, the Vulnerable Sector Check or the Respect In Sport programs

kdalrymple@hockeynovascotia.ca
902-454-9400

Brad Taylor- for questions concerning Coaching or Hockey Canada Safety courses

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