

HOCKEY CANADA REGISTRY (HCR) 3.0:

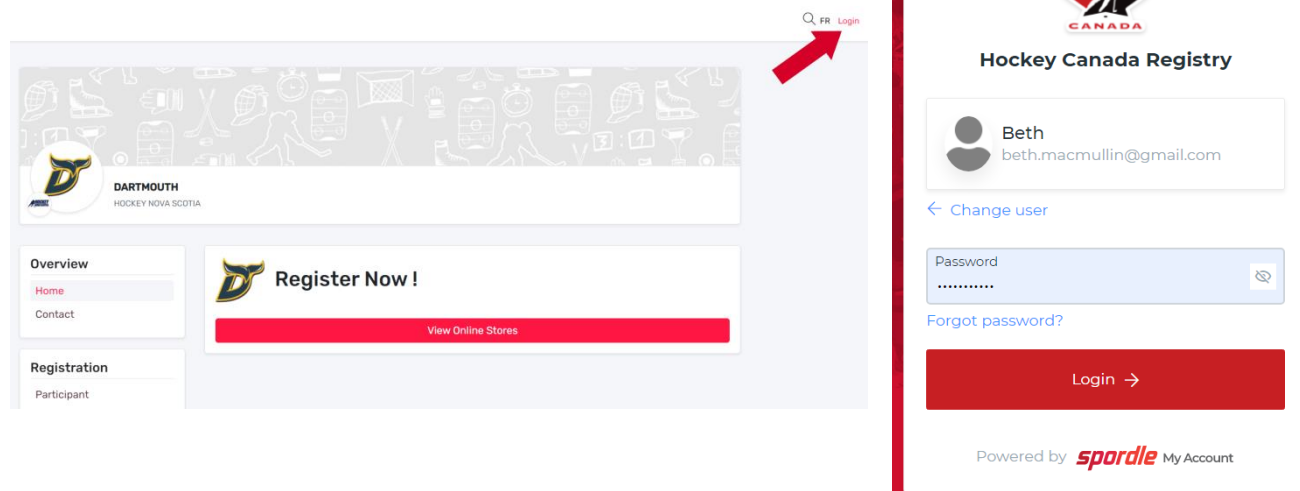
[How to register an existing participant](#)

If you have a login for the HCR 3.0 system from last season, you are ready to register your player(s) for the 2022-2023 hockey season. If you do not have a login, please see instructions on how to setup your new e-hockey account by clicking [HERE](#)

Below is a step by step guide on how to register your player first for the upcoming hockey season, then to register them a second time for conditioning and/ or tryouts.

To register your player, click on the below link to be taken to the Dartmouth Whalers online store where you will login with your email and password that you have set up in the new HCR 3.0 system. Login link is in the top right corner

[REGISTRATION LINK \(click here\)](#)



Once logged in, you will be taken back to the Dartmouth Online Registration Store. There is only one store this season and only one registration required for all fees.

1. **2022-2023 Registration Store**

This store is for registration for registration fee only for the 2021 – 2022 hockey season

The image shows a screenshot of the '2022 - 2023 Dartmouth Whalers MHA Player Registration' page. The page has a header with the Dartmouth Hockey Nova Scotia logo and a 'Visit website' link. The main content area includes a 'Register now' button, the start date '2022-07-23', and the end date '2023-01-03'. Below this is a 'Registration' section with a table of registration fees. The table has columns for 'More', 'Category', 'Member type', and 'Registration fee'.

More	Category	Member type	Registration fee
▼	U9 Co-Ed (2014, 2015) Registration	Player	\$630.00
▼	U13 Co-Ed (2010, 2011) Registration	Player	\$855.00
▼	U11 Co-Ed (2012, 2013) Registration	Player	\$855.00

How to Register for the 2022 – 2022 Hockey Season

1. To register your player, after logging in, select **Register now**, just below the WELCOME. All registration fees will be listed and just below the Registration section is the “Items” section which lists all other fees for conditioning and tryouts

2. Click on the button that is just below the store name.

2022 - 2023 Dartmouth Whalers MHA Player Registration


[Register now](#)Start date : 2022-07-23
End date : 2023-01-03


Registration

More	Category	Member type	Registration fee
▼	U9 Co-Ed (2014, 2015) Registration	Player	\$630.00
▼	U13 Co-Ed (2010, 2011) Registration	Player	\$855.00
▼	U11 Co-Ed (2012, 2013) Registration	Player	\$855.00
▼	U15 Co-Ed (2008, 2009) - registration	Player	\$855.00
▼	U7 Co-Ed (2016, 2017, 2018) Registration	Player	\$575.00

3. Choose Register an existing participant and click on Start Registration

Register a participant

**Register an existing participant**
Already participated in organized hockey as a player, coach, official or volunteer.

**Register a new participant**
Never participated in organized hockey.

Start Registration →

4. Choose the first participant you want to register by clicking the name and then click on next

Participant Registration

Select the participant from your Spordle Account

KM

Katie MacMullin (6 yrs.)
HCR# 2021233300013816

✓

CM

Connor MacMullin (12 yrs.)
HCR# 2021233300013817

RM

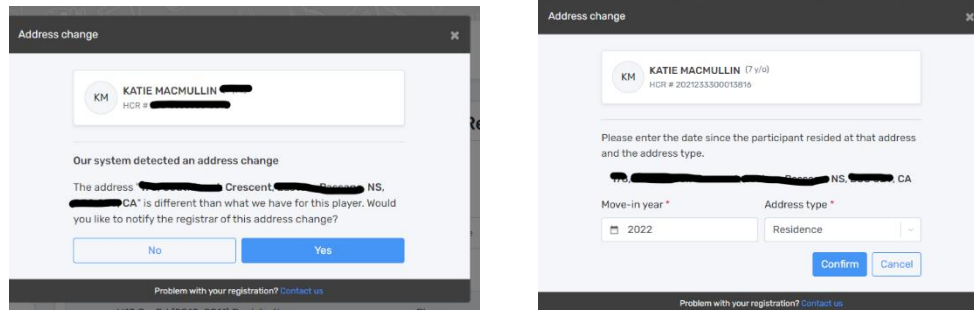
Robert MacMullin (7 yrs.)
HCR# 2021233300013818

Search HCR Participant

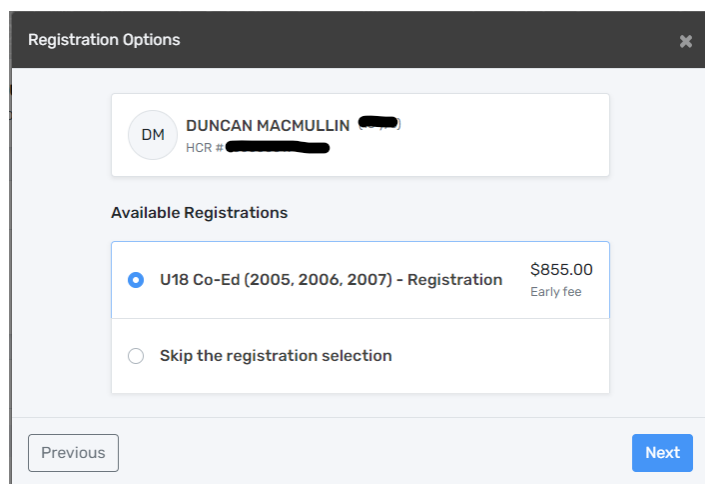
Previous

Next

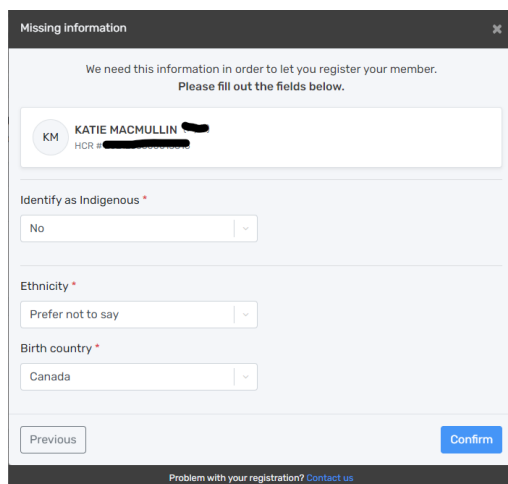
5. The system will ask you to verify your address, if your address was entered at 7 Smith **St** instead of 7 Smith **Street**, it will think it's a new address and you will get the below screen. If the address is correct, please select YES, then on next screen choose 2022 and Residence and click confirm



6. The system will now show you the registration fee that applies to your player, click on the circle to the left of the fee to select it and then click next. If you have already registered the player it will show you that they are already registers. There is also a second option to skip the registration, this is only to add on other item fees like conditioning and tryouts if forgotten and player is already registered



7. You will now be asked to update the players profile for Indigenous, Ethnicity, and Birth country. For Indigenous you will be able to choose Yes, No or Prefer not to say
For Ethnicity, you will be able to choose one of the choices listed or Prefer not to say



8. Complete the questionnaire form for the following, Click next when done
- For ALL LEVELS, U7 to U18 you will need to answer questions on if any phone #'s, email addresses and/ or home address have changed and input the new information
 - For U11 to U18 levels only, you will also need to declare your player's position.

*****PLEASE ENSURE THESE ARE FILLED OUT COMPLETELY AND CORRECTLY SO WE HAVE PROPER CONTACT INFORMATION ON FILE FOR THE SEASON**

The image shows two side-by-side screenshots of the Hockey Canada registration questionnaire. The left screenshot is titled 'Questionnaire FOR U7 & U9 LEVELS' and the right is 'Questionnaire FOR U11 - U18 LEVELS'. Both forms are for a player named Katie MacMullin (6 yrs.) with HCR # 2021233300013816. The left form has red arrows pointing to the 'Mother's email' and 'Father's email' checkboxes in the 'Contact Emails on file in Hockey Canada Registry' section. The right form has red arrows pointing to the 'Forward' checkbox in the 'Declaration of Player Position' section and the 'Mother's email' and 'Father's email' checkboxes in the 'Contact Emails on file in Hockey Canada Registry' section.

9. The next page is where you can add on Conditioning and/ or Tryout fee.

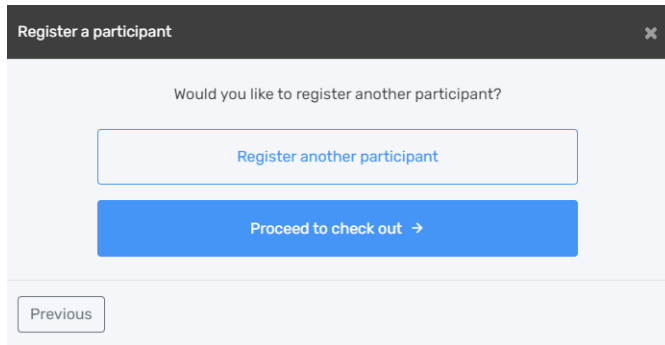
Conditioning – there is a fee for each division for U9 through to U18. 6 one hour ice sessions at a cost of \$150
Tryout Fee – There is a fee for each division and for U13 and U15 Please ensure you choose the right level, there is U13 AAA or U13 AA/ A / B and for U15 there is U15 AA/A/ B which you must have a checking clinic or U15 B only, no checking clinic required.

******PLEASE NOTE IF ADDING THESE FEES AND LOOKING TO PAY BY CREDIT CARD, THESE FEES WILL BE CHARGED FOR THE FULL AMOUNT TO YOUR CARD AT TIME OF REGISTRATION. THE SYSTEM WILL NOT ALLOW THEM TO BE INCLUDED IN THE INSTALLMENT PAYMENTS**

10. Once the questionnaire is completed in full, you will now be required to read and accept 4 waivers in total for each player you register. The first 2 waivers are for Dartmouth Whalers (one is a general waiver, the second one is a photo release waiver) and the second 2 Waivers are Hockey Canada. It is MANDATORY to check the box at the bottom of each waiver confirming you have read and accepted the waiver. If you do not, you will not be able to proceed with registration.

The image shows a screenshot of the 'Waivers' section of the registration form. It displays the 'HOCKEY CANADA Agreement' waiver. A red arrow points to the checkbox labeled 'I have read and accept the waiver'. At the bottom right, a red arrow points to the 'Next' button.

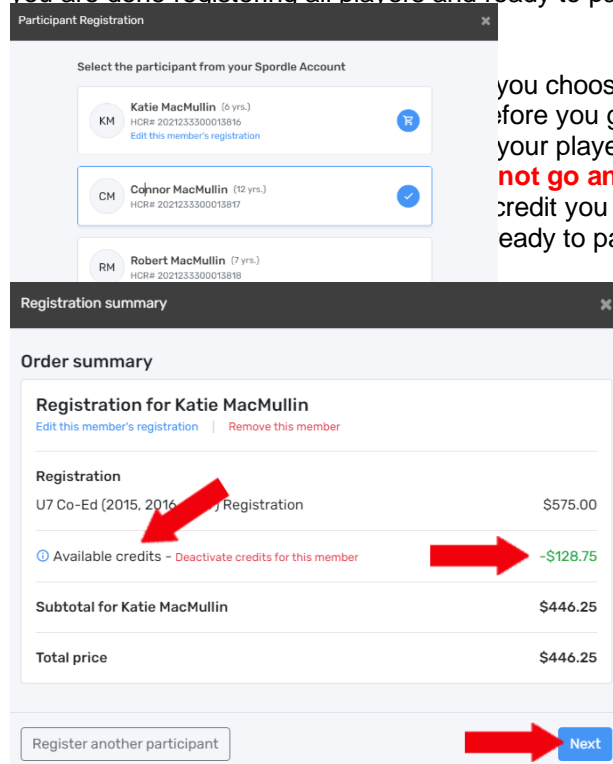
11. Player is now registered and the next step is to select one of two options, Register another player **OR** Proceed to checkout



- i. **REGISTER ANOTHER PLAYER:** If you choose [Register Another Participant](#) you will then be taken the below screen, where it will show all players linked to your profile, those already registered will show a blue circle with a cart beside it, click on the next player you want to register and a blue circle with a check mark will show, then click next to register that participant. If the member you want to register doesn't show, then click on Search for HCR participant to look them up.

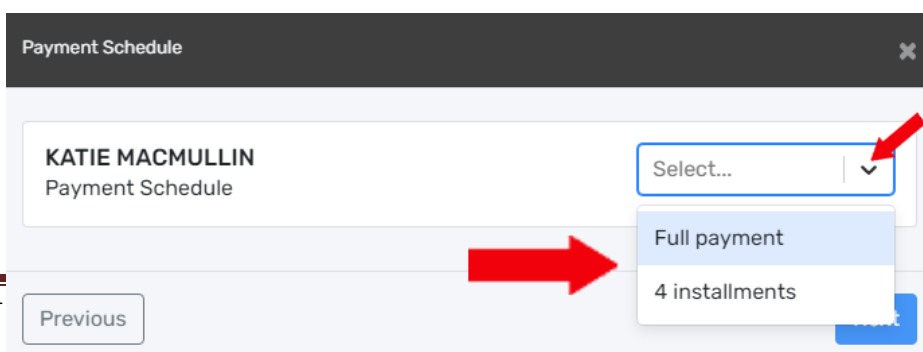
Follow steps 4 through 7 for each player you need to register, then click on [Proceed to Checkout](#) once you are done registering all players and ready to pay. Proceed to below step, Step 8 ii. next

ii.



you choose [Proceed to Checkout](#) you will then be taken to the before you go to the payment pages. Here you will see any your player may have. If you do not see your credit here or feel **not go any further and contact** registrar@whalers.org. Please credit you believe they should have. ready to pay, please click on Next

12. Payment Schedule page. Whether you are paying by e-transfer or credit card, you will need to let us know how you will be paying by choosing “**In Full**”(at time of registration) or “**4 Installments**” (Down payment at time of registration, September 30th, October 31st and November 30th) .



- i. If you choose **4 Installments**, it will then show you all 4 installment amounts and dates

The screenshot shows a 'Payment Schedule' window for 'KATIE MACMULLIN'. At the top right, a dropdown menu is set to '4 installments'. Below this, a table lists the payment schedule:

Pay now	\$89.25
2021-09-30	\$121.38
2021-10-01	\$117.81
2021-11-30	\$117.81
Total:	\$446.25

At the bottom, there are 'Previous' and 'Next' buttons. A red arrow points to the 'Next' button.

Click next to move to next payment screen

13. Dartmouth Whalers Payment T&C's and Refund Policy. Please read in full by scrolling down and then checking ***"I have read and accepted the terms and conditions"*** and then Click on NEXT

The screenshot shows the 'Payment Terms and Conditions' screen. It contains the title 'Dartmouth Whalers Payments T&C's and Refund Policy' followed by several bullet points regarding payment deadlines and early registration fees. At the bottom, there is a checkbox labeled 'I have read and accept the terms and conditions *' which is checked. A red arrow points to this checkbox. Below the checkbox are 'Previous' and 'Next' buttons, with another red arrow pointing to the 'Next' button.

14. This is the final payment screen in HCR 3.0 where you need to choose one of two options for payment method:

The screenshot shows the 'Select Payment Method' screen. It has two main sections: 'Pay online now' and 'Send my payment manually'. Under 'Pay online now', the 'Credit card' option is selected, indicated by a blue checkmark and a red arrow. Under 'Send my payment manually', the 'Manual interac e-transfer' option is highlighted with a red arrow. At the bottom, there are 'Previous' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

- i. **CREDIT CARD** If paying by credit card, IT MUST BE DONE AT TIME OF REGISTRATION, at this time we are unable to manual enter credit card #'s into the system. Once Credit is selected, choose Next and you will be taken to Sports Pay screen to enter Credit card information. Click on Pay once all info is entered.



Pay with Credit Card

Dartmouth Whalers Minor Hockey

Payment Schedule	
Due now	\$ 163.41
2021/09/30	\$ 222.24
2021/10/01	\$ 215.70
2021/11/30	\$ 215.70


Invoice: 2021200084381
Pay Now: \$163.41

Name On Card
Enter name on card

Card Number   Expiry MM Expiry YY
Enter card number -- --
Your card data is securely managed

CVV
Enter CVV
These are the 3 digits on the back of your card


[Cancel](#) [Pay](#)



- ii. **Manual Interac E-transfer** If paying by etransfer, please choose this option. **PLEASE NOTE that once you click NEXT here, you will be submitting your players registration as there is no further screens for etransfer.** Please email your full payment or Down payment of 25% (if paying by installments to payments@whalers.org and put "Registration Players Name" in note to sender so payment can be correctly applied to players invoice.

15. Registration is now completed and a confirmation page will now show on the screen and an invoice copy emailed to the login email address for HCR 3.0. Click on the X in top right corner to close this out and you will now be back in the online store for Dartmouth Whalers

Registration Confirmation



Thank you for registering!

Your receipt number is #2021200084384

An email confirmation has been sent to beth.macmullin@gmail.com

Thank you for registering for the 2021 - 2022 hockey season, we have now received your registration. Start up dates and times will be announced in September.

If you are looking to register for Conditioning sessions (for U9, U11, U13, U15 & U18) and / or Tryouts (for U11, U13, U15 & U18) please return the main registration page and choose the 2021-2022 Conditioning & Tryouts registration store.

For those paying by etransfer, please send your payment to controller@whalers.org and please include your players name(s) in note to sender in order to ensure payment is applied to your player.

For any questions please contact Beth MacMullin at dwmharegistrar@gmail.com

**Any questions, concerns or issues please contact
Beth MacMullin at registrar@whalers.org**