



EHOKEY ONLINE CLINIC REGISTRATION
ENGLISH MANUAL

<https://ehockey.hockeycanada.ca/ehockey>

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Using this Manual

How to Read this Manual

This manual was written so that you can either read it from beginning to end or find a specific section to read.

It is recommended that you read it electronically (not printed) since you can navigate and click through sections easily.

Navigating through this Manual Electronically

The PDF electronic version of this manual can be navigated by clicking on the bookmarks in Adobe Acrobat to jump to that section or by clicking on a section in the Table of Contents.

Also, wherever a section is referenced in the manual, **you can actually click on that reference to jump to the section mentioned.** For example, if you are reading a section and it refers to another section of the manual such as “see section **Error! Reference source not found. - Error! Reference source not found.** on page **Error! Bookmark not defined.**”, you can actually click on the section number, title, or page number to jump to that section. (The example below has the reference underlined in red only for clarity; an actual reference will not be underlined in red.)

Formatting

You will encounter some blocks of information in this manual that are formatted differently than the rest of the text. Here are the main 2:

Important Information: Information in this type of formatted box usually denotes important information that should not be skipped or that is important in preventing problems.

1 GETTING STARTED WITH eHOCKEY

In this section we will introduce you to the interface of the eHockey online clinic registration website. We will get you started by covering how to create an account and the steps to add a member to your account.

It is important to read this section as it will help you better understand aspects and processes of eHockey. Knowing this information will make your use of the eHockey website more efficient and save you time.

The first thing you need to do is to use your internet browser to navigate to the eHockey website.

The web address for the site is: <http://ehockey.hockeycanada.ca/>

You will see the screen below, simply click on Login Please Click here to get started.



There are two methods of getting started with eHockey;

1. Creating a new account
2. Clicking "Signup from a Clinic" from the main navigation toolbar.

In Chapter 2-3-4, we will cover the first method. If you wish to use the second option, please refer to Chapter 5 for more details.

2 CREATING A NEW ACCOUNT

Once you start using the eHockey website, the first step you need to take is creating a new “User Account”. When you are ready to create your new eHockey account, click on;

“**CLICK HERE TO CREATE AN ACCOUNT NOW**”, as shown below.

Franglais

SIGNUP FOR A CLINIC - S'INSCRIRE À UN STAGE | LOGIN - CONNEXION | HELP - AIDE

WELCOME TO HOCKEY CANADA'S eHOCKEY WEBSITE. BIENVENUE AU SITE eHOCKEY DE HOCKEY CANADA.

Sign in using your existing eHockey account below. Ouvrez une session avec votre compte existant ci-dessous.

IF YOU DO NOT HAVE AN EXISTING eHOCKEY ACCOUNT, [CLICK HERE TO CREATE AN ACCOUNT NOW](#). SI VOUS N'AVAZ PAS DÉJÀ UN COMPTE DE eHOCKEY, [VÉUILLEZ CLIQUER ICI POUR VOUS CRÉER UN COMPTE MAINTENANT](#).

Sign in here - Ouvrez une session ici:

Email - Courriel:

Password - Mot de passe:

[Log In - Connexion](#)

[FORGOT YOUR PASSWORD? - VOUS AVEZ OUBLIÉ VOTRE MOT DE PASSE?](#)


In order to register for a new account on eHockey, you will need a **valid** E-mail address to serve as your username.

It is important to use a valid E-mail address so that in the future you may be able to use the password recovery tool in the event that you forget your password.

2.1 Choosing your language

Once you have clicked on the previous link to start your account creation, the next step is to select your language as demonstrated in this image. Click on your language to move on to the next step.

LANGUAGE PREFERENCE / LANGUE DE PRÉFÉRENCE

<p>Please choose your preferred language by clicking the appropriate button below. The website will be presented in the language you select here. Your language can be changed at anytime.</p> <p>English</p> 	<p>Veillez choisir votre langue de préférence en cliquant sur le bouton approprié ci-dessous. Le site web sera présenté dans la langue que vous sélectionnez. Elle peut être changé à tout temps.</p> <p>Français</p>
--	--

Cancel - Annuler

2.2 Account Creation Agreement

The next step in the account creation is to read the Account Creation Information.

This will explain to you in general terms the main three areas of the eHockey website. Once you have read and understand the information, **click the check box** at the bottom of the screen to confirm that you have read and understand the information. You will then be able to **click continue** in order to move forward with account creation. (See the following image).

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 MEMBER TO YOUR ACCOUNT
Your next step will be to add people (called **members**) to your account. **Members** are the people 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 member to your account. You can also add a member to your account at any time by clicking on "Add a Member" in the menu.

STEP THREE: PERFORM TASKS WITH YOUR MEMBERS
Once you (the user) have finished adding one or more members 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.

Continue **Cancel**



2.3 Entering your account information

The last step in the account creation process is to enter your personal information.

Email:	<input type="text"/>	*
Confirm Email:	<input type="text"/>	*
Password:	<input type="text"/>	*
Confirm Password:	<input type="text"/>	*
Security Question:	<input type="text"/>	* Formulate a question that only you can answer
Security Answer:	<input type="text"/>	* Enter the answer to your security question

* Denotes required information

PLEASE VERIFY THAT ALL INFORMATION IS CORRECT BEFORE CLICKING ON THE SUBMIT BUTTON.

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

First, make sure to use a **Valid** E-mail address as your **eHockey Username**. Then reenter your E-mail address a second time to confirm it. Next enter your password and confirm it as well.

The security question serves as a secure way for you to retrieve your password should you forget it; you must then enter the answer to that question. This is another tool to protect your account information.

Once you have entered all the information as shown in the screen above, click **Submit** to complete your new eHockey account registration.

NOTE: If your E-mails and/or passwords do not match, a red caption will appear to let you know.

NOTE: asterisks indicate that the field is mandatory; you will not be able to move on to the next step if the field is left empty.

3 ADDING A MEMBER TO THE ACCOUNT

Once you have created your user account, you will see the screen below. At this point, your account is created but empty. The next step is to add a member to your account; this is either yourself or someone else that you will be signing up to a clinic using your eHockey account. Click **ADD A MEMBER**.

flombardi@abc.com HOME SIGNUP FOR A CLINIC ADD A MEMBER ORDER HISTORY CART MY ACCOUNT HELP LOGOUT

You are almost done with your account setup! You must associate at least one Hockey Canada member with your account. Please "Add a member" to your account now.

HOME


WELCOME TO YOUR HOME PAGE!

YOU'LL FIND THE MEMBERS ASSOCIATED WITH YOUR ACCOUNT BELOW.

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

MEMBERS

[Add a Member](#)



3.1 Searching for a Member

On this screen, you will be given a search area. This is the tool you will use to search for an **existing member** from the Hockey Canada Registry. (See the following graphic).


NOTE: If you do not already have an eHockey User Account, see Chapter 5 of the manual.

IF YOU HAVE BEEN PROVIDED WITH THIS MEMBER'S HOCKEY ID, PLEASE ENTER IT BELOW, OTHERWISE LEAVE THE FIELD BLANK.

Hockey ID:

First Name: *

Last Name: *

Date of Birth: - - - 

Gender: - *

Language: E

* Denotes required information

Proceed to enter your personal information, First/Last name, Date of Birth and Gender.

If you have been provided with the Hockey ID for this person, you can enter it in the appropriate field, otherwise, simply leave it blank.


Throughout the site, asterisks indicate a mandatory field; you will not be able to proceed until they are all filled out properly. Once you are done, click SEARCH to find the member in the system.

As shown below, if the system finds a match for an already existing member profile for this person, a result is displayed at the bottom of the screen showing the member's personal information, Hockey ID and Current association. Confirm that this is the member you wish to sign up to a clinic and click **SELECT**.

Hockey ID:

First Name: *

Last Name: *

Date of Birth: 


Gender: *

Language:

*** Denotes required information**

SEARCH RESULTS

First Name	Last Name	Date of Birth	Hockey ID	Association	Actions
Falco	Lombardi	01/01/2001	1400003354161	SMALLVILLE MHA	<input type="button" value="Select"/>



NOTE: If no matches are found, be sure to check the spelling and Date of Birth of the member, the system requires this information be 100% accurate to the information stored in the system.

If you are sure of the information and believe that the member is already in the system, please contact your Hockey Association for more information. This is often due to different spellings and nicknames. IE: Mike Instead of Michael.

3.2 Confirm the addition of the member to your eHockey account

The last step in adding a member to your account is to read one last time the information given and confirming that this is indeed the member you wish to register to a clinic.

ADD A MEMBER TO MY ACCOUNT

PLEASE CONFIRM THAT YOU WOULD LIKE TO ADD THE FOLLOWING MEMBER TO YOUR ACCOUNT.

First Name: Falco
Last Name: Lombardi
Date of Birth: 01/01/2001
Gender: M
Hockey ID: 1400003354161
Association: SMALLVILLE MHA

YES, I would like to add this member to my account.

[NO, I would like to try my search again.](#)



Click **YES, I would like to add this member to my account** to finish the process.

NOTE: It is important to understand the different between Your user account and the members you add to that user account. The User Account is used to login and gain access to the eHockey website.

The **Member** is the person you will be adding to this account in order to register to a clinic, be it yourself or someone else.

3.3 Options once you added a member

Once you have completed the addition of a member to your account, you will receive a confirmation that the member was added to your account. (See image below).

MEMBER ADDED TO YOUR ACCOUNT

THANK YOU. THE MEMBER HAS BEEN ADDED TO YOUR ACCOUNT. YOU MAY NOW ACCESS THEIR PROFILE, SIGN THEM UP FOR A CLINIC, ETC.

PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS:

[ADD ANOTHER MEMBER TO MY ACCOUNT](#)

[VIEW THIS MEMBER'S PROFILE](#)

[SIGNUP THIS MEMBER TO A CLINIC](#)

From there, you will be given three options;

1. Add another member to my account
2. View this member's profile
3. Signup this member to a clinic

The first option will send you back to the first step of adding a member to allow you to add a second or third member to your eHockey user account. This is in the event where you need to use this account to register more than one person to clinics.

The third option will send you directly to the clinic registration section for the member you just added to your account.

Let's take a closer look at the second option on the list, "View this member's profile"

The member profile contains the member's personal information such as Contact Information, Address, Emergency Contact, Teams and Qualifications if the member has any on their profile.

The following graphics depict the many sections of the member profile.

MEMBER PROFILE

Falco Lombardi

01/01/2001 | MALE | ENGLISH

HOCKEY ID: 1400003354161

MEMBER OF: HOCKEY CANADA / HOCKEY CANADA TRAINING BRANCH / HOCKEY CANADA TRAINING NORTH SIDE / DISTRICT NORTH 1 / SMALLVILLE MHA

[SIGNUP FOR A CLINIC](#)
[EDIT THIS PROFILE](#)
[UPDATE PHOTO](#)

ADDRESS

Type	Street	City	Province	Postal Code
Resident	123 smallville	smallville	ON	k7k 7k7

CONTACT INFORMATION

Home	3333333333
Home	3333333333
Work	
Work	
Email	asd@asd.com

EMERGENCY CONTACT

First Name	Last Name	Contact Type	Contact Info
Mike	Doe	Home	asdd@asdc.com
Julie	Smith	Home	555-555-5555

TEAMS

Season	Team	Class	Division	Category	Position
2010-2011	SMALLVILLE MHA AT 2 1	Major	Atom	2	PLAYER
2009-2010	Smallville MHA AT 10H 1	-	Atom	10H	PLAYER

QUALIFICATIONS

Season	Qualification	Card Number	Expiration Date
2010-2011	Coach - Assistant		15/06/2010

From the member profile, there are three actions that can be taken.

1. Signup for a clinic (This will send you to the clinic registration section).
2. Edit This Profile (This will allow you to modify the Address, Contact and Emergency Contact).
3. Update Photo (This will allow you to add a photo from your computer to the member's profile).

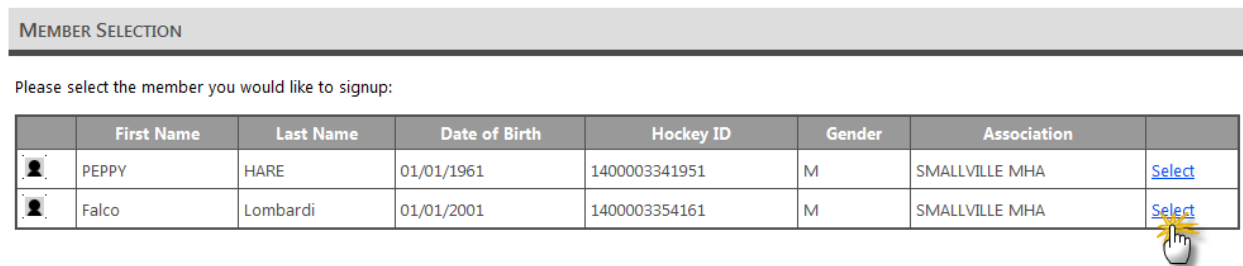
4 CLINIC SIGNUP

4.1 Member Selection



In order to select a member to sign them up for a clinic, click **“Signup for a Clinic”** from the main navigation bar at the top of the screen. This will bring you to the Member Selection page.

(As per this next image).



All members you have added in the previous steps will be displayed here.

You will then need to select which one you wish to sign up to a clinic by clicking **Select** to the right of their name.

NOTE: If you click signup from a specific member’s profile, you will bypass this section and go directly to the clinic signup for that member.

4.2 Clinic Selection

CLINIC SIGNUP SELECTIONS:

SELECTED MEMBER:
FIRST NAME: FALCO
LAST NAME: LOMBARDI
DATE OF BIRTH: 01/01/2001
GENDER: M

OFFICE INFORMATION



HOCKEY CANADA TRAINING BRANCH

CLINIC SELECTION

Search for term in Location/Address/City

Type

Start Date - -

End Date - -

THE CLINICS IN THE LIST BELOW ARE AVAILABLE FOR SIGNUP. YOU CAN ALSO USE THE SEARCH FUNCTION TO REFINE THE LIST.

CLICK ON "INFO" IN THE "ACTIONS" COLUMN OF A CLINIC BELOW TO OBTAIN MORE INFORMATION. CLICK ON "SIGNUP" TO SIGNUP FOR THAT CLINIC.

Page: 1 / 1

Type	Association	Location	Address	City	Province	Postal Code	Season	Date	Time	Actions
*Official - Level 1	KINGSTON MHA	clinic 2			ON		2010	09/16/2010-09/27/2010	00:00	Signup Info
*Official - Level 3	SMALLVILLE MHA				ON		2010	09/08/2010-09/08/2010	00:00	Signup Info

Now that you have selected which member you wish to sign up for a clinic, the next thing you need to do from the clinic selection page, is select which clinic you want to sign up the member to.

Typically, the available clinics will appear at the bottom of the page. You can however, use the search area to find a clinic should it not appear on the list. If you still cannot find the appropriate clinic, you will need to contact your hockey association.

From here, you can either click **SIGNUP** to signup the member to that clinic or click **INFO** to view the clinic's details. (See the example on the next page).

From the **Clinic Information** page, you will be able to view the Date/Time and location of the clinic.

CLINIC INFORMATION

HERE IS THE INFORMATION FOR THE CLINIC YOU REQUESTED.

CLINIC

Type	*Official - Level 3
Category	Official (*)
Office	SMALLVILLE MHA
Season	2010
Schedule	
THIS CLINIC IS BEING HELD ON THE FOLLOWING DAY(S):	
Date Period	09/08/2010 - 09/08/2010
Time	Start: 00:00 - End: 00:00
THIS CLINIC IS BEING HELD AT THE FOLLOWING LOCATION:	
Location	
Address	, ON ,
Contact Person	
Telephone	
Email	cvu@hockeycanada.ca
Last Day to Signup	09/26/2011

In the **Additional Information** box below, the Mandatory and Optional fees attached to this clinic will be displayed.

ADDITIONAL INFORMATION

Memo

PRE-TASK

pre-tasks: 1, 2, 3333

POST-TASK

post-tasks: 1, 2, 3444

FEES

THE FEES BELOW ARE APPLICABLE TO ATTEND THIS CLINIC:

Fee	Amount	Tax	Total
Attendance Fee	\$7.00	\$1.47	\$8.47

THE FEES BELOW ARE OPTIONAL TO ATTEND THIS CLINIC.

	Fee	Amount	Tax	Total
<input type="checkbox"/>	Manual	\$5.00	\$0.65	\$5.65

[Back](#)

4.3 Clinic Fees & Shopping Cart

4.3.1 Clinic Registration Step 1

Once you have chosen a member to signup to a clinic and selected the clinic, you will move on to a page similar to the Clinic Information page. This time, you will be given the opportunity to review your fees and select any of the optional ones that apply to the member.

PLEASE SELECT THE APPLICABLE HOCKEY DIVISION. IF IT IS NOT APPLICABLE, PLEASE SELECT "NA".

Midget

FEES

THE FEES BELOW ARE APPLICABLE TO ATTEND THIS CLINIC:

Fee	Amount	Tax	Total
Attendance Fee	\$7.00	\$1.47	\$8.47

THE FEES BELOW ARE OPTIONAL TO ATTEND THIS CLINIC.

<input type="checkbox"/>	Fee	Amount	Tax	Total
<input type="checkbox"/>	Manual	\$5.00	\$0.65	\$5.65

[Previous](#)

[Next](#)

4.3.2 Clinic Registration Step 2

In this section, you can review your order and the clinic details. From here, you have two options;

REVIEW CLINIC SIGNUP

PLEASE REVIEW THE INFORMATION, AND EITHER CHECKOUT AND PAY OR ADD THIS SIGNUP TO YOUR SHOPPING CART.

Selected Member:

First Name: Falco
Last Name: Lombardi
Date of Birth: 01/01/2001
Gender: M

Selected Clinic:

Type: *Official - Level 3
Season: 2010
Date: 08/09/2010 - 08/09/2010
Time: Start: 00:00 - End: 00:00

Selected information::

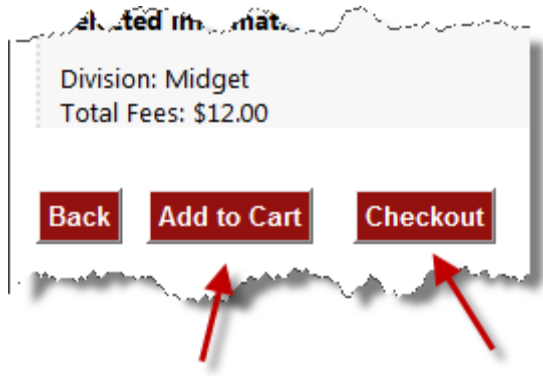
Division: Midget
Total Fees: \$12.00

[Back](#)

[Add to Cart](#)

[Checkout](#)

You can click on **Add to Cart** or **Checkout**. You may also click the back button to return to previous steps.



- Add to Cart:** The checkout system on the eHockey website uses “Shopping Carts”. What this means is that if you must register more than one member to clinics using eHockey, you do not need to checkout one member at a time, you can add the first member’s order to the shopping cart by clicking **“Add to Cart”**. You can then checkout only Once, when everyone is in the cart.

After clicking Add to Cart, you will be sent back to the home page where you can repeat the process with a second member by clicking “View” at the far right of the second member’s name. Then, from the top menu, click on: **“Signup for a clinic”** to go on with the next person’s registration.

Back on your home page, you will notice that now a “My Shopping Cart” element has been added, reflecting the current balance for the first order as well as the clinic registration details. (See image below).

 **MY SHOPPING CART**

Members are considered registered only after the checkout process.

Invoice #:
Status: Active

First Name	Last Name	Date of Birth	Gender	Clinic	Signup Date	Association	Season	Net Total	Total	Actions
Falco	Lombardi	01/01/2001	M	*Official - Level 3	19/01/2011 3:12:40 PM	SMALLVILLE MHA	2010	\$12.00	\$14.12	Delete View

PST \$0.56
 QST \$0.00
 HST \$0.65
 GST \$0.91
Total \$14.12

Checkout **Clear Cart**

NOTE: Members are considered registered only after the checkout process. Adding them to your cart does NOT register them to the clinic

Once this is done, you may repeat the process with a second member by first clicking view

(As shown below)

MEMBERS

	FIRST NAME	LAST NAME	DATE OF BIRTH	HOCKEY ID	GENDER	ASSOCIATION	
	PEPPY	HARE	01/01/1961	1400003341951	M	SMALLVILLE MHA	VIEW
	FALCO	LOMBARDI	01/01/2001	1400003354161	M	SMALLVILLE MHA	VIEW

[Add a Member](#)

MY SHOPPING CART

Members are considered registered only after the checkout process.

Invoice #:
Status: Active

First Name	Last Name	Date of Birth	Gender	Clinic	Signup Date	Association	Season	Net Total	Total	Actions
Falco	Lombardi	01/01/2001	M	*Official - Level 3	19/01/2011 3:12:40 PM	SMALLVILLE MHA	2010	\$12.00	\$14.12	Delete View

Then simply click **“Signup for a clinic”** on the second member’s **“Profile”**

MEMBER PROFILE

PEPPY HARE

01/01/1961 | MALE | ENGLISH

HOCKEY ID: 1400003341951

MEMBER OF: HOCKEY CANADA / HOCKEY CANADA TRAINING BRANCH / HOCKEY CANADA TRAINING N

[SIGNUP FOR A CLINIC](#) [TRAVEL PERMITS](#) [EDIT THIS PROFILE](#) [UPDATE PHOTO](#)

NOTE: At any point, if you wish to delete/edit a member’s registration from your cart, you can click on “CART” from the main navigation at the top of the screen. If the cart is still open, meaning that you have not checked out, you will be able to click View/Edit or Delete on that member’s registration.

- **Checkout:** Once you have added all member's orders to your Shopping Cart, you may click Checkout instead of add to cart in order to complete your transaction.


CART

Members are considered registered only after the checkout process.
 Invoice #:
 Status: Active

First Name	Last Name	Date of Birth	Gender	Clinic	Signup Date	Association	Season	Net Total	Total	Actions
PEPPY	HARE	01/01/1961	M	*Official - Level 1	22/01/2011 9:18:33 AM	KINGSTON MHA	2010	\$7.00	\$7.91	Delete View
Falco	Lombardi	01/01/2001	M	*Official - Level 3	19/01/2011 3:12:40 PM	SMALLVILLE MHA	2010	\$12.00	\$14.12	Delete View

PST \$0.56
 QST \$0.00
 HST \$0.65
 GST \$1.82
Total \$22.03

[Checkout](#) [Clear Cart](#)



On the next page, you will see a summary of your Shopping Cart and see your total. If everything is in order, click checkout again to proceed to the payment page.

NOTE: Members are considered registered only after the checkout process. Adding them to your cart does NOT register them to the clinic

CHECKOUT

Cheque
 Credit Card

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

Lastly, select the payment method you wish to use to pay for your Order. The choices in this section depend on which payment methods are accepted for this clinic. You will then get a confirmation that your order was completed successfully. Click on **Print Receipt** to print your receipt.

CLINIC SIGNUP

Your Clinic signup was successful.

First Name	Last Name	Date of Birth	Clinic	Signup Date	Association	Message
PEPPY	HARE	01/01/1961	*Official - Level 1	22/01/2011 9:18:33 AM	KINGSTON MHA	
Falco	Lombardi	01/01/2001	*Official - Level 3	19/01/2011 3:12:40 PM	SMALLVILLE MHA	Thank you!!

[Print Receipt](#) [Return to homepage](#)

5 SIGNING UP FOR A CLINIC WITHOUT IMMEDIATE ACCOUNT CREATION

If you choose to use the second method that eHockey offers, you will first click on “Signup for a Clinic” from the main toolbar at the top of your screen.

[SIGNUP FOR A CLINIC - S'INSCRIRE À UN STAGE](#) | [LOGIN - CONNEXION](#) | [HELP - AIDE](#)



You will be brought to a screen in which you must select the province where the desired clinic is taking place. Simply click on the appropriate Province or Territory.

SIGNUP FOR A CLINIC

PLEASE CLICK ON THE PROVINCE OR TERRITORY FOR WHICH YOU WOULD LIKE TO DISPLAY ITS AVAILABLE CLINICS FOR SIGNUP.



5.1 Clinic Selection

CLINIC SIGNUP SELECTIONS:

SELECTED MEMBER:
FIRST NAME: FALCO
LAST NAME: LOMBARDI
DATE OF BIRTH: 01/01/2001
GENDER: M

OFFICE INFORMATION



HOCKEY CANADA TRAINING BRANCH

CLINIC SELECTION

Search for term in Location/Address/City

Type

Start Date - -

End Date - -

THE CLINICS IN THE LIST BELOW ARE AVAILABLE FOR SIGNUP. YOU CAN ALSO USE THE SEARCH FUNCTION TO REFINE THE LIST.

CLICK ON "INFO" IN THE "ACTIONS" COLUMN OF A CLINIC BELOW TO OBTAIN MORE INFORMATION. CLICK ON "SIGNUP" TO SIGNUP FOR THAT CLINIC.

Page: 1 / 1

Type	Association	Location	Address	City	Province	Postal Code	Season	Date	Time	Actions
*Official - Level 1	KINGSTON MHA	clinic 2			ON		2010	09/16/2010-09/27/2010	00:00	Signup Info
*Official - Level 3	SMALLVILLE MHA				ON		2010	09/08/2010-09/08/2010	00:00	Signup Info

Now that you have selected which member you wish to sign up for a clinic, the next thing you need to do from the clinic selection page, is select which clinic you want to sign up the member to.

Typically, the available clinics will appear at the bottom of the page. You can however, use the search area to find a clinic should it not appear on the list. If you still cannot find the appropriate clinic, you will need to contact your hockey association.

From here, you can either click **SIGNUP** to signup the member to that clinic or click **INFO** to view the clinic's details. (See the example on the next page).

From the **Clinic Information** page, you will be able to view the Date/Time and location of the clinic.

CLINIC INFORMATION

HERE IS THE INFORMATION FOR THE CLINIC YOU REQUESTED.

CLINIC

Type	*Official - Level 3
Category	Official (*)
Office	SMALLVILLE MHA
Season	2010
Schedule	
THIS CLINIC IS BEING HELD ON THE FOLLOWING DAY(S):	
Date Period	09/08/2010 - 09/08/2010
Time	Start: 00:00 - End: 00:00
THIS CLINIC IS BEING HELD AT THE FOLLOWING LOCATION:	
Location	
Address	, ON ,
Contact Person	
Telephone	
Email	cvu@hockeycanada.ca
Last Day to Signup	09/26/2011

In the **Additional Information** box below, the Mandatory and Optional fees attached to this clinic will be displayed.

ADDITIONAL INFORMATION

Memo

PRE-TASK

pre-tasks: 1, 2, 3333

POST-TASK

post-tasks: 1, 2, 3444

FEES

THE FEES BELOW ARE APPLICABLE TO ATTEND THIS CLINIC:

Fee	Amount	Tax	Total
Attendance Fee	\$7.00	\$1.47	\$8.47

THE FEES BELOW ARE OPTIONAL TO ATTEND THIS CLINIC.

	Fee	Amount	Tax	Total
<input type="checkbox"/>	Manual	\$5.00	\$0.65	\$5.65

[Back](#)

On the next page, you will now be given two options:

1. I have an existing Account and Would like to login

This will send you to the login page where you can enter your “Existing” login information assuming you have already create an eHockey User Account.

2. I would like to create a new account

This will send you to the New Account Creation page for eHockey (See Chapter 2)

SIGNUP FOR A CLINIC

TO CONTINUE SIGNING UP FOR THE SELECTED CLINIC, YOU MUST HAVE AN ACCOUNT AND BE LOGGED IN.

IF YOU HAVE PREVIOUSLY SIGNED UP YOURSELF OR SOMEONE ELSE FOR A CLINIC ONLINE, YOU MAY ALREADY HAVE AN ACCOUNT AND YOU MAY LOGIN WITH THAT ACCOUNT.

IF YOU HAVE NOT PREVIOUSLY SIGNED UP YOURSELF OR SOMEONE ELSE FOR A CLINIC ONLINE, PLEASE PROCEED BY CREATING A NEW ACCOUNT.

[I HAVE AN EXISTING ACCOUNT AND WOULD LIKE TO LOGIN](#)

[I WOULD LIKE TO CREATE A NEW ACCOUNT](#)

6 eHOCKEY TOOLBAR

HOME SIGNUP FOR A CLINIC ADD A MEMBER ORDER HISTORY CART MY ACCOUNT HELP LOGOUT

At any time while logged in to the eHockey website, this navigation toolbar will be available to you. In this section, we will be covering some of the main areas.

- **Home:** This button will send you to the main page of the eHockey website. There you will see a list of all members you have added to your account and a link to let you add more members to your account.
- **Signup for a Clinic:** This button will send you to the member selection screen, as we have covered earlier in section four. From there you can choose a member to register to a clinic. (See section four of this manual for more information)
- **Add a Member:** This Button will send you to the “Add Member Search” in order to add another member to your eHockey Account.
- **Order History:** Once you have “checked out” you can click on Order History to view a list and summary of members you have registered. In this Section, you will be able to either “**Print Receipts**” or “**E-mail Receipts**”. “E-mail receipt” will send you an E-mail copy of your receipt to the E-mail address you use to login to eHockey, thus the importance of a valid E-mail address.

ORDER HISTORY

Invoice #: 6003917
Status: Closed

First Name	Last Name	Date of Birth	Gender	Clinic	Signup Date	Association	Season	Net Total	Total	Actions
PEPPY	HARE	01/01/1961	M	*Official - Level 1	22/01/2011 9:18:33 AM	KINGSTON MHA	2010	\$7.00	\$7.91	View
Falco	Lombardi	01/01/2001	M	*Official - Level 3	19/01/2011 3:12:40 PM	SMALLVILLE MHA	2010	\$12.00	\$14.12	View

Print Receipt Email Receipt



“**Print Receipt**” will open up your order receipt for that particular order or “**Cart**”. It will pop up a new window displaying the order details in printable format. From there, you may click print to send the receipt to your printer.


(See the image below for an example of the eHockey receipt).

Receipt

Invoice #	6003917
Invoice Date	Jan 22, 2011

KINGSTON MHA
15 Maple St
Kingston AB , K2K 2K2

Name	PEPPY HARE	Hockey ID	1400003341951
Date of Birth	Jan 01, 1961	Gender	M
Clinic	*Official - Level 1	Season	2010-2011
Fees			Amount
Attendance Fee			\$7.00
		Net Total	\$7.00
		GST	\$0.91
		Total	\$7.91
Payment			
Cheque			\$0.00
		Total Payment	\$0.00
		Balance	\$7.91

 **SMALLVILLE MHA**
123 Krypton Boulevard address 2
Kent NL , A1A 1A1

Name	Falco Lombardi	Hockey ID	1400003354161
Date of Birth	Jan 01, 2001	Gender	M
Clinic	*Official - Level 3	Season	2010-2011
Fees			Amount
Attendance Fee			\$7.00
Manual			\$5.00
		Net Total	\$12.00
		GST	\$0.91
		PST	\$0.56
		HST	\$0.65
		Total	\$14.12
Payment			
Cheque			\$0.00
		Total Payment	\$0.00

- **Cart:** This button will send you to your “open” cart. This section will only display orders in progress for shopping carts that have not yet been checked out.

As previously mentioned, here you can View, Edit or Delete a member’s order from the cart. Remember that only shopping carts with a status of “Active” can be deleted or modified.

- **My Account:** This section is where you would modify your login information for the eHockey, whether it is to change your E-mail address or your password.

MY ACCOUNT

PLEASE CHOOSE WHAT YOU WOULD LIKE TO DO WITH YOUR ACCOUNT...

[Change My Email Address](#)
Choose this option to change your email address.

[Change My Password](#)
Choose this option to change your password.

To change your E-mail address, click “Change my E-mail Address”.

CHANGE MY EMAIL ADDRESS

YOU CAN CHANGE YOUR EMAIL ADDRESS BELOW. THIS IS THE EMAIL ADDRESS YOU USE TO LOGIN TO eHOCKEY. ONCE YOU CHANGE IT, REMEMBER TO USE THE NEW ONE TO LOGIN NEXT TIME.

Current Email: flombardi@abc.com

New Email: *

Confirm Email: *

Password: *

As shown above, enter your new E-mail, Re-enter it in the Confirm E-mail box and finally type in your current password. Once you click update, you will be able to use your new E-mail address to login to the eHockey website.

Click on “Change My Password” to make modification to your current password.

Similarly as changing your E-mail, enter your Current Password, and then the new password in the following text boxes. Once you click Update, you may use this new password to login. (See graphic below).

CHANGE MY PASSWORD

YOU CAN CHANGE YOUR PASSWORD BELOW.

PLEASE NOTE THAT PASSWORDS ARE CASE SENSITIVE!

Email:	<input type="text" value="flombardi@abc.com"/>
Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

UpdateCancel

- **Help:** You should find any contact information on the party hosting the clinic in here if you have any questions.
- **Logout:** Once you have finished any clinic registration operations, you may click logout to safely exit the system.