



# HCR ONLINE REGISTRATION

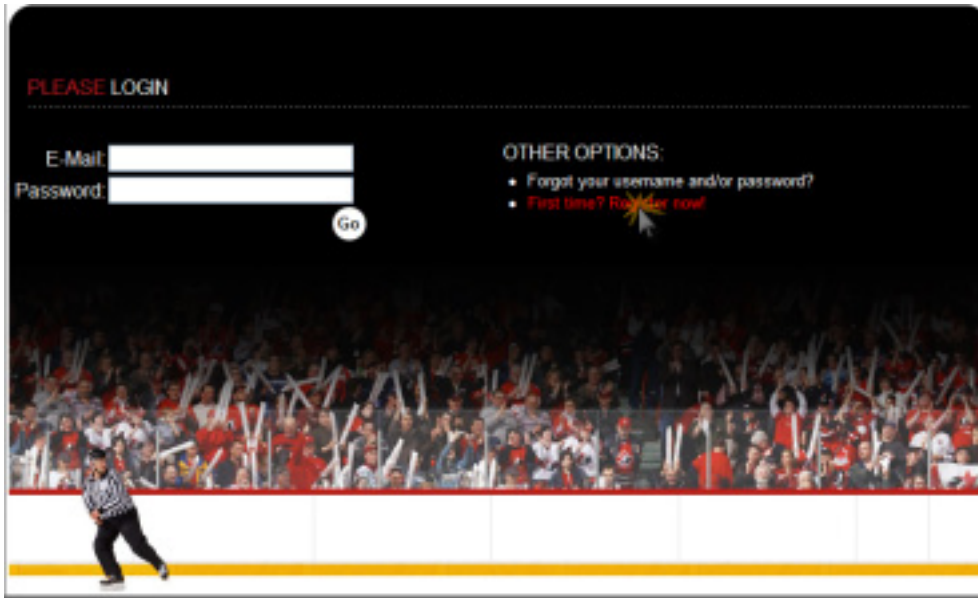
Last Updated: June 1, 2008

## HCR ONLINE REGISTRATION

### **Login/Account Creation**

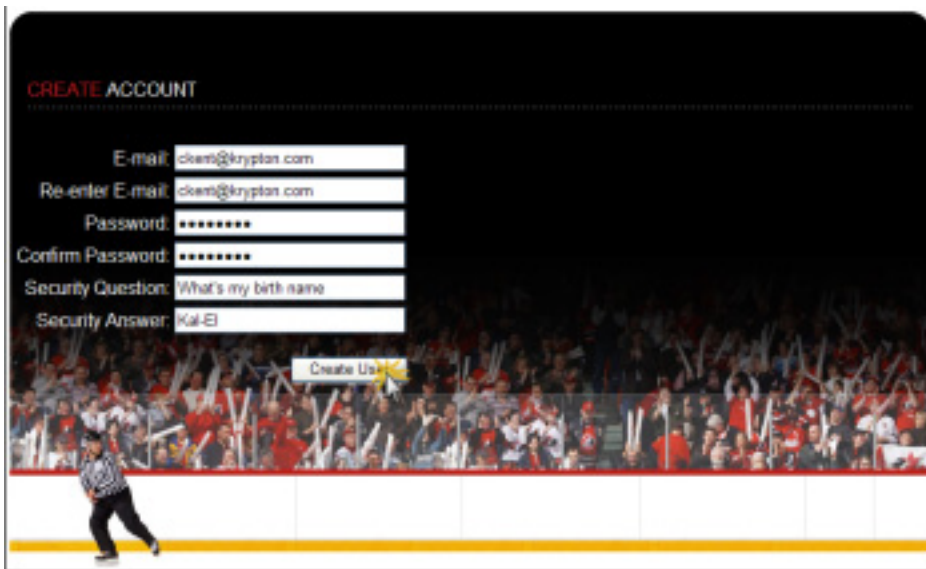
When the user first accesses the Online Registration site, they are brought to the login screen. The user will need to create an account to register members in your association. **This account is a “family” account; they only need ONE account to register as many family members as they wish.**

To create an account, they would click on the “First Time? Register now!” link.



The screenshot shows a login interface with a dark background and a crowd of people in the background. The text "PLEASE LOGIN" is at the top left. Below it are two input fields: "E-Mail:" and "Password:". A "Go" button is positioned below the password field. To the right, under "OTHER OPTIONS:", there are two links: "Forgot your username and/or password?" and "First time? Register now!". The "First time? Register now!" link is highlighted with a yellow starburst.

Then, they will be asked to provide their email address, password, and security question.

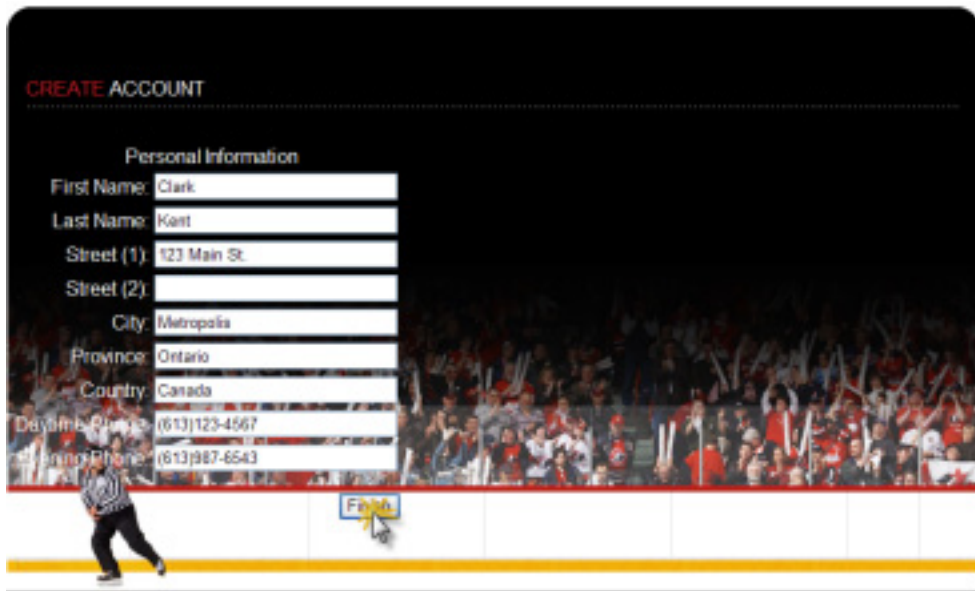


The screenshot shows an account creation interface with a dark background and a crowd of people in the background. The text "CREATE ACCOUNT" is at the top left. Below it are several input fields: "E-mail:" with the value "cclient@kryplan.com", "Re-enter E-mail:" with the value "cclient@kryplan.com", "Password:" with "\*\*\*\*\*", "Confirm Password:" with "\*\*\*\*\*", "Security Question:" with the value "What's my birth name", and "Security Answer:" with the value "Kal-E". A "Create Us" button is positioned below the security answer field. The "Create Us" button is highlighted with a yellow starburst.

***A valid email address is required for Password Retrievals if the user forgets their password.***

## HCR ONLINE REGISTRATION

The next step is to provide some Personal Information. This includes name, address, and contact information.



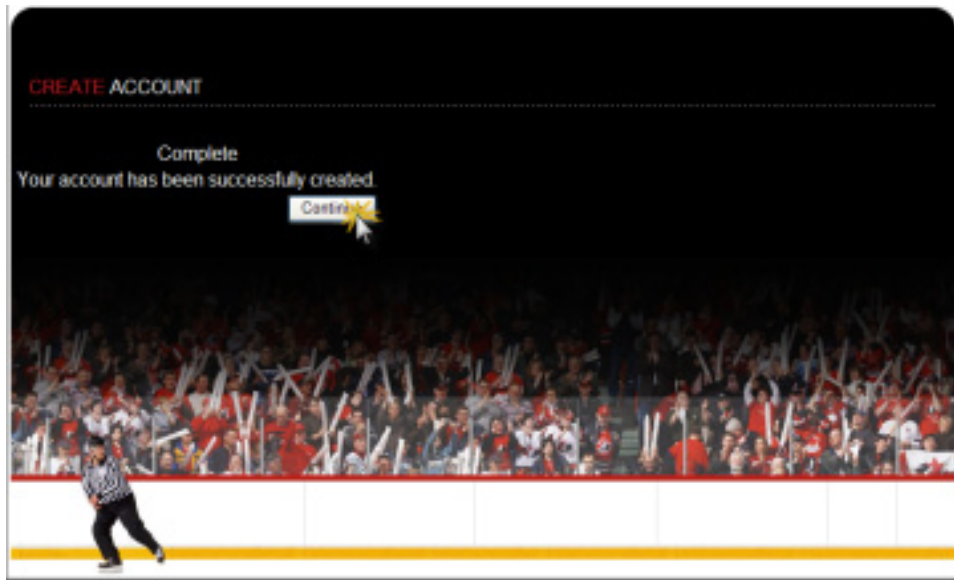
**CREATE ACCOUNT**

Personal Information

First Name:	Clark
Last Name:	Kent
Street (1):	123 Main St.
Street (2):	
City:	Metropolis
Province:	Ontario
Country:	Canada
Daytime Phone:	(613)123-4567
Evening Phone:	(613)987-6543

The form is overlaid on a background image of a hockey arena with a cheering crowd and a referee on the ice. A mouse cursor is positioned over a 'Form' button at the bottom right of the form area.

Once you've finished this last step in the account creation, you're ready to signup your member.

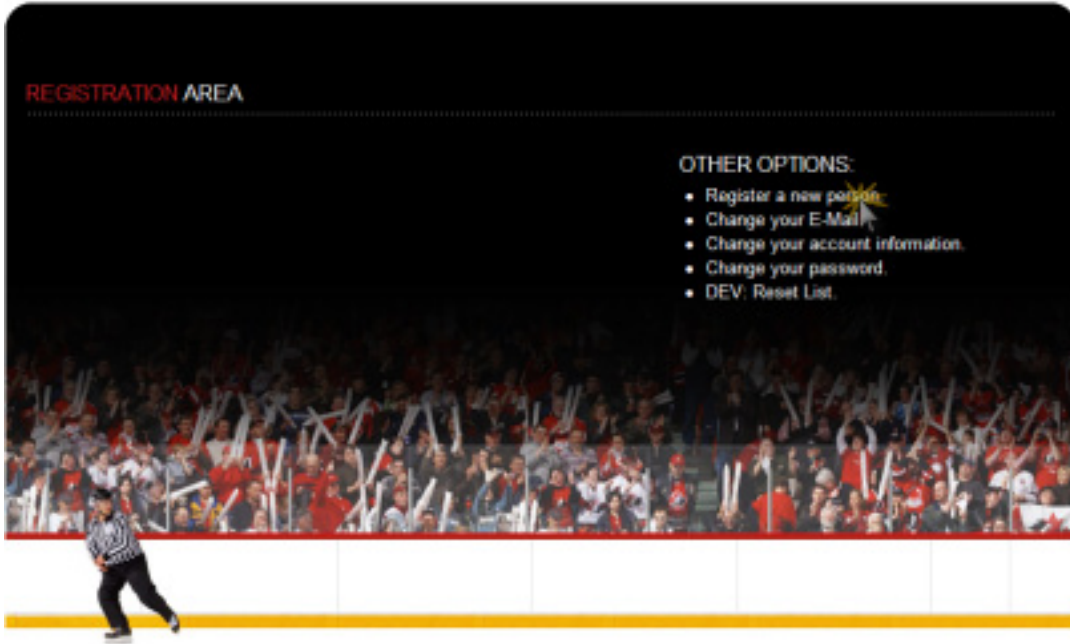


## HCR ONLINE REGISTRATION

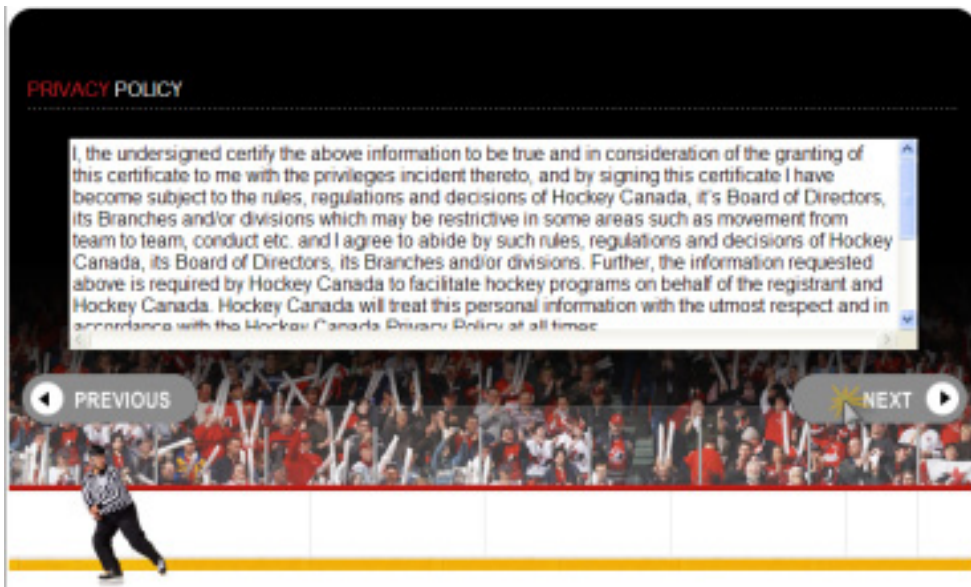
### **Member Registration**

After logging in to the system, they will be brought to the Registration Options.

To signup a member, they would click on the “Register a new person” link.



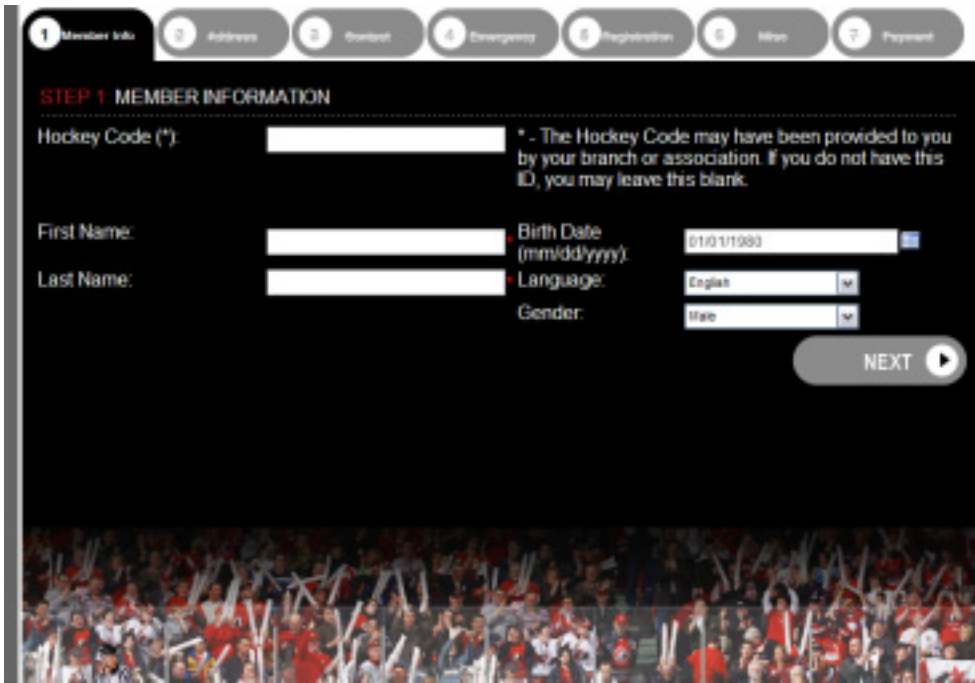
They will receive a Disclaimer (Privacy Policy) and once it is read, pressing on the “Next” Button means that they accept the disclaimer.



If you would like your own MHA-specific Policy in addition to the one above, send it to the Help Desk and they will add it for you.

## HCR ONLINE REGISTRATION

After accepting the Policy(ies), they will be asked to fill in the member's information.

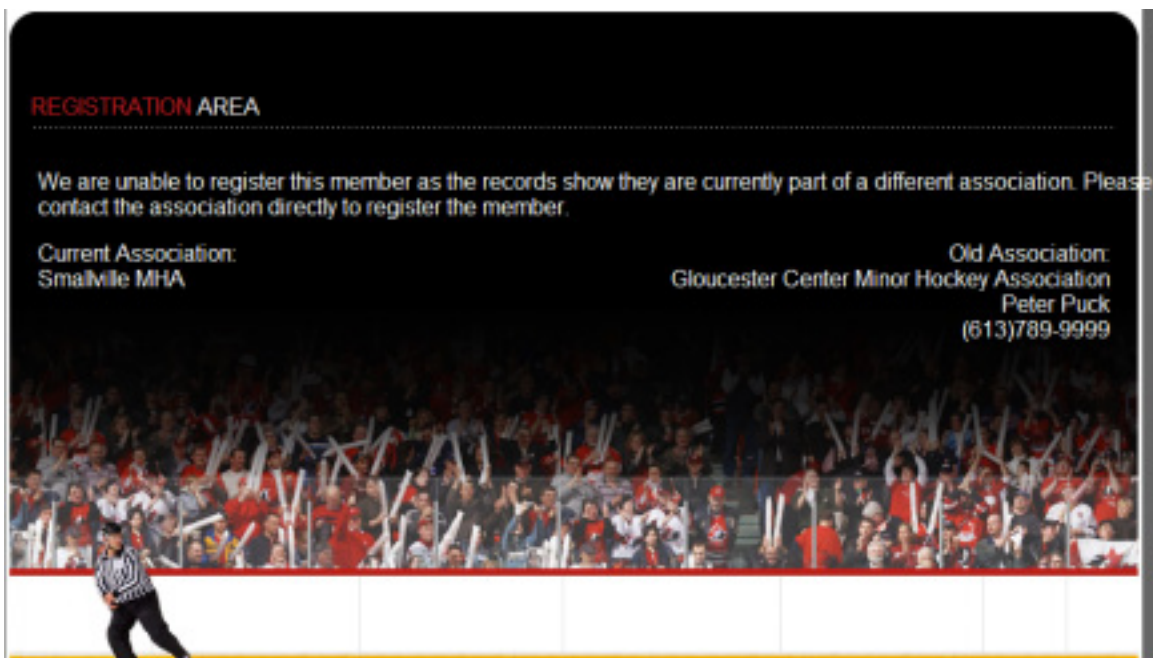


The screenshot shows a registration form with a progress bar at the top containing seven steps: 1. Member Info (selected), 2. Address, 3. Contact, 4. Emergency, 5. Registration, 6. Misc, and 7. Payment. Below the progress bar, the title "STEP 1: MEMBER INFORMATION" is displayed. The form includes the following fields and options:

- Hockey Code (\*): A text input field with a note: "\* - The Hockey Code may have been provided to you by your branch or association. If you do not have this ID, you may leave this blank."
- First Name: A text input field.
- Last Name: A text input field.
- Birth Date (mm/dd/yyyy): A date picker showing 01/01/1980.
- Language: A dropdown menu showing "English".
- Gender: A dropdown menu showing "Male".

A "NEXT" button with a right-pointing arrow is located at the bottom right of the form. The background of the form area features a photograph of a hockey crowd.

If the user being registered exists in a different association than your association, they will receive an error. At that point, they would need to contact you to notify you that the member needs to be transferred. Proper transfer procedures must take place before that member can be registered online.



The screenshot shows an error message titled "REGISTRATION AREA". The message text reads: "We are unable to register this member as the records show they are currently part of a different association. Please contact the association directly to register the member." Below the message, the current and old associations are listed:

Current Association: Smallville MHA	Old Association: Gloucester Center Minor Hockey Association Peter Puck (613)789-9999
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The background of the error message area features a photograph of a hockey rink with a crowd of spectators and a referee on the ice.

# HCR ONLINE REGISTRATION

The next step is to fill in the member's Addresses.

The screenshot shows the registration process at Step 2: ADDRESS. At the top, a progress bar contains seven steps: 1 Member Info, 2 Address (highlighted), 3 Contact, 4 Emergency Contact, 5 Registration, 6 Billing, and 7 Payment. The form fields are as follows:

Address (1):	1932 Action Boulevard		
Address (2):			
City:	Smallville	Province:	Ontario
Postal Code:	A1A 1A1		

Navigation buttons for 'PREVIOUS' and 'NEXT' are located at the bottom of the form area. The background features a crowd of fans and a referee on a field.

Next step is the member's contact information.

The screenshot shows the registration process at Step 3: CONTACT. The progress bar at the top highlights Step 3. The form fields are as follows:

Home:	(877) 288-6421	Email:	jmith@smith.com
Work:		Cell:	
Pager:		Fax:	

Navigation buttons for 'PREVIOUS' and 'NEXT' are located at the bottom of the form area. The background features a crowd of fans and a referee on a field.

## HCR ONLINE REGISTRATION

And finally, the last step is to fill in the Emergency Contact Information.

The screenshot shows the 'STEP 4: EMERGENCY CONTACT' form. At the top, a progress bar indicates seven steps: 1 Member Info, 2 Address, 3 Contact, 4 Emergency Contact (highlighted), 5 Registration, 6 Misc, and 7 Payment. The form is divided into two columns for 'Contact 1' and 'Contact 2'. Contact 1's information is pre-filled: First Name: Martha, Last Name: Kent, Type: Home (dropdown), and Phone: (800) 123-4567. Contact 2's fields are empty. Below the form are 'PREVIOUS' and 'NEXT' buttons. The background features a crowd of hockey fans and a referee on the ice.

Now that the Member's general information is filled, they can proceed to choosing which packages to which they want to register. In the example below, you can see that we created a General Package that includes Initiation, Atom, Pee wee, and Bantam registrations. They will get a listing of all of these Divisions. Since we created a specific Atom Goalie Package, let's assume the user chooses Atom from the list.

The screenshot shows the 'STEP 5: REGISTRATION' form. The progress bar at the top highlights step 5: Registration. The form displays a list of divisions under the label 'Division:'. The listed divisions are: Initiation, Atom, Pee wee, and Bantam. A 'PREVIOUS' button is visible at the bottom left. The background features a crowd of hockey fans and a referee on the ice.

## HCR ONLINE REGISTRATION

They will see all packages assigned to the chosen Division. In this case, both the General and the Atom Goalie Package appear.

The screenshot shows the registration process for the Atom division. At the top, a progress bar includes steps 1 through 7: Member Info, Address, Contact, Emergency Contact, Registration (highlighted), View, and Payment. Below the progress bar, the text reads "STEP 5: REGISTRATION". Underneath, the "Division:" is set to "Atom" and the "Package:" section lists "General Package" and "Atom C Goalie". At the bottom of the form area, there are "PREVIOUS" and "NEXT" navigation buttons. The background of the form area features a photograph of a hockey arena with a crowd of fans and a referee on the ice.

If they would have chosen Pee wee for example, they would only get the General Package.

The screenshot shows the registration process for the Pee wee division. At the top, a progress bar includes steps 1 through 7: Member Info, Address, Contact, Emergency Contact, Registration (highlighted), View, and Payment. Below the progress bar, the text reads "STEP 5: REGISTRATION". Underneath, the "Division:" is set to "Pee wee" and the "Package:" section lists "General Package". At the bottom of the form area, there are "PREVIOUS" and "NEXT" navigation buttons. The background of the form area features a photograph of a hockey arena with a crowd of fans and a referee on the ice.

## HCR ONLINE REGISTRATION

Sticking with the Atom Registration, let's choose the General Registration package first. You will notice that the fees defined as Optional have an "Add" button.

Package:	General Package		
Fees:	Registration Fee	\$500.00	
Optional:	Conditioning Camp	\$250.00	[Add]
	Tryout Fee	\$100.00	[Add]

If they clicked Add for these optional fees, they would be added to the list of Fees and an option to remove the fees would be available.

Package:	General Package		
Fees:	Registration Fee	\$500.00	
	Tryout Fee	\$100.00	[Remove]
Optional:	Conditioning Camp	\$250.00	[Add]

## HCR ONLINE REGISTRATION

If they chose the Atom Goalie Package, they would get the Fee structure below. Since we made these Fees mandatory, there isn't an option to add or remove any of them.

1 Member Info 2 Address 3 Contact 4 Emergency Contact 5 Registration 6 Misc 7 Payment

**STEP 5: REGISTRATION**

Package: Atom C Goale

Fees:

Registration Fee	\$500.00
Atom C Goale	\$350.00

Optional:

PREVIOUS NEXT

The next step will ask the user if they would like to volunteer, if you've defined this in your settings. This step will also ask the user to enter any Tracking information that you've defined in your settings.

1 Member Info 2 Address 3 Contact 4 Emergency 5 Registration 6 Misc 7 Payment

**STEP 6: MISCELLANEOUS**

Do you wish to volunteer?

Please Provide the Registrant's Health Number: 123456789

PREVIOUS NEXT

## HCR ONLINE REGISTRATION

In the Final step they will be given the option to pay with a Credit Card, Cheque, or Money Order, depending on the options you've defined in your settings.

1 Member Info 2 Address 3 Contact 4 Emergency Contact 5 Registration 6 Misc 7 Payment

**STEP 6: PAYMENT**

Package: Atom C Goalie

Fees: Registration Fee \$500.00  
Atom C Goalie \$350.00

Total: Total: \$850.00

▶ PAY WITH CREDIT CARD  
▶ PAY WITH CHEQUE  
▶ PAY WITH MONEYORDER

◀ PREVIOUS

**NOTE:** If they choose Credit Card, they will be forwarded to Quick Enrollment's page where they can process their credit card transaction.

Once they've completed the payments, the registration will be complete. They will see any messages and files you've setup for the specific package they chose. They are also given the options to "View Receipt" or "Register someone else".

**REGISTRATION COMPLETE**

You're registration is now complete.

Click here to download File download

**OTHER OPTIONS.**

- View Receipt
- Register someone else
- Main