

1. Login to teamsnap using the same login you use on the mobile app on your phone. If you don't have a login, click the "Sign Up" link to create an account.

# Coaldale Minor Hockey Association

## Registration 2018/2019 (HC FORM)



### Welcome to TeamSnap's Club & League Registration

This season we're using TeamSnap to manage our teams and registration. Please create an account to continue, or log in with your TeamSnap account.

Don't Have a TeamSnap Account? [Sign Up](#)

#### Log in With TeamSnap

Email

Password

[Forgot Password?](#)

Login

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2. Select either one of the existing participants listed and selecting “Register Participant” (for returning players) or “Create New Participant” (for new players).

The screenshot shows a web application interface with a modal dialog box in the center. The modal has a white background and a dark blue header. The header text reads: "Hey Darren, we've found a few participants in your account." Below the header, the text "Would you like to add one of these participants to this registration?" is displayed. A list of three participants is shown, each with a radio button: "Darren Hurt", "BECKETT HURT", and "FOSTER HURT". Below the list is a checkbox labeled "Show archived participants". At the bottom of the modal are two buttons: "✕ Create New Participant" and "✓ Register Participant". The background of the application is dimmed. On the left, there is a sidebar with an "Info" icon and a "Step 1: Enter" label. On the right, there is a "Checkout" icon. Below the modal, there are two large buttons: "Add Existing Participant" and "Add New Participant". Below these buttons, the text "Step 2: Enter Parent Info" is visible. At the bottom, there is a form section for "Parent 1" with fields for "Parent 1 First Name" and "Parent 1 Home Phone".

**Hey Darren, we've found a few participants in your account.**

Would you like to add one of these participants to this registration?

- ☐ Darren Hurt
- ☐ BECKETT HURT
- ☐ FOSTER HURT

☐ Show archived participants

**✕ Create New Participant** **✓ Register Participant**

**Add Existing Participant** **Add New Participant**

**Step 2: Enter Parent Info**

**Parent 1** close

**\* Parent 1 First Name** **\* Parent 1 Home Phone**

3. Step 1, Enter details. Before confirming parent information in Step 2, enter any other players from your family by selecting “Add Existing Participant” or “Add New Participant.” **IMPORTANT – for any additional players entered you MUST RESELECT “AB” in the province box.**

\* Zip/Postal Code

#### Sport Info

\* Hockey Canada Hockey ID [?](#)



Hockey Canada Privacy Policy [?](#)

☐

#### Additional Participant Info

\* Hockey Canada Division [?](#)



\* Are You a New Initiation Player?

 Add Existing Participant

 Add New Participant

#### Step 2: Enter Parent Info

Parent 1

close

4. Step 2, Enter Parent Information. It is mandatory that one parents' information be entered. However, if applicable please enter contact information for both parents using the boxes provided.

#### Step 2: Enter Parent Info

**Parent 1** close

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**\* Parent 1 First Name**

**\* Parent 1 Home Phone**

**\* Parent 1 Last Name**

**Parent 1 Cell Phone**

**Parent 1 Email**

**Parent 2** close

**Parent 2 First Name**

**Parent 2 Cell Phone**

**Parent 2 Last Name**

**Parent 2 Email**

5. Click save and continue.
6. On the payment screen select the applicable division for each player
7. Click save and continue.
8. Once you confirm your fees you can either select pay in full or pay by installment.
  - a. Installment requires initial deposit amount and the remainder of the fees will be split over 3 equal payment, automatically withdrawn July 15, August 15 and September 15.
  - b. If you wish to pay via e-transfer or cheque, please contact our Admin prior to check out.
9. Enter and confirm credit card information and click Confirm Payment.
10. You will receive a confirmation and receipt via email.
11. That's it. All done. For any issues that may arise, please contact [cmhacobra@gmail.com](mailto:cmhacobra@gmail.com) and we will be happy to help with the process.