



## High Country Minor Hockey New Player Registration Information

Welcome to High Country Minor Hockey Association. (HCMHA) This is your pre-registration guide for the 2025-2026 season if you are NEW to HCMHA or NEW to Hockey. Please read through the information carefully. **This is required prior to Registering with HCMHA.**

The following is required prior to registering with HCMHA

### 1. Create Spordle Account/ HCR Profile

Creating an HCR Number

This guide will walk you through the steps to create an HCR (Hockey Canada Registry) number. The HCR number is a unique identifier used by Hockey Canada and its Members for managing registrations, rosters, player profiles, and much more.

Please note that this is a two-step process and both must be completed in order to create an HCR number.

Step 1: Create a My Account login

1. Go to <https://myaccount.spordle.com/login>
2. Enter your email in the “Email” field and click login
  - a. If the Password field is displayed, you already have an account. Enter your password or click “Forgot Password?” to recover your password and access My Account. In this case, proceed to Step 2: Create an HCR Number.
  - b. If you receive a message stating “This account does not exist. Sign up”, click the “Sign up” link. In this case, continue through Step 1: Create a My Account login.





3. Enter your first name, last name, a password, and confirm your password in the appropriate fields. Then click “Next”.

a. Your password must:

- Include at least eight (8) characters
- Include at least one (1) number
- Include at least one (1) uppercase letter
- Include at least one (1) lowercase letter
- Include at least one (1) special character

4. Choose your primary language, enter your primary phone number, and your primary address. Click “Sign Up”.

a. Please verify your address. If your address does not appear properly due to the Google address automation, you may enter your address manually by clicking “Enter address manually” and filling out the address fields.

5. A six-digit code will be sent to your email. Enter the code in the “Code” field and click “Verify” to finish setting up your My Account.

a. Please check your junk/spam mail if you do not receive the code.

b. If you do not receive the email, click on the link for “Resend Email”.

6. You will then be prompted to login. Enter your password and click “Login”.

7. The last step is reading and accepting the Spordle Terms and Conditions. Please review the text and click “I Agree” to proceed.

You are now in your My Account. For more information on My Account, you can review the documentation, [here](#).

Step 2: Create an HCR Number

1. Now that you are in your My Account, use:

<https://page.spordle.com/ha/register/1f030f87-1cc6-66b8-82df-0281acc700a5>



2. Click the red “Register Now” button, then the “Create HCR Number” link, and then the “Yes, let’s go!” button. You will be taken to your Branch’s registration page.

Click “Register now”.

3. Please enter in the first name, last name, and birthdate for the participant you are registering. Only enter in your own details here if you are registering yourself.

If you are registering someone else, please ensure that you enter their information. Click “Search”.

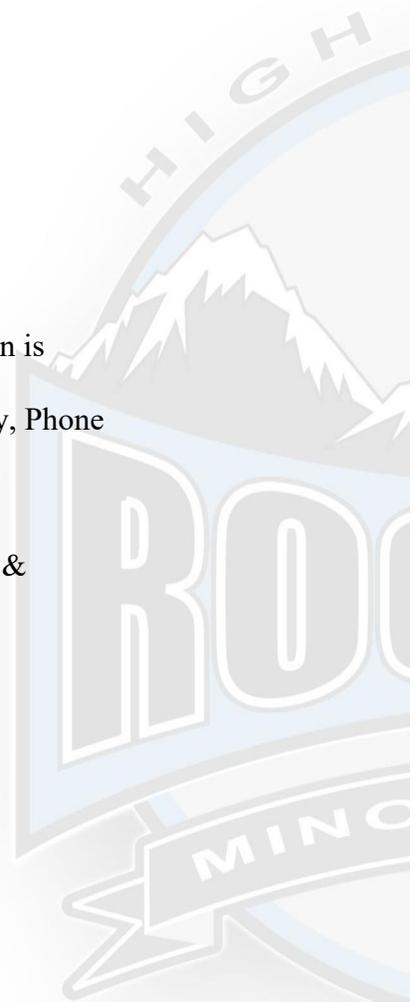
a. HCR will search the database and will display participants with matching information. Please review the search results, including the name, age, and current organization(s). If this appears to be the correct participant, you may copy the HCR Number and do not need to proceed with this step.

b. If the participant(s) displayed do not seem correct or if no results are displayed, please click “Create a new participant” to proceed.

i. Before moving forward, it’s recommended to try variations of first names to ensure that there isn’t an existing profile. For example, Sue and Susan, Elizabeth and Liz, Jim and James, etc.

4. Please complete the Participant Creation form. The mandatory information is email, citizenship, Gender Identity, Identify as Indigenous, Race & Ethnicity, Phone Number, Phone Type, Address Type, and Move-in Year.

a. There is a small ‘i’ icon next to Gender Identity, Birth Country, and Race & Ethnicity that explain why this information is being collected. As well, there’s a section at the bottom of the form explaining why all the demographic information is collected.





5. Click “Create”. A window called “Manage Participant” will appear. You may skip past this by clicking “Register”. Then, select the “Skip the registration selection” and click “Next”.
  
6. You will now see “Create HCR Number” as an Optional Item. Click the “+” to add one and click “Next”. Then click “Complete”. If you have multiple HCR Numbers to create, you can then click “Add another participant” and repeat Step 2 from item 4 as many times as needed. If done, click “Checkout”, then “Next”.
  
7. You must accept the Terms and Conditions here by selecting the checkbox above the “Previous” button. Select it, then click “Next”. Click the box that says “Cash” – don’t worry, there is no cost – and then click “Pay”.
  
8. You have now completed the HCR Number creation. If you click the Invoice Number, you will be taken to your My Account and will see your invoice (this will also be emailed to you). Your HCR Number will be located right next to the participant’s name(s) that you registered.

## 2. Valid Respect in Sport Certificate. (RIS)

- Complete the Parent Respect in Sport Certification by Hockey Alberta
- Here is the link:  
[https://hockeyalbertaparent.respectgroupinc.com/koala\\_final/](https://hockeyalbertaparent.respectgroupinc.com/koala_final/)
  
- Follow the instructions to create an account and complete the course for New to hockey players.
  - Select High Country for the Association
- For existing players, Check the Expiry date of your RIS. If it expires in 2025, you need to recertify.
- Click on Program Access to re-certify your RIS, Save a copy of the certificate once completed.
- If your RIS is valid for 2025, go to Profile, click on Certificate and Takeaways tab
- Select Print Certificate, download to computer
- Save a copy
- You will need to upload a copy of the RIS later when you register.



### 3. Profile/Child Management – Address, Association information validated

- Go to Profile/Child Management Tab – select child’s name and click update profile
- Verify your address in RIS Portal. Ensure that the Players’s physical address, land description is entered in the address fields (PO Box # and 911 # are not valid addresses)
  - **Note: Your child can not be placed on a roster if your profile is not updated.** (Physical Address, Phone, Email, Parent/Guardian Names)
  - BOX #, Acreage 911 Address **are not** valid addresses to register. You must provide a physical address or land description of the permanent residence
  - If you have moved into High Country boundary, you must complete a parent declaration form and provide proof of residency. The form can be accessed here: <https://www.hockeyalberta.ca/parent-declaration-form/>
  - Once the parent declaration form has been received by the Registrar and the address is verified, your player will be transferred from your old Minor Hockey Association to High Country. Registration cannot be completed until the Registrar verifies the transfer is complete.

### 4. Birth Certificate

- Provide a copy of the birth certificate to the Registrar by email. You will also need to upload it in the documents section of the registration process later.
- This is needed to confirm the players birth year.

Please email the RIS, Hockey Canada ID and Birth Certificate to the Registrar- (registrar@highcountryrockies.ca). Indicate the Players **Full Name in the Subject Line of the email.**

Once the Registrar has reviewed and validated the information you will receive an email to proceed with the registration process.

Thank you,

Registrar

