

Step One: Go to the Oakville Rangers Registration Site

https://register.sportsheadz.com/association/230



Please note the large **Oakville Rangers Banner** at the top of the screen. If you are not seeing that you are on another Association's registration site. If you are not on the Oakville Rangers Registration page, click on *Leagues & Clubs* (top left-had corner of the screen), search for Oakville, and click on *Oakville Rangers Hockey Club* in the search results.

Home Leagues & Clubs	SPORTSHEADZ	Sign In
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	Oakville Minor Baseball Association https://baseballoakville.com	
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Step Two: Log In to Your HCR Account

In the top-right corner of the screen, click on *Sign In*. Enter your email address and password for your SportsHeadz account and click *Sign In*.

Forgot your password? Click the Forgot Password link to rest your password.

Don't Have a SportsHeadz Account?

You will need to take a moment to create one. On the Log In screen, just below the Sign In button, click on *Sign Up*. Enter your information, choose a password, and click *Join Now*. The system will email you a confirmation number – enter that number on the following screen and click *Confirm*. Your account is now created, and you can log in to proceed.

Need To Update Your Contact Info or Reset Your Password?

In the top-right corner of the screen, click on **My Account** then click where is shows your name and email address, near the top of the dropdown. From this screen you can manage your profile details and account security.



Step Three: Check your Participant(s) (optional)

A "Participant" is the player(s) you are registering for the Oakville Rangers. In the top-right corner of the screen, click on *My Account* then click on *Participants*. The Participants connected to your account will be listed.

If you have not used the SportsHeadz Registration Platform before you will need to click on the blue *Create* **+** button to add each of your Participants. If you have existing participants listed and need to update any of their information you can do so by clicking on *Actions* then clicking *Edit*.

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		Oakville, Ontario Canada	Actions V	My Invites



Step Four: Select Your Registration Package

If you have gone to another screen and need to return to the screen with the list of Registration Packages, click on *Leagues & Clubs*, search for and click on *Oakville Rangers Hockey Club*.

Listed at the top of the screen is the "Relevant Registrations" for the Participant(s) in your account. These are the Registration Packages you can register for, based on the Participant's Year of Birth. For example, if your Participant is a 2018, it will be showing all the packages a 2018 can register for. If you have a 2018 and a 2013, you will be seeing all the 2013 and 2018 packages. Below that, you can



see all the Oakville Rangers Registration Packages – but you should be able to find what you are looking for under the Relevant Registrations section.

For more information about a Registration Package you can click on the *More Info* link, or you can visit our website at <u>www.oakvillerangers.ca/register/</u>. Locate the Registration Package you want to sign up for on the list and click on *Register Now*.

Step Five: Add Participants to Your Cart

Use the *Checkbox* to select the Participant you are registering then click on *Add to Cart*. If you need to edit any of the Participant's details you can do so from here by clicking on the *Edit* button, and if the Participant is not listed, there is a *Create New Participant* button at the bottom of the screen.

Optionally, if you are registering multiple Participants you can click on *Keep Shopping* and repeat this step until all the Participants are in your cart. When you have added all your Participants and you are ready to proceed, click *Proceed to Checkout*.





Step Six: Complete the Registration Form

Click on *Fill Out Form* to open the Registration Form.

Please read through and complete the Registration Form entirely – do not skip anything. The form will give you an error message if you have not completed any of the mandatory sections. The Form itself is self-explanatory. When you are done click on **Save Changes** (at the very bottom of the screen).

You will interact with the form in a few different ways, and a couple of points to note:

Secondary Contacts

If you have added any Secondary Contacts on your Participant, you must click this box for that contact to be automatically included on any communications sent out through the SportsHeadz platform (which is the primary way we will communicate with you throughout the season).

Hockey Canada ID

The form is going to ask you to enter your Hockey Canada ID. You can find this number on any of your old Hockey Canada invoices. If you do not know it, or if you are new to Hockey Canada and don't have one, there is a check box below that which will allow you to leave that field blank.

Signature Fields

There are several Policy and Waivers where you will need to "sign" to accept. To complete these fields, click on the black *Enter Signature* button then use your mouse (or finger, if you are using a touch screen) to sign within the box. When done, click on *Confirm Signature*.

Documentation Uploads

As part of the registration process, you are required to upload a picture or scan of the Participant's Birth Certificate and a picture or scan of your Driver's License. To complete this requirement, click on the black **Upload** *File* button. You can either click **Browse** and select the file, or you can drag and drop it into that section. When done, click on **Confirm Upload**.



Secondary contacts

I have read and agree to the Oakville Rangers Registration Refund Policy *	L









Step Seven: Continue to Checkout and Complete Payment

Click the **Checkbox** to subscribe to emails from the Oakville Rangers then click on **Continue to Checkout**. While registered with the Oakville Rangers you must be subscribed to our emails or you will not receive notifications such as Schedule Changes or Inclement Weather notifications. You will always have the option to



unsubscribe down the road, when you no longer need to receive our emails.

Registration Payment is only accepted via Credit Card Visa / Visa Debit Mastercard / Mastercard Debit American Express

Invoice Number	400,000	
Amount	\$ 479.00	
Cardholder Name		
Enter name on card		
Card Number VISA	🔠 Expiry	Year
Enter card number		× -
Your card data is securely manage	d	
CVV ?		
Cancel	Pav	\$ 479.00

A pop-up window will open for SportsPay, the Oakville Rangers payment processing provider. Enter your Credit Card information then click on **Pay**.

If the payment is declined for any reason an error message will display telling you why it was declined. You can address the issue and try again. If you think the payment should be going through and it is not, please contact your Credit Card provider for assistance.

Once your payment goes through you will be brought back to the Checkout screen. Your cart will now be empty, and a green **Success!** message will appear briefly in the top-right corner of the screen.

Home	Leagues & Clubs	SPORTSHEADZ	Д	My Account V
	Your Cart		Success Checkout Complete	×
	Cart Empty			

Congratulations and thank you for being a Ranger!!

You are now registered for the upcoming season and good to go!