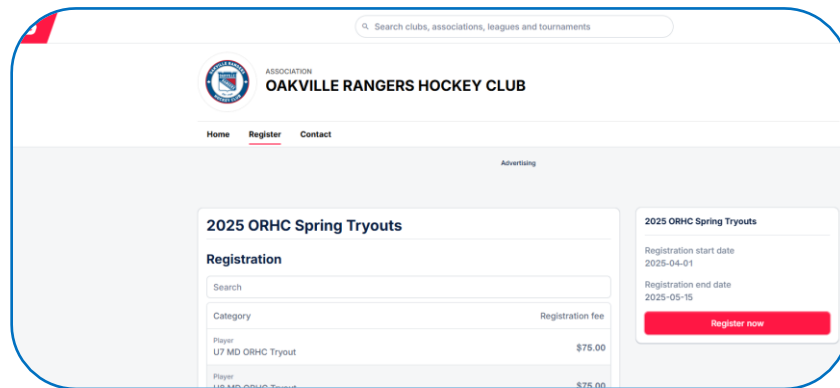




## Registering for Evaluations in the Hockey Canada Registry (HCR)

### Step One: Go to the Hockey Canada Registration Site

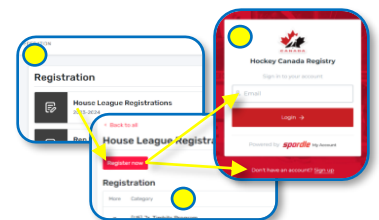
Go to <https://page.spordle.com/oakville-rangers-hockey-club>, click on **Register Now**, and click on **2026 ORHC Spring Evaluations**. Please note, in the top-left, where it says **OAKVILLE** and displays the ORHC logo. If you do not see this, or if you see the name of a different Hockey Association, you are on the wrong site! You must use the link above (or [click here](#)) to access the Oakville Rangers Registration Site.



### Step Two: Log In to Your HCR Account

Click on **Register Now**. This opens the HCR Login Page. Enter your email address and click Login, then enter your password and click **Login** again. If you do not have an HCR Account there is a link below the Login button to create one.

**Not sure which email address you used for your HCR Account?** Enter your email address on the login screen and click next. If there is no account associated with the email address you enter it will not allow you to proceed to the next screen. If it brings you to the password screen the address you entered is valid.



**Forgot your password?** Click the Forgot Password link on the password screen

**Need help creating an HCR Account?** Double-click the icon below to open a step-by-step guide



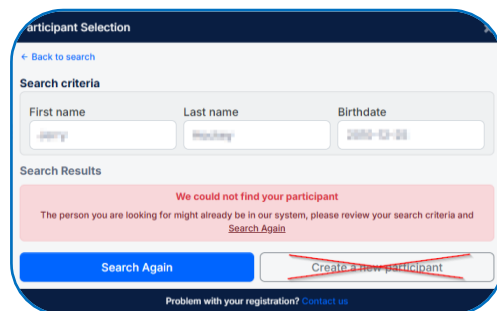
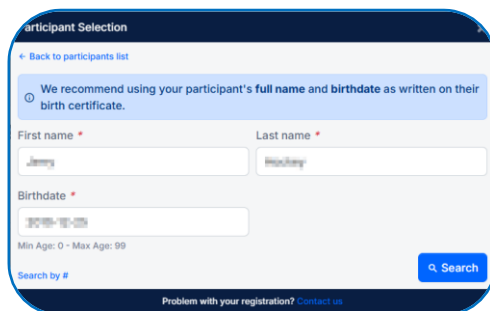
Creating an HCR Account.pdf



## Registering for Evaluations in the Hockey Canada Registry (HCR)

### Step Three: Select the Participant

The Participants connected to your account will be listed. If the participant you are registering is listed, click on the **Register Now** button next to their name. If they are not listed, click on the **Add A Participant** button at the bottom. Search for the player you are registering by their HCR Number (if you know it) or by their name AND date of birth – click on **Search**. The Search results will be displayed below the search fields. Locate and click on the participant you are registering and click on **Register Now**.



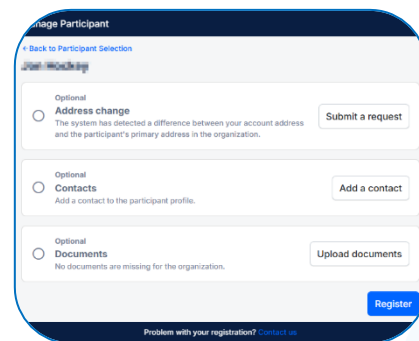
**DO NOT CLICK ON CREATE A NEW PARTICIPANT**

**If you are not able to find the player you are registering please contact the office for assistance**

### Step Four: Manage Participant (optional)

The next screen will present you with a few *Optional* Participant Management options:

- **Address Change:** HCR will compare the Primary Address on your profile to the Primary Address on the Participants profile. If those two addresses are not an EXACT match the system will say it has detected a difference. It is possible (quite common, actually) that you are presented this option even through the address is correct. Please only update your address if it has actually changed.
- **Contacts:** Allows you to add a new contact to the Player's profile. Clicking this will also show you the contacts already associated.
- **Documents:** Allows you to upload new documents to the Player's profile. It is recommended you upload the Player's Birth Certificate as well as a picture of your valid Driver's License showing your address as the Birth Certificate and Proof of Address are required for a player to be rostered.



When you have finished with these options, click **Register**



## Registering for Evaluations in the Hockey Canada Registry (HCR)

### Step Five: Select Your Evaluation, Complete the Waivers and Questionnaire

The system will display the Evaluations available for the player you are registering, based on their year of birth. Select the Evaluation you are registering for then click **Next**.

If you have been granted an exceptional status to be evaluated a year up, you will still register for your own age group. Once registered, notify the coach and he will arrange to have your registration moved up.

Each Evaluation Registration will require you to fill out a Questionnaire, and you may also be prompted to accept a few waivers. Complete each of the required steps then click on **Complete**. Each box must have a green checkmark before you can proceed.

### Step Seven: Proceed to Checkout or (optional) Add Another Participant

Following the Survey and Waivers you can either **Add Another Participant** or **Checkout**. If you are registering multiple participants you will select that option then repeat steps Three, Four, and Five (above) for each of them. When you are ready, click on **Checkout** to continue.

#### If You Are Registering Multiple Participants

If you have more than one participant to register you can do so on a single transaction. However, please note, you can register multiple participants in one transaction but each participant can only be in your cart once. If you want to register the same participant for multiple Evaluations (for example, if you wanted to register for both the AA and A Evaluations) you will need to do a separate transaction for each.

### Step Eight: Terms & Conditions and Order Summary

Review your Order Summary for accuracy then click **Next**. Review the **Terms & Conditions** then click next. To review the Evaluation Registration Refund Policy or to request a refund please visit <https://oakvillerrangers.ca/Forms/14117>.



## Registering for Evaluations in the Hockey Canada Registry (HCR)

### Step Nine: Complete Payment

Click on **Credit Card** to select Credit Card as your method of payment then click **Next**.

**Registration Payment is only accepted via Credit Card  
Visa / Visa Debit or Mastercard / Mastercard Debit**

A popup window will open for Sportspay, the Oakville Rangers payment processing provider. Enter your Credit Card information then click on **Pay**.

Pay with Credit Card

Minor Oaks Hockey Association

Invoice: [Redacted]

Pay Now: \$849.00

Name On Card

Enter name on card

Card Number Expiry MM Expiry YY

Enter card number -- --

Your card data is securely managed

CVV

Enter CVV

These are the 3 digits on the back of your card.

Cancel Pay

sportspay

If there are any issues you will come back to the Payment Method selection screen with an option to try again. Unfortunately, the system does not tell you what the issue is... It could be that your card was declined, it could also be as simple as a typo when you entered your info or the system timing out while awaiting your entry. The payment collection screen can time out quickly – if it takes you more than two or three minutes to enter your credit card info (for example, if you had to run to the other room to get your card) the system may give you an error.

If you get an error click the **Try Again** button to give it another go. If you continue to have issues please check with your Credit Card provider first to ensure it is not an issue on their end. If they advise you that all is well, please contact the office for further assistance.

Once your payment goes through you will see a confirmation screen, and you are good to go! The system will send you two emails at this point – one with an invoice for your order and one with the receipt for your payment.

