



## Creating an HCR Number & Registering as a New Player

**This guide will walk you through the steps to create an HCR (Hockey Canada Registry) number and registering with Strathcona Minor Hockey as a New Player.**

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 four-step process and all must be completed in order to register.

### 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 test 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 this link:  
<https://page.spordle.com/ha/register/lf030f87-1cc6-66b8-82df-0281acc700a5>
2. Click the red “Register Now” button, then the “**Create HCR Number**” link or “**Add a Participant**” and follow the steps to create your participant & then select the “**Register**” Button. **EXTREMELY IMPORTANT THAT YOU SELECT STRATHCONA MHA UNDER the ORGANIZATION DROP DOWN BOX (Default is HOCKEY ALBERTA) or registration will NOT WORK for you!!!!** As Strathcona uses Team Linkt for registration, select the “**Skip the Registration selection**” box at the next window pop-up & click the “**Next**” button. Select the “**Create HCR Number**” +I and select the “**Next**” button followed by the “**Complete**” button & “**Checkout**” button. Click on the “**I have read and accept the terms and conditions**” box and press “**Next**” followed by “**Complete**”.
3. 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 Participants HCR Number will be located right next to the participant’s name(s) that you registered.***

## Step 3: Register Your Participant(s)

Registration can now be completed on the Strathcona MHA Teamlinkt Registration page found here:

<https://app.teamlinkt.com/register/find/strathconaminorhockeyassociation?cid=49084>

## Step 4: Complete the Mandatory Respect in Sport Parent Course or link New Participant to Existing Account

### **NO EXISTING PLAYERS IN MINOR HOCKEY:**

Follow this link to access the [Respect in Sport Parent Course](#) & Click on the “New to this program Click here to register now”. You will be prompted to create an account and add your participant (with their newly created HCR #) on your profile. Cost for the online course

is \$12 plus tax and takes around 1.5 hours to complete. Ensure you select **STRATHCONA MHA** as your resident Minor Hockey Association after enlarging the Hockey Alberta Parent drop down box.

**Accreditation of this course completion is required in order to add your participant to a minor hockey team in the Province of Alberta. Failure to complete the course will result in your registration being cancelled due to inability to add player to the Hockey Canada Team Registry.**

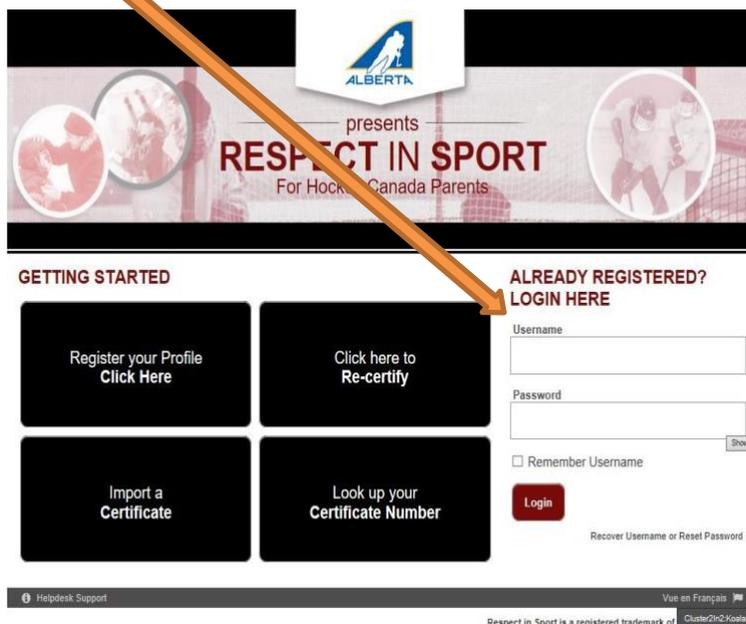
## LINKING NEW PLAYERS TO AN EXISTING RESPECT IN SPORT PARENT ACCOUNT

Follow this link to access the [Respect in Sport Parent Course](#)

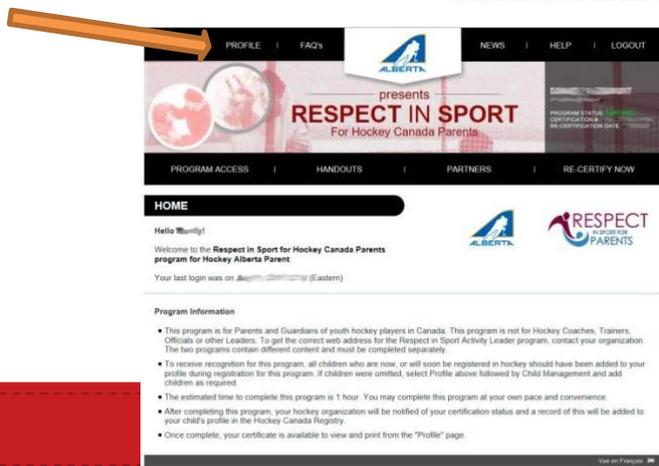
1. Select your language preference



2. Login to your Respect in Sport Account



3. Click on Profile:



4. Click on Child Management:

The screenshot shows the 'RESPECT IN SPORT' profile page. The left sidebar contains several menu items: PROFILE INFORMATION, RESET YOUR PASSWORD, PERSONAL SETTINGS, CHILD MANAGEMENT, PROGRAMS AND ASSOCIATIONS, PAYMENT RECEIPT, PRINT CERTIFICATE(S), and RE-CERTIFY NOW. An orange arrow points to the 'CHILD MANAGEMENT' button. The main content area shows 'Section Information' with fields for First Name, Last Name, Username, Email, and Important Date.

5. Click on Add Child (Add a child to your profile):

The screenshot shows the 'RESPECT IN SPORT' profile page with the 'CHILD MANAGEMENT' section selected in the sidebar. The 'CHILD MANAGEMENT' section contains a table for adding children. The table has columns for Full Name, Birth Date, Association, Gender, and HCR ID. Below the table are two buttons: 'ADD CHILD' (Add a child to your profile) and 'EDIT CHILD' (Edit selected child record). An orange arrow points to the 'ADD CHILD' button.

6. Enter Child's Information:

1. Enter child's First Name
2. Enter child's Last Name
3. Enter child's Date of Birth
4. Enter child's Gender
5. Enter the Association  
(Choose "STRATHCONA MHA" as your association)

The screenshot shows the 'Add A Child To Your Profile' dialog box. It contains input fields for First Name, Last Name, Date of Birth, and Gender (Male/Female). Below these is a dropdown menu for Association, currently showing 'Hockey Alberta Parent'. At the bottom are two buttons: 'SAVE' (Save and Add Child) and 'CANCEL' (Close Without Saving). An orange arrow points to the 'SAVE' button.

Once you have entered the required information click Save (Save and Add Child) to complete.