



## Completing Gender Identity & Diversity Course – Registration Instructions

**IMPORTANT: Registration is a multi-step process:** You need to first create an account providing an e-mail address, password and security question. Upon creating an account, the system will then ask you to ***add a member to the account***. Please be advised that in this process, you will be adding the **MEMBER** who will be completing the clinic to the account and therefore, would enter the name, date of birth and gender of that person. (If you already have an account, you would start at Step 7 after clicking the link below.)

### STEP 1: CREATE AN ACCOUNT

<https://ehockey.hockeycanada.ca/ehockey/Account/login.aspx>

**Note:** If you have an eHockey account skip to Step 9. (If you completed the HU-Online course you would already have an account.) This is a different account then any other program. (I.E Respect in Sport or Trainers Course)

### STEP 2. OUTLINE OF CREATING AN ACCOUNT

On the following screen, you must ensure that you read all of the information as it will explain the process for creating an account. After it has been read, click on the box at the bottom of the page that indicates that “I have read the steps above ...” and click on **CONTINUE**.

**ACCOUNT CREATION**

YOU HAVE INDICATED THAT YOU DO NOT HAVE AN ACCOUNT WITH HOCKEY CANADA'S eHOCKEY WEBSITE.

Please read the following information before continuing.

**STEP ONE: CREATE YOUR ACCOUNT**  
Your first step will be to create yourself an eHockey account so that you can login and perform tasks, such as signing someone up for a Clinic.

**STEP TWO: ADD A HOCKEY CANADA PARTICIPANT TO YOUR ACCOUNT**  
Your next step will be to add a **participant** to your account. A **participant** is a person involved in hockey that you want associated with your account so that you can register them to a clinic, view their profile and history, etc. Once your account has been created and you are logged in, the system will automatically direct you to add a participant to your account. You can also add a participant to your account at any time by clicking on "Add a Participant" in the menu.

**STEP THREE: PERFORM TASKS WITH YOUR PARTICIPANTS**  
Once you (the user) have finished adding one or more participants to your account, you will then be able to access their profile, view their hockey history, sign them up for a clinic, etc.

☒ I have read the above steps and would like to create an account.

CONTINUE CANCEL





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### STEP 3. CREATE YOUR ACCOUNT

On the following screen, you will be prompted to enter your e-mail address, select a password for future logins and complete a security question. Please ensure that you retain this information as you will need it to login again in the future.

Franglais | Help | Login

SIGNUP FOR A CLINIC

#### ACCOUNT CREATION

You can now create your account. Please fill in your login and profile information below. This is **YOUR** information and not the information of any participant you may add to your account later, unless you are one of these participants.

Email:  \*

Confirm Email:  \*

Password:  \*

Confirm Password:  \*

Security Question:  \* Formulate a question that only you can answer

Security Answer:  \* Enter the answer to your security question

\* Denotes required information

PLEASE VERIFY THAT ALL INFORMATION IS CORRECT BEFORE CLICKING ON THE SUBMIT BUTTON.

SUBMIT CANCEL

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### STEP 4. FIND MEMBER TO ADD TO YOUR ACCOUNT (I.E. THE PERSON TAKING THE CLINIC)

The next screen will require you to search for the clinic participant's information. If they have previously participated in the ALLIANCE (i.e. as a coach, player, etc.) or previously attended a clinic their member information should be found.

When searching for the name, please use **CAPITAL LETTERS**. It is also important that you use the proper name when completing the search (i.e. James vs. Jim, Thomas vs Tom, etc.). If that search does not turn up the information, then try the abbreviated name.





## STEP 5. ADD MEMBER TO ACCOUNT

Upon confirmation that you have found the correct member record, click on **SELECT**. On the next screen you will confirm again that you wish to add this person to your account (this person meaning the person who will be attending the clinic).

\*If you have been able to find the correct record, please proceed to step 12, otherwise continue to Step 9.

### ADD A MEMBER TO MY ACCOUNT

YOU HAVE SELECTED TO ADD A HOCKEY CANADA MEMBER TO YOUR ACCOUNT. PLEASE USE THE SEARCH FUNCTION BELOW TO FIND THIS MEMBER IN THE DATABASE.

The search function will find **EXACT** matches only. You **MUST** fill in the member's **FULL** first name and last name, date of birth, and gender. You cannot search with partial information. Do not enter middle names.

IF YOU HAVE BEEN PROVIDED WITH THIS MEMBER'S HOCKEY ID, PLEASE ENTER IT BELOW, OTHERWISE LEAVE THE FIELD BLANK.

Hockey ID:   
First Name:  \*  
Last Name:  \*  
Date of Birth:      
Gender:  \*  
Language:

\* Denotes required information

**Search**

#### SEARCH RESULTS

First Name	Last Name	Date of Birth	Hockey ID	Association	Actions
JOHN	DOE	01/01/1900	1400003395787	NOHA	<b>Select</b>

## STEP 6. IF YOU COULD NOT FIND A MEMBER

In the case where a member could not be found in the database, you will now need to create a member profile by selecting Ontario on the map of Canada. Then on the next screen select the Branch to which you belong which is the **OHF** – click on the gold area.





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There are currently no members associated to you, please search or associate one

CREATE A NEW HOCKEY CANADA MEMBER

THAT MEMBER COULD NOT BE FOUND IN THE DATABASE WITH THE INFORMATION YOU SPECIFIED.

IF THE MEMBER YOU ARE SEARCHING FOR HAS BEEN INVOLVED IN HOCKEY IN THE PAST, THEY SHOULD ALREADY HAVE A PROFILE IN THE DATABASE. PLEASE [TRY YOUR SEARCH AGAIN](#).

IF THEY HAVE NEVER BEEN INVOLVED IN HOCKEY, YOU CAN CONTINUE BY CREATING A NEW MEMBER PROFILE IN THE DATABASE BY SELECTING THE PROVINCE IN WHICH THIS MEMBER RESIDES BELOW.

TO START CREATING A NEW MEMBER PROFILE FOR THIS PERSON, PLEASE CLICK ON THE PROVINCE OR TERRITORY IN WHICH THIS MEMBER RESIDES.



## STEP 7. SELECT ASSOCIATION

After selecting **ALLIANCE HOCKEY**, you will select the local Association to which you belong (i.e. Kitchener Minor Hockey, Stratford Rotary, etc.). It is important to note that all Associations for the province are listed on this page; it is easiest to do a search for your local Minor Hockey Association. If you are unsure which local Association you belong to, select **ALLIANCE HOCKEY**.

**Important:** **DO NOT** select HC-ALLIANCE as your Association.





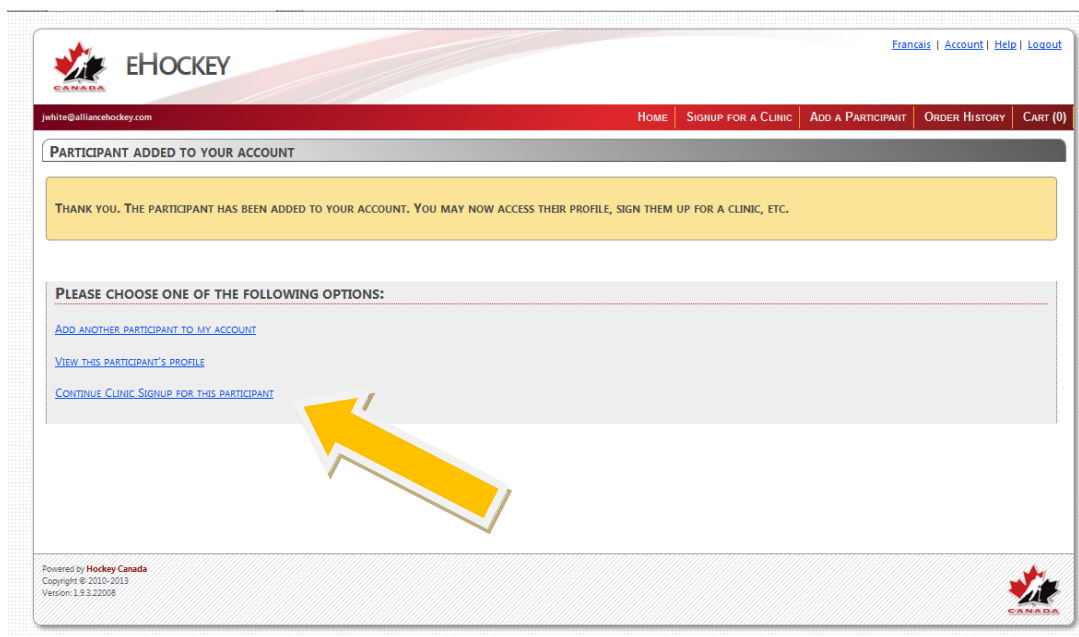
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## STEP 8. MEMBER PROFILE INFORMATION

The next screen will require you to provide the member contact information, such as address, phone number, etc. Please note that you will not be able to advance to the next screen without filling in all mandatory fields, which are noted by a \*.

**Remember, the profile you are creating is for the person who will be taking the clinic.**

Once the member profile has been created and added to your account, you can continue to sign up for a clinic by clicking on **CONTINUE TO CLINIC SIGN UP FOR PARTICIPANT**.



## STEP 9. SELECT CLINIC

Once the account and member profile are added to the account, you are now able to register for the clinic that you have selected.

**\*\*IMPORTANT\*\*:**

Close your internet browser, and then open it again inserting this link:

<https://ehockey.hockeycanada.ca/ehockey/ClinicDetail.aspx?cid=126232>





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## STEP 10: DIVISION SELECTION

After clicking on the link provided, you will see a page like the one below with details regarding the clinic. You will be asked to select the *Applicable Hockey Division* (i.e. Atom, Peewee, etc.); this is a mandatory field and you will not be able to continue to the next step without selecting something. Please ensure you select the division of the team you will be working with this season. Use the pull-down menu to select your appropriate division and then click **NEXT**.

Clinic Information		Type: Gender Identity and Expression Course	First Last Date Geni
Type	Gender Identity and Expression Course	Season: 2018	
Level	-	Date: 4/20/2018 - 10/31/2019	
Category	General (*)	Time: Start: 00:00 - End: 00:00	
Office	ONTARIO HOCKEY FEDERATION	Selected information::	
Season	2018		
<b>This clinic is being held on the following day(s):</b>			
Date Period	04/20/2018 - 10/31/2019		
Time	Start: 00:00 - End: 00:00		
<b>This clinic is being held at the following location:</b>			
Location	ONLINE CLINIC		
Address	400 Sheldon Cambridge, ON , N1T2H9		
Contact Person	OHF OFFICE		
Telephone			
Email	jstewart@ohf.on.ca		
Last Day to Signup	10/31/2019		

Additional Information
<b>Pre-Task / Written Assignment</b>
The Ontario Hockey Federation (OHF) is pleased to announce the launch of a new online training module for team officials, to support trans-inclusive hockey in Understanding Discrimination based on Gender Identity and Gender Expression Training.
After registering for the clinic, you will receive two e-mails. The Receipt For Clinic Registration e-mail will include the link to start the modules. Please make note modules, please use the same username and password you have set-up with your e-hockey account
<b>Post-Task / Field Evaluation</b>
To access the modules please register for the online clinic then visit <a href="http://www.ohfnoheo.com">www.ohfnoheo.com</a>
Once completed, your status will show attended and passed. There is NO certificate that is sent out

Selections
Please select the applicable hockey Division. If it is not applicable, please select "NA".
<input type="text" value="-"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/>





## STEP 11: ADD TO CART

Add the clinic to your cart. Once you have added to your clinic you will not need to go to a new link


<https://www.ohfhnoheo.com/account/login>


## STEP 12: LOG IN

Use the same Log in as you just used to create your eHockey account. Once logged in, click on Module 1 to start the course. You need to complete Module 1 before completing Module 2.

[Welcome](#) [My Courses](#)

Select a course to begin:

**Gender Identity and Expression - Module 1**  
ONTARIO HOCKEY FEDERATION

**Gender Identity and Expression - Module 2**  
ONTARIO HOCKEY FEDERATION

**\*Note\*** - Highly recommended that you complete this course on a home computer and on a Google Chrome or Firefox browser. Course can NOT be completed on a Ipad or Smartphone.

If you continue to have issues please contact the Ontario Hockey Federation:

<http://www.ohf.on.ca/view/ohfmainsite/development/coaches-1/gender-identity-training>

Email: [education@ohf.on.ca](mailto:education@ohf.on.ca)

