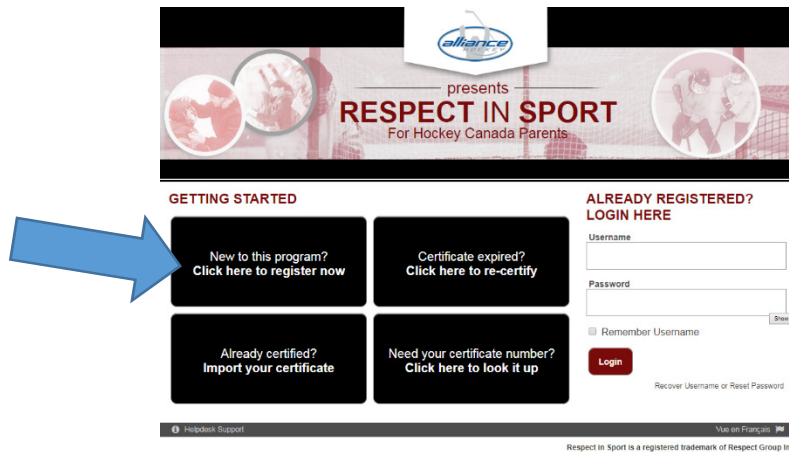


Respect in Sport Parent Program – Step-by-Step Program Access Guidelines

Step 1: Copy & paste this url link into your browser: <https://alliancehockeyparent.respectgroupinc.com>

NOTE: *Already certified? If you have an existing PARENT Respect in Sport certificate, select: **‘Import a Certificate’**, & continue to follow the prompts.*

Step 2: If you are a first-time registrant or have an existing profile from any other Respect Group program (i.e. Respect in Sport for Activity Leaders), select: **“New to this program? Click here to Register Now”** and continue to follow the prompts.



The screenshot shows the 'RESPECT IN SPORT For Hockey Canada Parents' login page. Under the 'GETTING STARTED' section, there are four buttons: 'New to this program? Click here to register now' (highlighted with a blue arrow), 'Certificate expired? Click here to re-certify', 'Already certified? Import your certificate', and 'Need your certificate number? Click here to look it up'. To the right, under 'ALREADY REGISTERED? LOGIN HERE', there are fields for 'Username' and 'Password', a 'Remember Username' checkbox, a 'Login' button, and a 'Recover Username or Reset Password' link. The footer includes 'Helpdesk Support', 'View in Français', and a trademark notice.

Step 3: First-time registrants, click on **“Register, Let’s register a new user”** (blue arrow) OR if you have already registered in any of the programs shown on the page (i.e. Respect in the Workplace), click on **“Look Up, Let’s look up your profile”** (green arrow).



This screenshot shows the same login page as before, but with a modal window open. The modal asks 'Are you already registered in any of the following programs?' and lists five programs with their logos: RESPECT IN SPORT FOR ACTIVITY LEADERS, RESPECT IN SPORT FOR PARENTS, RESPECT IN SOCCER, RESPECT IN SCHOOL, and RESPECT IN THE WORKPLACE. At the bottom of the modal are two buttons: 'LOOK UP Let's look up your profile' (pointed to by a blue arrow labeled 'Step 3') and 'REGISTER Let's register a new user' (pointed to by a green arrow labeled 'Step 3').

Step 4: Complete the registration and **ADD** your child under the **CHILD MANAGEMENT SECTION** which is required in order to receive credit for the program.

STEP 4

Child Management

In order for the association to receive record of the certificate for this user, children **MUST** be added to this profile!


No children have been added to this profile.

You may add children to this profile now by clicking on the "Add Child" button below.

ADD CHILD
Add a child to your profile

Security Captcha

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

General Communication

Respect Group will only communicate with you via email to notify you about program completion, to advise you when your certificate is about to expire, or if your organization has requested you complete a re-certification. Emails from Respect Group are provided exclusively to notify you of your status in the program.

STEP 5

SUBMIT REGISTRATION

Step 5: Select '**Submit Registration**' at the bottom of the page. You will be directed back to home page. Go to '**PROGRAM ACCESS**' once back on home page.

Step 6: On the Program access page, click on '**ENTER CODE, Use a Pre-Registration Code**'.

***** IMPORTANT NOTE: Pre-Registration codes can NOT be entered after this point. *****

PROGRAM ACCESS | HANDOUTS | NEWS

PAYMENT REQUIRED FOR ACCESS

Hello Tony Martindale!

Unless you have been provided a pre-registration code, please complete payment here.

Purchase to Complete Registration

Organization Name	Program Type	Cost
Alliance Hockey Parent	Respect in Sport for Hockey Canada Parents	\$12.00 CAD

STEP 6

ENTER CODE
Use a pre-registration code

PAY NOW
Complete this transaction

Pre-Registration Code .

- Pre-Registration Codes can NOT be entered after this point.
- Not all organizations provide codes but if you believe you should have a code, click Logout in the top menu and contact your organization. Once you have your code log back into the program and the system will return you back to this page.
- The helpdesk does not have access to pre-registration codes. Please contact your organization.

Step 7: Enter Pre-Registration Code and Click **'Submit, Verify this Code'**

The screenshot shows a web interface for purchasing registration. At the top, a dark bar says "Purchase to Complete Registration". Below it is a table with three columns: "Organization Name", "Program Type", and "Cost". The first row shows "Alliance Hockey Parent", "Respect in Sport for Hockey Canada Parents", and "\$12.00 CAD". A white modal box is centered on the screen, titled "Please enter your pre-registration code.". It has a text input field labeled "Pre-Registration Code" and two buttons: "SUBMIT Verify this code" and "CANCEL Close this window". A blue arrow labeled "STEP 7" points to the modal.

Step 8: Once you have submitted your Pre-Registration Code, you will now be able to complete the program under **'Program Access'**.

A. There will be a quick tutorial, please read carefully. To get started press Play on **'Introductory Message'**

The screenshot shows the "PROGRAM ACCESS" page. At the top is a navigation bar with "PROGRAM ACCESS", "HANDOUTS", "NEWS", and "ADMIN ACCESS". Below the navigation bar is a "PROGRAM ACCESS" header. Underneath, there's a section "About this page" with text: "All sections in this program must be completed in sequential order. New sections will be available after the previous is completed." To the right are logos for "alliance" and "RESPECT IN SPORT FOR PARENTS". The main content area is divided into two columns: "Select Modules" and "Play Sections". In "Select Modules", the "Introductory Message" module is highlighted, and below it are "Module 1 - Program Information", "Module 2 - Emotions and Expectations", "Module 3 - Keeping Expectations Real", "Module 4 - Keeping Kids Safe", "Module 5 - Summary and Wrap-Up", and "Completion Survey". In "Play Sections", the "Introductory Message" section is highlighted, with the text: "An introductory welcome and message by Tom Renney." A blue arrow labeled "STEP 8A." points to the "Introductory Message" section.

B. When a module is completed you will see a **Green Check mark** beside the module. The program may be completed in segments if time does not permit you to finish all at once.

The screenshot shows the "PROGRAM ACCESS" page, similar to the previous one, but with progress updates. In the "Select Modules" column, the "Introductory Message" module now has a green checkmark to its right, and "Module 1 - Program Information" is highlighted. In the "Play Sections" column, the "Section 1 - Program Information" section is highlighted, with the text: "This module provides general program information and begins to help identify why Parents are so important in a child's positive experience in activities." The "About this page" text and logos remain the same.

Please Note: The Respect in Sport Helpdesk does not have access to the Stratford Rotary issued pre-registration codes (users may only receive a code from their organization or association).