

## Minto Minor Hockey Online Registration Help for Returning Players

**\*\*\*If you are registering a new player (never played hockey/never played hockey within the MMH system) please contact [registration@mintominorhockey.ca](mailto:registration@mintominorhockey.ca) prior to registering.**

### FIRST TIME USER TO ONLINE REGISTRATION

#### Family Account Set Up

1. As a first time user to the online registration website, you need to create an account to register players. **This account is a “family” account; you only need one account to register multiple family members.**
2. To create an account, click on the “Click here to create an account” link.
3. Select preferred language, read the provided information and agree to the terms.
4. The next is to provide account information. This includes name, address and contact information (account holder personal information (parent/guardian), not player information).
5. Once the account has been created, the user will be brought to the main home page. User will now see their shopping cart, previous registrations, access account information and register a player from this page.

### RETURNING USER TO ONLINE REGISTRATION

#### Family Login (previously used online registration)

1. If you previously registered your child/children online, your Hockey Canada account remains the same. **Your account login is your email address.** If you forget the email you used to set up your account and have tried all possible emails, please contact [registration@mintominorhockey.ca](mailto:registration@mintominorhockey.ca) for help. Please do not create a new account.
2. Forgotten passwords can be retrieved by clicking “Forgot Your Password”. A new password will be emailed to the email you used to create your account. If you do not receive an email within 24 hours, please contact [registration@mintominorhockey.ca](mailto:registration@mintominorhockey.ca).
3. Please review name & address on the account. Upon successful registration. A receipt/invoice will be emailed to you. You may access your account at any time to print or reprint a receipt.

#### Registering your Returning Player

1. Click on “Register a New Participant”. To register your child, you will be required to input the player’s first name, last name, date of birth and gender. You may also use your child’s Hockey Canada registration number if known. If you have difficulties finding your child’s information, please contact [registration@mintominorhockey.ca](mailto:registration@mintominorhockey.ca). If your child played hockey with MMH before, they are in the system: **do not create a duplicate record.**
2. Once you locate the player you wish to register, click “Register Now”.

3. Be sure to review the Waiver section as our forms (consent, code of behaviours and privacy) are now included in this section. You will need to agree for each participant you register.
4. If you have multiple children to register, you will need to click "Register a New Participant" for each child and add each child to the shopping cart.
5. Once you have registered all your children, proceed to the check out.
6. Please note: the Family Fundraising Fee is included in each package. For families with multiple children, you will only be charged one fundraising fee at checkout.

#### Online Payment/Checkout

1. Preferred payments are credit card or email transfer. You may take part in the installment plan with either option.  
If choosing credit card, click "Credit Card". If you choose to take part in the payment plan, please make scheduled payment dates of May 15, 2018, June 15, 2018, July 15, 2018 and/or August 15, 2018.  
If choosing email transfer, click "Other". Email transfers can be sent to [registration@mintominorhockey.ca](mailto:registration@mintominorhockey.ca). If you choose to take part in the payment plan, please make scheduled payment dates of May 15, 2018, June 15, 2018, July 15, 2018 and/or August 15, 2018.
2. If you wish to pay by cheque - Cheques, along with a copy of the receipt, must be mailed to:  
Minto Minor Hockey  
P.O. Box 99  
Palmerston, ON N0G 2P0  
If you choose to take part in the payment plan, please date cheques May 15, 2018, June 15, 2018, July 15, 2018 and/or August 15, 2018.
3. If you will be applying for funding, please select cheque as an option and contact [registration@mintominorhockey.ca](mailto:registration@mintominorhockey.ca).

Lock out Errors: If you experience a lock out error during your online payment portion, please wait one hour for the system to reset and try again.