



Welcome to CARHA Hockey's Online Registration for the 2010 - 2011 season.

TO BEGIN YOUR REGISTRATION...

STEP 1: With the link provided (<https://admin.carhahockey.ca/index.php?action=CARHAMembers.login>), enter your CARHA Hockey ID # user number **90-00074850** and enter the password given **LESSARD1403**. Click on the online registration icon.

STEP 2: Select your league from the "My Leagues" list on the left hand side. Highlight your league and use the (>>) button to open the League for processing. (If you are responsible for more than one league/team – all league/team names will appear here.) Highlight the league you will be renewing. The league name will appear in the "CURRENT OPEN TEAMS/LEAGUES" window on the right. Click "CONTINUE" to open your file.

* If you are a League Convenor and also a Team Rep, you may see one or more of your teams listed.

STEP 3: Click the small arrow to the left of "MY LEAGUES" to reveal your league.

STEP 4: League Renewal: Click your League Name. Please confirm the league info displayed to the right of your screen. (League name, city, type, fees paid by and estimated # of teams fields) **Important: Fees paid by Team or League refers to whether the league is paying for the team fees or if each individual team is responsible for sending their own payment.**

If you require a Certificate of Insurance, please be sure to complete this area – including the names of your additional insured's (i.e.: Name of City, Name of Arena). DO NOT ADD PLAYERS/MANAGERS/TIMEKEEPERS IN THIS AREA.

* Click "RENEW" to update the information to 2010.

STEP 5: League Executives: Click the small arrow to the left of your league name. Under your league name, you will see a list of your league executives. Click on each name (their information will appear to the right of the screen). Confirm all information is correct and confirm the contact type. To edit any fields, simply highlight the area and make your change. To edit the contact type, click the drop down arrow and make another selection. Renew or delete this person accordingly.

To add a new member to your League Executive, click "ADD LEAGUE CONTACT" and enter all necessary information. Click "SAVE" to register this person as a league executive member. If address/phone information is unknown, please fill in as TBD in each box; contact CARHA Hockey when the contact information becomes available to you. If anyone on your League Executive is also a player – you must enter them in both areas: as a league executive AND as a player.

* A green check mark appears beside each person's name once renewed. A red X appears beside each person's name that is deleted. Once you have completed updating your League Executive, you should see a check or X beside each contact name.

STEP 6: League Teams: Click the small arrow next to "LEAGUE TEAMS" to reveal your teams. To begin renewing each team – click on the first team name, the team details will appear to the right of the screen. Please confirm the team name, city, province, gender and type of team fields are correct and up to date.

Select "RENEW" at the bottom or "DELETE" to take this team off your league listing. To add a new team click on "ADD TEAM". Enter all the necessary information on the right side. Click "SAVE" to add this team to your League. If you are a draft league you may only enter one team and all players are listed to that team.

Rapid Renew = please read Step 8 for full details in renewing players with this easy process

STEP 7: Confirm your team rep and/ or team alternate. (NOTE: Draft teams do not list team reps.) Click on the contact name. If this individual is still the same team rep, confirm the contact information is correct, if you need to change the information, simply click on the area that is to be edited and make your changes. Select "RENEW". If the team rep that appears is not the main contact for this season, click "DELETE". Then click "ADD TEAM CONTACT" and a blank form will appear on the right. Input all of the requested information and click "SAVE". A green check mark or red X will appear to confirm your renewals or deletions. You have now updated your team rep.

If this is a DRAFT league, continue to step 8

If this is a Team Based league, and you wish to send the team registration to the team rep click the "SEND EMAIL TO TEAM REP FOR ACCESS" button located on the team rep window. Ensure that an email address exists on this person's file. To add an address, simply insert it into the email address field and click "SAVE", then click the send email button. **YOU MUST RENEW THE TEAM AND TEAM REP FOR EACH TEAM BEFORE YOU EMAIL THE INFORMATION.** Once you have sent the email, your team rep now has control over renewing his/her team. As League Convenor, you will still have access to the renewal information so that you may view which teams have completed their registration or which teams have not completed their registration. When a team has completed the renewal process, a green or blue "T" will appear beside their name. Green= Complete and League to Pay, Blue= Team already paid. At a quick glance you will be able to see the status of each team. Once CARHA Hockey has processed teams, they will no longer appear on your list.

STEP 8: League Players: There are two options for renewing players.

Rapid Renew button to renew all players

To renew your players, a feature is available to make the process easier. On the team information page, a "RAPID RENEW" feature has been added. If your roster has not changed very much you can simply click "RAPID RENEW" and all your players will be renewed. If you have a few players you need to delete, click on the players folder, click on the name and delete. You can also update the information on any player with this process. After making adjustments click the team name and "MARK AS COMPLETE" or "PROCESSED". Your team information is now complete.

OR Click the small arrow beside "PLAYERS" to list all players from last season. Click on the player name to view. Once again, confirm all data on the right side of the screen is up to date. The information requested in the red box is required (you must enter data in order to move forward with your registration). Furthermore, you are required to input information into one or both of the fields in the yellow box and the green is optional. Once the information has been confirmed, select either "RENEW" or "DELETE". Do this for each player listed. To add a new player click "ADD PLAYER". Enter in the contact information, position and player type. If address/phone information is unknown, please fill in as TBD in each box; contact CARHA Hockey when the contact information becomes available to you. Click "SAVE". Do this for every new player on the team or use the new "rapid renew".

Player type can be chosen as follows:

- **Regular** – Covered under league/team.
- **Insurance paid by another team** - This status is when a player is paid on a registered team with CARHA Hockey and fees are not required again for this player. This information should be confirmed by team rep and player and the type of coverage should be verified.
- **Spare Player** - Players who do not play more than 5 games with the team/league in the registered season. Fees do not apply to spare players, however coverage is extended. (We are allowed 1 Spare player for every 5 players)
- **Minor (under 19 years of age)** - A player under the age of 19 years participating with a registered team. Player only has liability coverage. (No medical/dental)
- **Trainer/Coach/Manager** - All non-playing coaches, managers, and trainers are insured at no additional cost. All pertinent information must be indicated on registration form.

After updating all the players on the team, click on the team name above and select "MARK AS COMPLETE". **This step is VERY IMPORTANT.** You will receive a message across the screen "Team Complete" You need to complete the process for payment. Return to League name under the My League folder to process the payment. This will show the amount of players processed and amount due on the right hand side of the screen.

STEP 9: League Payment: If the league is making the Membership payment for all players, return to the League Name. On the right hand side you will see a review of your player numbers (renewals/ deletions/ additions/ edits). Click "PROCESS" to make the payment. Select payment method, credit card information (if applicable) and select "SUBMIT FOR PROCESSING". The league payment has now been sent based on the online registration. If the team is responsible for payment, the team rep will proceed including payment.

You have now completed the online renewal process.

ADDITIONAL NOTES:

- ** Allow a minimum of 48 hours after renewals/changes have been made and league has been submitted for processing before making any further adjustments to THE league.
- ** To make any changes after you have renewed, simply return to the area you would like to edit and make the change. Click "SAVE" to save your changes.
- ** Always remember to work in a "downward fashion". The program is designed to start at the TOP and work downwards. Example: Start with renewing your league, then your League Executive, then your 1st Team, then the Team Rep, then the players of that team. Move on to the 2nd Team, then the Team Rep, then the players of that team. Move on to the 3rd Team...etc
- ** Should you have any referees that you would like to renew for the 2010/2011 season, please contact CARHA Hockey.

Questions about the online registration can be directed to:

online@carhahockey.ca or

call 1-800-267-1854.