

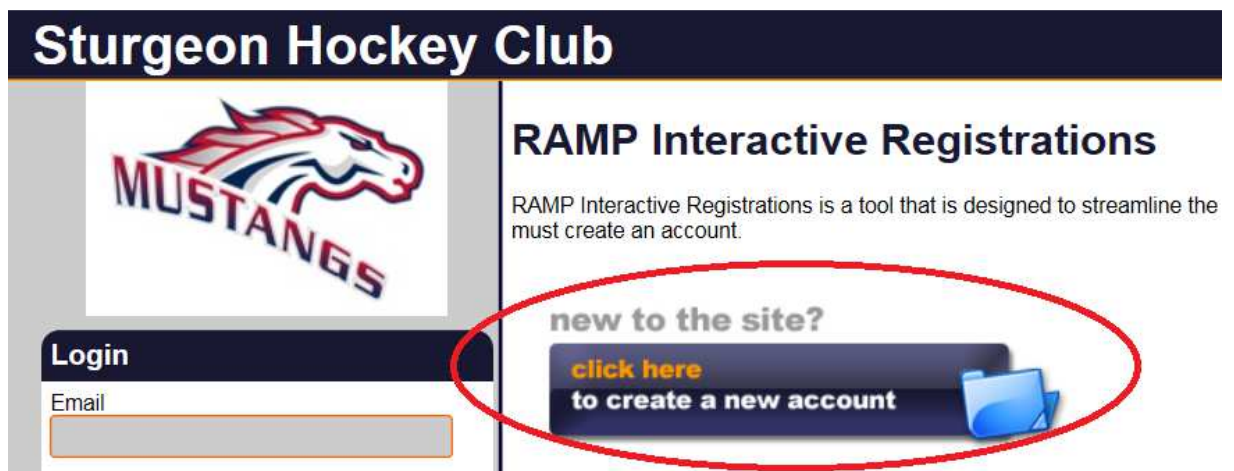
# Sturgeon Hockey Club Online Registration System User Guide

Date Created: May 16, 2015

Created by: [admin@sturgeonhockeyclub.com](mailto:admin@sturgeonhockeyclub.com)

Please use the following instructions to process online registrations for Sturgeon Hockey Club. If you require additional assistance please email [admin@sturgeonhockeyclub.com](mailto:admin@sturgeonhockeyclub.com)


- 1.) Click the “click here to create a new account” button.



2.) Complete the Account Signup form and click the “Signup Now!” button.

[Home](#) >> Account Signup

### Account Signup

**This is not a participant registration.**  
This is an account setup only.

The information below is to set up your account. **This is not a participant registration.** Once your account has been setup and activated, you will be able to login and register the participant(s)

Email

Confirm Email

Password

Confirm Password

First Name

Last Name

Gender  Male  Female

Home Phone

Cell Phone

Address

City

Postal/Zip Code


Province/State

I am also a Guardian/Emergency Contact

**\*\*This is not a participant registration.**

3.) Select “New Ramp Athlete – Click here to register a NEW athlete” button.

## Sturgeon Hockey Club




**MUSTANGS**

[John Doe](#) >> Dashboard Home

### John Doe - Dashboard Home

**New RAMP Athlete**

**click here**  
to register a **NEW athlete**



**Account Menu**

Dashboard Home - Register

- 4.) Select the “Season: 2015-2016” radio box and click “Continue”.

**Sturgeon Hockey Club**

[John Doe - Dashboard Home](#) >> [Season Selection](#)

### Register - Season Select

Athlete: (new registrant) [v]

Season:  2015-2016

**Account Menu**

- Dashboard Home - Register
- Your Existing Athletes

- 5.) Review the content on the “Register – Important Reads” and check the “I Have Read Everything Fully and Agree” checkbox. Click “Continue”.

**Sturgeon Hockey Club**

### Register - Important Reads

**Canadian Anti-Spam Legislation (CASL)**

I acknowledge that by registering for membership in Sturgeon Hockey Club, the association may use the email address provided to send electronic messages of the following general nature:

- Team notifications
- Club events
- Community events
- Notice of meetings

If you would prefer to not receive this information, you are welcome to unsubscribe at any time by sending a request by email to [admin@sturgeonhockeyclub.com](mailto:admin@sturgeonhockeyclub.com).

Sturgeon Hockey Club  
Box 3217  
Morinville, AB  
T8R 1S1

**Pledge Form Requirement**

I acknowledge that a condition of membership in Sturgeon Hockey Club is execution of the following applicable Pledge forms prior to the start of the 2015-2016 season:

- Player's Pledge (All athletes)
- Parent's Pledge (All Guardians)
- Coach's Pledge (All Coaches)

Additional information on these Pledges can be found on the Sturgeon Hockey Club Website (<http://www.sturgeonhockeyclub.com>)

Sturgeon Hockey Club  
Box 3217  
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I Have Read Everything Fully and Agree

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- Change Your Email
- Change Your Password
- Credit Cards
- Add Credit Card
- Guardians/Emergency Contacts
- Add Guardian/Emergency Contact
- Mailing List
- RAMP Support
- Browser Check
- Logout

**Sturgeon Hockey Club**

- Contact Information
- Refund Policy

6.) Select the proper division for the athlete you are registering and click “Continue.”

**Sturgeon Hockey Club**

**MUSTANGS**

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**Register - Division Selection**

Select options for ONE athlete only. You are registering one athlete at a time.

Division\*  Initiation (2009 – 2011)  
 Novice (2007 – 2008)  
 Atom (2005-2006)  
 PeeWee (2003-2004)  
 Bantam (2001-2002)  
 Midget (1998 – 2000)

7.) Confirm the package and the price. Click “Continue.”

**Sturgeon Hockey Club**

**MUSTANGS**

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**Register - Package Selection**

Select options for ONE athlete only. You are registering one athlete at a time.

Select Package(s)  **Initiation (2009 – 2011) - SHC Initiation 2015-2016 Season**  
Full Price: \$275.00

- 8.) Complete the “Register – Athlete Information” form. If the Athlete is new to Sturgeon Hockey Club you must include the “**Respect in Sport ID Parent**” number. Click “**Continue.**”

**Sturgeon Hockey Club**



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### Register - Athlete Information

First Name\* Jason

Last Name\* Doe

Respect In Sport ID Parent

Date of Birth June 10 2011

Address\* Box 3217

City\* Morinville

Postal/Zip Code\* T8R1S1

Province/State\* AB

Gender\*  Male  Female

Home Phone\* 78093912324

Cell Phone 7804991234 x

Primary Email\* Jdoe@gmail.com

Secondary Email

Preferred Division\* Initiation (2009 – 2011)

- 9.) **Important:** If the Athlete is a new member of Sturgeon Hockey Club, you **MUST** provide the following documents in electronic format (fpg, jpeg, bmp, png, or pdf format).

Birth Certificate  
Alberta Health Care  
Current Utility bill showing proof of residency  
Respect in Sports Certification.

**Failure to provide this information will result in a VOID registration.** Please contact [registar@sturgeonhockeyclub.com](mailto:registar@sturgeonhockeyclub.com) if you have any questions or concerns.

**Sturgeon Hockey Club** REGISTRATION

### Registration - Uploads

Birth Certificate  Browse...

File types: .jpg/.jpeg/.bmp/.png/.PDF

If you do not have a birth certificate available right now, you can come back and add it later by clicking "Birth Certificates" in your Account Menu on the left.

**Account Menu**

- Dashboard Home - Register
- Your Existing Athletes

- 10.) From the pulldown selection box select your existing profile. Verify the information is correct and click "Continue."

**Sturgeon Hockey Club** REGISTRATION

### Registration - Parent/Guardian/Emerg. Contact #1

Select Parent/Guardian/Emerg. Contact (new contact) John Doe

You may select a previously entered contact or add a new one below.

First Name\* John

Last Name\* Doe

Gender\*  Male  Female

Home Phone\* 78093912324

Cell Phone 7804991234

Address\* Box 3217

City\* Morinville

Postal/Zip Code\* T8R1S1

Province/State\* AB

Email\* Jdoe@gmail.com


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11.) Specify a secondary Emergency contact (optional) and click “Continue.”

**Sturgeon Hockey Club** REGISTRATION



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### Registration - Parent/Guardian/Emerg. Contact #2 (Optional)

First Name

Last Name

Gender  Male  Female

Home Phone

Cell Phone

Address

City

Postal/Zip Code

Province/State

Email

12.) Click “Continue.”

**Sturgeon Hockey Club**



**Account Menu**

### Register - Other Information

- 13.) Review any mandatory registrations fees and select "Credit Card" as your payment type. Complete the secure Credit card fields and click "Continue."

**Sturgeon Hockey Club**

## Register - Payment Information

Mandatory Registration Fee(s) **These mandatory registration fee(s) will also be added to your total.**

SHC Gala Ticket - \$50.00

Payment Type **Credit Card**

VISA  MasterCard

Name on Card\* John Doe

Credit Card #\* 451012345678910

Expiry\* 10/18 mm/yy

Security Code\* 123

**Continue** Back

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14.) Confirm all registration details are correct. Click the Edit button if changes are required. Confirm the final price and click **“Continue and Submit.”**

### Guardian/Emerg. Contact #2

First Name Jane  
Last Name Doe  
Gender Female  
Home Phone 7808391234  
Cell Phone 7804894321  
Address Box 3217  
City Murriville  
Postal/Zip Code T8R1S1  
Province/State AB  
Email jane.doe@gmail.com

[Edit Guardian/Emerg. Contact](#)

### Package Information

Package(s) **Initiation (2009 – 2011) - SHC Initiation 2015-2016 Season** [Edit Package](#)  
Full Price \$275.00

### Payment Information

Payment Type Credit Card (Offline) [Edit Payment](#)  
Card Type Visa  
Name on Card John Doe  
Card # 4510\*\*\*\*8910  
Security Code 123  
Expiry 10/18

#### Mandatory Registration Fee(s)

SHC Gala Ticket \$50.00  
Total Price \$325.00


[Confirm and Submit](#) [Back](#)

Please Click Only Once

15.)Registration Complete! Click the “**Click here to register another participant**” link if you have additional registrations to complete. A confirmation email will also be sent to the email address provided during account setup.

# Sturgeon Hockey Club

registration



## Registration Complete

Congratulations, registration has been complete.

**Thank you for your registration with Sturgeon Hockey Club for the 2015-2016 season!**

**Please note that your registration will not be considered final until it has been reviewed by the SHC Registrar to ensure it is complete and meets all Hockey Alberta requirements. The Registrar or their designate will contact you if there are any issues with your registration. For questions related to registration, please contact [reqistar@sturgeonhockeyclub.com](mailto:reqistar@sturgeonhockeyclub.com).**

**For technical questions please contact [admin@sturgeonhockeyclub.com](mailto:admin@sturgeonhockeyclub.com).**

**For questions related to registration fees please contact [treasurer@sturgeonhockeyclub.com](mailto:treasurer@sturgeonhockeyclub.com).**

**Thank you!**

**Sturgeon Hockey Club**

[Click here to register another participant.](#)

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