

Registration Instructions for NEW MEMBERS

- 1) Type in the following web address in your browser: www.rldmha.com
- 2) Click on the 2012-2013 Registration button located on our homepage.
- 3) Read through registration information then click the Hockey Canada Online Registration link.
- 4) Since you are a new user, click on the **First time? Register now!** link
- 5) Enter your E-mail address, password, and Security Question and Answer and click on the **Create Account** button to begin the account creation process.
- 6) You will now be asked for your *Name, Address, and Contact* information. Click on the **Finish** button when you are done.
1. the system will now bring you to the **Registration Area**. Here you could **Register a member**, **Change your E-mail**, **Change your account information**, and **Change your password**. You will also see a list of previously registered people along with viewable receipts that you could print.
2. Click on the **Register a member** link to begin the Registration Process.
3. Read the *Privacy Policy* and click on the **Next** Button.
4. Enter the Registrant's *Name, Date of Birth, Language, and Gender* and click on the **Next** button to proceed to the Address Information Page.
5. Enter the Member's *Physical, Mailing, Father's, and Mother's* address while clicking the **Next** button after each address is entered. You will then be brought to the Contact Information Page
6. You **must** enter a valid *Home Phone Number* and *E-mail* for the Registrant before you can continue to the *Emergency Contact* Screen. The *work, cell, pager, and fax* numbers are all **optional**. Click on the **Next** button to continue.
7. Enter the Registrant's *Emergency Contact* Name and Contact information here and click on **Next** button to go to the *Registration* section.
8. Click on the appropriate *Division* in which you wish to register the Registrant.
9. Select the appropriate *Package* you wish to sign up for.
10. Add any *Optional Fees* that might apply to the Registrant. And Click on the **Next** button to proceed to the *Miscellaneous* section
11. Read the Disclaimer, check off the **I agree** checkbox if you agree with the Disclaimer, and click on the **Next** button to proceed to the Tracking section. NOTE: This section may not appear if your Minor Hockey Association decides not to track any information for the Registrant such as the Birth Certificate Number, Health Card Number, SIN, etc.
12. If your Minor Hockey Association does decide to track the above information, you must fill in the blanks and click on the **Next** button to proceed to the *Payment* section
13. Depending on what method of payment your Minor Hockey Association has decided to accept, you will have the option to pay either by **Credit Card, Cheque** or **Money Order**.
 - o Payment by **Credit Card**: Fill out your credit card details then click the **PROCEED WITH PAYMENT** button. Wait for your credit card to be processed – DO NOT CLICK ANY BUTTONS UNTIL YOU SEE YOUR RESPONSE. If your transaction is DECLINED, you may enter information for another credit card or choose another form of payment. If APPROVED, you will receive a printable receipt in the next step (you are now done).
 - o If payment by **Cheque** or **Money Order** is chosen, print up the receipt produced by the system in the next step and deliver it along with payment to your league.
14. The final step will give you the Option to **View the Printable Receipt**, **Register someone else**, or just return to the **Main** menu of the Registration System where you could see the a listing of all of your Registrants. Your Minor Hockey might have attached some important forms or disclaimers to the package that you've selected. In that case, you will see a **Click here to download** link that you could click to download this information.

NOTE: YOU WILL BE ABLE TO RETURN TO YOUR PERSONAL PROFILE PAGE AT ANY TIME BY ENTERING YOUR EMAIL ADDRESS AND PASSWORD ON THE LOGIN PAGE. YOU WILL BE ABLE TO:

1. CHECK YOUR CHILD'S REGISTRATION STATUS
2. CHANGE YOUR PASSWORD
3. RE-PRINT REGISTRATION INVOICES