



NORTHERN ONTARIO HOCKEY ASSOCIATION

110 LAKESHORE DRIVE
NORTH BAY, ONTARIO P1A 2A8
PHONE: (705) 474-8851 • FAX: (705) 474-6019
www.noha.on.ca



Online Clinic Registration Instructions Effective September 9, 2010

All clinic registrations for the 2010-2011 season will be completed online. Not only do participants need to register for clinics electronically, but payment is also done through the online system as well through Quick Enrolment. See below for detailed instructions on the registration process.

1. The online clinic signup page is available on the NOHA website under each respective Clinics page. On the Clinics pages, these step-by-step instructions are available for download and it is very important that these instructions are followed.

SIGNUP FOR A CLINIC - S'INSCRIRE À UN STAGE | LOGIN - CONNEXION | HELP

Selected Office:1251; Selected Clinic:-1

OFFICE INFORMATION

NORTHERN ONTARIO HOCKEY ASSOCIATION

CLINIC SELECTION

Search for term in Location/Address/City

Category

Type

Start Date

End Date

Search

2. Upon reaching the NOHA Clinics page, you will have the ability to search for clinics. Under **TYPE**, select one of the following options to see the list of available clinics. All clinics in Ontario will be listed, so this is the format that the NOHA uses for classifying our clinics.

TRAINERS – If you wish to attend a Level 1 Trainers Clinic
SPEAK OUT – If you wish to attend a Speak Out Clinic
COACH – If you wish to attend a Development 1 Coaching Clinic
BODY CHECKING – If you wish to attend a Checking Clinic
INITIATION – If you wish to attend an Initiation Clinic
Official – Junior – If you are re-certifying as a Junior Official
Official – Senior – If you are re-certifying as a Senior Official
Official – Entry Level – If you are registering as a New Official

Using this search function is the easiest way to find the clinics you are looking for.



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CLINIC SELECTION

Search for term in Location/Address/City

Category

Type **SPEAK OUT**

Start Date - -

End Date - -

Search

THE CLINICS IN THE LIST BELOW ARE AVAILABLE FOR SIGNUP. YOU CAN ALSO USE THE SEARCH FUNCTION TO REFINE THE LIST.

CLICK ON "INFO" IN THE "ACTIONS" COLUMN OF A CLINIC BELOW TO OBTAIN MORE INFORMATION. CLICK ON "SIGNUP" TO SIGNUP FOR THAT CLINIC.

Category	Type	Association	Location	Address	City	Province	Postal Code	Season	Date	Time	Actions
General	SPEAK OUT	NORTHERN ONTARIO HOCKEY ASSOCIATION	MUNNOW LAKE PLACE	1127 BANCROFT DR.	SUDBURY	ON	-	2010	09/14/2010	17:45	Full Info
General	SPEAK OUT	NORTHERN ONTARIO HOCKEY ASSOCIATION	RIVERSIDE PLACE	55 WHITEWOOD AVE.	NEW LEXINGTON	ON	-	2010	10/12/2010	18:15	Signup Info
General	SPEAK OUT	NORTHERN ONTARIO HOCKEY ASSOCIATION	MACLELLAND ARENA	37 VETERANS DRIVE	COPPER CLIFF	ON	-	2010	09/28/2010	17:45	Signup Info
General	SPEAK OUT	NORTHERN ONTARIO HOCKEY ASSOCIATION	QUEEN ELIZABETH POOL COMPLEX	260 ELIZABETH ST.	SAULT STE. MARIE	ON	-	2010	09/29/2010	18:15	Signup Info
General	SPEAK OUT	NORTHERN ONTARIO HOCKEY ASSOCIATION	QUEEN ELIZABETH POOL COMPLEX	260 ELIZABETH ST.	SAULT STE. MARIE	ON	-	2010	10/18/2010	18:15	Signup Info
General	SPEAK OUT	NORTHERN ONTARIO HOCKEY ASSOCIATION	NOHA OFFICE	110 LAKESHORE DR.	NORTH BAY	ON	P1A 2A8	2010	09/26/2010	17:45	Signup Info

- Upon finding the clinic for which you wish to register, click on **INFO** to see details on the start time, end time, clinic location, etc. Upon confirmation that you are able to attend the clinic, you may click on **SIGN UP**.
- On the next screen after selecting **SIGN UP**, you will see all of the details regarding the clinic, including the start time, clinic location, the clinic contact person, etc. It will also ask you to select the Applicable Hockey Division; this is a mandatory field and you will not be able to continue to the next step without selecting. This information is very important, particularly for coaches who will be registering for Development 1 Clinics.
- This screen will also confirm the clinic fee that is to be paid by credit card. If this is indeed the clinic that you wish to sign up for, click on **NEXT**.

CLINIC

Type **SPEAK OUT**

Category General

Office NORTHERN ONTARIO HOCKEY ASSOCIATION

Season 2010

Schedule

THIS CLINIC IS BEING HELD ON THE FOLLOWING DAY(S):

Date Period 26/09/2010 - 26/09/2010

Time Start: 17:45 - End: 22:00

THIS CLINIC IS BEING HELD AT THE FOLLOWING LOCATION:

Location NOHA OFFICE

Address 110 LAKESHORE DR. NORTH BAY, ON , P1A 2A8

Contact Person JASON MARCHAND

Telephone (705) 474-8851

Email JMARCHAND@NOHA.ON.CA

Last Day to Signup 24/09/2010

PLEASE SELECT THE APPLICABLE HOCKEY DIVISION. IF IT IS NOT APPLICABLE, PLEASE SELECT "NA".

FEES

THE FEES BELOW ARE APPLICABLE TO ATTEND THIS CLINIC:

Fee	Amount	Tax	Total
SPEAK OUT CLINICS	\$15.00	\$1.95	\$16.95



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6. On the next screen shown below, you will need to create an account. Those who have already registered for a clinic this season can simply sign in; all others must select, **CLICK HERE TO CREATE AN ACCOUNT NOW**.

[SIGNUP FOR A CLINIC - S'INSCRIRE À UN STAGE](#) | [LOGIN - CONNEXION](#) | [HELP - AIDE](#)

<p>WELCOME TO HOCKEY CANADA'S eHOCKEY WEBSITE.</p> <p>Sign in using your existing eHockey account below.</p> <p>IF YOU DO NOT HAVE AN EXISTING eHOCKEY ACCOUNT, CLICK HERE TO CREATE AN ACCOUNT NOW.</p>	<p>BIENVENUE AU SITE eHOCKEY DE HOCKEY CANADA.</p> <p>Ouvrez une session avec votre compte existant ci-dessous.</p> <p>SI VOUS N'AVAZ PAS DÉJÀ UN COMPTE DE eHOCKEY, VEUILLEZ CLIQUER ICI POUR VOUS CRÉER UN COMPTE MAINTENANT.</p>
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Sign in here - Ouvrez une session ici:

Email - Courriel:	<input type="text"/>
Password - Mot de passe:	<input type="password"/>

[Log In - Connexion](#)

[FORGOT YOUR PASSWORD? - VOUS AVEZ OUBLIÉ VOTRE MOT DE PASSE?](#)

7. The following screen you will select your preferred language – English or French.
8. On this screen, you must ensure that you read all of the information as it will explain the process for creating an account. After it has been read, click on the box at the bottom of the page that indicates that “I have read the above steps ...” and click on **CONTINUE**.

ACCOUNT CREATION

YOU HAVE INDICATED THAT YOU DO NOT HAVE AN ACCOUNT WITH HOCKEY CANADA'S eHOCKEY WEBSITE.

Please read the following information before continuing.

STEP ONE: CREATE YOUR ACCOUNT
Your first step will be to create yourself an eHockey account so that you can login and perform tasks, such as signing someone up for a Clinic.

STEP TWO: ADD A HOCKEY CANADA MEMBER TO YOUR ACCOUNT
Your next step will be to add people (called **members**) to your account. **Members** are the people involved in hockey that you want associated with your account so that you can register them to a clinic, view their profile and history, etc. Once your account has been created and you are logged in, the system will automatically direct you to add a member to your account. You can also add a member to your account at any time by clicking on "Add a Member" in the menu.

STEP THREE: PERFORM TASKS WITH YOUR MEMBERS
Once you (the user) have finished adding one or more members to your account, you will then be able to access their profile, view their hockey history, sign them up for a clinic, etc.

I have read the above steps and would like to create an account.

[Continue](#)

[Cancel](#)

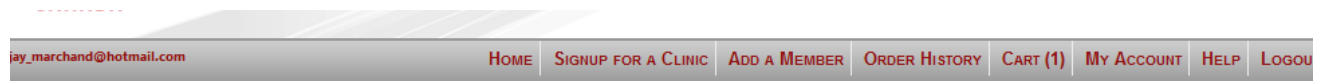


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9. On the following screen, you will be prompted to enter your e-mail address, select a password for future logins and a security question. Please ensure that you retain this information as you will need it to login again in the future.
10. After entering this information, the next screen will require you to search for your information. If you have previously participated in the NOHA or attended a clinic your information should be found. When searching for your name, please use **CAPITAL LETTERS**. It is also important that you use your proper name when completing the search (i.e. James vs. Jim). If you have participated in the NOHA in the past and your search does not turn up your information, try your short name.
11. Upon confirmation that you have found your record, click on **SELECT** and on the following screen you will confirm again that you wish to add this person to your account. If you have been able to find your information, please proceed to step 15, otherwise continue to step 12.



ADD A MEMBER TO MY ACCOUNT

YOU HAVE SELECTED TO ADD A HOCKEY CANADA MEMBER TO YOUR ACCOUNT. PLEASE USE THE SEARCH FUNCTION BELOW TO FIND THIS MEMBER IN THE DATABASE.

The search function will find **EXACT** matches only. You **MUST** fill in the member's **FULL** first name and last name, date of birth, and gender. You cannot search with partial information. Do not enter middle names.

IF YOU HAVE BEEN PROVIDED WITH THIS MEMBER'S HOCKEY ID, PLEASE ENTER IT BELOW, OTHERWISE LEAVE THE FIELD BLANK.

Hockey ID:

First Name: *

Last Name: *

Date of Birth:

Gender: *

Language:

* Denotes required information

SEARCH RESULTS

First Name	Last Name	Date of Birth	Hockey ID	Association	Actions
JOHN	DOE	01/01/1900	1400003395787	NOHA	<input type="button" value="Select"/>



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12. If you are a first time user, you will complete the steps above; however, the following screen will state that a member could not be found in the database. At this point you will need to select the province that you currently reside in by clicking on the appropriate province in the map of Canada, and then on the next screen select the Branch to which you belong (OHF – click on the gold area).

There are currently no members associated to you, please search or associate one

CREATE A NEW HOCKEY CANADA MEMBER

THAT MEMBER COULD NOT BE FOUND IN THE DATABASE WITH THE INFORMATION YOU SPECIFIED.

IF THE MEMBER YOU ARE SEARCHING FOR HAS BEEN INVOLVED IN HOCKEY IN THE PAST, THEY SHOULD ALREADY HAVE A PROFILE IN THE DATABASE. PLEASE [TRY YOUR SEARCH AGAIN](#).

IF THEY HAVE NEVER BEEN INVOLVED IN HOCKEY, YOU CAN CONTINUE BY CREATING A NEW MEMBER PROFILE IN THE DATABASE BY SELECTING THE PROVINCE IN WHICH THIS MEMBER RESIDES BELOW.

TO START CREATING A NEW MEMBER PROFILE FOR THIS PERSON, PLEASE CLICK ON THE PROVINCE OR TERRITORY IN WHICH THIS MEMBER RESIDES.



13. After selecting your Branch, you will select the Association to which you belong (i.e. Sudbury Minor Hockey, West Ferris Minor Hockey, etc.). It is important to note that all Associations for the province are listed on this page; it is easiest to do a search for your Minor Hockey Association. If you are unsure which Association you belong to, select **NOHA**. DO NOT select HC-NOHA as your Association.



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14. Upon selecting NOHA, the next screen will require you to provide your contact information, such as address, phone number, etc. Please note that you will not be able to advance to the next screen without filling in all mandatory fields, which are noted by a *.
15. Your account is now created, and you are now able to register for the clinic that you have selected. To confirm your registration for the clinic, click on **ADD TO CART**. From this point, you can sign up for another clinic, add another member to your account (i.e. husband and wife on the same e-mail account) to add to a clinic (you would need to complete Steps 10 and 11 again to find the member) or Check Out by selecting **CART** from the options at the top of the page. You may also view your profile, which will list any certification that you may already have.



16. Once you check out, you will be directed to the Quick Enrolment website to complete the payment with your Visa or Mastercard. Please note that only registration online and payment secures your position into a clinic. Once you are registered and paid, there are no refunds and you are not able to have someone else attend the clinic in your place.

Note to Associations: If an Association wishes to register and pay for their volunteers to attend clinics, your Association's Registrar will need to ensure that they have been added to the Hockey Canada Registry (HCR) before they are added to the EHockey online clinic registration account.

Should you have any difficulties registering, please contact Jason Marchand at the NOHA Office at (705) 474-8851 or jmarchand@noha.on.ca and he will be glad to assist you in the registration process.