

# BRAMPTON HOCKEY INC. REGISTRATION PROCESS

## STEP BY STEP

### Step 1: Welcome & Sign In

If you registered last season with Brampton Hockey, you already have an account. Please sign in using the same email and password as last season.

(If you have forgotten your password you can use the “Forgot your password” option. If you do not receive an email you are likely using the wrong email address for the account)

The screenshot shows the website header with the Brampton Hockey logo and contact information. Below the header is a navigation bar with "Login - Connexion" and "Help - Aide". A banner for "INSIDER" is visible. The main content area is split into two columns. The left column has a "WELCOME!" section with instructions on how to register or log in, and a "Sign in here - Ouvrez une session ici:" section with input fields for "Email - Courriel:" and "Password - Mot de passe:", a "Log In - Connexion" button, and a link for "Forgot your password?". The right column has a "BIENVENUE!" section with the same instructions in French.

### Step 2: Account Creation

- This step is for those who have never registered online before using Hockey Canada’s online registration system. Read through this section thoroughly. Once you have done so, acknowledge that you have read and understand by checking the box and selecting continue.

The screenshot shows the "Account Creation" page. It features a heading "You have indicated that you have never registered online using Hockey Canada's Online Registration system." followed by instructions to read the information before continuing. There are three steps: "Step one: Set yourself up as a user", "Step two: Add participants to your cart", and "Step three: Check out". At the bottom, there is a checkbox "I have read the above steps and would like to create an account." and a "Cancel" button. The footer contains copyright information and the Hockey Canada logo.

### Step 3: Account Creation cont'd

Please complete all fields in order to successfully create your account.

The screenshot shows the 'Account Creation' page on the Brampton Hockey website. At the top, there is a navigation bar with the Brampton Hockey logo and contact information: '8950 MC LAUGHLIN RD. BLDG D BRAMPTON, ON L6Y 6T1 CANADA (905) 453-3243'. Below the navigation bar, the page title is 'Account Creation'. A message states: 'You can now create your account. Please fill in your login and profile information below. This is YOUR profile information and not your child's information.' The form is divided into two sections: 'Please enter your desired login information' and 'Please enter your profile information below.' The first section includes fields for Email, Confirm Email, Password, Confirm Password, Security Question, and Security Answer. The second section includes a Language dropdown menu (set to English), First Name, and Last Name. A note at the bottom of the form states: 'You will now enter your address. Your address is required information. This address will be used to pre-fill address information for you when registering someone in hockey. You can always edit this address at any time on your account page. Please select the type of address'.

The information on this page **should be the information for the parent, NOT the player**. All boxes marked with an asterisk (\*) must be filled in.

NOTE: Please select "by City address" (no spaces in the postal code). When complete select submit.

If the page doesn't move forward you have missed something, please review and complete.

### Step 4: Home

In "My Shopping Cart" select "Register a Participant"

The screenshot shows the 'Home' page on the Brampton Hockey website. At the top, there is a navigation bar with the Brampton Hockey logo and contact information: '8950 MC LAUGHLIN RD. BLDG D BRAMPTON, ON L6Y 6T1 CANADA (905) 453-3243'. Below the navigation bar, the page title is 'Home'. A message states: 'Welcome to your home page! You'll find your Shopping Cart and your Registration History below. Your shopping cart contains all of your incomplete registrations. Your Registration History contains a list of persons you've registered in the past. To obtain a receipt for a completed registration, please click on "Order History" above.' The page is divided into two main sections: 'My Shopping Cart' and 'My Registration History'. The 'My Shopping Cart' section shows 'Invoice #: Status: Active' and a message: 'You do not have any registrations in your cart for this association.' Below this message is a 'Register a Participant' button. The 'My Registration History' section shows a 'Register a Participant' button and a link to 'Open Order History'.

## Step 5: Participation Selection

You do not need the child's Hockey ID when completing this section. Fill in the first and last name along with date of birth before submitting. This will automatically find your child.

If this is your first time registering and you have not completed the online form for new players you will be advised to contact your association. This is Brampton Hockey Inc.

If you have missed this step, please see the link below and follow the section for new players.

[Brampton Hockey Registration General Information](#)

**BRAMPTON**

8350 MCARDLE LN. RD. BLDG D  
BRAMPTON, ON, L6Y 5T1, CANADA  
(905) 453-3242

Info@bramptonhockey.com Home Register a Participant Order History Cart (0) My Account Help Logout

### Participant Selection

Your first step is to select the person (or participant) you would like to register. You can either:

- Register someone you've registered before in the past under "Previous Registrations" below
- Register a new person under "Register a new participant" below.

#### Register a new participant

To register someone new that you have not registered in the past, please enter their information below. Only fill in the "Hockey ID" if you already know the participant's Hockey ID. Please fill in their FULL name (without middle names), date of birth, gender, and language and click on "Register".

Hockey ID:

First Name:  \*

Last Name:  \*

Date of Birth:  -  -  \*

Gender:  \*

Language:  E

\* Denotes required information

## Step 6: Register a new participant

Select the "Register" button

### Register a new participant

To register someone new that you have not registered in the past, please enter their information below. Only fill in the "Hockey ID" if you already know the participant's Hockey ID. Please fill in their FULL name (without middle names), date of birth, gender, and language and click on "Register".

Hockey ID:

First Name:  Johnny \*

Last Name:  Doe \*

Date of Birth:  June  30  2015 \*

Gender:  M \*

Language:  E

\* Denotes required information

Match(es) found. Please click on the "Register Now" button to register that participant. If the button reads "Unavailable", please contact your association.

First Name	Last Name	Date of Birth	Last Registration Season	Hockey ID	Association	Branch	Actions
JOHNNY	DOE	06/30/2015		1500001193042	BRAMPTON	ONTARIO HOCKEY FEDERATION	<input type="button" value="Register Now"/>

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## Step 7: Choose a registration type

Select "Participants" then "Next"

The screenshot shows the Brampton Hockey website's registration interface. At the top, the Brampton Hockey logo and the word "BRAMPTON" are displayed. A navigation bar includes links for Home, Register a Participant, Order History, Cart (0), My Account, Help, and Logout. The main heading is "Choose a registration type". A green instruction box says "Please choose the type of registration you would like for this participant." Below this, there is a radio button labeled "Participants". At the bottom of the form area, there are "Back" and "Next" buttons. A summary table at the bottom of the page shows the following information:

JOHNNY DOE (06/30/2015)		
Registration Type	Division	Package
N/A	N/A	N/A

## Step 8: Division Selection

Select the division (Hockey Canada will automatically populate the division information based on your birth year). Then select "Next"

The screenshot shows the Brampton Hockey website's registration interface for the "Division Selection" step. The navigation bar and header are the same as in Step 7. The main heading is "Division Selection". A green instruction box says "Please select the Division in which you would like to register this participant." Below this, there is a radio button labeled "Initiation IP Program". At the bottom of the form area, there are "Back" and "Next" buttons. A summary table at the bottom of the page shows the following information:

JOHNNY DOE (06/30/2015)		
Registration Type	Division	Package
Participants	N/A	N/A

## Step 9: Registration Package Selection

Select your Registration Package

The screenshot shows the 'Registration Package Selection' page on the Brampton Hockey website. The page header includes the Brampton Hockey logo, the name 'BRAMPTON', and contact information: '8550 MCCLAUGHLIN RD. BLDG D BRAMPTON, ON L6Y 5T1, CANADA (905) 453-5243'. A navigation bar contains links for 'Home', 'Register a Participant', 'Order History', 'Cart (0)', 'My Account', 'Help', and 'Logout'. The main content area has a green banner that says 'Please choose a registration Package below.' Below this is a table with two columns: 'Name' and 'Description'. The table contains one row: 'U7 (2014-2015) Initiation IP Program Registration' in both columns, with a 'Select' button to the right. A 'Back' button is located below the table. At the bottom of the page, there is a footer with 'Powered by Hockey Canada', 'Copyright © 2019', and 'Version: 83.0.0.32182'. A small summary box at the bottom center shows: 'JOHNNY DOE (06/30/2015)', 'Registration Type: Participants', 'Division: Initiation IP Program', and 'Package: N/A'.

## Step 10: Participation Information

Complete the address and contact information requested on this page. You must select “By City Address.”

Every box with an asterisk (\*) beside it MUST be completed (no space is required in the postal code).

If you missed a required field, the system will not allow you to move forward.

You will be required to go back and complete any missing information.

The screenshot shows the 'Participant Information' page on the Brampton Hockey website. The page header is identical to the previous screenshot. The main content area has a green banner that says 'Please fill in the information below.' Below this are three sections: 'Physical Address [ Edit ]' with a note that the address is pre-filled and a link to edit it, followed by the address '123 Happiness AVE, Anywhere, ON, L0L0L0'; 'Mailing Address \*' with a note to select the type of address and two radio button options: 'By City Address' (selected) and 'By Rural Route or PO Box Address'; and 'Parent/Guardian Address [ Copy from Physical Address ] \*' with a note to select the type of address and a dropdown menu set to 'Select address type'. A small summary box at the bottom center shows: 'JOHNNY DOE (06/30/2015)', 'Registration Type: Participants', 'Division: Initiation IP Program', and 'Package: U7 (2014-2015) Initiation IP Program Registration'.



## Step 13: Fees

Please review your fees.

\*If you are a non-resident of Brampton you must select the "Brampton Non Resident (City Fee)." A \$100 fee will be added to your total.\*

Then select "Review"

BRAMPTON

info@bramptonhockey.com Home Register a Participant Order History Cart (1) My Account Help Logout

### Fees

Click the checkbox next to the optional fees to select them. Your total will then be adjusted.

Select	Fee Title	Amount
<input type="checkbox"/>	U7 (2014-2015) Initiation IP Program Registration	\$540.00
<input type="checkbox"/>	Brampton Non-Resident (City Fee)	\$100.00

**Your total is: 540.00**

Click on "Review" below to review your registration prior to checking out.

[Back](#) [Review](#)

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JOHNNY DOE (06/30/2015)

Registration Type	Division	Package
Participants	Initiation IP Program	U7 (2014-2015) Initiation IP Program Registration

## Step 14: Participation Registration Review

Carefully review that all the information is correct and proceed to "Add to Cart"

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info@bramptonhockey.com Home Register a Participant Order History Cart (1) My Account Help Logout

### Participant's Registration Review

Please review your registration below and select "Checkout" or "Add to Cart" to continue. Or click the Back button to revise your registration.

#### Participant Summary

Physical Address	123 HAPPINESS AVE, ANYWHERE, ON, LOLOLO
Mailing's Address	123 HAPPINESS AVE, BRAMPTON, ON, LOLOLO
Mother's Address	123 HAPPINESS AVE, BRAMPTON, ON, LOLOLO
Player's Home Phone	(905) 555-1234
Mother Home Phone	(905) 555-1234
Mother's Name	Jane Doe
Emergency Contact #1	Doe, Jane; Cell : (416) 555-1234

#### Questionnaire Summary

You are acknowledging that you will select the payment plan as your only method of payment  Yes I acknowledge the payment plan

#### Waiver Summary

JOHNNY DOE (06/30/2015)

Registration Type	Division	Package
Participants	Initiation IP Program	U7 (2014-2015) Initiation IP Program Registration

HOCKEY CANADA

HOCKEY CANADA		
Waiver	I agree	CHECKED
Agreement	I agree	CHECKED
ONTARIO HOCKEY FEDERATION		
Rowan's Law Acknowledgement	I confirm that I have reviewed the OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources and commit to operating within the parameters of the OHF Concussion Code of Conduct under the role which I have registered with the OHF.	CHECKED

  

Fee Title	Amount
U7 (2014-2015) Initiation IP Program Registration	\$540.00
<b>Your total is</b>	<b>\$540.00</b>

  

**Your total is: \$540.00**

[Back](#)
[Checkout](#)
[Add to Cart \\*](#)

\* If you would like to register someone else before checking out, click "Add to Cart" to confirm this registration and register another person.

  

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Registration Type	JOHNNY DOE (06/30/2015)	Package
Participants	Initiation IP Program	U7 (2014-2015) Initiation IP Program Registration





## BRAMPTON



8550 McLAUGHLIN RD, BLDG D  
 BRAMPTON, ON, L6Y 8T1, CANADA  
 (905) 453-8243

[info@bramptonhockey.com](mailto:info@bramptonhockey.com)
[Home](#)
[Register a Participant](#)
[Order History](#)
[Cart \(1\)](#)
[My Account](#)
[Help](#)
[Logout](#)

**Home**

Welcome to your home page! You'll find your Shopping Cart and your Registration History below.

Your shopping cart contains all of your incomplete registrations. Your Registration History contains a list of persons you've registered in the past.

To obtain a receipt for a completed registration, please click on "Order History" above.

  

### My Shopping Cart

The participant is considered registered only after the check out process.

Invoice #: \_\_\_\_\_  
 Status: Active

First Name	Last Name	Date of Birth	Gender	Association	Season	Registration Date	Division	Package	Net Total	Total	Actions
JOHNNY	DOE	30/06/2015	M	BRAMPTON	2020-2021	08/20/2020	INITIATION IP PROGRAM	U7 (2014-2015) INITIATION IP PROGRAM REGISTRATION	\$540.00	\$540.00	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">View</a>

PST \$0.00  
 QST \$0.00  
 HST \$0.00  
 GST \$0.00  
**Total \$540.00**

[Register a Participant](#)
[Checkout](#)
[Clear Cart](#)

  

**My Registration History** [Open Order History](#)

## Step 15: Validation of Shopping Cart Items Prior to Checkout

Click on the "Checkout" box



## BRAMPTON



8550 McLAUGHLIN RD, BLDG D  
 BRAMPTON, ON, L6Y 8T1, CANADA  
 (905) 453-8243

[info@bramptonhockey.com](mailto:info@bramptonhockey.com)
[Home](#)
[Register a Participant](#)
[Order History](#)
[Cart \(1\)](#)
[My Account](#)
[Help](#)
[Logout](#)

**Validation of Shopping Cart Items Prior to Checkout**



**JOHNNY DOE**  
 U7 (2014-2015) Initiation IP Program Registration

[Edit](#) | [Remove from cart](#)

[Back](#)
[Checkout](#)

  

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## Step 16: Checkout

Select "Credit Card." The next page will allow you to select the payment plan.

- Visa online debit will also fall under "credit card"

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BRAMPTON, ON, L6Y 5T1, CANADA  
(905) 453-3243

info@bramptonhockey.com Home Register a Participant Order History Cart (1) My Account Help Logout

**Checkout**

Please choose your method of payment below.

Credit Card

Back Next

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## Step 17: Checkout cont'd

Select "Pay Later"

**DO NOT** SELECT "PAY IN FULL NOW"

BRAMPTON

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BRAMPTON, ON, L6Y 5T1, CANADA  
(905) 453-3243

info@bramptonhockey.com Home Register a Participant Order History Cart (1) My Account Help Logout

**Checkout**

Please choose a payment schedule option below for each of your registrations.

For each registration in your Shopping Cart, you can choose to pay the balance in full immediately or pay using a staggered payment schedule. Each schedule may require that you pay an initial amount immediately.

By selecting a staggered payment schedule, you agree to have your credit card charged automatically on the specified payment dates.

Registrations	Payment Schedule Options (Please Choose)
<b>JOHNNY DOE</b> U7 (2014-2015) INITIATION IP PROGRAM REGISTRATION \$540.00	<input type="radio"/> Pay in Full Now <input checked="" type="radio"/> Pay Later: 1. 15/09/2020: \$135.00 2. 15/10/2020: \$135.00 3. 15/11/2020: \$135.00 4. 15/12/2020: \$135.00

Back Next

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## Step 18: Payment Information

Review this page then complete the section with your credit card information.

Click submit and your registration is complete.

You will receive confirmation of registration via email.

**QuickNote:**  
Once you have filled out your credit card information, click the "Submit" button.  
To cancel your payment, click the "Cancel" button.  
Disable your pop-up blocker to display your receipt in this window, a receipt will be emailed to the email address below.

Invoice Number: 3543260  
Category: Registration (HC1143)  
League: Brampton Hockey Inc.

Total amount on this invoice: \$540.00 over 4 installments

Installment#	Amount	Due Date (mm/dd/yyyy)	Status
✓ 1	\$135.00	09/15/2020	Future Installment
✓ 2	\$135.00	10/15/2020	Future Installment
✓ 3	\$135.00	11/15/2020	Future Installment
✓ 4	\$135.00	12/15/2020	Future Installment

Note: No immediate payment is required. Your first installment will be automatically processed on 09/15/2020.  
Although immediate payment is not required, you must enter your credit card details below and click the SUBMIT button to enable future installment payments. All installments will be charged to the credit card that you are about to enter on the dates indicated above.  
Please ensure that the credit card you are about to use does not expire prior to the last scheduled installment date.  
\*\*\* as an added security measure this software utilizes tokenization so that the credit card information you enter will not be stored.  
A payment receipt will be emailed to you upon successful processing of each installment.

Payment Type: **Installment Plan**

Amount: **\$ 540.00**

Email address:

Name of Cardholder (as it appears on card):

Card Type:  Visa  Master Card  Visa Debit



Thank you for registering with Brampton Hockey Inc.

Further communication regarding programming offered by Brampton Hockey Inc. will be communicated via email.