

Navigating Online Registration

- Most important for you to remember – if you encounter difficulties, the Registrar can always assist you in registering your child manually. Don't worry, we'll get your child skating!
1. Go to the [Hockey Canada link](#) to login. You'll need to recall your Hockey Canada username (email) and password to do so, or create a new account profile if it's your first time using online registration. **PRMHA cannot retrieve existing HC account login information for you.**
 2. Once logged in, click on "Register a Participant" and identify your player by name, DOB and gender. **You will not be able to register a participant who has a pending transfer in to PRMHA or is currently a member of another MHA.**
 3. Applicable divisions should be displayed based upon your child's age. Refer to BC Hockey's Age Reference Chart (on PRMHA's website) for clarity.
 4. Choose the desired registration package based upon division and description.
 5. Complete all mandatory sections (address, contact info, emergency contacts).
 6. Complete Questionnaire section.
 7. Read & Complete Hockey Canada Waiver/Acknowledgment
 8. Mandatory and any optional fees, if applicable, will be reflected. Choose the applicable fees to add the registration to your Cart.
 9. Choose the applicable payment method:
 - Credit Card – complete transaction with Paysafe
 - Cash – complete transaction by printing up your receipt and dropping cash/cheque off at TAWS with the receipt within 48 hours.
 - Concerns/problems/unable to make full payment? Leave the registration in your Cart and do not check out. Contact prmharegistrar@gmail.com
 10. **New this season – Player & Parent Code of Conduct forms are still required, but you will print them off of the website and be prepared to provide them to your coach/division manager at your first ice time.**

Situations in which online registration may not be accessible to you:

- Overage players / graduates wanting to play 4th year Midget
- Players transferring in from other associations / international students

For the above and any other concerns, contact prmharegistrar@gmail.com