## Hockey Canada to Spordle Instructions

Complete the below steps to create a new Spordle (HCR 3.0) user account and link family member/participant profiles (including yourself, if applicable). To register an individual for Hockey Canada sanctioned programming they must be linked to an account. Anyone can create and have a user account, but only individuals with an HCR # (i.e individuals who have a profile with Hockey Canada because they've registered for programs/clinics/courses in the past) can be linked to an account. An individual can be linked to more that one account. Example family scenarios for account set up can be found below.

## Step 1: Create a new Spordle user account

\* you will need access to the email that you will use to create this account as a verification code will be sent to this email.

- 1. Go to the **Spordle Sign Up** page
- 2. Enter your email address and click 'Next'
- 3. Enter the verification code that will be sent to the email address you entered and click 'Next'
- 4. Enter a password and click 'Login'
- 5. Accept ('I Agree') the Terms and Conditions and that's it, now you're in!

## Step 2: Link a Member/Participant

- 1. From the Dashboard, next to My Members, select 'Link A Member'. Search for the individual using Name & DOB, or HCR #.
- 2. Select the individual (profile) that you would like to link from the results by clicking on 'Link this member'
- 3. Choose the relation of the member profile you are trying to link (e.g. self, spouse) from the drop down and click 'Link'. Now that individual is linked to the current user account and will be available for future registrations.