



## HOW TO REGISTER ONLINE

First of all, if you want to register a new player, i.e. your child has never played for the NDG Minor Hockey Association before (moving, new player), you must send an email to the registrar to do create a new player file.

If your child was already playing for the association last year, please follow the procedure:

**STEP 1:** You must first create a Spordle account. Go to:  
<https://account.spordle.com/login>

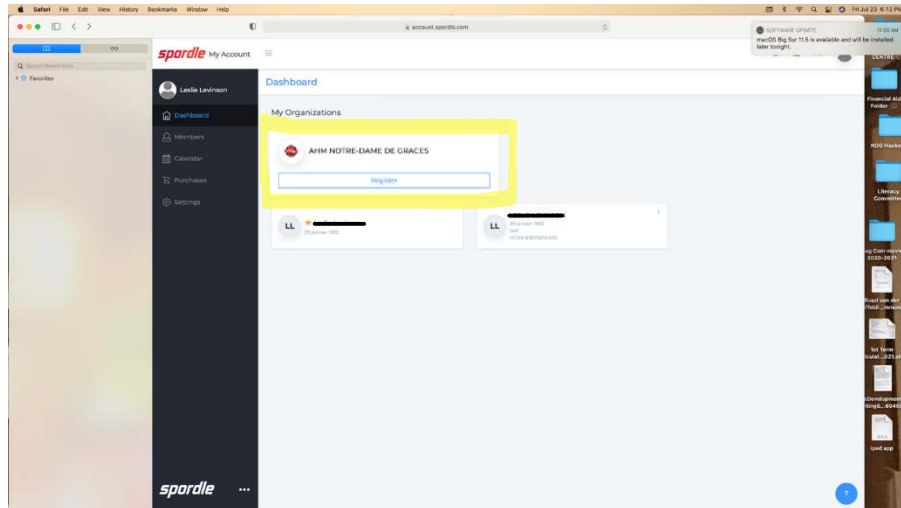


Don't have an account? [Sign up](#)



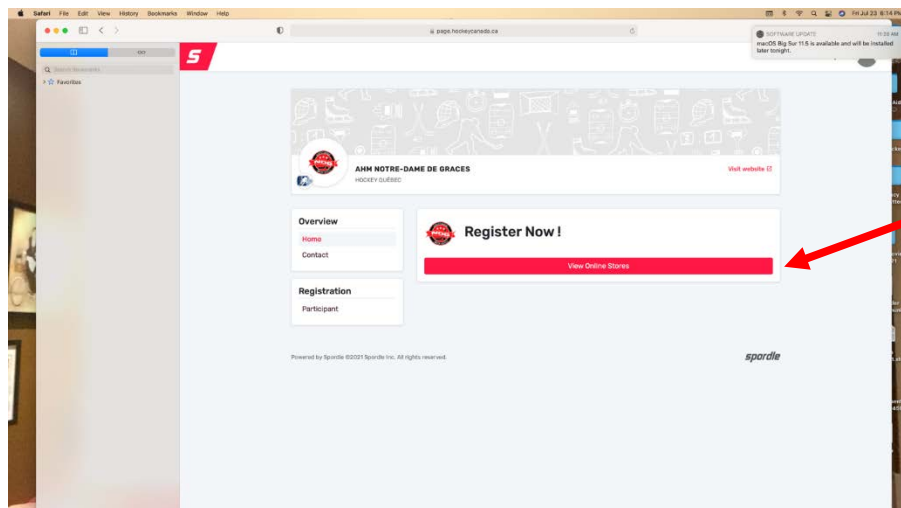
## STEP 2: DASHBOARD VIEW

Select the NDG Minor Hockey association



## STEP 3: REGISTER NOW

Select view online store

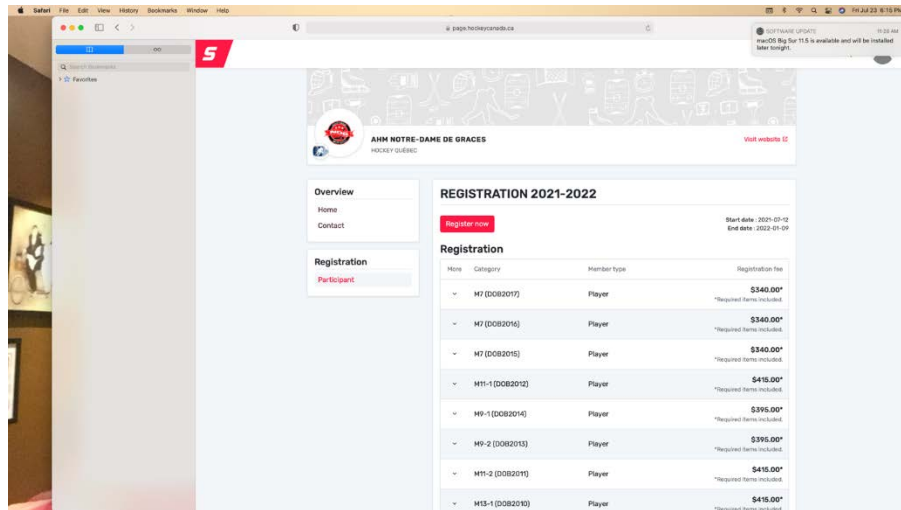




#### STEP 4: CATEGORIES AND FEE INFORMATION

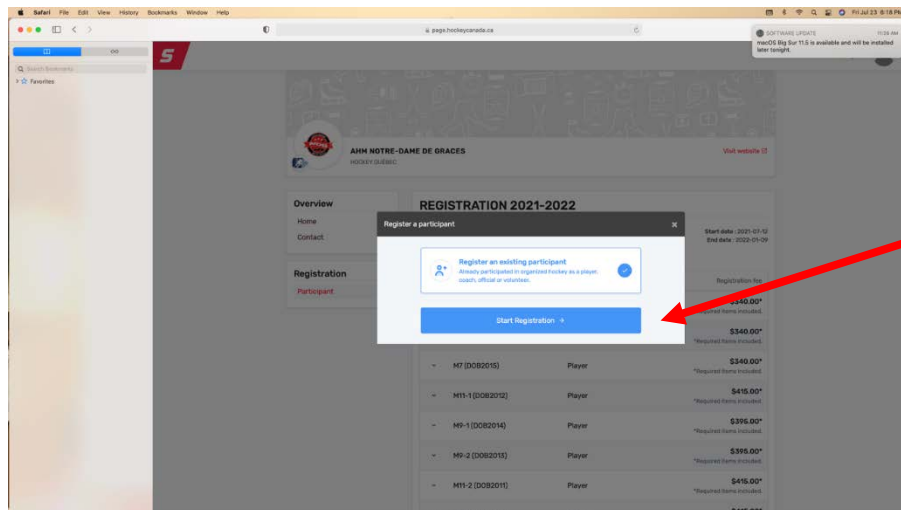
Information about fees listed in drop down arrow

Select Register Now



#### Step 5: REGISTER EXISTING PARTICIPANT

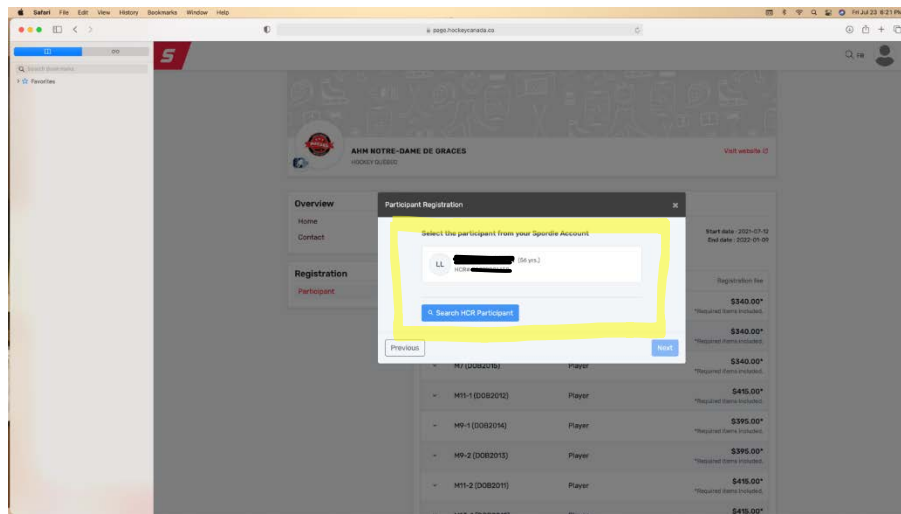
Select Start Registration





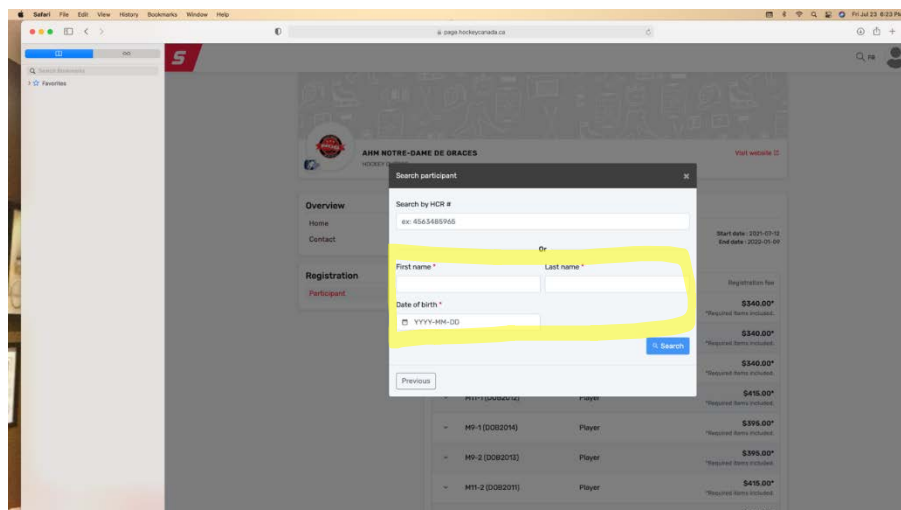
## STEP 6: PARTICIPANT REGISTRATION

Select Participant OR  
Click Search HCR Participant



## STEP 7: SEARCH HCR

Enter name and birthdate and select search





## STEP 8: Select participant

This screenshot shows a web browser window with the URL 'page.hockeycanada.ca'. A modal window titled 'Search participant' is open. It contains a search bar with the text 'Search by HCR #', a field with '4563456789', and a 'Search' button. Below this are fields for 'First name', 'Last name', and 'Date of birth'. The 'Search Result(s)' section shows a list of participants, including 'KH' and 'HOCKEY QUÉBEC RÉGION MONTRÉAL L'ANNE NOTRE-DAME DE GRÂCES, LOWER GRAND CLOUVE, 1980-1990'. A 'Select' button is next to the first result. The background shows a sidebar with 'Overview', 'Home', 'Contact', and 'Registration' tabs, and a main area with a list of participants and their registration fees.

## STEP 9: REGISTRATION OPTIONS Select category for your child and select next

This screenshot shows the same web browser window, but the modal window is now titled 'Registration Options'. It displays a list of 'Available Registrations' with radio buttons next to each option: 'JUN-1 (DOB2003)', 'JUN-2 (DOB2002)', 'JUN-3 (DOB2001)', and 'JUN-4 (DOB2000)'. The 'JUN-1 (DOB2003)' option is selected. Below the list are 'Previous', 'Skip this step', and 'Next' buttons. The background shows the same sidebar and participant list as the previous screenshot.



## STEP 10: QUESTIONNAIRE

Complete the questionnaire

The screenshot shows a web browser window with a questionnaire form. The form is titled "Questionnaire" and includes fields for "Name", "Age", and "Gender". It also has checkboxes for "Are you interested in volunteering this season?", "Volunteer", and "You wish to volunteer in what capacity?". A "Next" button is visible at the bottom right of the form.

## STEP 11: ITEM SELECTION

You will note that the **mandatory \$25 fundraising fee** has been selected.

If you are a pre novice (U7) who does not live in our zone, please select out of zone fee

If you would like to make a donation to our association, please select amount

The screenshot shows a web browser window with an "Items Selection" form. The form is divided into "Mandatory Items" and "Optional Items". Under "Mandatory Items", the "Mandatory fundraising fee" is selected with a price of \$25.00. Under "Optional Items", there are checkboxes for "OUT OF ZONE FEE", "DONATION", and "DONATION". A red arrow points to the "Mandatory fundraising fee" checkbox, and a blue arrow points to the "DONATION" checkboxes. A "Next" button is visible at the bottom right of the form.

Mandatory  
Fundraising  
fee

Donations



## STEP 12: WAIVERS

There are 7 waivers to complete from Hockey Canada and Hockey Quebec  
Those with a red star are mandatory

**Please read all waivers carefully**

## STEP 13: REGISTER ANOTHER CHILD OR PROCEED TO CHECKOUT

**Please note – that you must register all your children at the same time in order to receive discounts.**

If you are done with registration, click proceed to checkout





## STEP 14: SUMMARY

Details about your registration will appear on your screen.  
If everything is correct select next.

**Registration summary**

Order summary

Registration for [REDACTED]

Registration fee: \$430.00

Registration fee: \$25.00

Mandatory fundraising fee: \$0.00

Total price: \$455.00

Register another participant: [Next]

## STEP 15: TERMS AND CONDITIONS

Please note that registration is not complete until payment is sent to

[Margaret.lambton@ndghockey.com](mailto:Margaret.lambton@ndghockey.com)

In addition, you must send your proof of residency to the registrar at:

[regstration@ndghockey.com](mailto:regstration@ndghockey.com)

**Payment Terms and Conditions**

1. NDG Hockey is reserved for players who reside in NDG, Snowdon, Côte des Neiges, Villa Émery and Point St. Charles. The proof of residency has to be provided with the registration form. Any false representations will result in the player being expelled (with no refund) from NDG Hockey.

2. Registration is complete when the NDG Hockey Minor Association has in its possession the following:

- The completed form duly signed by one of the parents or guardian.
- For returning members a proof of residency (Recent copy of Hydro Quebec, Gaz Metro, Enérpic, Bell Canada or Videotron bill). **Property and School Tax bills are not acceptable.**
- For new players a copy of the player's Medicare Card and a proof of residency (Recent copy of Hydro Quebec, Gaz Metro, Enérpic, Bell Canada or Videotron bill). **Property and School Tax bills are not acceptable.**
- Payment in full by E-transfer or Cash. Please send payment to [margaret.lambton@ndghockey.com](mailto:margaret.lambton@ndghockey.com)**

3. It should be noted that no player may participate in NDG hockey unless the registration, all documentation and full payment have been received.

4. There will be no refunds after the first session on the ice with NDG or the Montréal Canadiens.

☒ I have read and accept the terms and conditions.

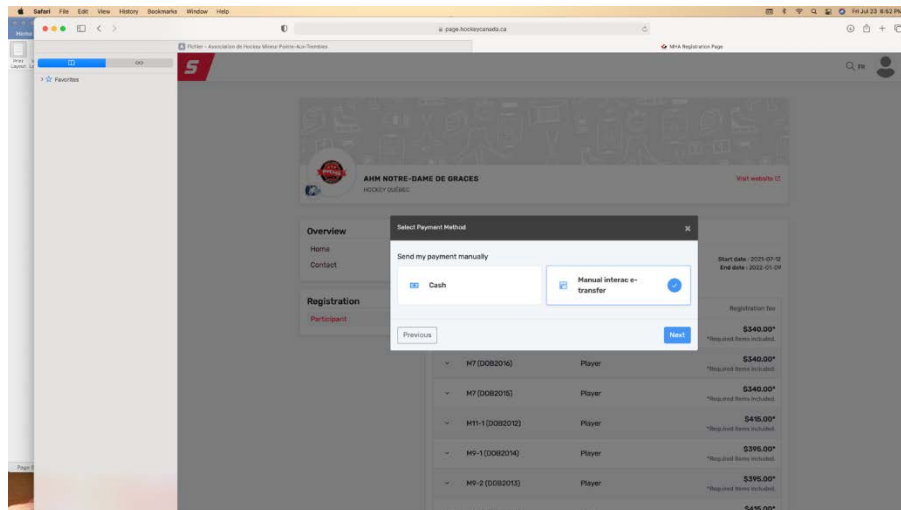
Previous [Next]





## STEP 16: PAYMENT METHOD

Select your payment method: E-Transfer or Cash

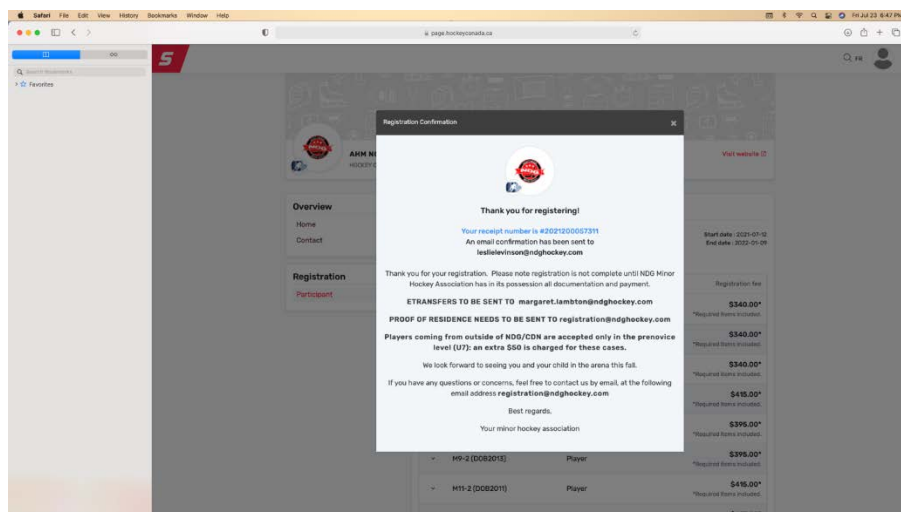


## STEP 17: PROOF OF PAYMENT

You will receive an email confirmation along with an invoice.

Upon completed payment, you will receive a receipt by email.

Remember to follow the instructions for payment and proof of residence as shown in step 15.



Thank you!

We are very much looking forward to the upcoming season and can't wait to see you and you hockey player soon!!!!

Brenda Gallant, President