STEPS RELATED TO ONLINE REGISTRATION OF A COACH

Below, you will find a simplified overview of the steps required for a coach to register for a clinic, or an online clinic, through the Hockey Québec web site and Hockey Canada eHockey.

Steps:

1. Go to the Hockey Québec web site (hockey.qc.ca).
2. Click on the « Inscriptions aux formations » tab.
3. Click on the « Entraîneurs » tab.

This will appear:

- Entraîneurs
  - Initiation
    - Entraîneur 1 - Entraîneur initiation
    - Formation Respect et Sport (partie 1) Si ce n’est pas déjà fait.
    - HU-Profil entraîneur communautaire (partie 2)
    - Formation en classe et sur glace (Partie 3)
4. Select the level in which you are involved (Initiation or Recreation). If you have already completed Part 1 (Respect et Sport), click on «HU-Profil Entraîneur communautaire» which is Part 2.

5. Click on the green tab «S’inscrire», in the column on the right.
6. You will obtain this result. Click on «Inscrire» in the column at the far right. You will then obtain the details.

7. At the bottom of this page, choose your division (Novice, Pre-Novice, etc.) The cost for the clinic will be indicated. Then, click on «Continuer».

8. Next, you have to click on one of 2 links. If you already have an eHockey account, click on «J’ai un compte existant». Otherwise, click on «Je n’ai pas de compte» and give the required information to create your account.

The eHockey account is different from the Respect et Sport account.
9. You must enter your email address and your password to open a session.

10. A last revision of the registration for the clinic. Click on «Caisse de sortie» to make a payment.

11. Payment methods will be indicated. Concerning particularly the online clinic for coaches, payment must be made online by credit card. Concerning the costs relating to regular clinics (in classes), payment methods vary depending on the region. Select «Carte de crédit» and click on «Continuer».
12. You will obtain this result. You must fill out all the fields in the 3 parts, and then click on « Payer maintenant ». 

13. Once payment has been made, if it’s the case, click on « Retour au site commercial », which will take you to the eHockey home page. Otherwise, you may access again the eHockey web site by entering the following address : https://ehockey.hockeycanada.ca/ehockey/Account/Login.aspx .

14. Once you have completed Parts 1 and 2, click on « Formation en classe et sur glace », which is Part 3, to register for a clinic.
15. Click on the «S'inscrire» green tab in the column on the right.

16. You will obtain this result. You will then be able to search for a clinic in your area (city, address), or the date of a clinic.

For example, if you enter MONTRÉAL and click on «Rechercher», you will obtain this kind of result:

After having selected your clinic, click on «Inscrire» in the last column on the right for that clinic. You will then obtain the details concerning the clinic.
17. At the bottom of this page, select your division (Novice, Pre-Novice, etc.). The costs relating to the clinic will be indicated. Then click on «Continuer».

18. You must then click on one of 2 links. If you already have an eHockey account, click on «J’ai un compte existant». Otherwise, click on «Je n’ai pas de compte» and give the required information to create your account.

The eHockey account is different from the Respect and Sport account.

19. You must enter your email address and your password to open a session.
20. A last revision of the registration for the clinic. Click on « Caisse de sortie » to make a payment.

![Registration form]

21. Payment methods will be indicated. Concerning particularly the online clinic for coaches, payment must be made online by credit card. Concerning the costs relating to regular clinics (in classes), payment methods vary depending on the region. Select « Carte de crédit » and click on « Continuer ».

![Payment method]

22. You will obtain this result. You must fill out all the fields in the 3 parts, and then click on « Payer maintenant ».

![Payment form]
23. Once payment has been made, if it’s the case, click on « Retour au site commercial », which will take you to the eHockey home page. Otherwise, you may access again the eHockey web site by entering the following address: https://ehockey.hockeycanada.ca/ehockey/Account/Login.aspx.

24. To access your profile, click on « Afficher ».

25. Under the « Stages » tab of your profile, you will see the clinic (or online clinic) for which you have registered. In the case of an online clinic for coaches, you will see a link to access the online clinic.