STEPS RELATED TO ONLINE REGISTRATION OF AN OFFICIAL

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

IMPORTANT: Please take time to thoroughly read the instructions in this document as well as those published on the eHockey site before going on to the next step.

Steps:

1. Go to the Hockey Québec Website (www.hockey.qc.ca);

2. Click on the « Inscriptions aux formations » tab;

3. Click on the « Officiels » tab;

4. Select the level in which you are involved (Niveau 1, Niveau 2, Niveau 3 or Recertification);
5. Click on the « S’inscrire » tab;

6. If you already own an eHockey account, enter your E-mail and password to access the next step - otherwise, click on « Veuillez cliquer ici pour vous créer un compte maintenant » and give the required information to create your account;

7. Once the account is created, you will be directed to the eHockey home page where you will need to add yourself as a participant,
8. Click on the « Inscire à un stage » tab;

9. You can then search for a clinic for the level you are involved or consult the list of clinics at the bottom of the page;

10. Results of the search will be shown as follows. If the clinic shown corresponds to the clinic (or the on-line clinic) you wish to register, click on the « Inscire » link;
11. The information related to the clinic will appear – select your division under the tab « Veuillez sélectionner la division ... ».

12. As the case may be, the fees for the clinic will be shown – click on « Continuer »;

13. Click on the « Caisse de sortie » tab to proceed with the payment;

14. Payment methods will be shown. Specifically for the Level 1 Officials’ on-line clinic (HU - Level 1/2 officials), payment must be made on-line with a credit card. With regards to fees related to clinics (theory given in class), payment methods differ according to the region.

15. Once the payment is completed, click on « Retour au site commercial », which will bring you back the eHockey home page. Otherwise, you can reaccess the eHockey Website by using the following address: https://ehockey.hockeycanada.ca/ehockey/Account/Login.aspx.
16. To access your profile, click on « Afficher »;

17. Under the “Stage” tab of your profile, you will see the clinic (or on-ligne clinic) to which you are registered. With regards to the on-line clinic for coaches, you will see the link that will give you access the on-line clinic.

18. Specifically with regards to new Level 1 officials, registration at a clinic includes two parts: one being an on-line theory session, the second being a practical session in class or on the ice. Once the official will have completed the on-line theory portion, he will need to repeat steps 1, 2 and 3 and select the “Formation en classe et sur glace (Level 1)” under the heading “Level 1”. Finally, he shall click on the “S’inscrire” button and connect to eHockey (now having his E-mail and password) where he will repeat the registration process to a clinic, this time selecting “Officials’ Clinic – Level 1” instead of the on-line clinic (HU – Level 1/2 officials).

Approved for publication by:

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