



CVHA COACH REGISTRATION INSTRUCTIONS



How to Register as a Coach in the CVHA HOUSE LEAGUE

- Click on the link provided in the email (and below) to reach the CVHA Bench Staff / Volunteer registration page.
- Select the **BENCH STAFF / VOLUNTEER CVHA HOUSE LEAGUE** and click **REGISTER NOW**

HL - CITY OF VAUGHAN HOUSE LEAGUE
ONTARIO HOCKEY FEDERATION

Visit website

Overview

Home
Contact

Registration

Participant
Clinics

Support

Problem with your registration? Contact us:
+1 905-417-1046
info@vaughanhockey.com
https://vaughanhockey.c...

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Click here to learn more.

< Back to all

Bench Staff/Volunteer CVHA House League

Start date : 2021-10-21
End date : 2022-01-15

Register now

Registration

More	Category	Member type	Registration fee
▼	Safety Person House League	Volunteer	Free
▼	Bench Staff /Volunteer CVHA House League	Bench Staff	Free

Items

No items available.

Details

Terms & conditions

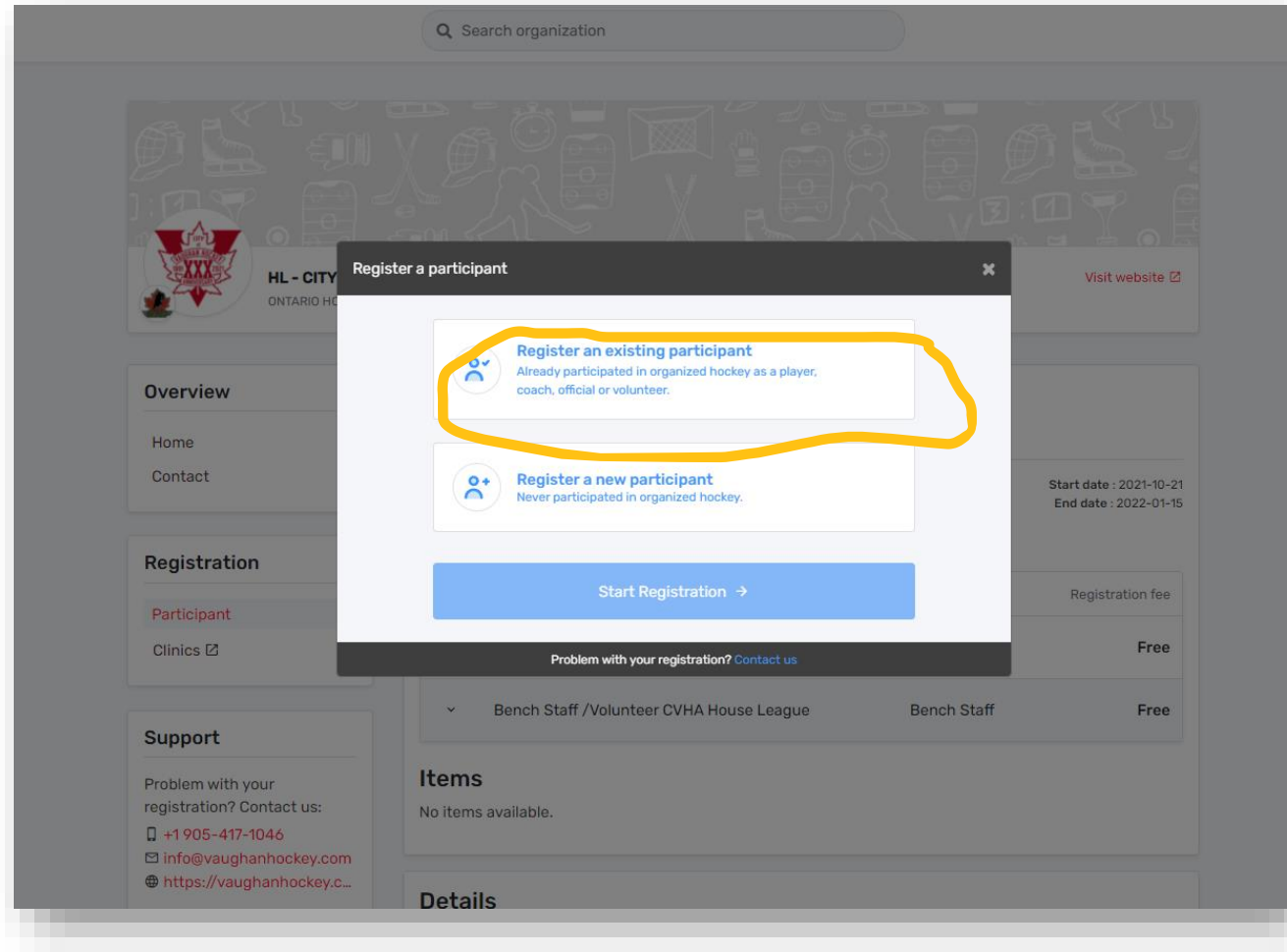
[CVHA House League Bench Staff/Volunteer Registration](#)



- Log in to the Hockey Canada Registry with your same login that you used when registering your child. If you are a non-parent coach, click the SIGN-UP and create an account.



- In most cases, while you have your account, you also need to add yourself as a participant (like you did your child).
- If you had registered yourself in your account, then just choose **REGISTER AN EXISTING PARTICIPANT.**





- To search for yourself, enter your HCR # if you know it. If not, use your first and last name, but make sure to use the exact spelling. For example, if your account is JOHN SMITH but you search for your name as JONATHAN SMITH, it will end up adding another user.

The screenshot shows the City of Vaughan Hockey website interface. A modal titled "Search participant" is open, allowing users to search for themselves or other participants. The modal includes a search bar for HCR # (with an example "ex: 4563485965"), a section for searching by name (First name and Last name), and a date of birth field (YYYY-MM-DD). A blue "Search" button is located at the bottom right of the modal. Below the modal, there is a "Previous" button and a link for "Problem with your registration? Contact us". The background shows the website's navigation menu with sections like Overview, Registration, Support, and Items.

Search participant

Search by HCR #
ex: 4563485965

Or

First name *
Last name *

Date of birth *
YYYY-MM-DD

[Search](#)

[Previous](#)

[Problem with your registration? Contact us](#)

Overview
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[Participant](#)
[Clinics](#)

Support
Problem with your registration? Contact us:

Items
No items available.

[Visit website](#)

Start date : 2021-10-21
End date : 2022-01-15

Registration fee
Free

Registration fee
Free



- If adding yourself as a new participant, fill out the relevant information and hit CREATE

Create new participant

MS **Michael Smith** (46 yrs.)
HL - CITY OF VAUGHAN HOUSE LEAGUE

Your relationship with the participant * **Self** | v Gender * **Male** | v

Select a language * **English** | v Secondary Language **Select...** | v

Citizenship * **Canadian** x | v Email * **hockeyisthebest1991@gmail.com**

Phone number * **+1 (416) 555-5555** Extension Phone type * **Cell** | v

Address Type * **Resident** | v

Address * **4600 Rutherford Rd, Woodbridge, ON L4L 1A6, Canada** [Enter address manually](#)

Address 2

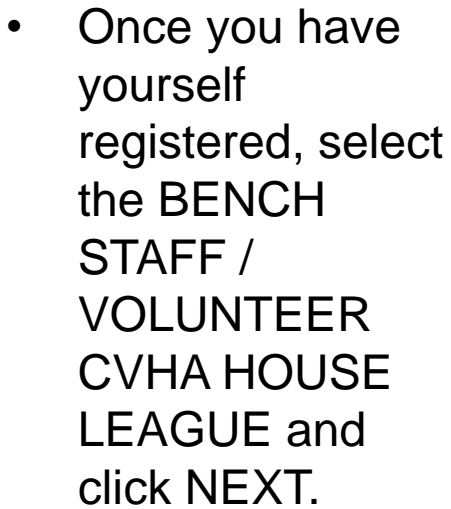
Apartment, suite, unit, floor, building, etc.

Previous **Create**

Problem with your registration? [Contact us](#)

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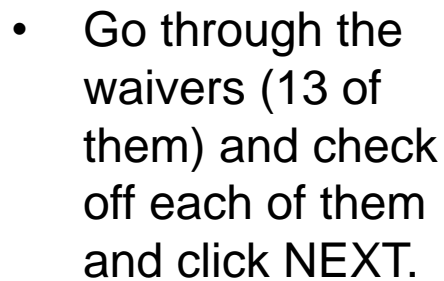


- Make sure to select the correct **DIVISION** you are coaching in.
- Enter your **ROLE** ON THIS TEAM.....
- YES/NO if you have submitted your current VSS to the CVHA Office.

The screenshot shows a web interface for the 'HL - CITY OF VAUGHAN HOUSE LEAGUE'. A 'Questionnaire' modal is open, displaying the following information and form fields:

- User Info:** MS Michael Smith (46 yrs.)
- Bench Staff / Volunteer House League**
- What Division(Year of Birth) is the team you are coaching? ***
U12/U13 - Players Born 2010/2009
- What is your Role on this team? ***
Head Coach
- Have you submitted a current VSS to the CVHA Office ***
Yes
- Navigation:** Previous, Next
- Footer:** Problem with your registration? [Contact us](#)

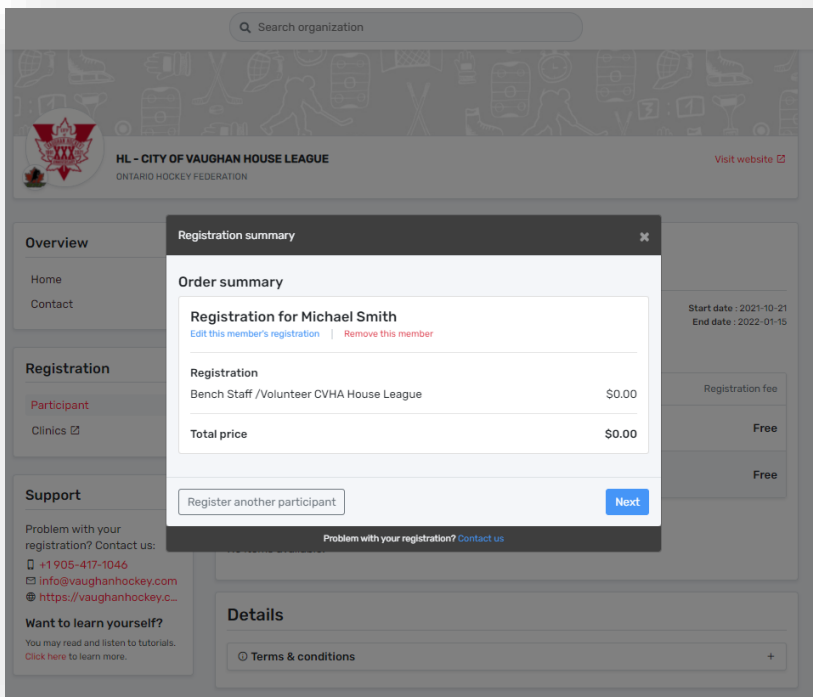
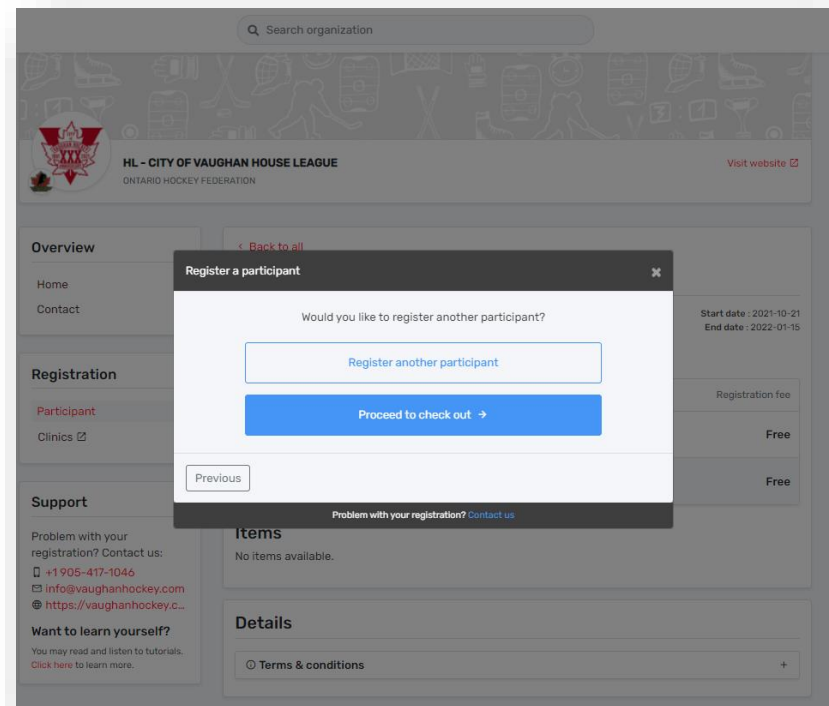
The background interface includes a sidebar with 'Overview' (Home, Contact), 'Registration' (Participant, Clinics), and 'Support' (Problem with your registration? Contact us: +1 905-417-1046, info@vaughanhockey.ca, https://vaughanhockey.ca). The main content area shows 'Details' with a 'Terms & conditions' link.



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- Proceed to check out






- You will get confirmation that you have successfully registered with the CVHA and will get an email as well.

Search organization

HL - CITY OF VAUGHAN HOUSE LEAGUE

Visit website

Registration Confirmation



Thank you for registering!

Your receipt number is #2021200405104

An email confirmation has been sent to
hockeyisthebest1991@gmail.com

Dear Team Official and Safety Rep,

Thank you for registering. If you have not already done so ,please ensure the CVHA Office
has an original version of your current VSS.

CVHA
Registration Team

Problem with your registration? [Contact us](#)

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Free



- Once you have registered yourself as a participant you will see your name added in (you will see yourself twice).
- The MEMBER with the GOLD CROWN is the account holder. Your name without the gold crown is the actual participant (coach)

