



# Finding or Creating Your HCR Number

*A step-by-step guide for Hockey Alberta  
members*

# What is a HCR Number?

- A unique number assigned to every player, coach, official, or volunteer in the Hockey Canada Registry (HCR) system.
- Follows you for life – even if you move to another association or province.
- Used for registration, certifications, and tracking your hockey history.

# Why You Need Your HCR Number

- Required for rostering to a team each season.
  - Needed for coaching or officiating courses.
  - Helps verify your hockey history and eligibility.
  - Link Respect in Sport to the proper profile
  - Registration
- 

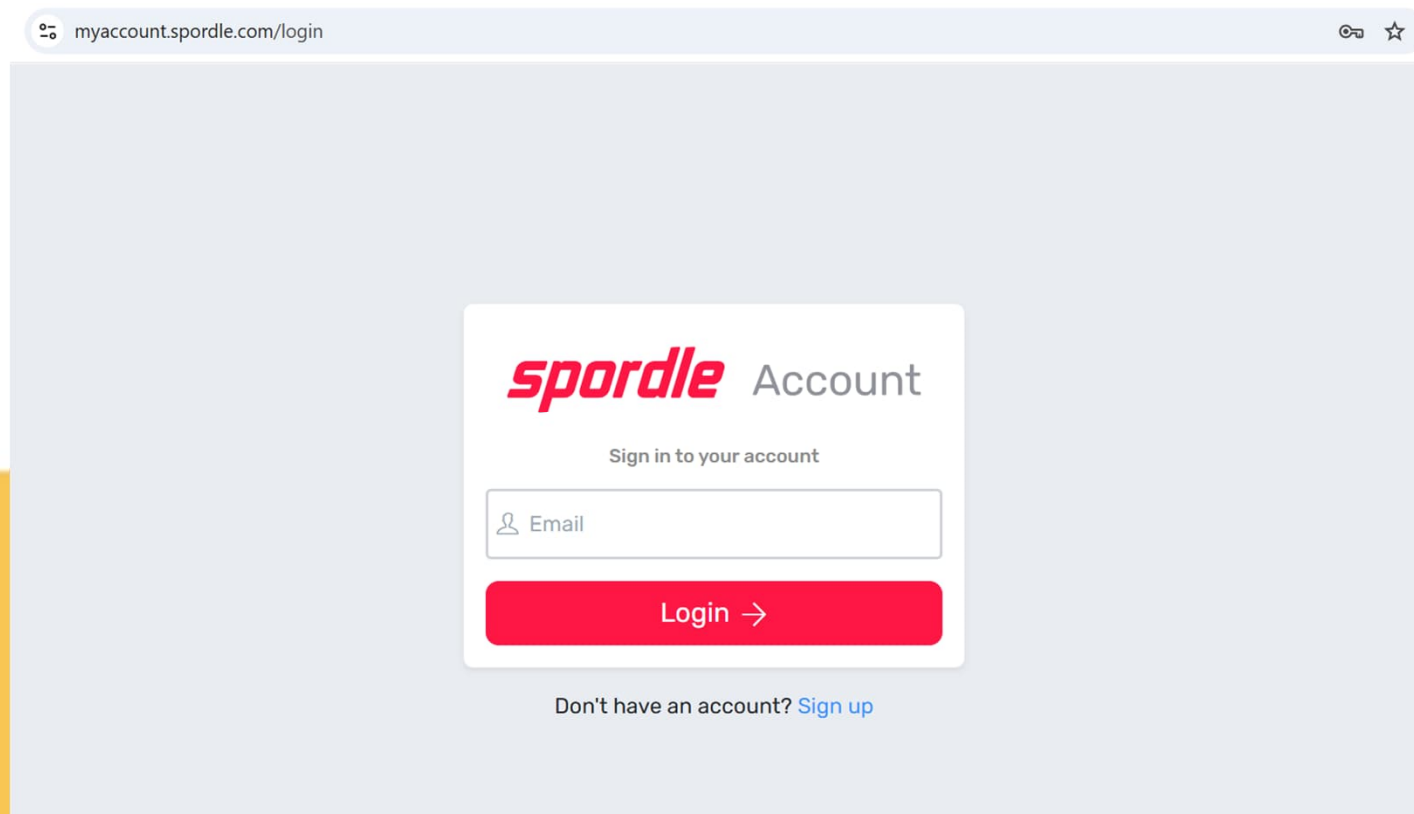
# IMPORTANT

- If a participant has been involved with sanctioned hockey at any point in their lives, they will have a HCR Number. Creating a duplicate ID can/will create delays in registration.
- Ensure all the information entered is accurate
- If your HCR Number is with another Association, please reach out to your current association to work on requesting a transfer of your file, do not create a new HCR Number.

# Finding Your HCR Number– Step 1

*for those who have participated in hockey previously*

- Hockey Canada Spordle Page: <https://myaccount.spordle.com/login>
- Log in with your existing account credentials.

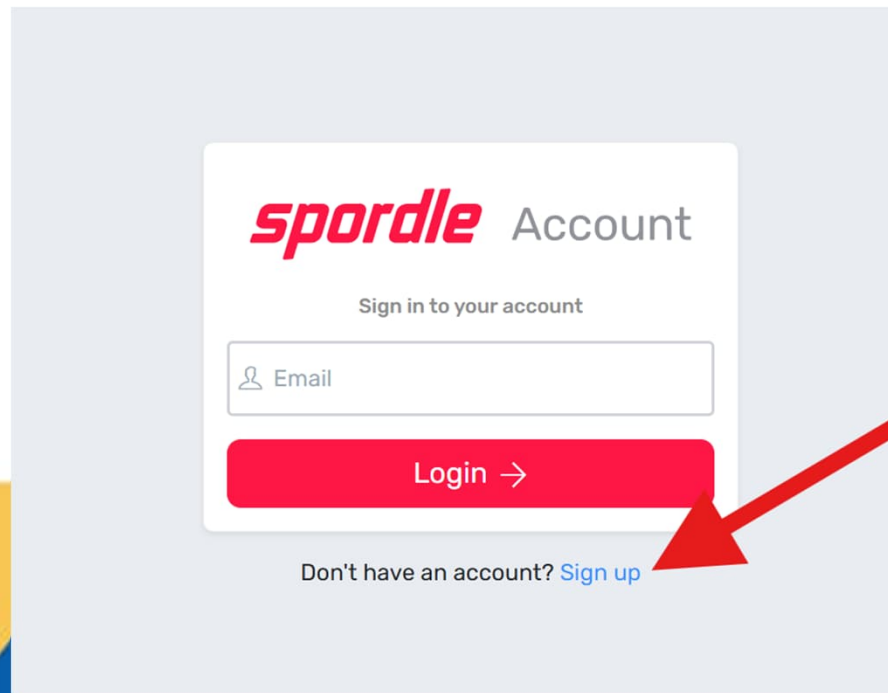


The screenshot shows a web browser window with the address bar displaying "myaccount.spordle.com/login". The page content is a login form for "spordle Account". The form includes the text "Sign in to your account", an input field for "Email" with a person icon, and a red "Login →" button. Below the button, there is a link that says "Don't have an account? Sign up".

# Finding Your HCR Numer – Step 1

*for those who have participated in hockey previously*

- Hockey Canada Spordle Page: <https://myaccount.spordle.com/login>
- If you don't have an account – choose “Sign up” and follow the prompts

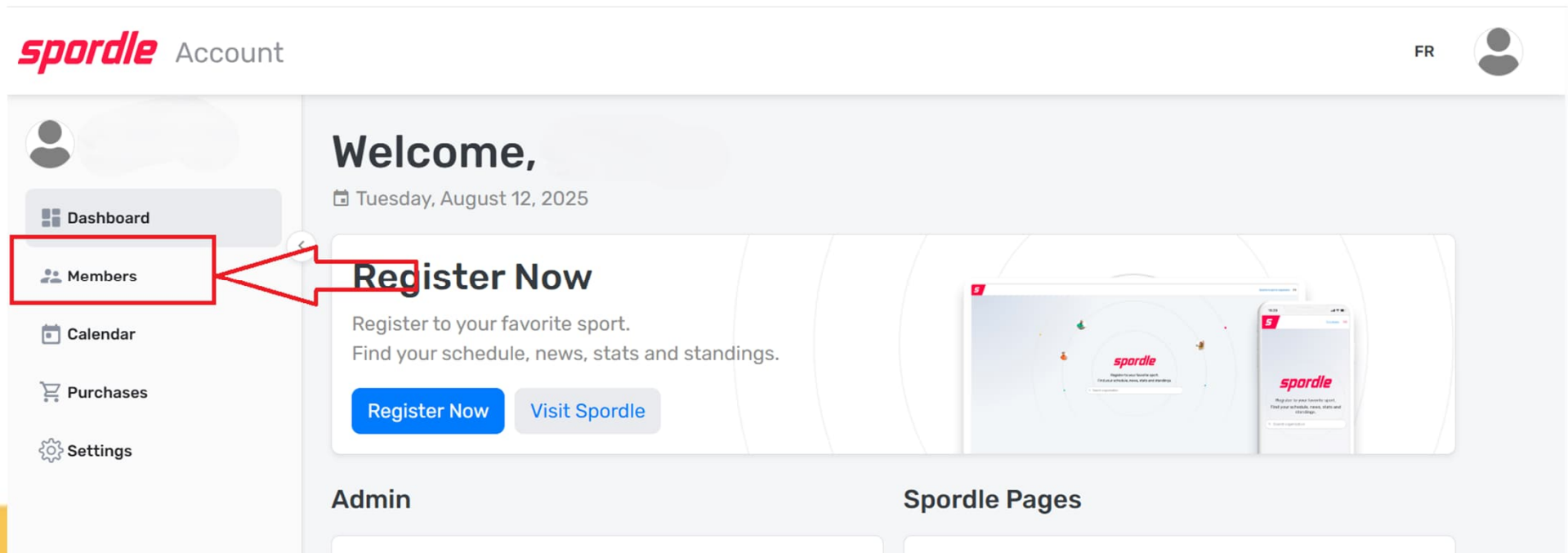


The image shows a screenshot of the Spordle Account login page. The page has a white background with a light gray border. At the top, the word "spordle" is written in red, followed by "Account" in gray. Below this, the text "Sign in to your account" is centered. There is a white input field with a person icon and the label "Email". Below the input field is a red button with the text "Login →". At the bottom, the text "Don't have an account?" is followed by a blue link "Sign up". A red arrow points from the right side of the image towards the "Sign up" link.

# Finding Your HCR Number– Step 2

*for those who have participated in hockey previously*

- Once logged in, click on "Members"



# Finding Your HCR Number – Step 3

*for those who have participated in hockey previously*

- Select the circle with the initials of the linked participant that you would the HCR Number for
- The HCR Number will appear under your profile information.

The screenshot shows the 'spordle Account' interface. On the left is a sidebar with links: Dashboard, Members, Calendar, Purchases, and Settings. The main area is titled 'Members' and shows a row of circular profile icons with initials: SP, AP, BP, JP, MP, SP, and a plus sign. A red arrow points to the first 'SP' icon with the label 'Account Owner'. Another red arrow points to the plus sign with the label 'to add another participant to your account'. A third red arrow points to the second 'SP' icon with the label 'participants profile you are viewing'. Below the icons is a large circular profile picture placeholder with the initials 'SP'. Underneath that is a button labeled '+ Add sport profile'. At the bottom, there is a section for a specific participant, 'RED DEER MINOR HOCKEY COMMISSION', with a red box around the text 'HOCKEY ID HERE' and a red arrow pointing to it. A 'View Profile' button is also visible.



# Finding Your HCR Number– Step 4

## *adding a new participant to your account with an existing HCR Number*

Anyone who is participating in hockey in your household can be added to your account as a participant. The 'owner' of the account will need to add themselves.

1. Select the circle with the '+'
2. Follow the prompts – the 'Let's link your profile' will open

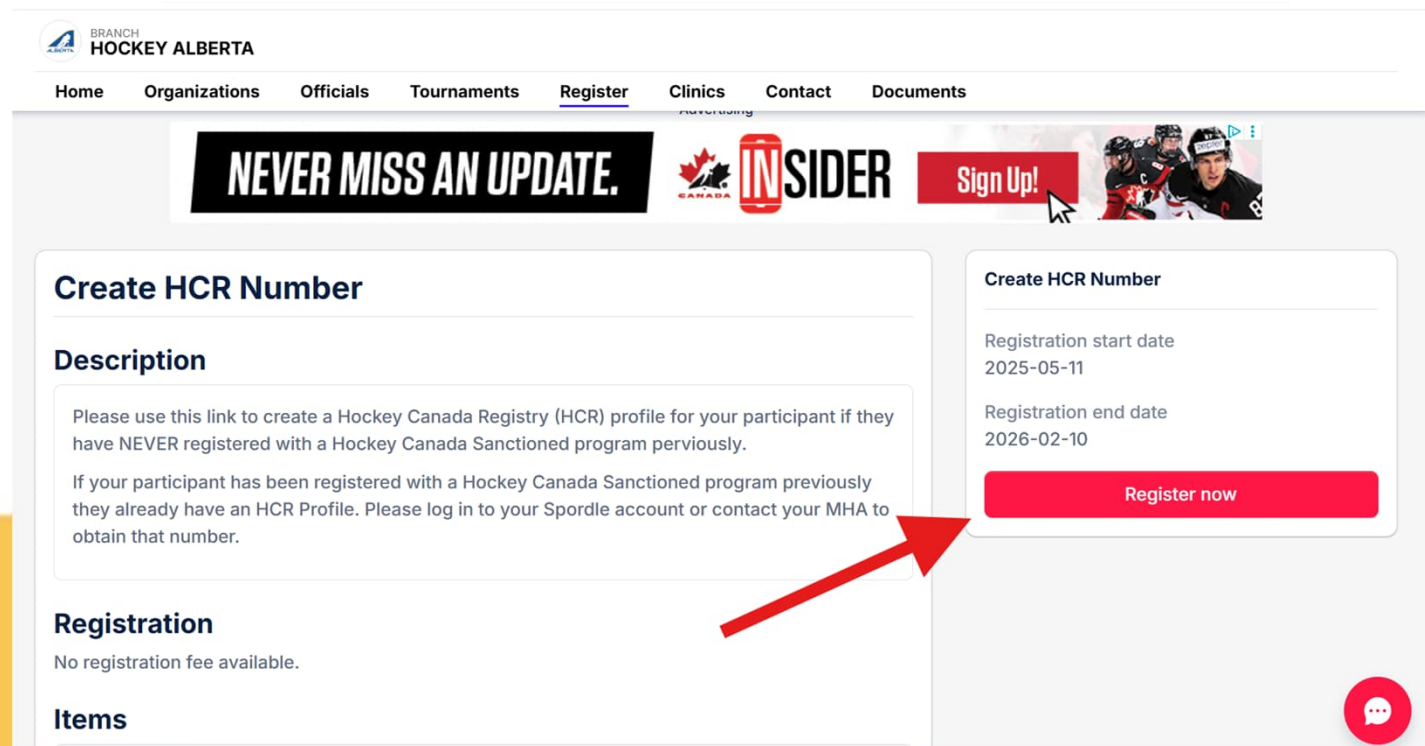
The image shows a screenshot of the Spordle Account interface. On the left is a sidebar with navigation links: Dashboard, Members, Calendar, Purchases, and Settings. The main content area is titled 'Members' and shows a row of participant icons labeled SP, AP, BP, JP, MP, and another SP, followed by a '+' icon. Red arrows point to the '+' icon with the text 'to add another participant to your account' and to the first 'SP' icon with the text 'participants profile you are viewing'. Below the icons is a large circular profile picture placeholder with 'SP' inside. At the bottom of the main area is a button labeled '+ Add sport profile'. Below that is a section for 'RED BEER MINOR HOKEY COMMISSION' with a 'HOCKEY ID HERE' label and a red arrow pointing to a field. On the right, a modal window titled 'Let's link your profile.' is open. It contains input fields for 'First name', 'Last name', and 'Date of birth' (with a calendar icon and 'YYYY-MM-DD' placeholder). Below these is a dropdown menu for 'My relationship with this member' with a 'Search...' placeholder. At the bottom of the modal is a blue button labeled 'Link profile'. The background of the modal shows a blurred view of the 'Members' page.

# Creating a HCR Number– Step 1

## *for participants new to hockey*

Follow the link to the Hockey Alberta “Create HCR Number Page” & click “Register now”

<https://page.spordle.com/ha/register/1f15de32-0145-6c36-8bc3-0602a60cf5a7>



**BRANCH HOCKEY ALBERTA**

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**NEVER MISS AN UPDATE.** **INSIDER** **Sign Up!**

### Create HCR Number

#### Description

Please use this link to create a Hockey Canada Registry (HCR) profile for your participant if they have NEVER registered with a Hockey Canada Sanctioned program perviously.

If your participant has been registered with a Hockey Canada Sanctioned program previously they already have an HCR Profile. Please log in to your Spordle account or contact your MHA to obtain that number.

**Registration**  
No registration fee available.

**Items**

**Create HCR Number**

Registration start date  
2025-05-11

Registration end date  
2026-02-10

**Register now**

# Creating a HCR Number – Step 2

*for participants new to hockey*

Follow the Prompts

The image shows a web interface for adding a participant. At the top, there is a button labeled "Add a participant". Below it, a dark blue bar contains the text "Problem with your registration? [Contact us](#)".

A modal window titled "Participant Selection" is open. It has a close button (X) in the top right corner. Inside the modal, there is a link "[← Back to participants list](#)". Below this is a light blue informational box with an information icon (i) and the text: "We recommend using your participant's **full name** and **birthdate** as written on their birth certificate."

The form fields are as follows:

- First name \***: A text input field.
- Last name \***: A text input field.
- Birthdate \***: A text input field with the placeholder "YYYY-MM-DD".

Below the birthdate field, it says "Min Age: 0 - Max Age: 99".

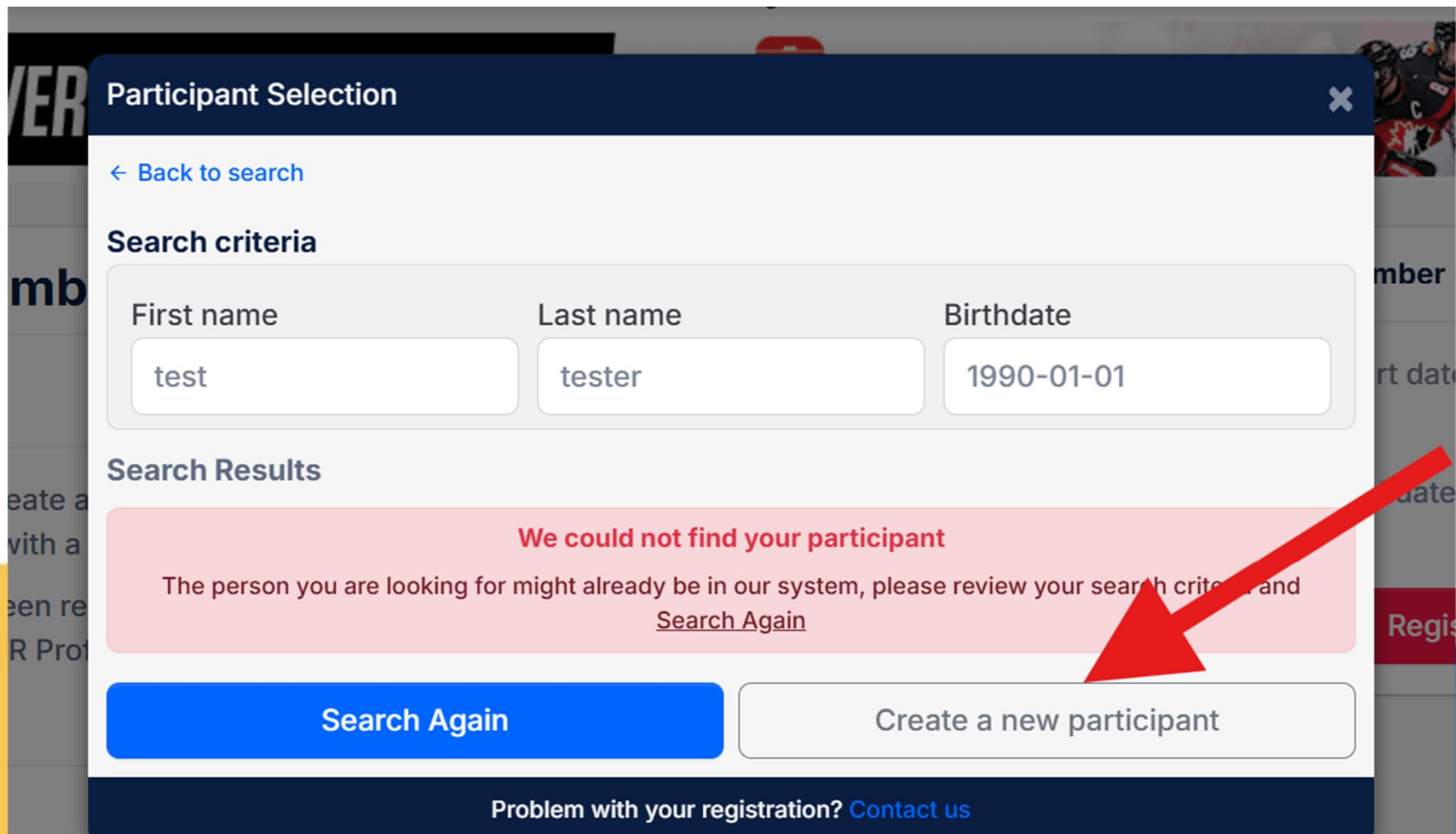
At the bottom left of the modal, there is a label "Search by #". At the bottom right, there is a blue button with a magnifying glass icon and the text "Search".

A dark blue bar at the very bottom of the modal contains the text "Problem with your registration? [Contact us](#)".

# Creating a HCR Number – Step 3

*for participants new to hockey*

Choose “Create a new participant”



The screenshot shows a web interface for participant selection. At the top is a dark blue header with the title "Participant Selection" and a close button (X). Below the header is a link "← Back to search". The "Search criteria" section contains three input fields: "First name" with the value "test", "Last name" with the value "tester", and "Birthdate" with the value "1990-01-01". Below this is the "Search Results" section, which features a red error message: "We could not find your participant". The message continues: "The person you are looking for might already be in our system, please review your search criteria and [Search Again](#)". At the bottom of the results section are two buttons: a blue "Search Again" button and a white "Create a new participant" button. A large red arrow points from the "Create a new participant" button towards the bottom right. At the very bottom of the form is a dark blue footer with the text "Problem with your registration? [Contact us](#)".

Participant Selection

← Back to search

**Search criteria**

| First name | Last name | Birthdate  |
|------------|-----------|------------|
| test       | tester    | 1990-01-01 |

**Search Results**

**We could not find your participant**

The person you are looking for might already be in our system, please review your search criteria and [Search Again](#)

[Search Again](#) [Create a new participant](#)

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

# Creating a HCR Number– Step 4

## *for participants new to hockey*

Fill in all **red\*** portions in the Participant creation – then “Create”

The screenshot shows a 'Participant creation' form with the following fields and labels:

- Test Tester** (Name)
- 1990-01-01 (Date of Birth)
- Not the right information? [Search Again](#).
- Email \*** (Required field, used for communications)
- Citizenship \*** (Required field, currently set to Canadian)
- Primary Language** (Dropdown menu, currently set to Select)
- Secondary Language** (Dropdown menu, currently set to Select)
- Please indicate in which official language - English or French - you prefer to receive correspondences.
- Organization \*** (Required field, currently set to Search...)
- Please indicate which organisation your participant belongs to.
- Gender Identity \*** (Required field, currently set to Select)

A tooltip titled "Why do Hockey Canada and the Member Partners collect demographic information?" is displayed over the form. It explains that the collection of self-identification data is central to equity, diversity, and inclusion efforts. The tooltip also mentions that the demographic data being collected through the HCR platform is consistent with how the Government of Canada solicits this information, including options for race/ethnicity, language, and Indigenous Peoples (all of which provide "Prefer not to say" as an option). The tooltip includes a link to the Government of Canada website for more information: [https://www.ic.gc.ca/eic/site/063.nsf/eng/h\\_97737.html](https://www.ic.gc.ca/eic/site/063.nsf/eng/h_97737.html). A red arrow points from the tooltip to the 'Create' button.

Buttons: Previous, Create

# Creating a HCR Number – Step 5

## *for participants new to hockey*

Some sections may require more attention – follow the suggestions & when all are completed choose “Register”

**Manage Participant** [Close]

[← Back to Participant Selection](#)

**Test Tester**

☐ **Optional Address change**  
The system has detected a difference between your account address and the participant's primary address in the organization. [Submit a request](#)

☐ **Optional Contacts**  
Add a contact to the participant profile. [Add a contact](#)

☐ **Optional Documents**  
No documents are missing for the organization. [Upload documents](#)

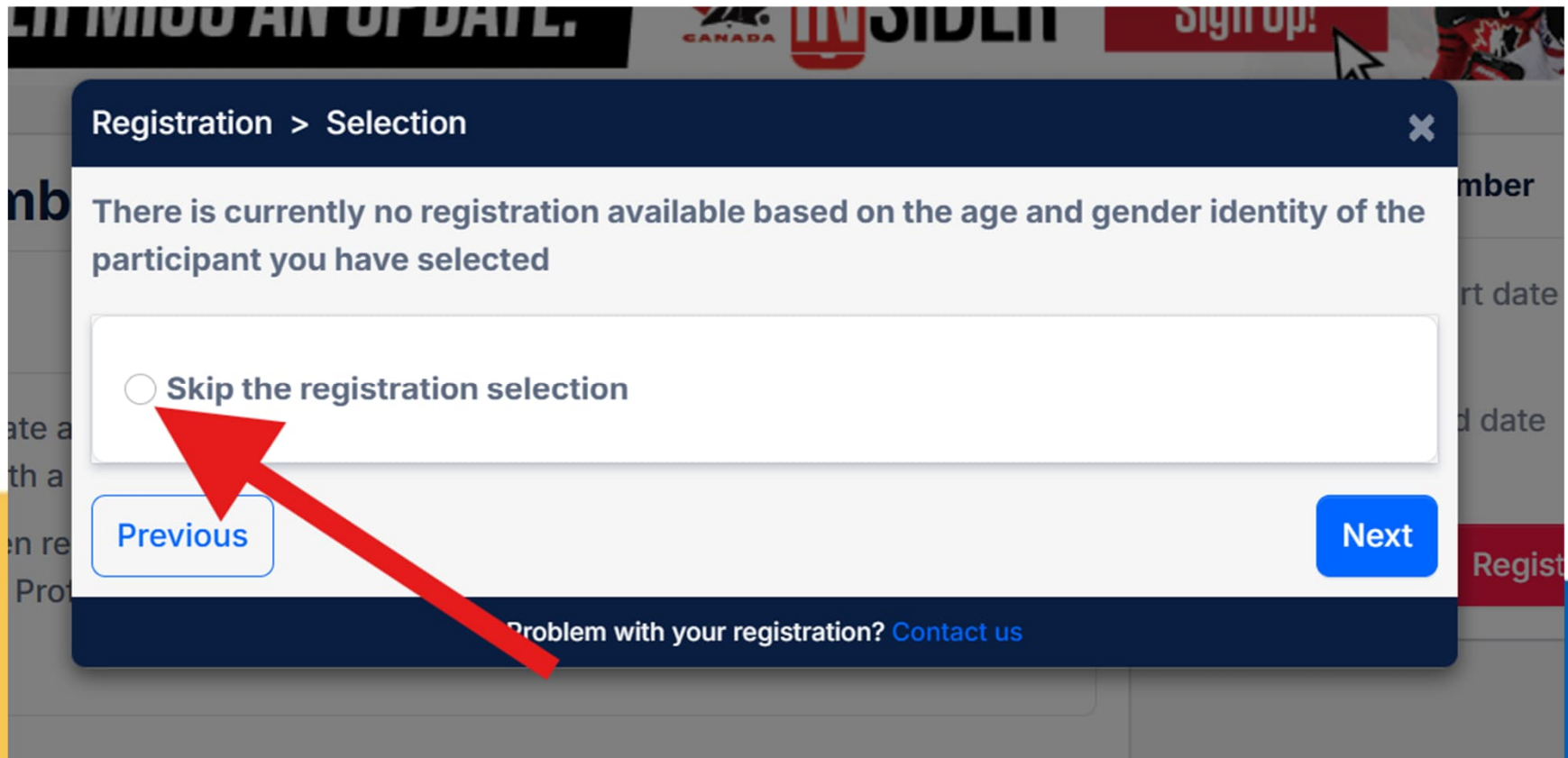
[Register](#)

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

# Creating a HCR Number – Step 6

*for participants new to hockey*

Click “Skip the registration selection” then “Next”



The screenshot shows a web interface for creating a HCR number. A dark blue header bar at the top of the modal contains the text "Registration > Selection" and a close button (X). Below the header, a message states: "There is currently no registration available based on the age and gender identity of the participant you have selected". Underneath this message is a white box containing a radio button and the text "Skip the registration selection". A large red arrow points from the bottom left towards this radio button. At the bottom of the modal, there are two buttons: "Previous" on the left and "Next" on the right. The "Next" button is highlighted in blue. At the very bottom of the modal, there is a link: "Problem with your registration? [Contact us](#)".



# Creating a HCR Number– Step 7

*for participants new to hockey*

Change number to a “1”

Registration > Items Selection

Optional Items

| Item              | Quantity | Price |
|-------------------|----------|-------|
| Create HCR Number | 1        | Free  |

Selected Items (1) \$0.00

[Previous](#) [Next](#)

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

Registration

[← Back to Manage Participant](#)

### Test Tester registration

**Completed**

Items

- 1 x Create HCR Number

[Add items](#)

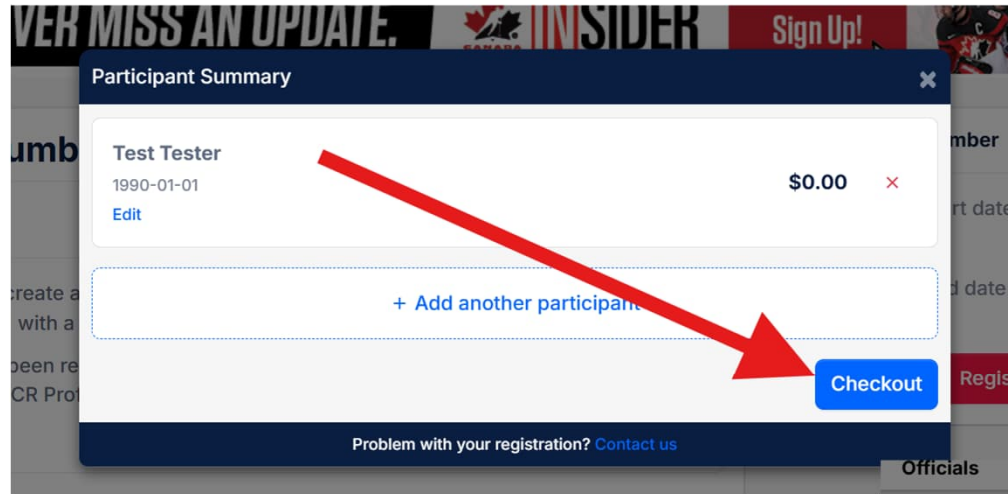
[Complete](#)

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



# Creating a HCR Number – Step 8

*for participants new to hockey*



Participant Summary

Test Tester  
1990-01-01  
[Edit](#)

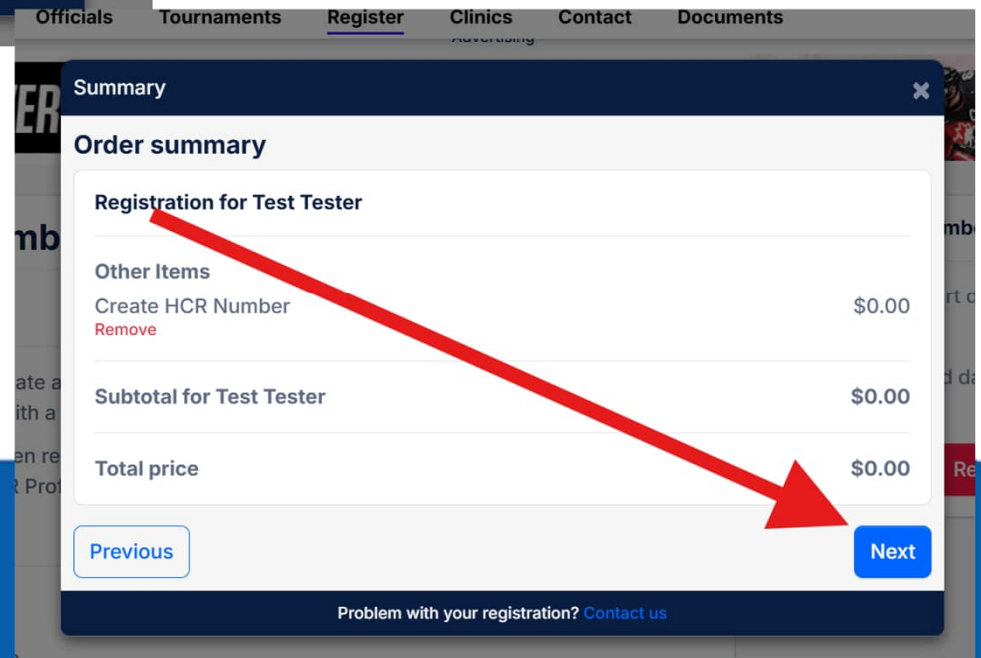
\$0.00

+ Add another participant

[Checkout](#)

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

A red arrow points from the 'Test Tester' entry to the 'Checkout' button.



Summary

Order summary

|                              |        |
|------------------------------|--------|
| Registration for Test Tester |        |
| <hr/>                        |        |
| Other Items                  |        |
| Create HCR Number            | \$0.00 |
| <a href="#">Remove</a>       |        |
| <hr/>                        |        |
| Subtotal for Test Tester     | \$0.00 |
| <hr/>                        |        |
| Total price                  | \$0.00 |

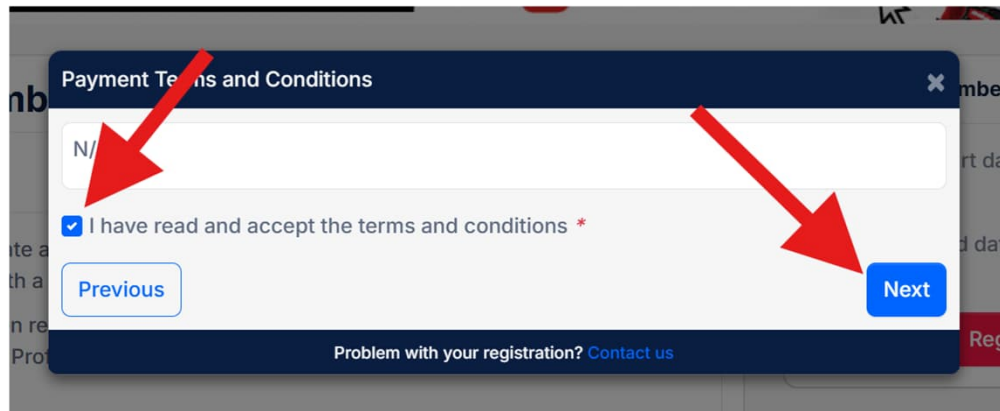
[Previous](#) [Next](#)

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

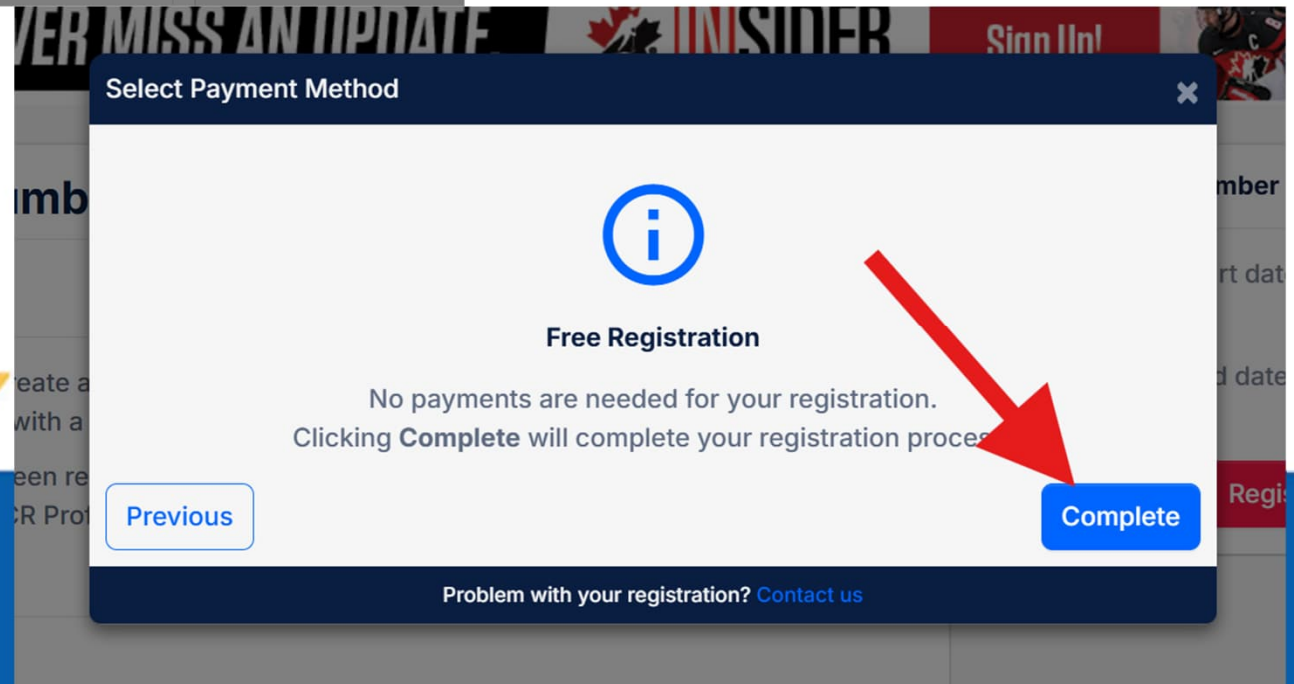
A red arrow points from the 'Create HCR Number' item to the 'Next' button.

# Creating a HCR Number – Step 9

*for participants new to hockey*



This screenshot shows a dialog box titled "Payment Terms and Conditions" with a close button (X) in the top right corner. It features a text input field containing "N/" with a red arrow pointing to it. Below the field is a checked checkbox with the text "I have read and accept the terms and conditions \*". At the bottom left is a "Previous" button, and at the bottom right is a blue "Next" button, which is highlighted by a red arrow. A footer bar contains the text "Problem with your registration? [Contact us](#)".



This screenshot shows a dialog box titled "Select Payment Method" with a close button (X) in the top right corner. It features a large blue information icon (i) at the top center. Below the icon, the text reads "Free Registration" followed by "No payments are needed for your registration. Clicking **Complete** will complete your registration process". At the bottom left is a "Previous" button, and at the bottom right is a blue "Complete" button, which is highlighted by a red arrow. A footer bar contains the text "Problem with your registration? [Contact us](#)".

# Creating a HCR Number – Step 10

*for participants new to hockey*

Registration Confirmation



**Thank you for registering!**

Your receipt number is

An email confirmation has been sent to

You have now completed the Hockey Canada Registry (HCR) profile creation.

Click the Invoice Number and you will be taken to My Account where you will see your invoice. The invoice will also be emailed to you. The HCR Number will be located next to the participant name(s) that you registered.

You will need the HCR number to complete the Respect in Sport certification as well as register with your MHA.

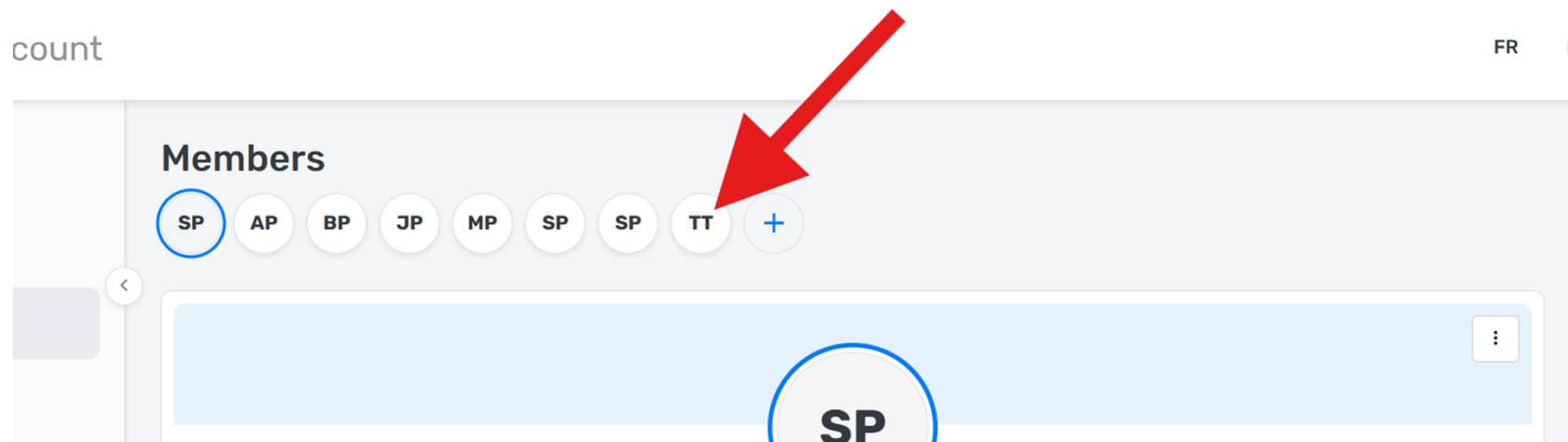
If you have any questions please reach out to the MHA you are wanting to register with.

[Please donate to the Hockey Canada Foundation.](#)

# Creating a HCR Number – Step 10

*for participants new to hockey*

The new HCR Number that has been created should already be linked to your account, and you can view/use the HCR Number now.



# After Creating Your Account

- You will have your HCR Number number.
- Write it down or take a screenshot for future reference, and save login details
- Use it every time you register for hockey in Canada.

# Support and Helpful Links

- Spordle Login: <https://myaccount.spordle.com/login>
- Contact Your Minor Hockey Association or Rec/Pond Organization
- Hockey Alberta Play Hockey Model Programs (Pond & Rec):  
ccampbell@hockeyalberta.ca