STEPS RELATED TO ONLINE REGISTRATION OF A COACH

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

Steps:

- 1. Go to the Hockey Québec Website (<u>www.hockey.qc.ca</u>);
- 2. Click on the « Inscriptions aux formations » tab;



3. Click on the « Entraîneurs » tab;



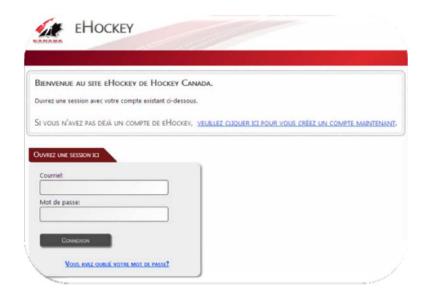
4. Select the level in which you are involved (Initiation ou Récréation);



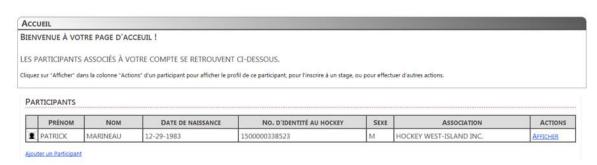
5. Click on the « S'inscrire » tab:



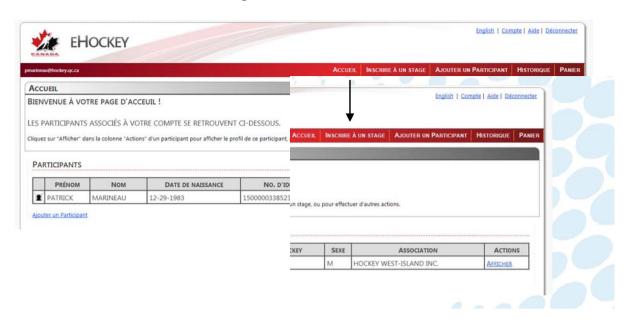
6. If you already own an eHockey account, enter your E-mail and password to access the next step – otherwise, click on the « Please click here to create an account now » and give the required information to create your account;



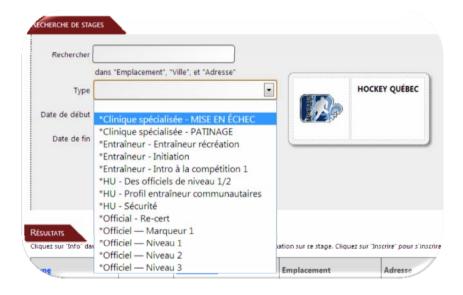
 Once the account is created, you will be directed to the eHockey home page where you will need to add yourself as a participant,



8. Click on the «Inscrire 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;



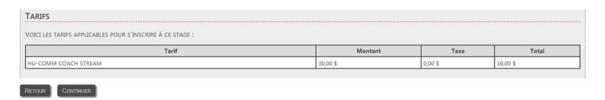
10. Results of the search will be shown as follows. If the clinic shown corresponds to the clinic (or the on-line clinic) you wish to register, click on the « Inscrire » link;



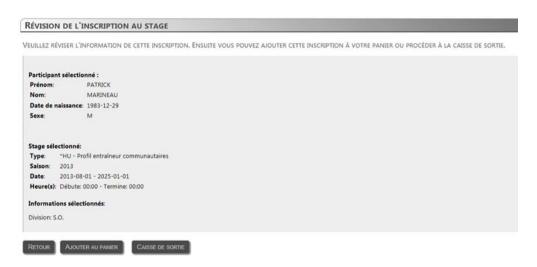
11. The information related to the clinic will appear – select your division undet the tab « Veuillez sélectionner la division ... ».



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 coaches' on-line clinic, 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 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.

Saison	Compétence	Ville	Date de début	Participé	Passé	Certifié	Pré-tâche	Poste-táche	Actions
2013-2014	*Entraîneur - Initiation (Qualifié)	Trois-Rivières	2013-05-24	₹	V		✓		Afficher
2013-2014	*Entraîneur-maître (Initiation) (Certifié)	Trois-Rivieres	2013-05-25	₹	₩.	8	2	8	Afficher
2013-2014	*Entraîneur Compétition Développement 4/6	Mont-Tremblant	2013-08-04	8				10	Afficher
2013-2014	*HU - Profil entraîneur communautaires		2013-08-01	₹	S			11	Afficher

18. 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 coach 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 (Partie3)" under the heading "Entraîneur". Finally, he shall click on the "S'inscrire" button and connect to eHockey (now having his E-mail and password) where he will repat the the registration process to a clinic, this time selecting "Initiation" or "Entraîneur Récréation" according to his needs.

Approuved for publication by:

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