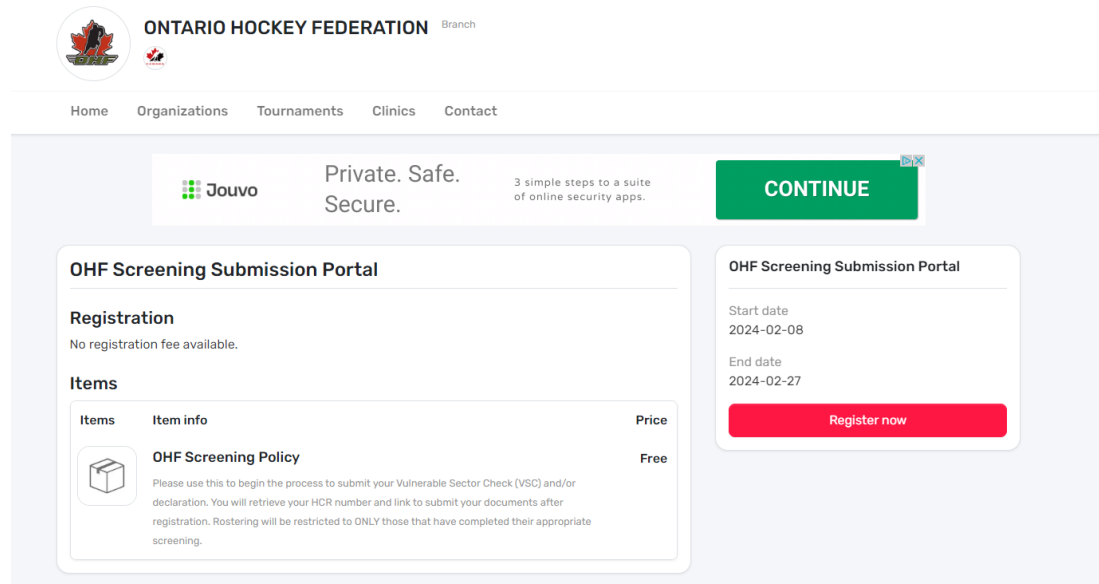


OHF Screening Submission Process – New Coach or Official without a Spordle/HCR account.

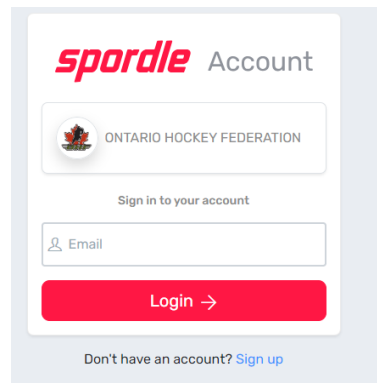
Step 1: Go to link in the HCR to begin the submission and retrieve your HCR number. The link can be found on the OHF website and is here: <https://page.spordle.com/ohf/participant/1eec69eb-0696-636e-9245-062a1ab93798>

Step 2: On the HCR 'OHF Screening Submission Portal' click 'Register Now'



The screenshot shows the OHF Screening Submission Portal registration page. At the top, there is a navigation bar with the OHF logo and the text "ONTARIO HOCKEY FEDERATION Branch". Below the navigation bar are links for Home, Organizations, Tournaments, Clinics, and Contact. A Jouvo security banner is present, stating "Private. Safe. Secure." and "3 simple steps to a suite of online security apps." with a green "CONTINUE" button. The main content area is titled "OHF Screening Submission Portal" and is divided into two columns. The left column has a "Registration" section with the text "No registration fee available." and an "Items" section. The "Items" section contains a table with one item: "OHF Screening Policy" with a price of "Free". The right column has a "OHF Screening Submission Portal" section with "Start date" (2024-02-08) and "End date" (2024-02-27), and a red "Register now" button.

Step 3: You will need to create an HCR/Spordle Account. Click 'Sign up' to create your profile.

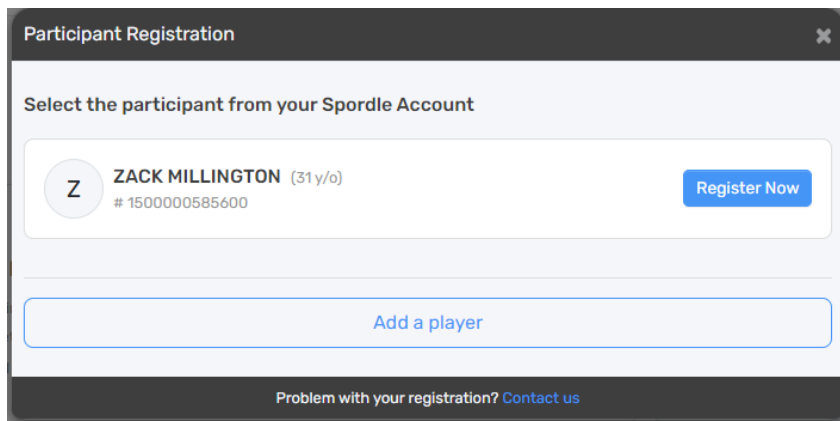


The screenshot shows the Spordle Account sign-in page. At the top, it says "spordle Account". Below that is the OHF logo and the text "ONTARIO HOCKEY FEDERATION". There is a "Sign in to your account" section with an "Email" input field and a red "Login →" button. At the bottom, there is a link that says "Don't have an account? Sign up".

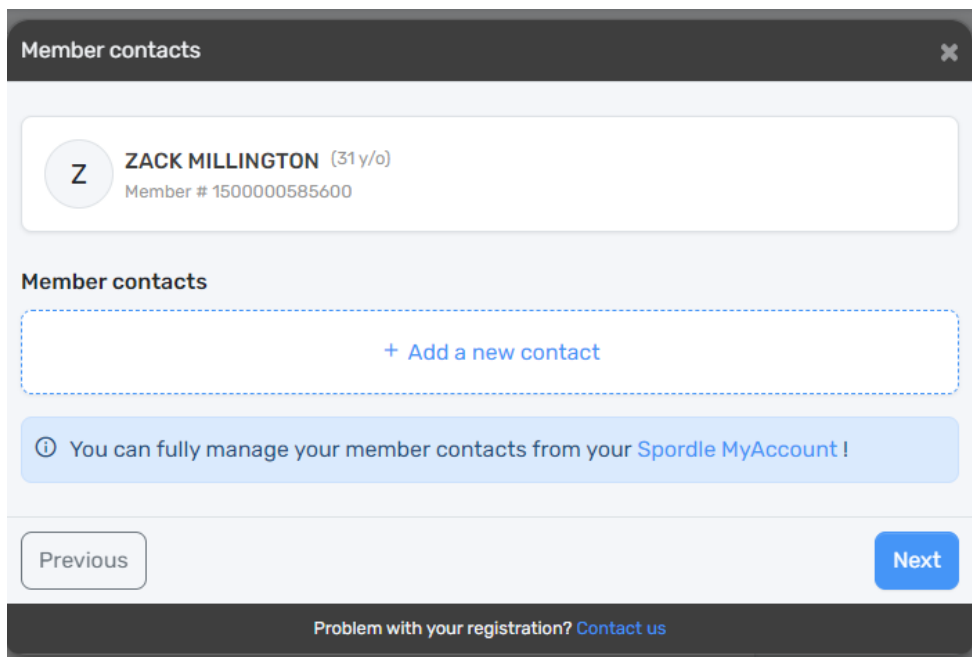
Step 4: Enter your email to sign up. Complete all required information to create your profile.

Step 5: Once your profile is created, sign in again with your email and password. This will take you back to the OHF Screening Submission Portal to register again.

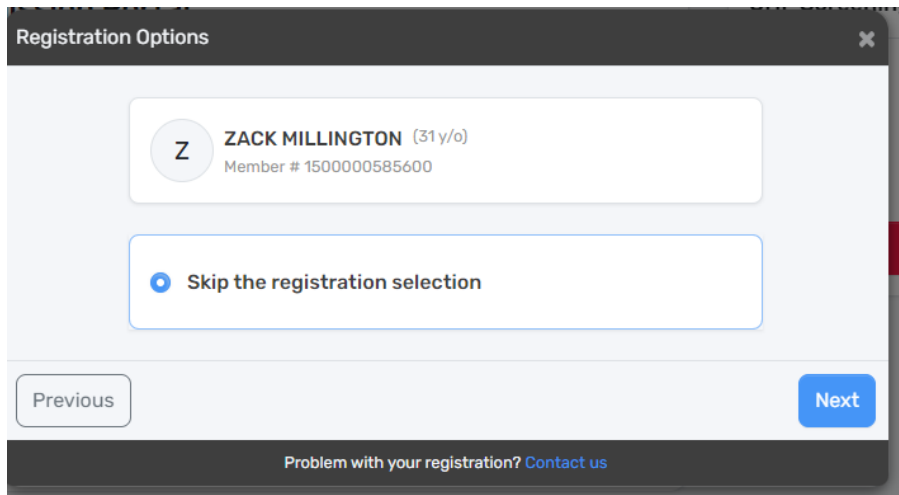
Step 6: Select the participant from your Spordle Account and click 'register now'.



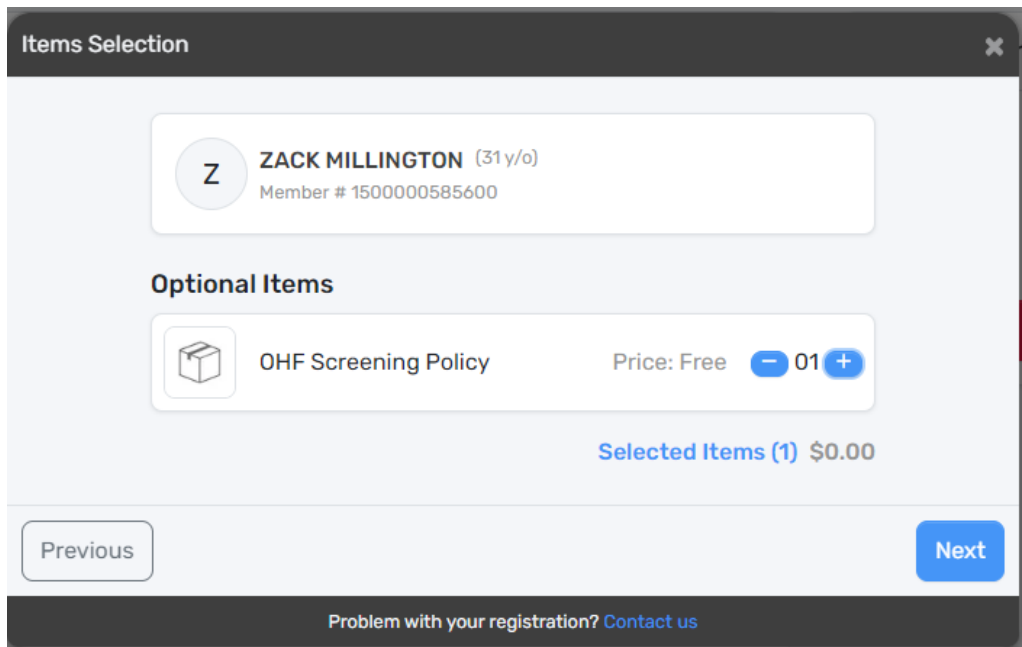
Step 7: A page will come up with your selected profile and the option to Add a new contact. There is no need to add a contact for this registration, so click Next again.



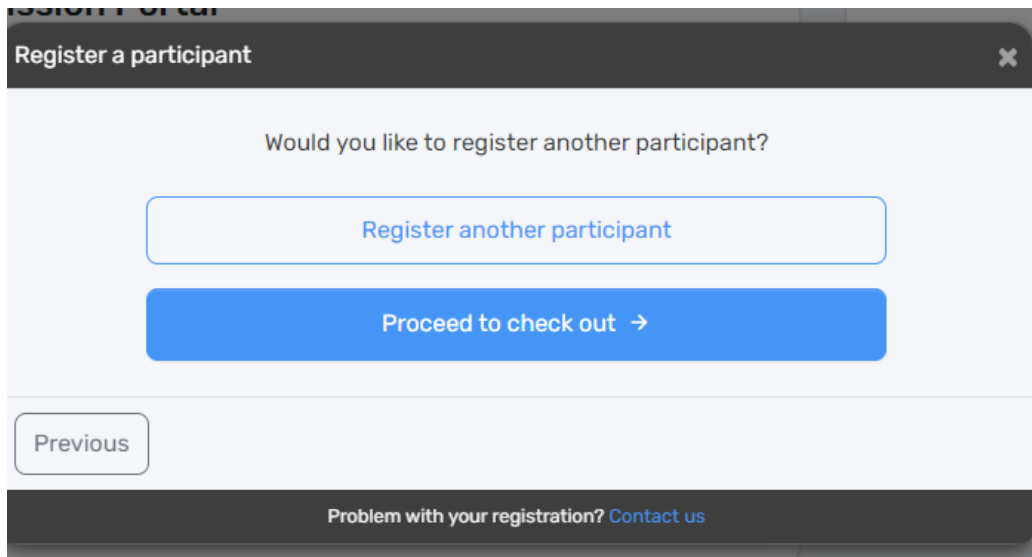
Step 8: Select 'Skip the registration selection' and click Next again.



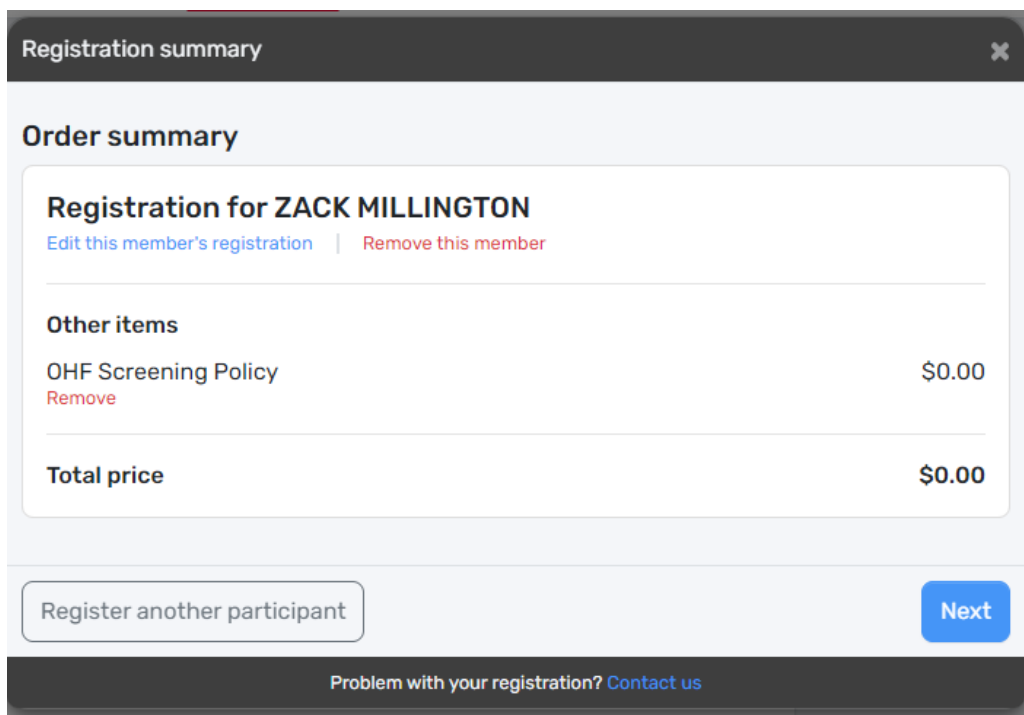
Step 9: Add one (1) item of the OHF Screening Policy and click Next again. You will not be able to click next until one (1) item is added.



Step 10: Click 'Proceed to check out'



Step 11: This will show your order summary. There is no fee to submit your screening. Click Next again.



Step 12: Accept the terms and conditions. The terms and conditions show the OHF Privacy Policy.

Payment Terms and Conditions

The Ontario Hockey Federation is committed to respecting and protecting the privacy of our Member Partners, their Associations, individual members, their families and our employees. The information collected on this form will be used for the sole purpose of administering the Rules, Regulations and By Laws of the OHF and/or for the purpose of registering the individual in the program for which they have enrolled and may be used to provide them with the information necessary for participation.


I have read and accept the terms and conditions *

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

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

Step 13: A registration confirmation and message will appear on the screen. Please follow the directions on where to retrieve your HCR number and where to submit the documents for your screening.

Registration Confirmation



Thank you for registering!

Your invoice number is #202420000771
An email confirmation has been sent to
Zmillington@ohf.on.ca

Thank you for support in coaching and officiating our great game.

Your HCR number is required in order to submit your screening. Your HCR number can be found by visiting your [HCR Spordle account](#), clicking on the invoice number above, or within the invoice document that you should have just received via email from Hockey Canada post registration.

If you do not receive the invoice email within a few minutes of registering, please check your Junk/Spam E-mail folder just in case the confirmation email got delivered there instead of your inbox.

Once you have your HCR number ready, please use this link to submit your screening: [OHF Screening Submission Portal](#)

Please note that you will not be eligible to be rostered as a team official, or register for an officiating clinic, until your screening is submitted and the review is completed.

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

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