

OHF Screening Submission Process – Returning Coach or Official already with 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>

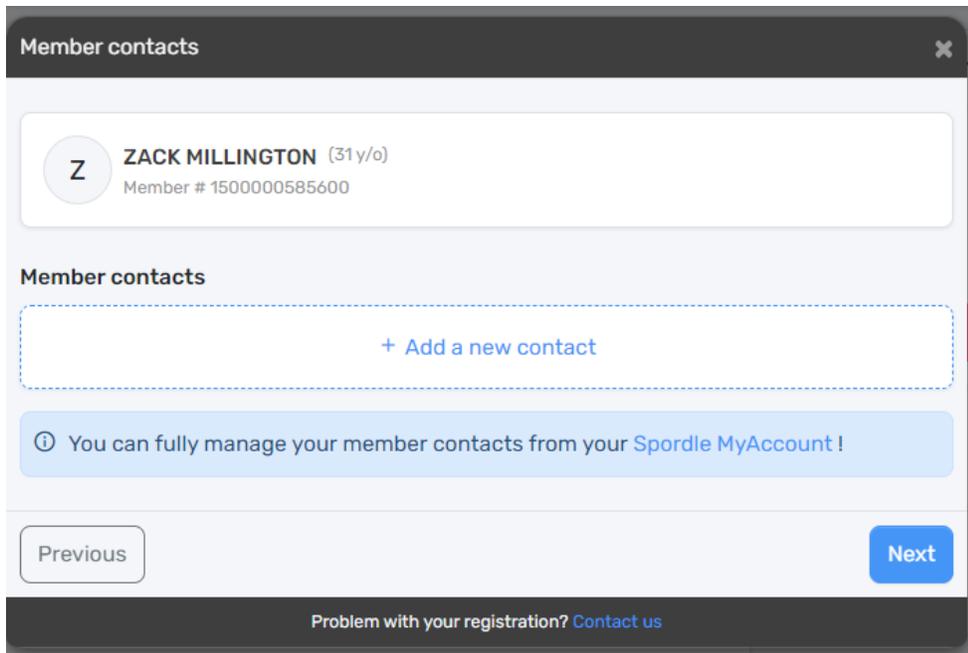
Step 2: On the HCR 'OHF Screening Submission Portal' click 'Register Now'

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. The main content area features a Jouvo security banner with the text "Private. Safe. Secure." and "3 simple steps to a suite of online security apps." A green "CONTINUE" button is visible. The main content is divided into two columns. The left column is titled "OHF Screening Submission Portal" and contains 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 is also titled "OHF Screening Submission Portal" and contains a "Start date" of "2024-02-08" and an "End date" of "2024-02-27". A red "Register now" button is located at the bottom of the right column.

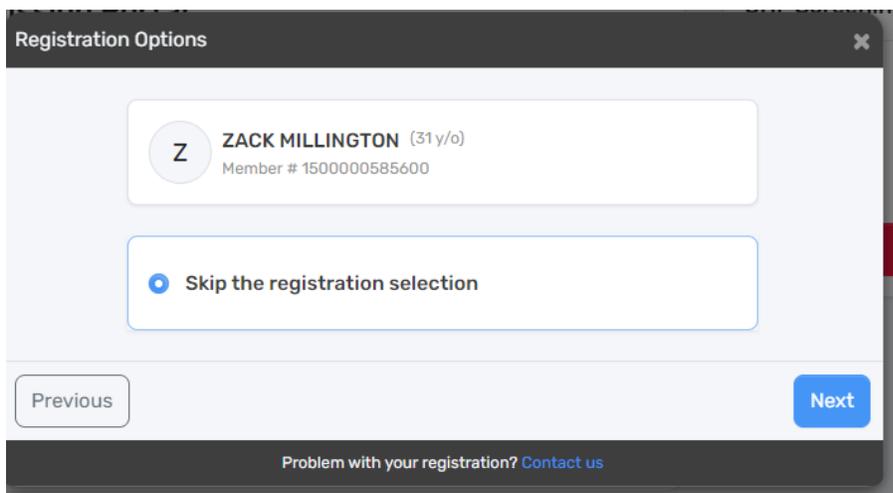
Step 3: Select the participant from your Spordle Account and click 'register now'.

The screenshot shows a "Participant Registration" dialog box. The title bar says "Participant Registration". The main content area is titled "Select the participant from your Spordle Account". Below this title, there is a list of participants. The first participant is "ZACK MILLINGTON (31 y/o)" with a "Z" icon and a "# 1500000585600". A blue "Register Now" button is located to the right of the participant name. Below the list, there is a blue "Add a player" button. At the bottom of the dialog box, there is a link that says "Problem with your registration? Contact us".

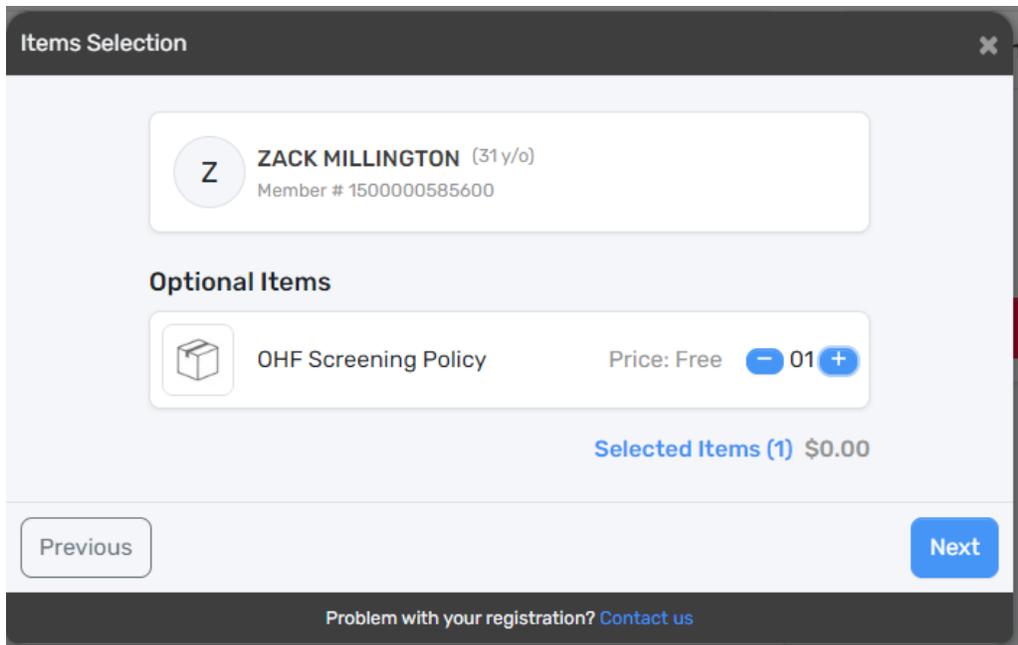
Step 4: A page will come up with your selected profile and the option to Add a new contact. There is no need to add a contact for this registration, so click Next again.



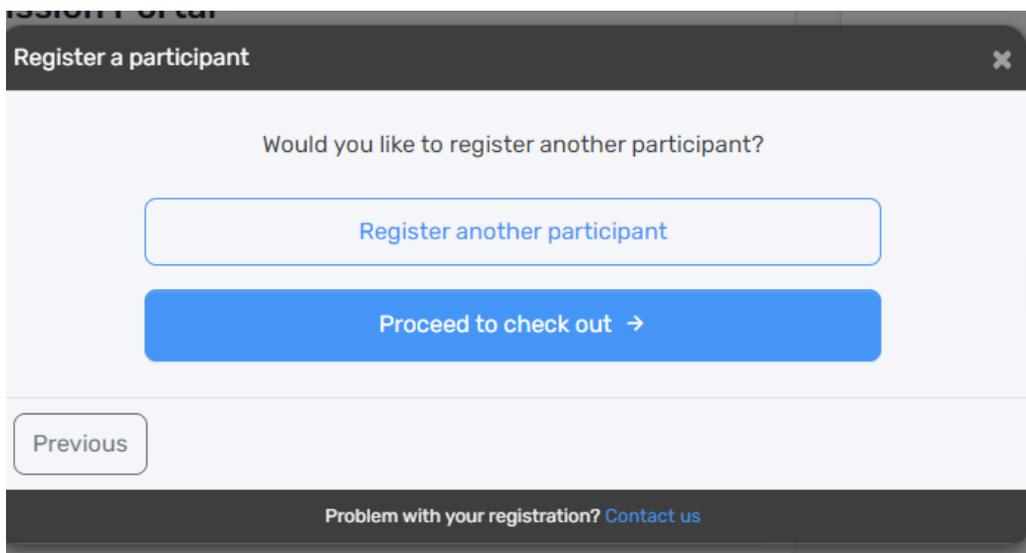
Step 5: Select 'Skip the registration selection' and click Next again.



Step 6: 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 7: Click 'Proceed to check out'



Step 8: This will show your order summary. There is no fee to submit your screening. Click Next again.

Registration summary

Order summary

Registration for ZACK MILLINGTON
[Edit this member's registration](#) | [Remove this member](#)

Other items

OHF Screening Policy Remove	\$0.00
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Total price **\$0.00**

[Register another participant](#) [Next](#)

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

Step 9: Accept the terms and conditions. The terms and conditions show the OHF Privacy Policy.

Payment Terms and Conditions

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 10: 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.



Thank you for registering!

Your invoice number is **#2024200000771**

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.](#)