



# TeamLinkt Registration Steps

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Girls Hockey Calgary is using TeamLinkt for both registration and league management. Below are the steps to successfully register with GHC using TeamLinkt.

## Step 1: Registration Information

- Click the GHC Registration link: [GHC Community Registration](#)
- Select Age Division from Drop Down Menu (i.e. U7, U9, U11, U13, U15, U18)
- If you already have a TeamLinkt account, log in to continue
- If you do not have a TeamLinkt account create one by selecting *Create an Account*

## Step 2: Participant Information

- Select the *Family Member* you wish to register
- If you wish to register a family member that is not yet created click *Add new Family Member* to add them to your account
- Complete fields as necessary

## Step 3: Address

- Enter your address by completing necessary fields

## Step 4: Contacts

- Choose the family member(s) to be the contact for the registration
- Add any additional Parent/Guardian information (optional)

## Step 5: Additional Information

- Validate Hockey Canada ID (HCR) number at the bottom of this section. Please do this before answering the other questions or you may lose all information previously entered if the HCR number cannot be validated. If you require assistance obtaining your player's Hockey Canada ID number, please visit the following link: [How to Find Your Hockey Canada ID](#) .
- Parents or guardians will also be required to complete and upload Hockey Canada's Medical Information Sheet as part of the registration process ([Hockey Canada Medical Information Sheet](#)). You will not be able to complete registration without it.
- Answer all other registration questions.

## Step 6: Payment

- Choose Payment Method from drop down menu – options available are Pay Now or Installments only. (If you would like to use an alternative method of payment please email [admin@girlshockeycalgary.com](mailto:admin@girlshockeycalgary.com) for a different registration link that will allow you to complete registration without payment.)
- If installments are selected, they will only be set up for the registration fee. Any additional fees (i.e. Camps or Volunteer Commitment Opt Out will be collected at time of registration)
- Agree to the Volunteer Commitment Fee Bond – Families who have not opted out of the Volunteer Commitment and do not complete their required volunteer commitment by the end of the current season, may be charged the bond.
- Agree to the Terms and Conditions and Refund Policy
- Enter debit or credit card information

## Step 7: Confirmation Email

- You will receive a confirmation email from TeamLinkt including a summary of all information submitted.

## Step 8: Downloading the Mobile App

- If you haven't already, download the TeamLinkt app to your smartphone for easy access.
- Log in using your registered email and password.
- Please note, you will not see any registration information in the mobile app. Once your player is rostered to a team in October you will receive an invitation to join the team. Once you join the team you will see all the team information here.

## Step 9: Support and Help

- If you encounter any issues, visit the TeamLinkt support page here: [Getting Started | TeamLinkt Help Center](#)
- To contact their help desk, click on the chat bubble in the lower right corner.