

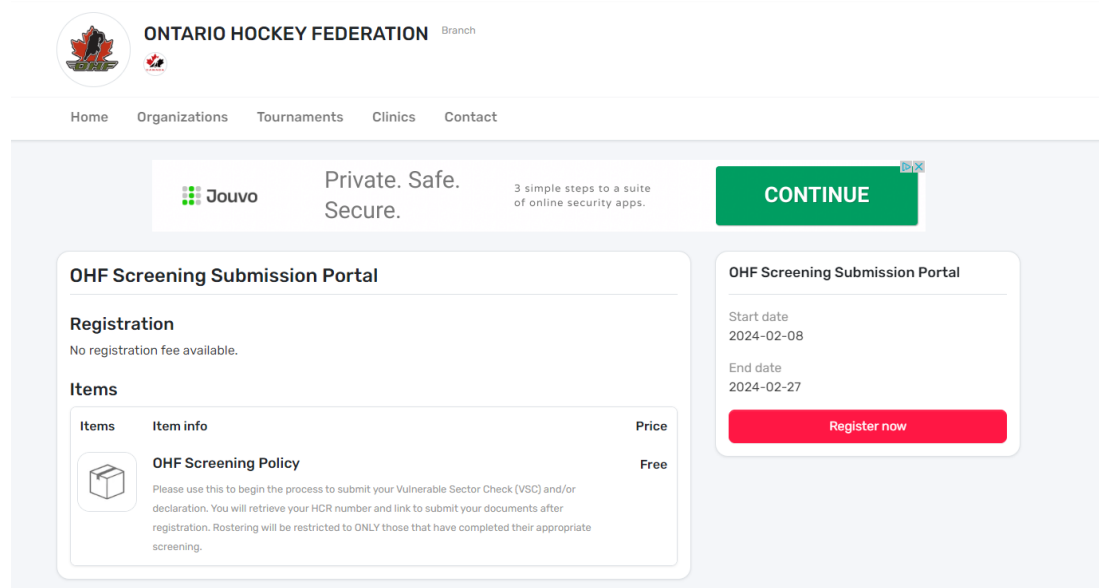
**OHF Screening Submission Process – Coach & Official already connected with Spordle Account and HCR Account Attached, and you are registered as a member of the GTHL, OMHA or Alliance.**

*There are requirements for registered players within the GTHL, OMHA, and Alliance that require documentation to show proof of residence and birth certificate. This is not a requirement for coaches or officials in these organizations, nor the OHF.*

**YOU CAN SKIP THESE SECTIONS IF PROMPTED AS YOU DO NOT NEED TO ADD THESE DOCUMENTS.**

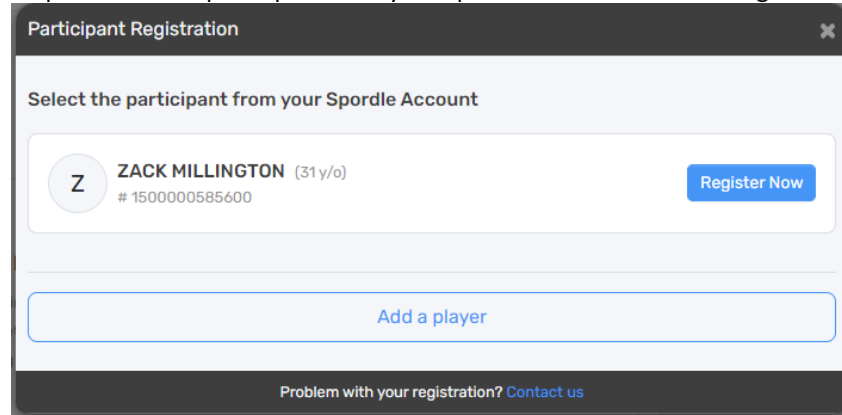
Step 1: Go to link in the HCR to begin the submission and retrieve your HCR number. The link can be found on the OHF website and is here: <https://page.spordle.com/ohf/participant/1eec69eb-0696-636e-9245-062a1ab93798>

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



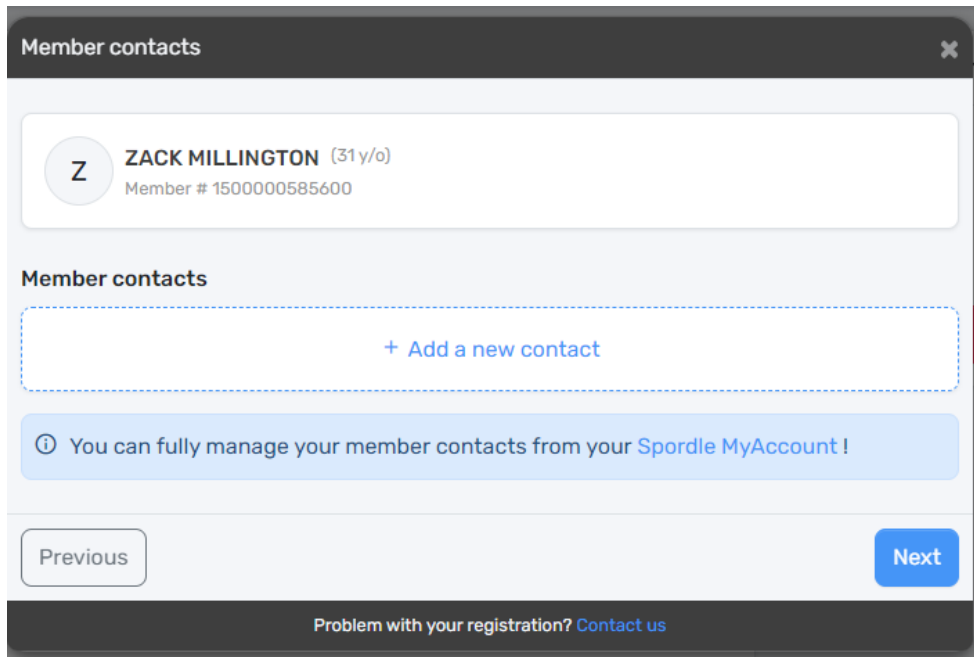
The screenshot shows the OHF Screening Submission Portal website. At the top, there is a navigation bar with links for Home, Organizations, Tournaments, Clinics, and Contact. Below the navigation bar, there is a section for Jouvo security software with a 'CONTINUE' button. The main content area is titled 'OHF Screening Submission Portal' and contains a 'Registration' section with the text 'No registration fee available.' and an 'Items' section with a table listing 'OHF Screening Policy' as a free item. To the right, there is a sidebar with 'OHF Screening Submission Portal' details, including 'Start date: 2024-02-08' and 'End date: 2024-02-27', and a 'Register now' button.

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

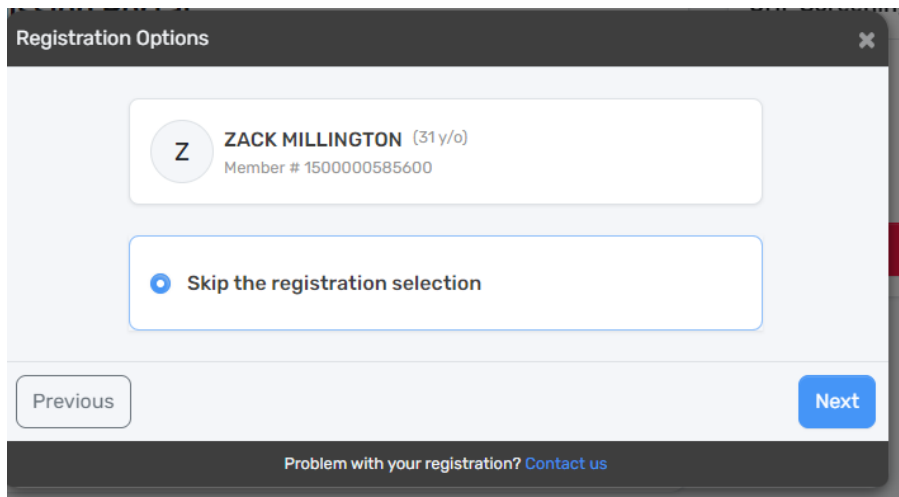


The screenshot shows a 'Participant Registration' modal window. It has a title bar with a close button. The main content area is titled 'Select the participant from your Spordle Account' and displays a list of participants. The first participant is 'ZACK MILLINGTON (31 y/o)' with a 'Z' icon and a 'Register Now' button. Below the list, there is an 'Add a player' button. At the bottom, there is a link for '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.



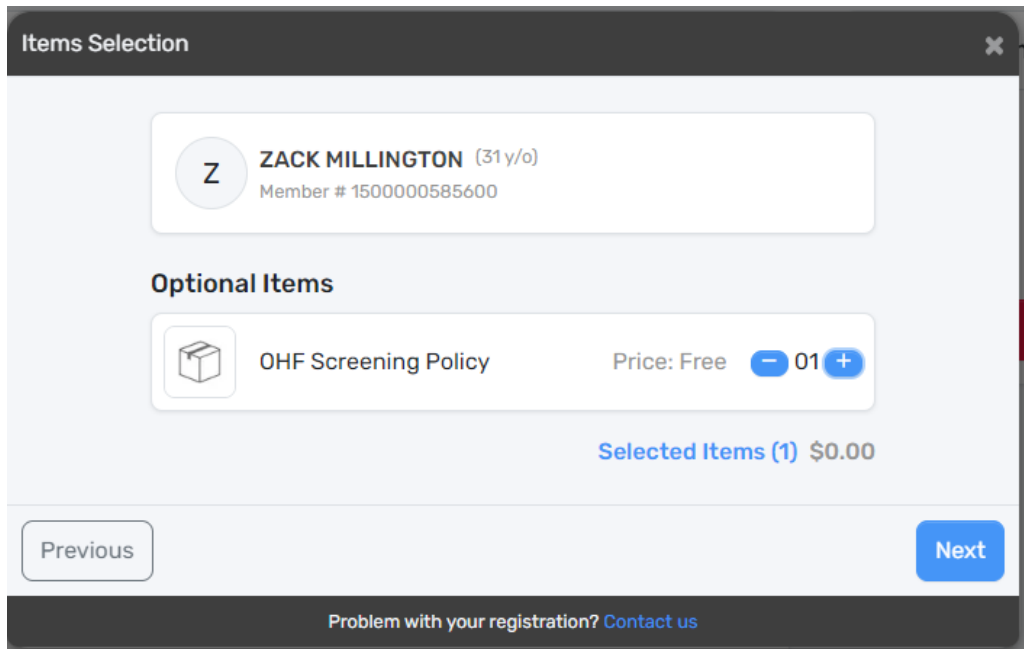
Step 5: Select 'Skip the registration selection' and click Next again.



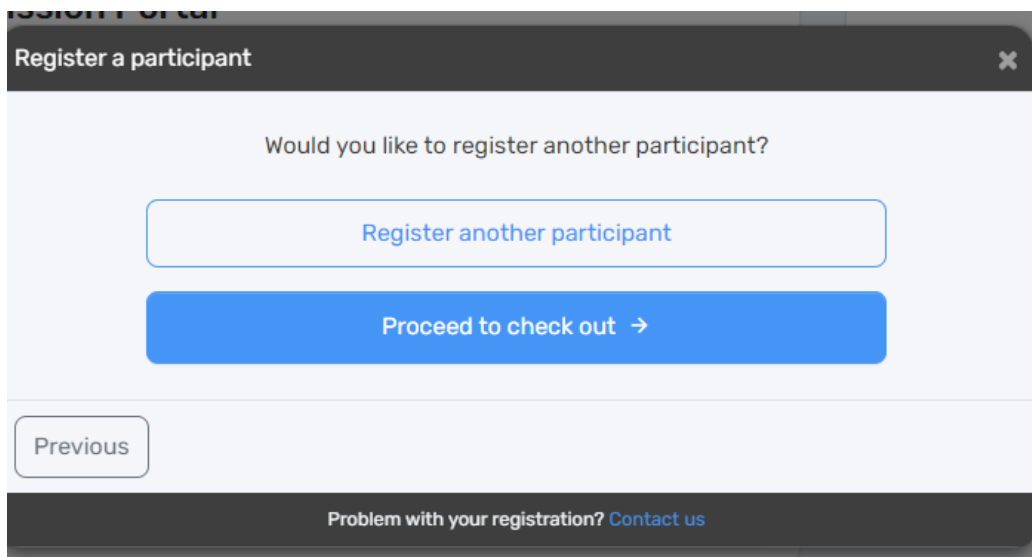
Step 6: You may be asked to submit documentation to show proof of address. **IT IS NOT REQUIRED TO UPLOAD THIS INFORMATION FOR YOUR SCREENING SUBMISSION. Click Next**

Step 7: You may be asked to submit a birth certificate. **IT IS NOT REQUIRED TO UPLOAD THIS INFORMATION FOR YOUR SCREENING SUBMISSION. Click Next**

Step 8: 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 9: Click 'Proceed to check out'



Step 10: 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](#)

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**Other items**

OHF Screening Policy <a href="#">Remove</a>	\$0.00
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**Total price** **\$0.00**

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

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

Step 11: 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 12: 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.](#)