

## ESPORTS DESK HOW TO REGISTER

All registrations are done through the Canterbury Ice Hockey Club registration portal on EsportsDesk.

- If you are a **new player** you will need to create an account (detailed instructions are below) where you should use the [Create Account](#) link before signing in to continue the process.
- If you are a **returning player** you can sign in to the account created last season.
- If you have **multiple family members** involved with ice hockey just create one main account for the person who normally handles the registration process, and then add additional members who can be linked to this account.

### WHO SHOULD REGISTER?

All Canterbury team players - senior, junior, women, development, coaches, managers, scorekeepers, gatekeepers and any other volunteer. We encourage all parents, not otherwise registered, to sign up as a **Volunteer** (cost is \$1.00), as this brings you under the IHA and IHNSW umbrella and gives you the voting rights at club level.

*For Players – the age group you will register is determined automatically by eSportsDesk using your D.O.B. Even if you intend to play up (or down) you will be required to register for your age group initially.*

### DO I HAVE TO REGISTER FOR DIFFERENT CATEGORIES?

As in previous years you should only register for the highest applicable category e.g. if you are a player and a coach, then only register as a **Player** (this being the higher level of cover). All managers, committee members and gate-keepers must register at the minimum level of Non Playing Official (select option to register as a **Manager**).

### HOW DO I PAY FOR REGISTRATION?

Payments can be made by Visa and MasterCard debit or credit cards only. The registration process is presented in a shopping cart format, so add all the registrations required by your family members before reviewing, ready for one convenient payment. You can of course choose to make payments for each family member at different times if that suits better.

### WHAT IF I NEED HELP?

Please report any problems to [secretary@cihc.org.au](mailto:secretary@cihc.org.au). For those who would like detailed step by step instructions please see below.

Enjoy the upcoming season of the world's fastest team sport!



## Canterbury Ice Hockey Club and IHNSW First Time User Registration Instructions

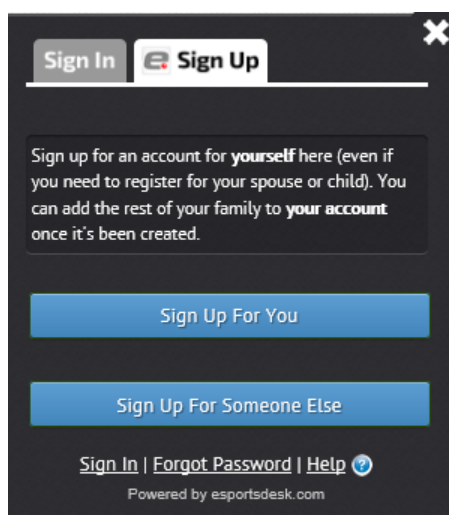
### CREATING AN ACCOUNT

1. Go to [http://www.esportsdesk.com/leagues/notice\\_board.cfm?leagueID=26503&clientID=6242](http://www.esportsdesk.com/leagues/notice_board.cfm?leagueID=26503&clientID=6242)

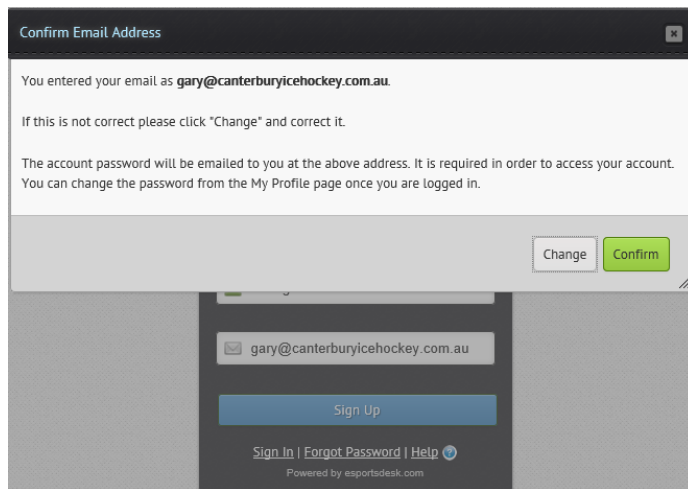
You will be taken to our portal with the registrations area on the right hand side



Click on **“Create Account”**. For families we recommend you create just one main account and then add family members that will be involved with ice hockey. All parents/guardians should register at the minimum level of **Volunteer** (cost \$1.00)



Click on **“Sign Up For You”**, and enter the name and email address of the main account, click on **“Sign Up”** and **“Confirm”** your email address



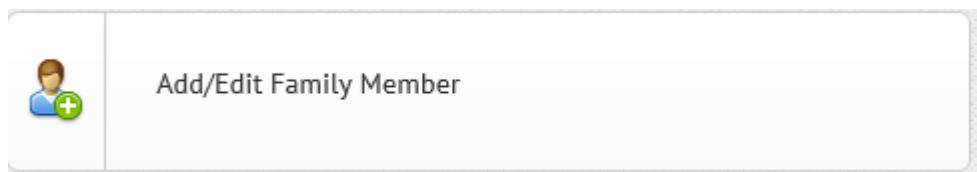
You will receive an email with your password and a link back to our front page

Sign in with your new account and, if you like, click "**My Profile**" to change your password

Complete your profile details with address, phone number and other particulars

Follow steps 9 to 13 if adding family members, otherwise proceed to the Registration process

Click on "**Add/Edit Family Member**"



Click on "**Add Family Member**"



Fill out the details for the first family member you wish to add. Children do not need an email address, but for future access it is recommended that all adult family members provide an email address (it cannot be the same as the main account holder)

**Add Family Member**

Relationship:

First Name:

Last Name:

Date of Birth:

Gender:

Family Member's Email:

If your family member does not have an email address, leave this blank.

Click on the **“Continue”** button

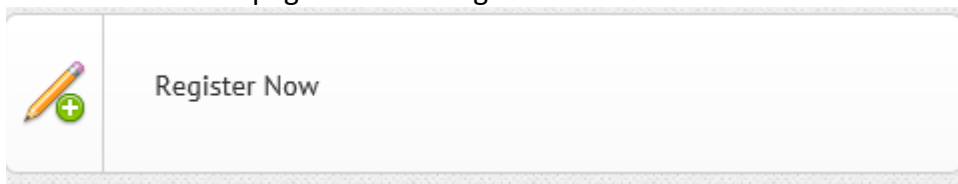
Check that the address and contact details have been populated from your user, and add any additional details as required, then click on **“I’m Finished”**

Repeat steps 8-13 to add any additional family members

Once all family members have been added, proceed to the Registration instructions

**REGISTRATION**

1. From the main page click on **“Register Now”**



You will see a list of available memberships. Find the applicable membership and click on **“Register Now”**

<b>SENIOR B - DIVISION 4</b> Ice Hockey Australia Membership Required Ice Hockey New South Wales Membership Required	Mar 10 <sup>th</sup> – Sep 16 <sup>th</sup> , 2016		<input type="button" value="Register Now"/>
<b>WOMEN PJ</b> Ice Hockey Australia Membership Required Ice Hockey New South Wales Membership Required	Mar 10 <sup>th</sup> – Sep 16 <sup>th</sup> , 2016		<input type="button" value="Register Now"/>
<b>WOMEN PS</b> Ice Hockey Australia Membership Required Ice Hockey New South Wales Membership Required	Mar 10 <sup>th</sup> – Sep 16 <sup>th</sup> , 2016		<input type="button" value="Register Now"/>
<b>Events</b>			
<b>COACHES</b> Ice Hockey Australia Membership Required Ice Hockey New South Wales Membership Required	Mar 1 <sup>st</sup> , 2016 – Feb 28 <sup>th</sup> , 2017	Sydney N/A	<input type="button" value="Register Now"/>
<b>MANAGERS</b> Ice Hockey Australia Membership Required Ice Hockey New South Wales Membership Required	Mar 1 <sup>st</sup> , 2016 – Feb 28 <sup>th</sup> , 2017	Sydney N/A	<input type="button" value="Register Now"/>

**N.B.** Membership categories are age validated and you will not be allowed to proceed with a category if you are not in the appropriate age range

Tick the box next to the eligible person and then click on **“Proceed to next step”**

N.B. For players only the Canterbury Ice Hockey Club component will appear

The screenshot shows the 'Peewee Pricing' section with a table:

Description	Price
Canterbury Peewee For ages 12 - 13	\$130.00

Below this is the 'Select Registrants' section with a table:

<input type="checkbox"/>	Registrant	Notes
<input type="checkbox"/>	Becky Callaghan	Doesn't qualify due to age ( Birth Date: Apr 22, 1979 )
<input type="checkbox"/>	Gary Callaghan (me)	Doesn't qualify due to age ( Birth Date: Apr 11, 1961 )
<input checked="" type="checkbox"/>	Jarrod Callaghan	

in the Price column. The IHA and IHNSW components will be added at the checkout.

Read and tick the Proof of Age and Citizenship and answer the questionnaire, then

The screenshot shows the 'Questionnaire' section with a dropdown for 'Birth Country' set to 'Australia'. Below it is a list of 'Citizenships Held' with checkboxes for Australia, Canada, Czech Republic, Finland, Germany, Japan, Korea, Mexico, New Zealand, Russia, Slovakia, South Africa, Sweden, United Kingdom, and United States. The 'IHA Declaration' section contains the text: 'Ice Hockey Australia (IHA) is the trading name of the Australian Ice Hockey Federation Inc (AIHF). All reference in this application to IHA is to be taken as reference to the AIHF.' and 'The information requested in this application is collected by the Club on behalf of the State Association and IHA. IHA, State Associations and Clubs require the information requested as part of the "online registration" to provide you with

read and tick the IHA Declaration and click on "Continue"

Any additional Canterbury Ice Hockey Club questions will appear here. Answer the applicable questions, read and tick the Player Code of Conduct, Canterbury Ice Hockey Club Acknowledgement, and Social Media Policy and Use of Photograph release. Then click on "Continue". You will not be able to proceed until all compulsory questions have been answered and the all required waiver boxes are ticked

**Player Code of Conduct**

As a player, you are a representative of Ice Hockey NSW and your respective Club. As such, you must conduct yourself within their governing rules, regulations, policies and procedures, and agree to:

Adhere to the IHNSW rules, regulations, policies and procedures as well as by-laws and decisions as determined by the IHNSW Committee of Management.

Treat players, opponents, coaches, officials, parents and other spectators, regardless of race, sex or creed with respect, relative to abusive language, gestures and actions.

Not argue with an official's decision. I will treat officials as honest in their intentions and accept official decisions without displaying verbal and / or physical outbursts of anger.

I earn teamwork, sportsmanship, discipline & respect whilst playing for fun. Be a team player and not alone with my team members. Appreciate and support the contribution each person makes to the team.

I have read, understand & agree to the above waiver.

**Clearance Policy**

If you last played Ice Hockey for another NSW Club, or State in Australia, you will require a clearance to be completed

[Clearance Form](#)

If you last played in another Country, or were born in another Country, you will require an International Clearance, please contact eo@ihnsw.com.au

I have read, understand & agree to the above waiver.

**Canterbury Ice Hockey Club Acknowledgement**

I acknowledge that as a player, coach, manager, parent or other volunteer representing Canterbury Ice Hockey Club I have read and will abide by the applicable [Code of Conduct](#) and observe the [Club Policy Document](#) at all times.










For Junior players I understand that registration does not signify acceptance into a team and final team rosters will be determined based on the criteria set out in Section 2 of the Club Policy Document.

I have read, understand & agree to the above waiver.

You must agree to the waiver(s) before you can continue.

[Back](#) [Continue](#)

You will now be presented with your Shopping Cart, where the total cost of all memberships is displayed (IHA, IHNSW and CIHC). Confirm all the details are correct and either click on **“Check Out”** if there are no other registrations, or **“Keep Shopping”** to add further family member registrations

Shopping Cart							
Registrants		Memberships		Registration		View Cart	
Registrant	Item	Organization	Options	Payment Method	Amount		
Jarrod Callaghan	PJ - Junior Player Membership	Ice Hockey Australia	  	Credit Card Only	\$121.00		
Jarrod Callaghan	PJ - Junior Player Membership	Ice Hockey New South Wales	  	Credit Card Only	\$99.00		
<b>Total for Credit Card</b>					<b>\$220.00</b>		
Jarrod Callaghan	Peewee	Canterbury Ice Hockey Club	  	Credit Card Only	\$130.00		
<b>Total for Credit Card Only</b>					<b>\$130.00</b>		
(+ credit card charges if applicable)					<b>\$350.00</b>		
<a href="#">Keep Shopping</a> <a href="#">Clear Cart</a> <a href="#">Check Out</a>							

Repeat steps 2 through 6 until all memberships have been added before proceeding to the Check Out page

Purchase details will be displayed, along with confirmation required of the name and address of the credit card holder (the main account holder). Change these details if the credit card is not in your name e.g. spouse

Once all memberships and details are confirmed click on **“Process Payment”** (you will not be charged at this point)

The Australian Ice Hockey Federation Incorporated PayPal Secure Payments website

will appear. You must only use the “Pay with my credit or debit card” option

› **Pay with my credit or debit card**

Credit card number

Payment types  

Expiry date mm yy  
 /

CVV

[What is this?](#)

**\*\*IMPORTANT\*\*** DO NOT select the "Pay with my PayPal account" option on registration checkout as this will result in an unallocated payment and delay in your registration. Use the Visa and MasterCard debit and credit card option only.

Complete your credit or debit card details, review and click on

**Pay Now**

N.B. Ignore the “enter a valid county” message if it appears and do not click anywhere else on the page

The registration process is now complete and you will be returned to My Account where you should see this confirmation message:



Memberships have been created successfully. An email has been sent to you with details of this transaction. Thank you for registering. An email has been sent to you with your registration details.

You will receive registration confirmation emails from IHA, IHNSW and CIHC

Any queries please email [secretary@cihc.org.au](mailto:secretary@cihc.org.au) in the first instance