2015 Player Registration User Guide

Renewing registration for multiple members across multiple Clubs

Only use this guide if you are registering multiple participants to the different clubs than they were registered for the 2014 Winter Season (linked to the same email address)

Step 1:   Click Here to access the Hockey Victoria Online Registration Portal

Step 2:   Select '**Login'** and enter your email address and password of the **primary member**

** You will require the same email address as members were registered with in 2014 and the existing password. Contact your Club Administrator if you are unsure of the email address used.
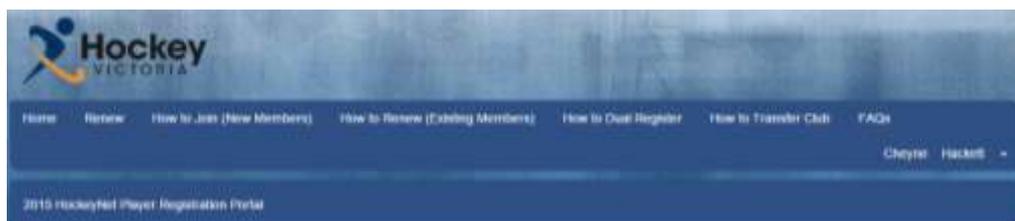

*Click '**Forgotten Your Password**' if you cannot remember your password. A reset link will be emailed to you.*
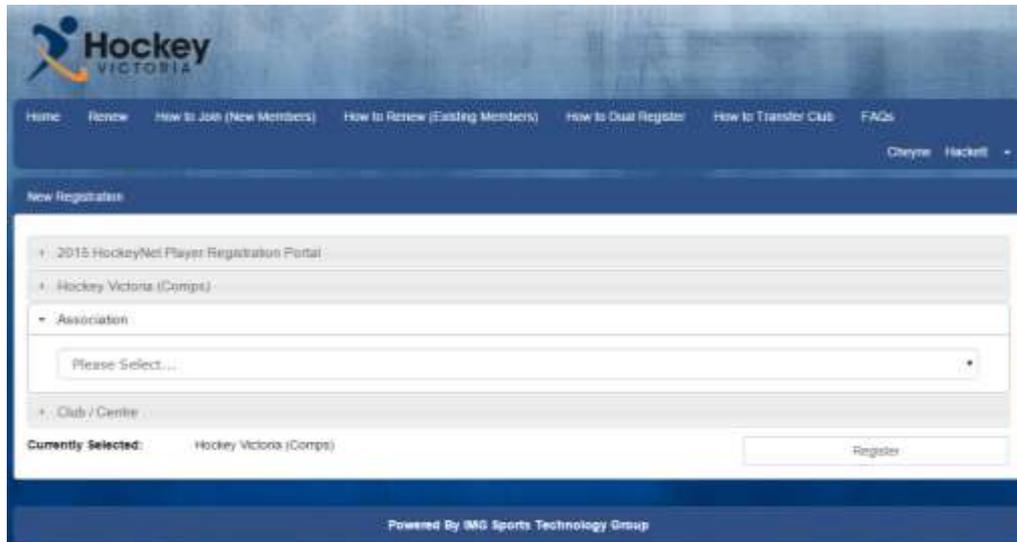
Step 3:   Once you are logged in, click on the Primary Members name and select '**Member Home**'

Step 4:   Click on '**RENEW**' at the top left of your screen.

Step 5:   Select the Primary Members '**Association'** and then '**Club'** from the drop down menus. Then click '**Register'**.

** For Hockey Victoria competitions, select '*Hockey Victoria – Metro'* at the Association Level.

Step 6:   Select the relevant Hockey Victoria Registration Type for the **PRIMARY MEMBER** as you will need to complete this registration before registering linked members
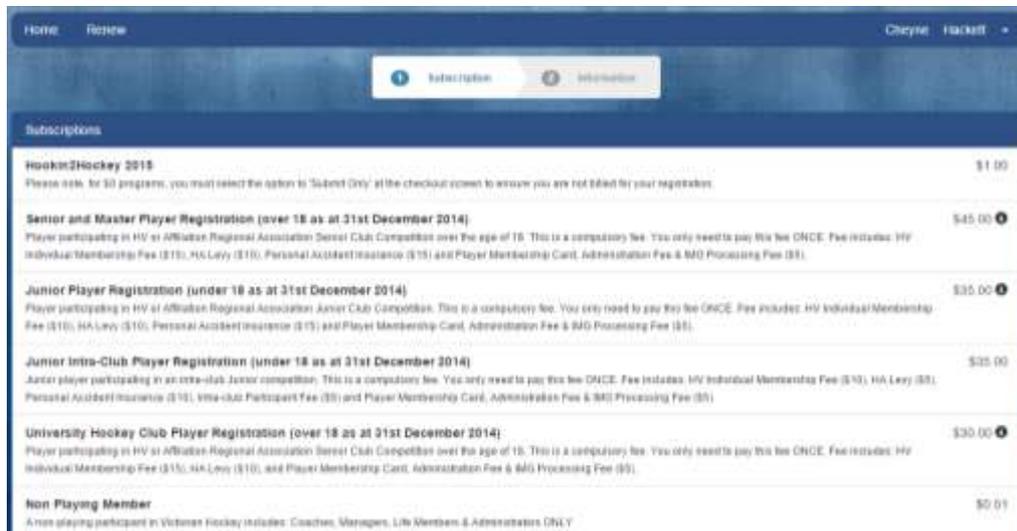
Step 7:   Complete all required information on the registration form as prompted

Step 8:   Select 'Add Another Registration' to complete the registration for a linked member

When prompted, select the linked member you want to register from the options provided and select '**Confirm'** and repeat Steps 6 and 7 to register the linked member.

Continue to select '**Add Another Registration'** and repeat the above process until all linked members registrations for Club A appear in your '**Cart'**

Step 9:   Select 'Pay Now' and proceed to payment page

Step 10:   Enter your debit card or credit card details and press '**Submit**'

Step 11:   Once you reach the payment confirmation page (which will show you a receipt number), your 2015 registration is complete.

You will receive an email confirmation and receipt of payment immediately. Please keep this as proof of payment.

Completing Registrations for Players to a second or subsequent Club

Step 12:   Once you are ready to register players to the next Club (Club B), click on the Primary Member's Name (top right of page) and select 'Logout'.

This will log you out of your current registration with Club A. THIS STEP IS VERY IMPORTANT TO AVOID REGISTERING TO THE INCORRECT CLUB FOR THE NEXT PLAYERS.

Once you have clicked Logout, select 'Return to Portal', to clear your session with Club A.

Step 13:   Once back at the home page of the registration portal, select '**Login'** to access your account again then select '**Renew'** (as per Step 2 & 3 above)

Step 14:   Select the correct Association and Club (Club B) then click '**Register'**

Step 15:   Select the relevant subscription type for the first player registering to Club B

Step 16:   Select 'Select a Registered Member' from the right of the page and select the appropriate member

This members information will be pre-loaded to the registration form.

Add or edit any additional information and answer all applicable questions.

Step 17:   If there are any more players to be registered to this club, select 'Add Another Registration' and follow the prompts

Step 18:   When all players being registered to Club B are in the 'Cart', select 'Pay Now' to complete registration and payment

Registration and payment for all linked players in Club A and B should now be complete.