



Kamloops Minor Hockey Association

Online Registration User Guide



We will be using Team Snap for online registration for Returning Players this season. Please read these instructions before you begin and pay particular attention to the highlighted information.

Supported browsers: Chrome, Safari, Mozilla Firefox or Microsoft Edge

Please note: Internet Explorer is not supported and will not work for Team Snap registration.

Step 1 –

Go to the [KMHA website Registration page](#) and select **Register Now!**

Do not click Register Now! again (it will start a new registration; finish your registration in Team Snap)

One of three things will happen:

- 1) There may already be an existing registration (it will notify you of Registrations in Progress)
- 2) Team Snap may find Participants associated with your account (it will list them)
 - To begin here, select one of the Participants it has found and select Register Participant
- 3) Team Snap may ask you to Register Participant

Step 2 –

Enter Participant Info (start at the top and complete this section first)

You will need your child's Hockey Canada ID number for this section. You can find this number on your official Hockey Canada receipt from the previous season or in the Child Management section in your Parent Respect In Sport account.

You will be asked to choose the division that your child is going into next season:

- Initiation – Under-7 (birth years 2014 and 2015)
- Novice – Under-9 (birth years 2012 and 2013)
- Atom – Under-11 (birth years 2010 and 2011)
- Pewee – Under-13 (birth years 2008 and 2009)
- Bantam – Under-15 (birth years 2006 and 2007)
- Midget – Under-18 (birth years 2003, 2004 and 2005)

Are you registering more than one Participant?

No! Then please scroll down to the next section and enter Parent Info

Yes! Then do not move on. Was the second participant listed on the first screen?
If yes, then choose Add Existing Participant
If not, then choose Add New Participant
(This is directly below the last field you completed for your first participant)

Do not click Add New Participant again if you are only registering one participant; it is **not** a save button, it opens a second section for additional participants.

Continue adding all the participants in your family before continuing.

Step 3 –

Enter Parent Info (before you save and continue, please scroll back up to ensure AutoFill has not overwritten your child's name with yours).

Save and Continue

Step 4 –

Documents and Waivers – carefully read each document or waivers and sign and/or acknowledge as required.

Step 5 –

Programs & Fees – review and select each fee then Save and Continue

Step 6 –

Checkout - Choose payment method

- 1) **Pay with Credit Card** - you can choose to pay the full registration amount or pay by installments online with a credit card at the time of checkout. Team Snap charges a 2.79% processing fee + \$0.99/transaction.
- 2) **Pay Offline** - you can choose to Pay Offline by sending an e-transfer to kamhockey@telus.net (no password required - please be sure to include the players name in the comments section) or by debit, visa, master card or cheque at the KMHA office. A 2% fee is added to all credit card transactions processed through the KMHA office. **Fees are due in full by July 1st to be eligible for the early registration rate.**

You may view your completed Registration(s) any time by logging into your Team Snap account. From there you can print receipts, make payments and much more!

If you are having any difficulties with the Team Snap online registration or cannot find your child's Hockey Canada ID number, please email kamhockey@telus.net