



## REGISTRATION INSTRUCTIONS

The entire Registration process will take approximately 10 minutes per player.  
You will be required to submit medical information online for the player(s) that you are registering.

### Member Login Page

If your daughter played in our house league last season, you will already have a member login. Enter your email address and password. If you are new to TLGHA, click "Sign up" to create your member login.

Once you access the system, there are 4 simple steps to follow:

Step 1 - Create/Update your family profile.

You must create or update your family members. You must create a profile for at least one parent/guardian and a profile for each family member that you would like to register for our programs.

Step 2 - Select your Registration type from the drop down menu (The blue "Register" button will appear next to the family members that are eligible to register for this program).

**\*please note: if you plan to register your daughter for the optional power skating and skills or bootcamp classes, you must first register her in our Youth House League. You must complete the registration (including payment) before you will be able to register your daughter for the optional classes.**

Step 3 - Click "Register" and follow the registration steps. Move through the steps as shown in the checklist, and complete each step.

Step 4 - Make payment.

### Troubleshooting:

"I forgot my password" - Simply click on the phrase "forgot my password" and it will be emailed to the email address associated with your name. (Don't forget to check your junk mail folder).

"I changed my email addresses since I last logged in" - Simply log in with your old email address and password and you will gain access to the system. Before you do anything else, click on "Profile" and change your email address and that of **ALL** members of your family.

"The blue "Register" button does not appear beside my child's name." - Be sure your child's information is complete and correct, including birthdate and gender. Use the "edit" button to fix. If the player's date of birth is incorrect, please email [info@torontoleasidewildcats.ca](mailto:info@torontoleasidewildcats.ca) with the correct date of birth as this field must be corrected by the OWHA. The default date of birth for volunteers is Jan 1, 1950. This field does not need to be corrected.

I receive, "Couldn't connect" or I get stuck during registration. - The system will remember where you were if you get stuck or disconnected. All steps in the checklist must be checked before the process will complete. You can sign back in. From your profile select the registration from the dropdown, and you will see an active registration in the box on the right. Simply click on the "continue" button to complete.

If you have technical problems with online registration, please contact: 1-888-948-7638 (between 10am - 7pm, Monday - Friday) or email [support@itsportsnet.com](mailto:support@itsportsnet.com).

For questions about our programs and policies, please email [info@torontoleasidewildcats.ca](mailto:info@torontoleasidewildcats.ca) or call 416-488-6737.