



COACHES



ATHLETES

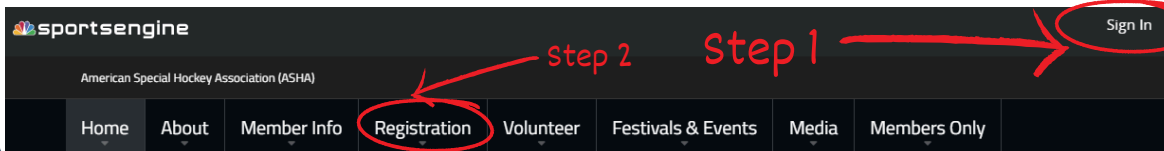


Jr. COACHES



VOLUNTEERS

2024/2025 ASHA Season Registration Information



If participant is NEW

Step 1

CREATE

The participant's Sports Engine Account

> Click on the "Sign In"

Located top right hand of the SpecialHockey.org Home Page

> Follow prompts to create a new account.

> Check e-mail for account confirmation

If participant is RETURNING

REVIEW

Your previous registrations

> Click on the "Sign In"

• Located top right hand of the SpecialHockey.org Home Page

> Click on "My Sports Engine"

> Click on "Registrations"

• Located on the Left Hand Side of your Sports Engine Account.

> Review previous registrations.

- Previous registrations, including any current background screening & abuse prevention training will be visible.
- If participant has multiple Sports Engine accounts, registrations may be under a different account. We recommend that the participant merge duplicate accounts. The "Help Button" located on the right side of the home screen can walk through the process

> If Over 18

- Review the options for "Safe Sport Act" Compliance Carefully! If your registration requires a submission of any forms, having them ready to submit to their Team Manager will expedite the process.

PLEASE DO NOT CREATE DUPLICATE SPORTS ENGINE ACCOUNTS

Step 2

REGISTER for the 2024/2025 ASHA Season

> Click on "Registration" & Follow Prompts

Located SpecialHockey.org Home Page

> Submit Any Required Compliance To Your Team Manager

(Please note there are changes to the options for compliance. DO NOT SEND ANY FORMS TO ASHA DIRECT)

Step 3

CONFIRMATION

> Click on the "Sign In" Button on the top right hand of the SpecialHockey.org Home Page

> Click on your initials in the circle, then "My Sports Engine"

> Click on Registrations on the RIGHT side of your Sports Engine Screen. You will be able to see your current & previous registrations, including any current Background Screening & Abuse Prevention Trainings. Approval may take up to 7-10 days

IMPORTANT TIPS!

- Parents/guardians should set up their Sports Engine Account BEFORE they register their athlete!
- Athletes OVER the Age of 18, will need their own Sports Engine Account
- Coaches & Team Managers SHOULD NOT register athletes or volunteers who are not members of their family/household.
- Team Managers should review the athlete levels, Coach roles and Volunteer Roles to ensure that registrations are rostered appropriately.
- Effective 10/31/2023, due to privacy regulations, ASHA will no longer accept any forms from other organizations as proof of compliance.
- READ each question carefully inaccurate answers or incomplete forms WILL DELAY APPROVAL