

#### NORTHERN ONTARIO HOCKEY ASSOCIATION

110 LAKESHORE DRIVE NORTH BAY, ONTARIO P1A 2A8 PHONE: (705) 474-8851 • FAX: (705) 474-6019 www.noha-hockey.ca



## HOW TO ADD A SECOND CHILD TO RESPECT-IN-SPORT PARENT

- 1. Go to http://nohaparent.respectgroupinc.com
- 2. Log in to your account
- 2.a) Can't Remember Username or Password?

#### Follow the prompts under Recover Username/Reset Password

RE	presents SPECT IN SP For Hockey Canada Paren	ORT
GETTING STARTED		ALREADY REGISTERED?
Register your Profile Click Here	Click here to <b>Re-certify</b>	Username Password
Import a Certificate	Look up your Certificate Number	Remember Username      Login      Recover Username or Reset Password
Helpdesk Support		Vue en Français 🍽

Respect in Sport is a registered trademark of Respect Group Inc.

When you look up your certificate number, it will also show you your username



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3. Once logged in, click Profile>Child Management

HOME PROFILE I FAQ'S	NEWS   HELP   LOGOUT
RESPECT For Hockey Ca	Ents IN SPORT nada Parents
PROGRAM ACCESS   HANDOUTS   PARTN	IERS   RE-CERTIFY NOW   ADMIN ACCESS
PROFILE PAGE	
Statistics	
Profile Creation Date: September 17, 2013 Last Completed Mo Certification #: Current Certification Da	dule/Section: Completion Survey/Completion Survey te: October 03, 2016 Imported Certificate? No
Please choose a section	Section information
PROFILE INFORMATION	CHILD MANAGEMENT
RESET YOUR PASSWORD	In order for your association to receive record of your certificate, your child/children <u>MUST</u> be added to your profile!
PERSONAL SETTINGS	Child 1 Full Name Birth Date
CHILD MANAGEMENT	Lindsay Leggett
	Association Gender
finis section will allow you to perform child management functions for your profile.	COBALT MHA F

4. Click **ADD CHILD** and fill out all details, including the correct Association. Please double-check to ensure all details are correct.

PROFILE PAGE		
Statistics		
Profile Creation Date: September Certification #: NOHAP-275951-1	17, 2013 Last Completed Module/Section: Completion Sur -Y7C Current Certification Date: October 03, 2016 Impor	vey/Completion Survey ted Certificate? No
Please choos	Add A Child To Your Profile:	x information
PROFILE INFO	First Name	ANAGEMENT
RESET YOUR I		o receive record of your certificate, <u>ST</u> be added to your profile!
PERSONAL S	Last Name	Child 1 Birth Date
CHILD MAN/		23/10/1988
This section will allow you to :	Date of Birth	Gender
functions for y		
PROGRAMS AND	Gender	000615057
PRINT CERTI	Click on the arrow below to expand the selections. Choose all associations that pertain to your child and this program.	Child 2 Birth Date
RE-CERTIF	Association	Cluster1In4 cmresano3 respectarouraine.com
	orthern Ontario Hockey Association Parent	Gender
	SAVE CANCEL Save and Add Child Close Without Saving	HA F
	Add a child b your	50000790117 EDIT CHILD profile Edit selected child record



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# 5. When your child's name shows up, click so it is highlighted yellow, then **Continue: Match to selected profile**.

PROFILE PAGE								
Statistics								
Profile Creation Date: September 17, 2013 Last Completed Module/Section: Completion Survey/Completion Survey Certification #: NOHAP-275951-1-Y7C Current Certification Date: October 03, 2016 Imported Certificate? No								
Please choose a section				Section information				
PRC	PROFILE INFORMATION			CHILD MANAGEMENT				
RESET YOUR PASSWORD In order for your association to receive record of your certify your child/children <u>MUST</u> be added to your profile!				record of your certificate, led to your profile!				
DE	DSONAL SETTINGS			E 11 11	Child 1			
The following records were found in the Hockey Canada Registration System. Click on the correct profile to select it or choose "No Match Found":								
Name	DOB	Gender		Branch	MHA	Hockey ID		
Lindsay Leggett		Female	Ontari	o Hockey Federation	Noha	1500000615057		
NO MATCH FOUND None of these are a match. Match to selected profile								
				Full	Name	Birth Date		

5.a) What if there is no match?

Double-check to ensure the MHA, DOB, and Name spelling are accurate. If the last name is hyphenated, try searching only the first of them in case the profile is punctuated differently. **If you click No Match Found, a new profile will be created for your child and the credential will not be added correctly. Please call your Association or the NOHA if you cannot find a match.** 

6. Once the child shows up in your profile, the credential will automatically update.