

## Accessing your coaching credentials in HCR 3.0 (Spordle Account)

In order to be able to view and/or edit your coaching credentials in HCR 3.0 you will need a minimum of two profiles:

1. A login profile – which you will create or have already created.
2. Your HCR profile – which was created by Hockey Canada when you completed a Hockey Canada training course or registered as a coach.

When you first access the [Spordle website](#), you will be presented with the login screen as follows.

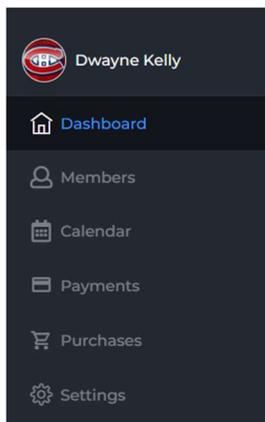


The image shows the Spordle My Account login screen. At the top left is the Spordle logo in red and black, followed by the text "My Account". Below this is the instruction "Sign in to your account". There is a white input field with a person icon and the text "Email". Below the input field is a red button with the text "Login →". At the bottom of the screen is a light blue button with the text "Don't have an account? Sign up".

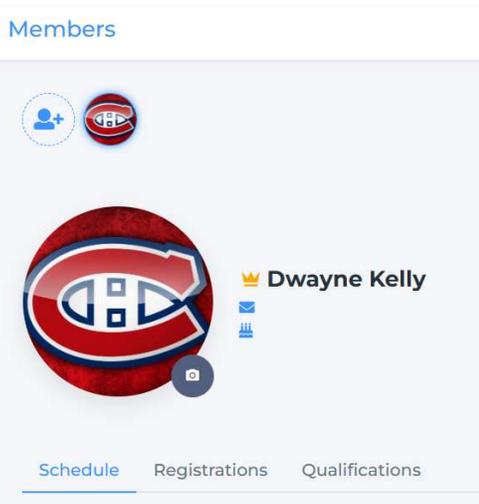
Here you will enter the email address that you used to sign up to HCR. If you have previously logged in using the given email address, you will now be asked for your HCR password which will give you access to the HCR site.

If you haven't previously logged in, or don't know which email address you used to sign up, you should use the "Sign Up" link directly below the Login button. Next, you enter the email address you wish to use as your primary login; if it exists you will be taken to the password page, and you can use the "Forgot password?" link to reset your password. If it doesn't exist, you will be taken to the "Sign Up" page where you will enter your First Name, Last Name and the Password you wish to use.

Once you have successfully logged in, or created your login account, you will be presented with the HCR Dashboard page that will have a navigation bar on the left side of the screen as seen below.



Clicking "Members" brings you to the Members page which contains the links to any members you may have linked to your login profile. At this point it will probably only contain information similar to the following with no coaching credentials available.



Now you must link your HCR profile to this login profile using the “Add Members” icon next to your initials in the upper left of this screen. This will take you to the following page where you will enter your First Name, Last Name and DOB, or your HCR number if you know it, and click Search.

Link an HCR member x

**Search a member in HCR**

First Name \*  Last Name \*

Date of Birth \*

or

HCR Number

Once your HCR profile is found, it will present to you where you can click “Link this member”. On the next screen select “Self” in the Relation box and then click “Link”. If you have outstanding unsigned waivers, you will be prompted to sign them now and you will also be prompted to complete your profile if necessary.

Once complete you will now have two sets of initials on your members page and your screen will now look similar to the following, with all coaching credentials now available to you using the tabs provided.

