Online Player Registration

- Any player who wishes to be registered to play in the HKHA leagues can complete the registration online.
- Players above the age of 18 will complete the entire process online.
- Players under the age of 18 will be required to submit a paper form generated from the system.
- The process is expected to reduce paperwork and the workload on convenors.

Online Player Registration Flow



Online Player Registration Page

由根珠		Username	Password	login Forgot Password?
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		eintion		
CONCHOCKEY NO THE HU	ing Kong Hockey Asso	ciation		
About Us News & Events Men	's Hockey Women's Hockey Pro	motion & Development	National Squads Umpiring	g Veterans Hockey
Home				Google Custom Searcl
Player Registration	n			
* All fields are mandatory Nam	e(s) must be same as ID card/travel (locument		
			7	
Surname				
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Beespert No.	e.g. (A1234567)	et No. is required only when	HKID pat available)	
Passport No.	(dd/mm/nany of ddr	rt No. Is required only when	TRID fot available)	
Nationality	(dammyyyy or dam	штуууу)	1	
Contact Tel No				
Email				
Retype Email			1	
Club	Select Club T]	
Upload Photo	Choose File No file chosen	ipea/bmp only_size <=	: 250k	
Upload HKID / Passport Copy	Choose File No file chosen	ipeg/pdf only, size <= :	250k	
		JP-3-P		
L barabu dealars that the ab	ous datails are complete and ecourate	and I am not surrontly appl		dissiplinas, action Lagran to
abide by the current Rules	and the Code of Conduct of the HKHA	. I also understand and ag	ree that neither the HKHA, no	r their officials, shall be held
responsible for any incident	, accident or injury sustained by me as of my images for the HKHA's bockey r	a result of my participation romotions	in hockey as a player, specta	or or official. I also agree to
	,			
Security Code	Load New Code			
	Please follow the a	above image to input the se	ecurity code (Code are case se	nsitive)
	Submit			

The player is to complete all fields, select club to join, upload files etc.

Once the form is submitted, convenor of the club selected will receive an email notice of the new player registration. He/she can login to process the player registration. The HKHA office will process the new player registration accordingly.

Message after submitting player registration form



Message to convenor after player registration form is submitted

Q	Search mail	•			?	***	
÷	D D D D :		1 of 132	<	>	\$	
	Online Player Registration Notification of Hong Kong Hockey A Inbox ×	ssoci	ation		•	2	
?	hkha@hockey.org.hk ≩ to me マ Dear Club Convenor,	4:30 P	M (1 hour ago)	☆	•	:	
An online player registration has been received for your club, please logon to our system to review. Best Regards, Hong Kong Hockey Association							
	Reply Forward						

Convenor's Actions (1)

Logon to HKHA website. Click "Approve Player's Online Registration



Convenor's Actions (2)

Click on "Detail" to edit player registration.



Convenor's Actions (3)

Check if everything is in place. Click "Accept" to confirm submission of player registration. Click "Reject" to decline player registration (the individual will receive an email with the reason input by the convenor). For **U18** players, please **DO NOT** click "Accept" yet. If all the details are ok, please go back to the previous page. Please refer to pages 10 to 13 below.

由根族					HKU • Logout • Admin Page
Martin And And And And And And And And And An	港 曲 e Hong Kon	棍 球 總 會 g Hockey Association			
About Us News & Events	Men's Hockey	Women's Hockey Promotion & Develop	ment National Squads	Umpiring	Veterans Hockey
Home » Admin » Approve Pla	yer Registration				Google Custom Searcl
Plaver Details	18 854				
	Last Name	MCDONALD		and the second	
	Given Names	Neil		2 F	
	Gender	F		and the second s	
	Date of Birth	20/2/2002		197 19	
	HKID No.	B0841043			
	Passport No.				
	Nationality	Hong Kong			
	Email	karinalam2@gmail.com			
	Tel.	20022002			
	HKID / Passport	vLadies-V-neck-T-shirts-20455714250.jpg			
		Accept			
		Reject			
		rojost			
		/			

Screen shots

Once the "Accept" button is clicked, the HKHA office will receive the player registration and will process accordingly. For rejected player registrations, the player will get an email notice with the reason entered by the convenor.



Convenor's Actions (4)

For U18 players, click "Print".



Convenor's Actions (5)



Player Registration

Section 1 - Player	s Details				
" All fields are mandate	ny Nama(s) must be s	ame as ID card/travel docume	ot		
An neids are mandato	ry. Name(s) must be s	arrie as ib card/baver docume	n.		
Surname :	LAM	Other name(s) : Kar	rin		
Gender :	F				
HKID No. :	e7945152				
Passport No. :	(Passport No. is requ	uired only when HKID not availa	able)		
Date of Birth :	13/12/2002	Nationality : hk			
Contact Tel No. :	92617153				
Email :	KARINALAM2@0	GMAIL.COM			
Club :	HKU				
of the HKHA responsible fo as a player, HKHA's hocke	or under disciplinal . I also understan or any incident, acc spectator or officia ey promotions.	ry action. I agree to able id and agree that neithe cident or injury sustained al. I also agree to grant	by the Current F or the HKHA, no by me as a resu the rights to the	rules and the or their official ilt of my partic e usage of my	Is, shall be held ipation in hockey y images for the
Section 3 - Parent	or Legally Appoint	ed Guardian's Consent			
I hereby decl consent to the officials shall of their partic usage of the player reache	are that I am the e player participatin be held responsibl ipation in hockey a images of the play s 18 years of age.	abovenamed player's p ng in hockey and underst le for any incident, accide as a player, spectator, or er for the HKHA's hockey	arent, or legally and and agree to ent or injury sust r official. I also a y promotions.Thi	appointed gu hat neither the ained by the p agree to grant is consent will	Hardian. I hereby HKHA, nor their Jayer as a result the rights to the be valid until the
Name :		Signature :		Date :	

Tel:

Email :

A player registration form in printing format will be generated. Please print out the form and ask the player to obtain parent/guardian's signature. After getting the form back from the player, logon to the system and click "Accept".

Convenor's Actions (6)

Go to "Player List". Click "Edit" to go to the newly registered player. Upload the signed registration form for the player

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Copyright © 2019 All Rights Reserved. 1	62 Edit 59 Neil MCDONALD New Register Delete
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Convenor's Actions (7)

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About Us News & Events Men's	Hockey Women's Hockey Promotio	n & Development National Squads	Umpiring	Veterans Hockey
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Player Detail				
* = mandatory fields			#	
Status	New Register		Januar and and	
HKHA No.			<i>å</i> -	
Shirt No.	59		0	
Last Name	MCDONALD			
Given Names	Neil			
Chinese Name				
Gender*	Male • Female			
Date of Birth	20/2/2002			
	Local Visiting			
HKID No.*	B0841043 e.g. (A1234567)			
Passport No.				
Nationality "	Hong Kong			
Email *	karinalam2@gmail.com			
Iel.*	20022002	in a firm and a sine of 050k		
UKID (Deserved Conv	Choose File No file chosen	jpeg/bmp only, size <= 250k		
HKID / Passport Copy	Chasse File No file shares	in and add and a		
Uplead Signed Form	Choose File No file chosen	jpeg/pai only		
Remarks				
	29/04/2019 16:54: Approved by Clu	ub		
Logs				
	Submit			

Remarks

 Convenors will still be able to enter new player registration like before. That is, they will need to complete all details, upload the photo, HKID/passport copy, and signed form.