

## IMPORTANT INFORMATION ABOUT REGISTRATION / PAYMENT FOR WELLESLEY YOUTH HOCKEY PLAYERS FOR 2010 - 2011 SEASON

***PLEASE READ CAREFULLY!***

This year, Wellesley Youth Hockey Association is using again the USA Hockey Online Registration. All players must **first** register with USA Hockey and **then** with Wellesley Youth Hockey in order to participate in our program.

### ***STEP 1***

#### **INSTRUCTIONS FOR REGISTRATION / PAYMENT WITH USA HOCKEY:**

- Go to [www.usahockey.com](http://www.usahockey.com) and click on 'Membership' button, far right on 2<sup>ND</sup> from top red horizontal bar.
- Then from left blue vertical column, click on 'Register online' button.
- Next you must choose member type: click on 'Ice Players/Coaches'
- Follow the prompts to complete the registration process.
- Process Payment – There is a \$35 nonrefundable fee to register. This includes a \$30 fee to USA Hockey and \$5 fee to MASS Hockey. Visa, MasterCard, Discover or AMEX credit cards are accepted. A Visa Gift Card will also work. Sorry no checks.
- USA Hockey \$35 registration fee is waived for players with a birth year of 2004 and later.
- You should print the confirmation page with your new 14 digit USA Hockey Confirmation Number after you have completed the registration and payment. It will also be emailed to you immediately after registration is complete.
- The USA Hockey Confirmation Number consists of 14 characters. The 1<sup>st</sup> nine are numeric and the last five are the beginning characters of your last name. The 4<sup>th</sup> digit represents the year of enrollment – for the 2010- 2011 season this number will be a '1'.

**YOU WILL NEED THIS CONFIRMATION NUMBER IN ORDER TO COMPLETE YOUR WYHA REGISTRATION / PAYMENT.**

### ***STEP 2***

#### **INSTRUCTIONS FOR REGISTRATION / PAYMENT WITH WELLESLEY YOUTH HOCKEY:**

- Go to [www.wellesleyyouthhockey.org](http://www.wellesleyyouthhockey.org) and click on the 'Register Online' button.

- Review the Instructions Page; scroll to the bottom of the page to click on the appropriate program division 'register' button for your player(s).
- Follow prompts until you are asked to enter your email and password (follow the instructions if you have forgotten this info).
- Next, the 'Family Members' page is displayed; now click on the 'edit' button for the player(s) eligible for this program. (Remember that you already completed initial registration for tryouts, so you are now editing this information.)
- Now on the 'Participant Information' page, scroll halfway down to enter the **NEW** 14 digit USA Hockey Number from above. Also, correct any other personal data related to this player. When complete, click 'Submit' on the bottom of the page.
- Next, review the 'Registration Information' data page which again displays your previously entered information from Tryouts. You may edit any of this info, especially Jersey numbers or sizing. Click the 'Submit Information' button when complete.
- Next you may once again review all information about your player on the 'Registration Review' page. Complete your registration by following the remaining instructions to pay the remaining balance due by June 1, 2010.

#### **SOME NOTES:**

VERY IMPORTANT: Even if you already 'paid in full' at the time of tryouts, you will still need to go back to the WYHA Register Online tab and complete the input of the USA Hockey Confirmation Number.

You will no longer need to complete a paper Waiver form. The Waiver of Liability is now completed during the USA Hockey Online registration process. Thank you if you already mailed a signed version into our Registrar.

You will not receive a USA Hockey membership card in the mail. Your confirmation page will have your current season registration number which is recognized by any USA Hockey Program, retain in your files.

If you are new to Wellesley Youth Hockey, we require a copy of your player's birth certificate. Please mail it to WYHA Registrar, PO Box 812182, Wellesley, MA 02482-0015.

If you have questions, please call or email the WYHA Registrar Addie Doherty at 781-235-4331 or [addiedoherty@yahoo.com](mailto:addiedoherty@yahoo.com).