# Respect In Sport – Parent Program
## Instructions for adding RIS number to a profile

Once a parent has taken the RIS – Parent certification, the certificate number must be added to each player's profile in the Hockey Canada Registry system.

**Only the parent can do this – the CRHL office cannot add your certificate number to the player profile.**

When you went on-line to register and complete the certification program, you created a logon ID. The user name is probably your email address. If you do not remember your username or password when you go into the system, just follow the prompts to reset, found at the bottom of the "Already Registered," section on the right.

Start here –

https://omhahockeyparent.respectgroupinc.com/

- and log in.

Select **PROFILE**.

Select **CHILD MANAGEMENT**.  At the bottom right, select either **ADD CHILD** or **EDIT CHILD**.

PROGRAM ACCESS | HANDOUTS | PARTNERS | RE-CERTIFY NOW

**PROFILE PAGE**

Statistics

Profile Creation Date: [            ]      Last Completed Module/Section: *Completion Survey/Completion Survey*
Certification #: [            ]      Current Certification Date: [      ]014   **Imported Certificate?** *No*

Please choose a section | Section information

PROFILE INFORMATION

RESET YOUR PASSWORD

PERSONAL SETTINGS

CHILD MANAGEMENT

This section will allow you to perform child management functions for your profile.

PROGRAMS AND ASSOCIATIONS

PAYMENT RECEIPT

PRINT CERTIFICATE(S)

RE-CERTIFY NOW

**CHILD MANAGEMENT**

In order for your association to receive record of your certificate, your child/children **MUST** be added to your profile!

Child 1

| Full Name | Birth Date |
| --- | --- |
| | |

| Association | Gender |
| --- | --- |
| | M |

| HCR ID |
| --- |
| |

Child 2

| Full Name | Birth Date |
| --- | --- |
| | |

| Association | Gender |
| --- | --- |
| | M |

| HCR ID |
| --- |
| |

Child 3

| Full Name | Birth Date |
| --- | --- |
| | |

| Association | Gender |
| --- | --- |
| N | M |

| HCR ID |
| --- |
| |

**ADD CHILD** Add a child to your profile    **EDIT CHILD** Edit selected child record

If you are editing your child's profile, their name will be in the spaces shown below.  If adding profile (another sibling for example), complete the boxes below.

Select **ASSOCIATION**.

Be sure to select **CLARINGTON REC**!!
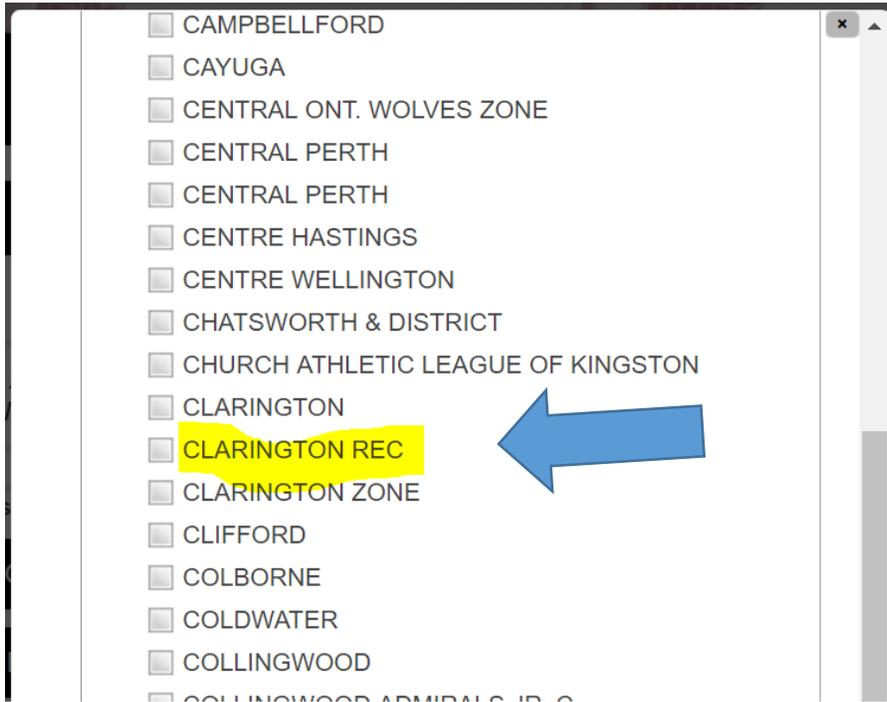


Once the profile has been changed here, the information will automatically be forwarded to the Hockey Canada Registry system and displayed in your child's profile.  This may take a few hours.