



Ontario Minor Hockey Association
25 Brodie Drive, Unit 3, Richmond Hill, Ontario, L4B 3K7
Tel: 905-780-OMHA (6642) Fax: 905-780-0344
Go to the net at: www.omha.net · E-mail: omha@omha.net

- ACTION BULLETIN -

TO: OMHA Centres

FROM: Richard Ropchan
Executive Director

CC: OMHA Board

DATE: April 19, 2010

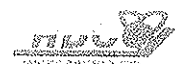
SUBJECT: 2010-2011 TEAM REGISTRATION - HOCKEY CANADA REGISTRY

Team Registration for the 2010-2011 season will once again be submitted online using the Hockey Canada Registry.

Updates to this process have been made. Please follow the attached instructions carefully to submit your Association's "Batch Team Registration". You are reminded that teams must be submitted and paid for in order to register delegates for the 2010 OMHA AGM.

If you have any questions regarding this process please do not hesitate to contact the OMHA Office.

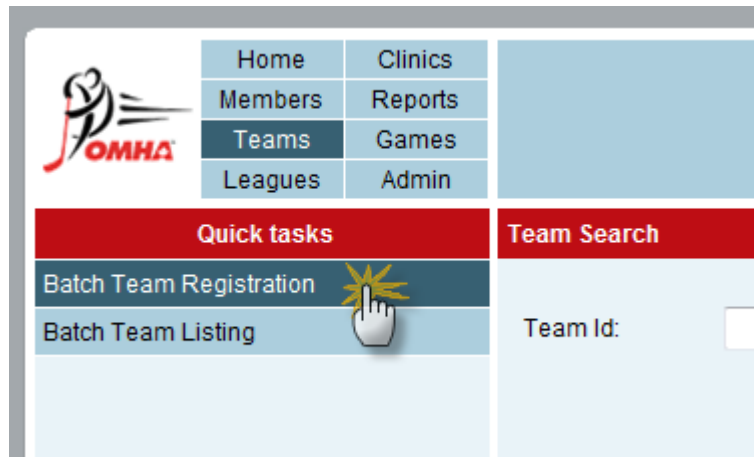
Member of:



2010-2011
OMHA Team Registration
(Batch Team Registration Process)

Batch Team Registration Process

1. Review and update your contact information under **Options > Change Information**. This information is YOUR personal HCR account information and not the association's information. This information is important in the event the OMHA Office Staff need to contact you regarding your submission.
2. Click on Teams > Batch Team Registration:



3. Click on the Association name in which you would like to create your batch of teams. At this point, if you have already submitted a batch for the season, you will be redirected to the “Batch Team Listing” page as you may only submit one batch per season.

4. Read the instructions and indicate that you understand:

Batch Team Registration

Office: AJAX

Batch Team Registration Process

1. You can only submit **ONE** Batch Team Registration per season.
2. You must add all your teams including Rep, House, Local, Rostered Select and Select league in one submission by **May 31, 2010**. A late fee of \$10 per team will be charged as of June 1, 2010.
3. Once you have reviewed and submitted your Batch Team Registration, an email is sent to OMHA for authorization. You will not be able to submit any other Batch Team Registrations for the season.
4. Once your batch has been authorized, you will receive an email notification and you will have the ability to print your invoice in your Batch Team Listing.
5. In your Batch Team Listing, print the invoice and send it in with your payment by mail.
6. Once the invoice and payment has been received, the teams will be activated.
7. To add or delete teams after your initial submission, you must use the Team Reconciliation form posted on the OMHA website.

[I understand](#)

▶ **Cancel**

5. Fill in your Batch Team Registration and click “Review”. **Please ensure that you are purchasing enough teams to register all anticipated player registrations (Tyke – Juvenile) for the season.** You may request a refund prior to December 1st for any teams purchased and not required. (See “Team Reconciliation Form: 2010-2011 Season”, page 11/12.)

Batch Team Registration

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Batch Teams

You can now create your batch of teams below. Once you have filled out all the teams you will need, click on “Review” to review your batch before submitting it.

Season:

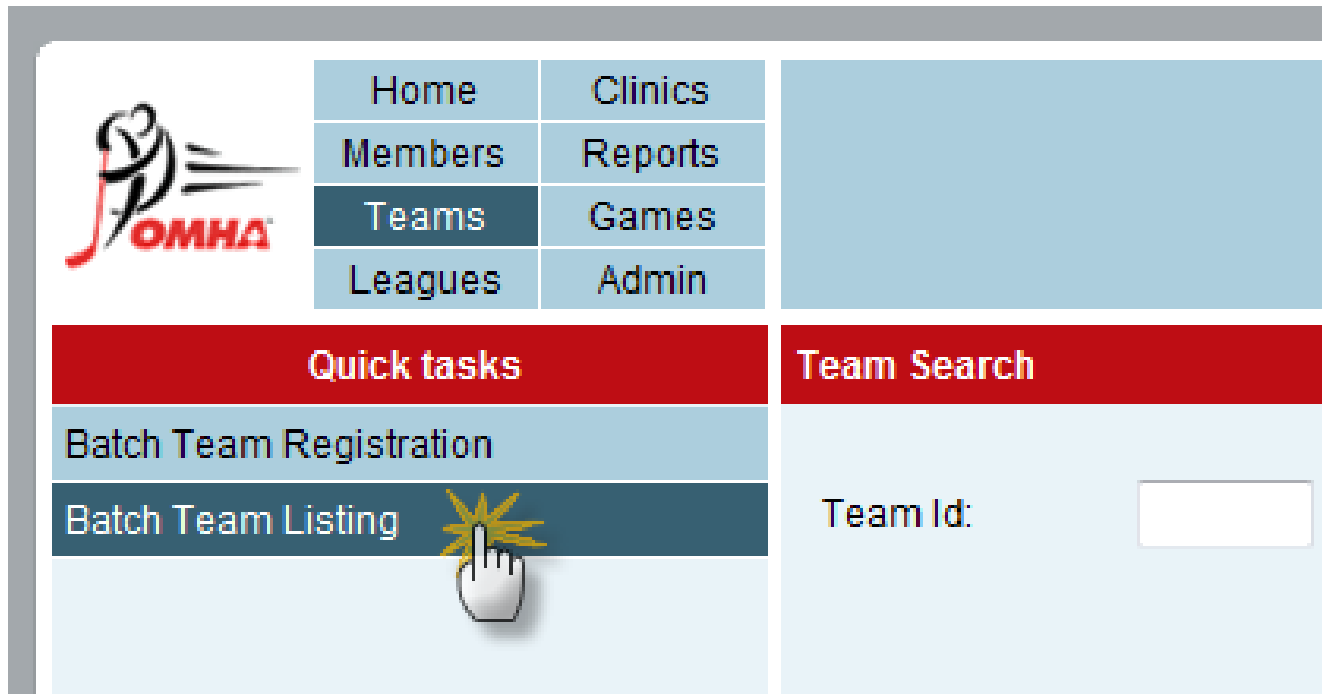
Class	League/Division	Category	Number of Teams
<input type="text" value="Maior"/>	<input type="text" value="Atom"/>	<input type="text" value="AA"/>	<input type="text" value="1"/>
<input type="text" value="Minor"/>	<input type="text" value="Atom"/>	<input type="text" value="AA"/>	<input type="text" value="1"/>
<input type="text" value="Maior"/>	<input type="text" value="Atom"/>	<input type="text" value="A"/>	<input type="text" value="1"/>
<input type="text" value="Minor"/>	<input type="text" value="Atom"/>	<input type="text" value="A"/>	<input type="text" value="1"/>
<input type="text" value="Maior"/>	<input type="text" value="AJAX AT HL"/>	<input type="text" value="HL"/>	<input type="text" value="10"/>
<input type="text" value="Minor"/>	<input type="text" value="AJAX AT HL"/>	<input type="text" value="HL"/>	<input type="text" value="10"/>
<input type="text" value="Maior"/>	<input type="text" value="AJAX AT RS"/>	<input type="text" value="RS"/>	<input type="text" value="1"/>
<input type="text" value="Please sele"/>	<input type="text" value="Please select"/>	<input type="text" value="Please sele"/>	<input type="text" value="Please sele"/>
<input type="text" value="Please sele"/>	<input type="text" value="Please select"/>	<input type="text" value="Please sele"/>	<input type="text" value="Please sele"/>
<input type="text" value="Please sele"/>	<input type="text" value="Please select"/>	<input type="text" value="Please sele"/>	<input type="text" value="Please sele"/>
<input type="text" value="Please sele"/>	<input type="text" value="Please select"/>	<input type="text" value="Please sele"/>	<input type="text" value="Please sele"/>
<input type="text" value="Please sele"/>	<input type="text" value="Please select"/>	<input type="text" value="Please sele"/>	<input type="text" value="Please sele"/>
<input type="text" value="Please sele"/>	<input type="text" value="Please select"/>	<input type="text" value="Please sele"/>	<input type="text" value="Please sele"/>

6. Review your Batch Team Registration before submitting it:

- a) Clicking “**Edit**” will allow you to go back and edit the batch to make any necessary corrections.
- b) Clicking “**Submit**” will submit the batch to the OMHA and generate an email requesting authorization. At this point you can no longer edit this batch or submit a new batch.
- c) Clicking “**Return**” will bring you back to the “Batch Team Listing”.

Batch Team Summary							
Office: AJAX							
Office	Class	Division	Category	Team Count	Cost Per Team	Total Payable	Total Paid
AJAX	Major	Atom	A	1	\$0.00	\$0.00	\$0.00
AJAX	Minor	Atom	A	1	\$0.00	\$0.00	\$0.00
AJAX	Major	Atom	AA	1	\$0.00	\$0.00	\$0.00
AJAX	Minor	Atom	AA	1	\$0.00	\$0.00	\$0.00
AJAX	Major	Atom	HL	10	\$0.00	\$0.00	\$0.00
AJAX	Minor	Atom	HL	10	\$0.00	\$0.00	\$0.00
AJAX	Major	Atom	RS	1	\$0.00	\$0.00	\$0.00
<hr/>							
▶ <u>Edit</u>							
▶ <u>Submit!</u>							
▶ <u>Return</u>							

7. To view your existing batch in your “Batch Team Listing” click on Teams > Batch Team Listing. Here you can verify the status of your batch or print the invoice for your authorized batch.



The screenshot shows the JOMHA website interface. On the left is the JOMHA logo. To its right is a navigation menu with the following items:

Home	Clinics
Members	Reports
Teams	Games
Leagues	Admin

Below the navigation menu is a "Quick tasks" section with two items: "Batch Team Registration" and "Batch Team Listing". A mouse cursor is clicking on "Batch Team Listing". To the right of the "Quick tasks" section is a "Team Search" section with a "Team Id:" label and an empty input field.

8. Prior to a batch being authorized by the OMHA Office you will be able to view a summary of your teams that have been submitted for authorization. If the OMHA Office has any questions regarding the teams that have been submitted you will be contacted at this time to review your submission:

Batch Team Listing

Batch Team Registration Process

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7. To add or delete teams after your initial submission, you must use the Team Reconciliation form posted on the OMHA website.

Batch Team Listing

Office:

Below are all the Batch Team Registrations that have been created in the selected office.

If a batch has been submitted to OMHA and has not yet been authorized, its status will be "Submitted".

Once a batch has been authorized by OMHA, its status will be set as "Authorized" and you will see a "Print Invoice" option so that you can print the invoice and mail it in with your payment.

ID!	Status!	Created By!	Date!	Total Payable!	Total Paid!	Team Count!		
1372	Submitted	omha-ajax-test	2010-04-15	\$715.00	\$0.00	25	[View Summary!]	

9. Once the OMHA Office has reviewed your request for teams and, if necessary, consulted with you regarding any changes, the batch will be authorized and an email notification will be sent to the email address you have configured on your HCR account (Options > Change Email). You are now ready to print your invoice:

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ID!	Status!	Created By!	Date!	Total Payable!	Total Paid!	Team Count!		
1372	Authorized	omha-ajax-test	2010-04-15	\$715.00	\$0.00	25	[View Summary!]	[Print Invoice!]

10. Printing your Invoice: The top part of your invoice will appear as below and includes instructions on submitting your payment. The bottom portion of the invoice (not shown) will include a summary of the teams registered along with the amount owing. **EXPORT** the invoice as a PDF file and print two copies. Submit one copy along with payment to the address indicated on the invoice. Retain the second copy of your invoice for your records.


Batch Team Invoice Report

Please print and keep a copy for your records.

Please forward invoice along with payment to :

OMHA
25 Brodie Dr, Unit 3
Richmond Hill, ON
L4B 3K7

LATE FEE OF \$10.00 PER TEAM WILL BE CHARGED AS OF JUNE 1, 2010

1 of 1 Select a format Export 

- Once payment is received and verified by the OMHA Office, your teams will be activated and pre-registered players may now be registered to their team. All players MUST be registered to a team in order to validate their insurance coverage.

Options | Help and Manuals | **Logout**

Notices | Bulletins

Batch Team Listing

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ID!	Status!	Created By!	Date!	Total Payable!	Total Paid!	Team Count!		
1372	Activated	omha-ajax-test	2010-04-15	\$715.00	\$715.00	25	[View Summary!]	

- Any additions or deletions to the number of teams purchased will be made by submitting the OMHA “Team Reconciliation Form: 2010-2011 Season”. The reconciliation process must be completed by December 1st. After this date Associations will not be eligible for a refund for unused teams.
- See sample of the OMHA “Team Reconciliation Form: 2010-2011 Season” on the next page.
- If you have any questions regarding this process please do not hesitate to contact the OMHA Office.
- Cheryl Kissel: cheryl.kissel@omha.net 905-780-2161
- Linda Pageau: linda.pageau@omha.net 905-780-2160
- Martha Dickie: martha.dickie@omha.net 905-780-2159



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TEAM RECONCILIATION FORM: 2010-2011 SEASON

BASE CATEGORY

Centre Name: _____ Date: _____

ADDITIONS	Representative				'AE'	HL	LL	Rostered Select	Select League
	AAA	AA	A	BB-E	Group 1 - 5				
Division	AAA	AA	A	BB-E	Group 1 - 5	HL	LL	Rostered Select	Select League
Juvenile									
Midget/Juvenile*									
Midget									
Minor Midget									
Bantam									
Minor Bantam									
Peewee									
Minor Peewee									
Atom									
Minor Atom									
Novice									
Tyke (Initiation)									
								Payment "A"	\$

* As per OMHA Regulations 4.2i) and 4.3g).

DELETIONS	Representative				'AE'	HL	LL	Rostered Select	Select League
	AAA	AA	A	BB-E	Group 1 - 5				
Division	AAA	AA	A	BB-E	Group 1 - 5	HL	LL	Rostered Select	Select League
Juvenile									
Midget/Juvenile*									
Midget									
Minor Midget									
Bantam									
Minor Bantam									
Peewee									
Minor Peewee									
Atom									
Minor Atom									
Novice									
Tyke (Initiation)									
								Refund "B"	\$

* As per OMHA Regulations 4.2i) and 4.3g).

Payment "A" subtract Refund "B" = \$

Completed by: _____ Signature: _____

Email Address: _____ Phone #: _____

<u>Representative</u>	
AAA-AA-A, AE Gr. 1 & 2	Juvenile - Minor Peewee
	\$89.00
Atom - Minor Atom	
	\$85.00
Novice	
	\$83.00
<u>BB-E & AE Gr. 3 - 5</u>	
Juvenile - Peewee	
	\$84.00
Atom	
	\$80.00
Novice	
	\$78.00
<u>House League</u>	
	\$18.00
<u>Local League</u>	
	\$20.00
<u>Rostered Select</u>	
	\$15.00
<u>Select League</u>	
	\$50.00
Note: A \$25.00 administration fee will be deducted from any applicable refund.	

Please forward to:
 OMHA
 25 Brodie Drive, Unit 3
 Richmond Hill, ON
 L4B 3K7

MUST APPLY FOR REFUND ON OR BEFORE DECEMBER 1ST

Member of:

