



NORTHERN ONTARIO HOCKEY ASSOCIATION

110 LAKESHORE DRIVE
NORTH BAY, ONTARIO P1A 2A8
PHONE: (705) 474-8851 • FAX: (705) 474-6019
www.noha-hockey.ca



HOW TO ADD A SECOND CHILD TO RESPECT-IN-SPORT PARENT

1. Go to <http://nohaparent.respectgroupinc.com>
2. Log in to your account
- 2.a) Can't Remember Username or Password?

Follow the prompts under **Recover Username/Reset Password**

When you look up your certificate number, it will also show you your username



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3. Once logged in, click **Profile**>**Child Management**

HOME | **PROFILE** | FAQ's | NEWS | HELP | LOGOUT

PROGRAM ACCESS | HANDOUTS | PARTNERS | RE-CERTIFY NOW | ADMIN ACCESS

PROFILE PAGE

Statistics

Profile Creation Date: September 17, 2013 Last Completed Module/Section: Completion Survey/Completion Survey
Certification #: Certification #: Current Certification Date: October 03, 2016 Imported Certificate? No

Please choose a section

- PROFILE INFORMATION
- RESET YOUR PASSWORD
- PERSONAL SETTINGS
- CHILD MANAGEMENT**

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

Section information

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
Lindsay Leggett	
Association	Gender
COBALT MHA	F

4. Click **ADD CHILD** and fill out all details, including the correct Association. Please double-check to ensure all details are correct.

Add A Child To Your Profile:

First Name

Last Name

Date of Birth

Gender
 Male Female

Click on the arrow below to expand the selections. Choose all associations that pertain to your child and this program.

Association
 Northern Ontario Hockey Association Parent

ADD CHILD (circled in red)
SAVE Save and Add Child CANCEL Close Without Saving

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



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5. When your child's name shows up, click so it is highlighted yellow, then **Continue: Match to selected profile.**

PROFILE PAGE

Statistics

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Certification #: NOHAP-275951-1-Y7C Current Certification Date: October 03, 2016 Imported Certificate? No

Please choose a section

- PROFILE INFORMATION
- RESET YOUR PASSWORD
- PERSONAL SETTINGS

Section information

CHILD MANAGEMENT

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

Child 1

The following records were found in the Hockey Canada Registration System.
Click on the correct profile to select it or choose "No Match Found":

Name	DOB	Gender	Branch	MHA	Hockey ID
Lindsay Leggett		Female	Ontario Hockey Federation	Noha	1500000615057

NO MATCH FOUND
None of these are a match

CONTINUE
Match to selected profile

Full Name Birth Date

5.a) What if there is no match?

Double-check to ensure the MHA, DOB, and Name spelling are accurate. If the last name is hyphenated, try searching only the first of them in case the profile is punctuated differently. **If you click No Match Found, a new profile will be created for your child and the credential will not be added correctly. Please call your Association or the NOHA if you cannot find a match.**

6. Once the child shows up in your profile, the credential will automatically update.