

## **Respect in Sport Parent Program User Guide Kent Minor Hockey Association**

**Web Address: Registration:** <https://omhahockeyparent.respectgroupinc.com/secure/>

1. Select "Register a New User"
  - i. In the Username and Password fields, you may create any entries you wish. On re-entry, username and password must be entered exactly as during registration. Respect in Sport recommends using an email address as a username as this is always unique to an individual user and is easily remembered
  - ii. In the Secret Question/Secret Answer fields, enter a question which will be displayed if the Username/Password recovery tools are used. The answer you provide must match exactly as entered during registration
  - iii. All fields with a Red X indicate a required field. The red X will change to green checkmarks on successful entry.
2. Click Submit
  - i. With successful registration, you will be taken to the Child Management page. Please associate your profile with the names you are the parent/guardian of.
3. Click Add Child to add additional children
4. Click Done when complete.
5. You will now be requested to complete registration with the purchase of the program. The cost of the program is \$12 and paid via PayPal. Please note, once the PayPal transaction has been completed, please do not close the PayPal page which displays. You will either be redirected to Respect in Sport, or requested to click a button.
6. Once In the program, select the language of your choice to access the content pages

### **Re-Entry**

1. Return to the web address identified above
2. Enter your username and password as created during registration in the Login boxes provided.
  - For Username/Password assistance, click on Forgot Username? or Forgot Password on the login page

### **Technical Assistance:**

- Respect in Sport makes use of Pop-Up windows within the program. Please ensure Pop-Up blockers are turned off or, when prompted, set to allow pop-ups from the identified web address
- Once in the program, select Help if technical assistance is required. The Help files provide easy tools to provide assistance.