



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**

PROFILE PAGE

Statistics for Lindsay Leggett

Profile Creation Date: September 17th, 2013 @ 10:55 am (EST) Last Login: October 12th, 2022 @ 7:26 am (EST) Last Completed Module/Section: Completion Survey/Completion Survey Cycle 1

Certification #: Current Certification Date: October 3rd, 2016

Profile Information Reset Password Certificate and Takeaways Payment Receipt Privacy Policy

Profile Information * Required field

This section lists all information provided when you registered your account.

Account Information **Child Management** Re-certify Now

Full Name	Birth Date	Association	Gender	Hockey Member ID
Lindsay Leggett		COBALT MHA	Female	2021130700015542

You have **1 additional child record(s)** attached to your profile that have not been imported into this program. Please click the "Import Child" button below to import them to this program and potentially avoid making duplicate records!

ADD CHILD
Add a child to your profile

EDIT CHILD
Edit selected child record

IMPORT CHILD
Import a child to your profile

Helpdesk Support [Vue en Français](#)

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



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The screenshot shows a web application interface with a modal form titled "Add A Child To Your Profile:". The form contains the following fields and options:

- First Name ***: Text input with placeholder "Enter your child's first name as shown on their birth certificate or entered with".
- Last Name ***: Text input with placeholder "Enter your child's last name as shown on their birth certificate or entered with".
- Date of Birth ***: Text input with placeholder "Enter your child's correct date of birth. This is a requirement for providing pr".
- Gender ***: Radio buttons for Male, Female, and Other.
- Street Information**: Three input fields for **Street Number ***, **Street Name ***, and **Unit Number** (Optional).
- City ***, **Province ***, **Country ***, and **Postal Code ***: Four input fields.
- Birth Country ***: A dropdown menu with the text "Select birth country of this child".
- Ethnicity ***: A dropdown menu with the text "Select ethnicity of this child".

At the bottom of the form, there are two buttons: **SAVE** (with the text "Save and Add Child" below it) and **CANCEL** (with the text "Close Without Saving" below it). The **SAVE** button is circled in red in the image.

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



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PROFILE PAGE

Statistics

Profile Creation Date: September 17, 2013 Last Completed Module/Section: Completion Survey/Completion Survey
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.