



## CLINIC HOSTING STEPS

1. Access BC Hockey Website.
2. Select "Clinics."
3. Select "Request to Host."
4. Complete all information requested in full.
5. Click "Submit."
6. Review all entered information to ensure it is correct.
7. Click "Confirm" if correct or "Edit" if you would like to make changes.
8. You will receive an email confirming your request to host a clinic.
9. Once your request has been approved by the appropriate volunteer coordinator you will receive an email outlining this.
10. If your clinic is private, you will have a web address in the approval email that will need to be emailed to the delegates that your association would like to attend the clinic for them to complete the registration process (if your clinic is less than 30 days away see next step).
11. As your clinic is now less 30 days from the start date, the clinic will now be public and will be available for registration via the BC Hockey website clinics section by selecting "Register to attend a BC Hockey Clinic."