



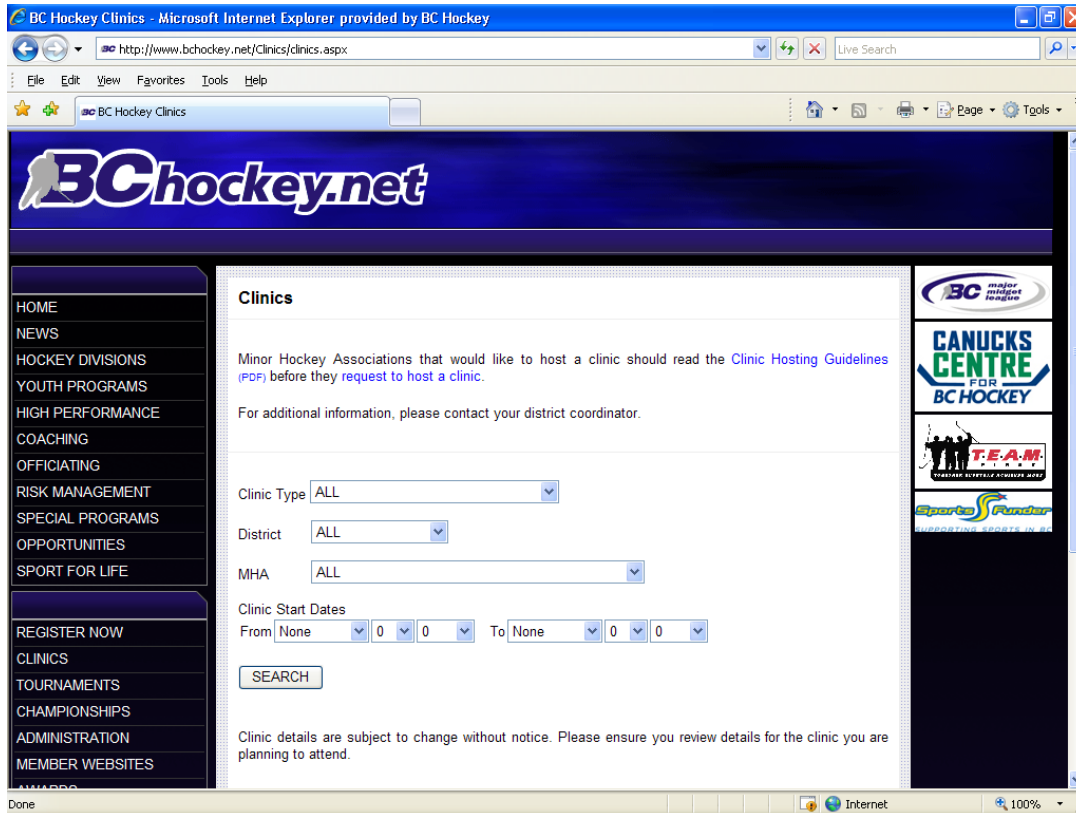
CLINIC HOSTING STEPS:

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"
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STEP 1

The host signup process will currently remain the same. A prospective host will access the online host a clinic request form for the BC Hockey website at <https://www.bchockey.net/Clinics/clinics.aspx> and select "request to host a clinic"





STEP 2

The prospective host is required to complete a hosting application. Once all of the applicable information is entered the host must click “submit”



STEP 3

Another screen will generate asking the host to review all of the information as being correct and then click "submit" if all information is correct or if additional changes are required to then to click "Edit" and make the appropriate changes.

The screenshot shows a web browser window titled "BC Hockey Clinic Request Confirmation Page - Microsoft Internet Explorer provided by BC Hockey". The address bar shows the URL: https://www.bchockey.net/applicationforms/ClinicHostRequestConfirm.aspx?id=728. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar with "Google" entered, and a toolbar with various icons. The main content area is divided into several sections:

- Navigation Menu:** A vertical list of links on the left side: RISK MANAGEMENT, SPECIAL PROGRAMS, OPPORTUNITIES, SPORT FOR LIFE, REGISTER NOW, CLINICS, TOURNAMENTS, CHAMPIONSHIPS, ADMINISTRATION, MEMBER WEBSITES, AWARDS, and ABOUT.
- Contact Information:** A table with the following data:

Contact Email	bdoyle@bchockey.net
Contact Street	6671 Oldfield Road
Contact City	Saanichton
Contact Postal Code	V8M 2A1
- Clinic Information:** A table with the following data:

Type of Clinic	Speak Out!
Month	October
Number of Days	2
Clinic Start Time	3:30 pm
Estimated Number of Attendees	25
Facility Name	test
Room	room test
Facility Street	123 Main Street
Facility City	Victoria
Facility Postal Code	V8M 2A1
- Billing Information:** A table with the following data:

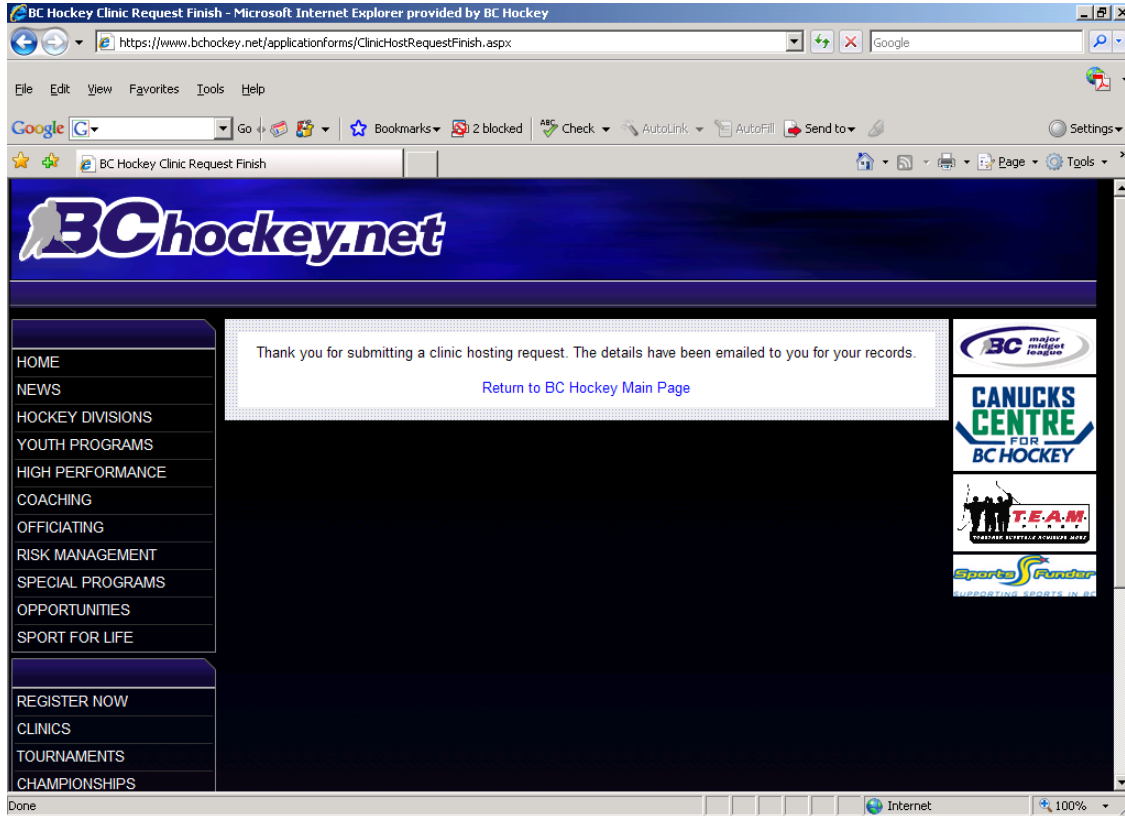
Billing Street	123 Main Street
Billing City	Victoria
Billing Postal Code	V8M 2A1

At the bottom of the form area, there are two buttons: "CONFIRM" and "EDIT". The footer of the page contains the BC Hockey logo and several other logos: BCHL, Kootenai, VJHL, BC Hockey, CANADA, WHL, and HANCOVER. A small note at the bottom left states: "Best viewed using Internet Explorer 6 or Firefox 2 or higher at 1024x768 resolution". The browser status bar at the bottom shows "Internet" and "100%" zoom.



STEP 4

The next screen will then thank the host for requesting the clinic and advise an email confirming the request will be sent to them. At this time the request will automatically be forwarded to the BC Hockey Office and subsequently reviewed by the appropriate volunteer coordinator.





The host will then immediately receive the following email to the address indicated on the application for the clinic:

Thank you for submitting the above clinic hosting request. The information has been sent to the appropriate District Coordinator for approval. Please find a summary below of the information that was submitted.

Upon approval or denial, you will receive a follow-up email with any updated details. If you have any questions, feel free to contact the BC Hockey office.

Regards,

BC Hockey
6671 Oldfield Road
Saanichton, BC V8M 2A1
Ph: 250.652.2978
Fax: 250.652.4536
www.bchockey.net

Applicant Information

MHA
District Vancouver Island
MHA Clinic Contact Name Test!
Contact Phone 250-555-1234
Contact Email test@bchockey.net
Contact Street 6671 Oldfield Road
Contact City Saanichton
Contact Postal Code V8M 2A1

Clinic Information

Type of Clinic Speak Out!
Month October
Number of Days 2
Clinic Start Time 3:30 pm
Estimated Number of Attendees 25
Facility Name test
Room room test
Facility Street 123 Main Street
Facility City Victoria
Facility Postal Code V8M 2A1

Billing Information

Billing Street 123 Main Street
Billing City Victoria
Billing Postal Code V8M 2A1



STEP 5

Once the office has been advised by the volunteer coordinator that the clinic has been approved the host will receive the following email:

The above clinic has been approved by the district coordinator. Please review the updated details below. If you have any questions, please contact the BC Hockey office.

Here is the link to sign up for the Speak Out – everyone must sign up thru E-Learning:
<http://elearning.hockeycanada.ca/AccountLogin.aspx?cid=XXXXX>

Regards,
BC Hockey
6671 Oldfield Road
Saanichton, BC V8M 2A1
Ph: 250.652.2978
Fax: 250.652.4536
www.bchockey.net

Applicant Information

MHA: test
District: Vancouver Island
MHA Clinic Contact Name: Test!
Contact Phone: 250-555-1234
Contact Email: bdoyle@bchockey.net
Contact Street: 6671 Oldfield Road
Contact City: Saanichton
Contact Postal Code: V8M 2A1

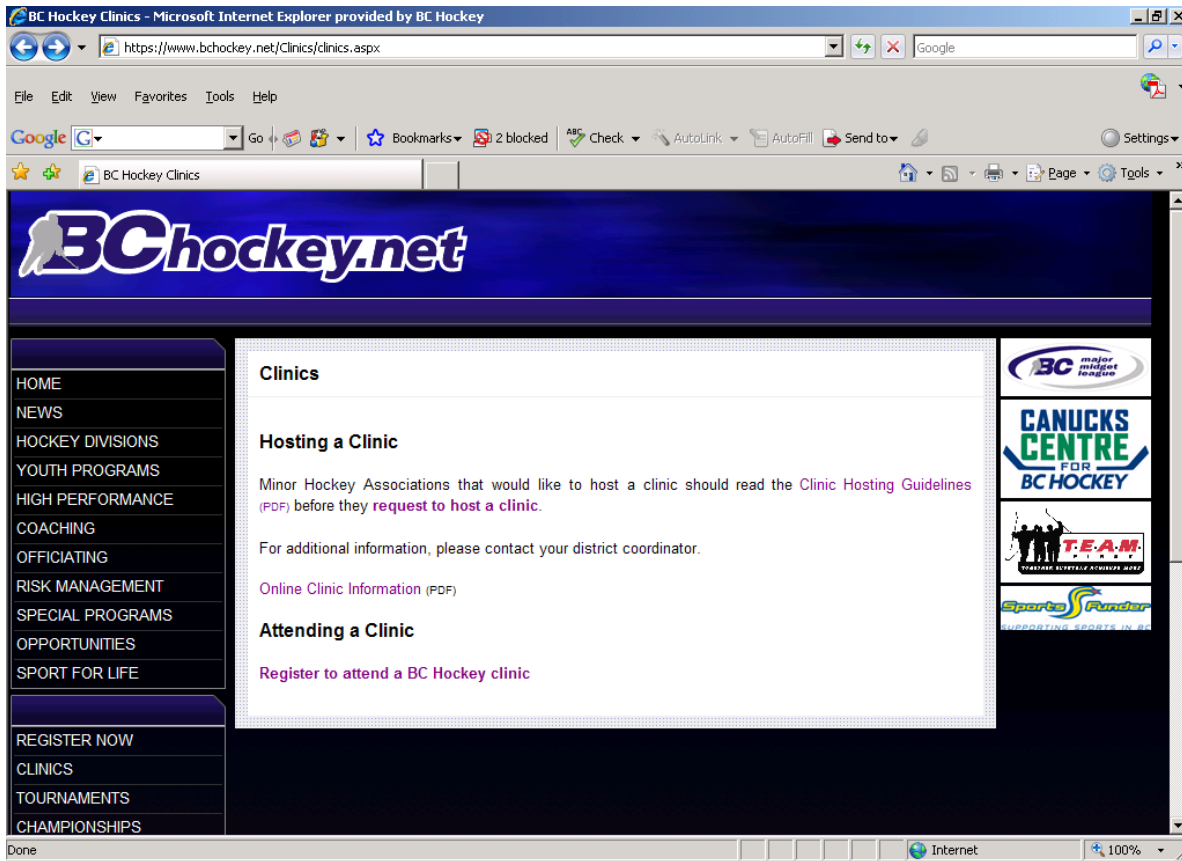
Clinic Information

Type of Clinic: Speak Out!
Date: October 0, 0
Number of Days: 2
Clinic Start Time: 3:30 pm
Estimated Number of Attendees: 25
Min Number of Attendees:
Max Number of Attendees:
RegistrationDeadline:
Facility Name: test
Room: room test
Facility Street: 123 Main Street
Facility City: Victoria
Facility Postal Code: V8M 2A1

Billing Information

Billing Street: 123 Main Street
Billing City: Victoria
Billing Postal Code: V8M 2A1

PLEASE NOTE: As per the clinic hosting guidelines – a clinic will remain private until 30 days prior to the start date of the clinic. Once the clinic is within those 30 days the clinic will then become public and be posted and searchable through the BC Hockey Website by way of selecting under the Attending a Clinic area “REGISTER TO ATTEND A BC HOCKEY CLINIC



This will then lead you to a searchable area of all public clinics available for registration:

