ONLINE REGISTRATION PROBLEMS…

- **I RECEIVED A MESSAGE THAT SAYS I HAVE NOT MET THE REQUIRED PREREQUISITES FOR REGISTERING FOR A CLINIC.**

First, check your certification level on the coach's list (below).

http://www.usahockey.com/CoachingClinicCertSearch.aspx

If your name does not appear on the coaches list or the information does not accurately reflect your current certification level, please fax or email a copy of the front and back of your Coaching Education Program card. Please ensure the CEP number, your name, and certification stickers are all visible and legible. Also include your full name, date of birth, current address, telephone number, and email address. Please send to Alison Raines via fax at 719-538-1160 or email to alisonr@usahockey.org

Second, the name and address you entered for your usahockey.com profile must match the information in our database. Please review these tips for your profile.

Tips for creating your USA Hockey.com profile to register for a coaching clinic:

- Your name, date of birth and zip code must match the USA Hockey database in order for your certification information to be applied to your database record.
- If you are a previous USA Hockey member, please use the same name and date of birth that appears on your Participant Membership Card. This will ensure your records are maintained together and not creating multiple records in our database.
- If you don't have a membership card, check the online certification list and use the name listed there.
- The zip code that appears on the online certification list must match your profile zip code as well. If the zip code is incorrect, please send address corrections to addresschange@usahockey.org. If the certification information is incorrect, follow these instructions for updating your information.
    - If your name does not appear on the coaches list or the information does not accurately reflect your current certification level please fax or email a copy of the front and back of your Coaching Education Program card. Please ensure the CEP number, your name, and certification stickers are all visible and legible. Also include your full name, date of birth, current address, telephone number, and email address. Please send to Alison Raines via fax at 719-538-1160 or email to alisonr@usahockey.org

Finally, if your certification level is correct and your name matches the online certification list and your participant card, then your date of birth or address is incorrect in our database. Please send your full name, date of birth, current address, telephone number, and email address to Alison Raines via fax at 719-538-1160 or email to alisonr@usahockey.org