

# How to Sport HUB:

## Full Set up and Registration Instructions for New Users

### Introduction

Welcome to Sport Hub Antigonish! The first time you use the Sport Hub site, there are some additional steps required for set up which are described in detail below. Once these steps are complete, registrations will be quick and easy! Sport Hub is much more than the registration portal, it is a community-wide, collaborative initiative with many long-term goals to improve community sport. As part of Sport Hub, the new website is locally developed and constantly evolving and growing.

We are always interested in your feedback - email us any time with questions or ideas at [admin@mysporthub.ca](mailto:admin@mysporthub.ca).

### Creating an Account

- Go to <https://mysporthub.ca/>
- On the top right corner of the page, on the menu bar, click "Create an Account".
  - Fill out your details, create a username/password, and save your information.
- Confirm your account by clicking the link in the confirmation email you will receive. Check your junk mail!
- After confirming, you will be able to log in. Click "Log In" on the menu bar (top right).
  - Fill in your Username and Password, click "Log In".

### Setting up your Family

- On the top menu bar to the right, you will now see your "MyHub" drop-down in yellow (ex. "John Doe's Hub ▼").
  - Click the name to reveal a dropdown menu of options.
    - (This is also where you'll access the family schedule, family news, and manage your account).
- Under this drop-down menu, select "Family Profile".
- Click the black button labelled "Edit Family Info", fill out your family information here and submit.

### Adding Family Members

- You will first need to add yourself as the "primary adult" and fill out your profile information. A flashing warning will be visible and you will not be able to access registrations until this step is complete.
  - You may add additional adults here (adult-other) for communications or registration purposes.
- Another flashing warning will let you know you have required reading. Click the black "Required Reading" button to review the "Safe Sport" information. This feature is for sharing important information and ensuring you see it.
  - Confirm you have seen this page by submitting (button at the bottom of page).
- Add family members by clicking "Add Family Member" and filling out their profile, just like you did yours!

### Registration

- Once you have added the registrant as part of your family and completed their profile, you will now see a "Waiver" button beside their name. Click this, review the participation waiver, and confirm that you have read and understand the participation waiver by clicking the confirmation button at the bottom of the page.
- Return to your family profile page. Now you will see a "Registration" button beside their name in place of the waiver button.
  - Click this to reveal a personalized list of programs based on the participant's profile.
- For more info on a program, you can click the title to reveal additional details.
- Select the programs you wish to register for using the checkboxes, and then hit "Submit" to request registration.
- If there are additional waivers associated to the program (like a media release, for example), these will pop up now. Select waiver answers and submit. Now the registration request process is complete. Hold tight.
- While your registration status is still "pending" you can unregister or retract your request using the same process (except "unchecking" the box instead of checking it).
  - Once the registration status is confirmed, you would have to contact the organization directly to unregister.
- Follow payment prompts ONLY once your registration status is CONFIRMED by the organization. An email will come through to you when you are confirmed. Keep an eye on your junk!
  - Once confirmed, view the organization "payment process" information (linked on family page and in confirmation email) and proceed with payment.