



Welcome to the West London Minor Hockey Association Privit Profile,

As a parent/guardian of a player, you are going to create an account online using your email address then add your player into the account to complete only their information. Returning parents/guardians can use the same email address and password from a previous season. The instructions below will guide you through creating a profile online. Complete all the information on the player's Home screen until the completion status bar changes from orange to green and indicates "Submission Complete"

For any questions regarding registration please contact the Privit Support Desk

1-844-234-4357 (Monday to Friday 8:00 AM to 5:00 PM ET) or contact our [Help Center](#)

Before you start, make sure to have the following information on hand:

- Email and Password (if you created an account last season)

Step 1: Click on this website link westlondonhockey.privitprofile.ca or enter it into your browser (Note: there is no www.)

Returning Players – Click **LOG IN** and use the same email address and password from a previous season or organization.

New Players - Click **REGISTRATION** to create an account with Privit. Make sure you select your role as Parent/Guardian. Please follow the bullet point instructions below

- You will then be directed towards the [Home](#) page. On the left underneath your name click on "Add Member". A new page will open where you can complete your player's information.
- Make certain the player's name is below your name on the [Home](#) page. Select their name and a new [Home](#) page will appear with information to complete for the athlete.

Step 2: From the Home page, scroll down to the UPDATE tab beside **JOINED TEAMS** and select the team your player will participate on, then click Done

Step 3: From the Home page, click the blue tab beside the **PERSONAL DETAILS** section to provide demographic information. Once all 3 sections are complete click SAVE & EXIT. From the Home page, **make sure it is indicating 100% complete.**

Step 4: From the Home page, click the blue tab beside **ROWAN'S LAW EDUCATION**. Please take the time to review all the concussion educational material with your player. Once completed, click the blue SUBMIT tab

Creating E-Signature - A new message will appear, click the blue tab "Create New Signature".

- As the Parent/Guardian you will create your own signature. You can use the cursor on a computer or with your finger on a tablet device to create an e-signature. Click SAVE and then DONE to return to the Home page. From the Home page underneath or beside the form click on SIGN and a new screen will open with your e-signature. Attest then click SIGN DOCUMENT. Click DONE to return to the Home page.
- On the Home page under this form, it will now indicate *Player click here to sign*. Click there and repeat the same process to create and apply your Player's e-signature. Once everything is complete, on your Home page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Player*.



Important:** Once the required the documents have been completed, the **Completion Status** bar should turn green and indicate **Submission Complete**. If the status bar is still orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed.