



The Greater Toronto Hockey League will require that all Players born 2009 or earlier, Coaches, Staff, and Officials to provide proof of vaccination. Please follow all the steps in the registration instructions below to register an account and provide your COVID 19 Vaccination record. Please take the time to complete all the information properly. You can reference the instructions below to guide you through completing the league required documentation. ***(It's recommended you complete registration from a PC, Laptop or Tablet)***

Before creating or updating your profile it is recommended you have the following information on hand:

- Proof of COVID 19 Vaccination Record

**NOTE: These instructions are only for registrants under the age of 18.**

**STEP 1:** Start by clicking on this [willowdalehockey.privitprofile.ca](http://willowdalehockey.privitprofile.ca) or entering it into your browser (NOTE no www.)

- Click the blue **REGISTER** tab and select your role as **"PARENT / GUARDIAN"**
- Verify your email address and phone #
- After verifying your information, click on the blue the **Home** tab. This will direct you towards the **Home** page.
- On the left side of the **Home** page underneath your name as the Parent Guardian, click **"Add PLAYER / STAFF / VOLUNTEER"**
- After adding your player into the account, click on their name new **Home** page will open where you can begin completing the required player information

**STEP 2:** From your **Home** screen, click the **JOINED TEAMS** tab and select team you're associated with.

**STEP 3:** From your **Home** screen, click on **PERSONAL DETAILS** and fill out your demographic information. Click the blue **Save&Exit** tab when finished.

**STEP 4:** From your **Home** screen, click on **COVID VACCINATION SCREEN**. Complete the required fields. Click the blue **Save&Exit** tab when finished.

**STEP 5:** From your **Home** screen, under **UPLOAD DOCUMENTS** click on **COVID 19 Vaccination Record** and upload a copy of your COVID 19 Vaccinations record.

After you've successfully uploaded your vaccination record, you'll be directed back towards your **Home** screen. On your **Home** screen, the Completion Status bar will 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.

**NEED HELP?** Privit Support Desk: 1-844-234-4357 (Monday to Friday 8:00 AM to 5:00 PM ET) or contact our [Help Center](#)