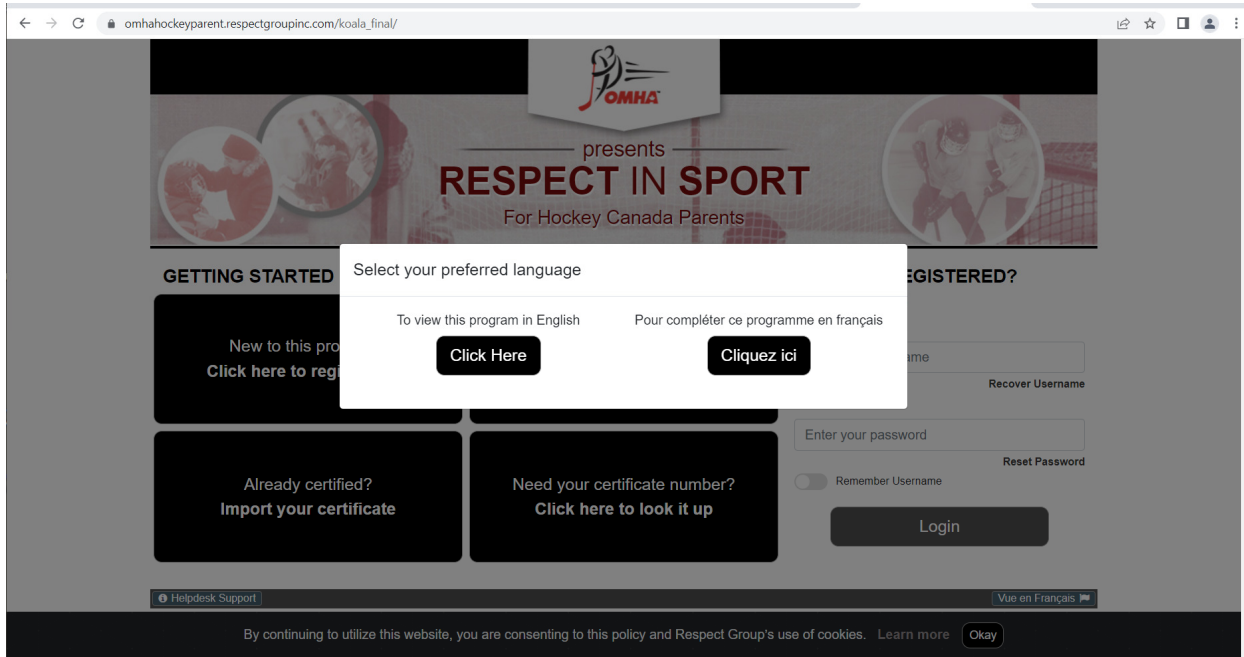


# How to Add a New Player to Your Respect in Sport Parent Program Certificate

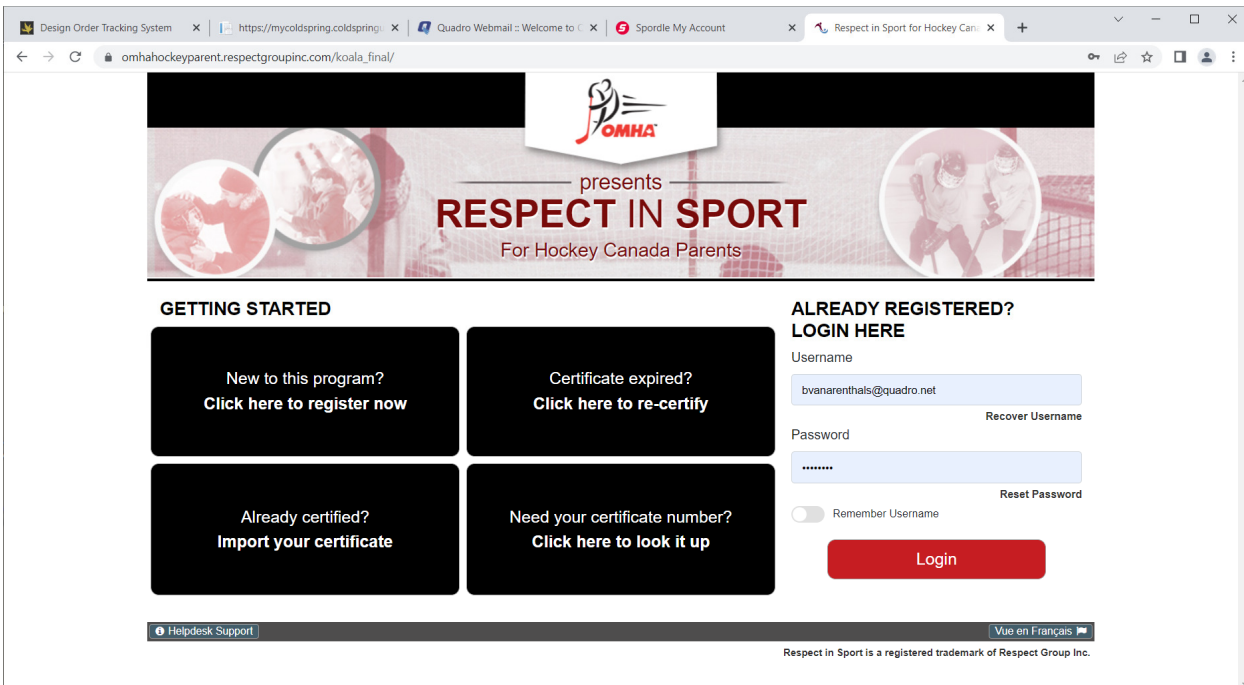
Go to this link on the omha.net website:

[https://omhahockeyparent.respectgroupinc.com/koala\\_final/](https://omhahockeyparent.respectgroupinc.com/koala_final/)

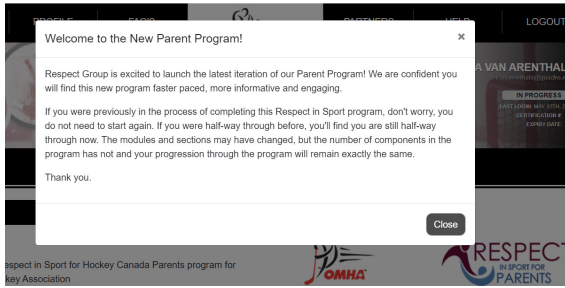
click one of the two options for English or French



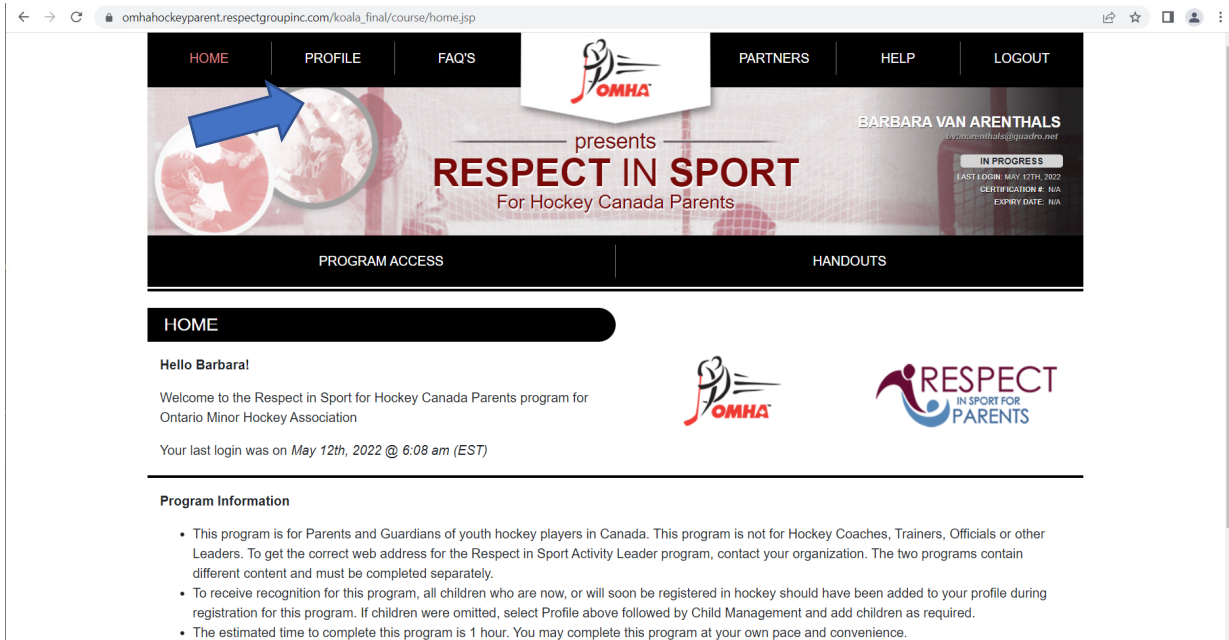
Type in your username and password. Username is your email. Click Login.



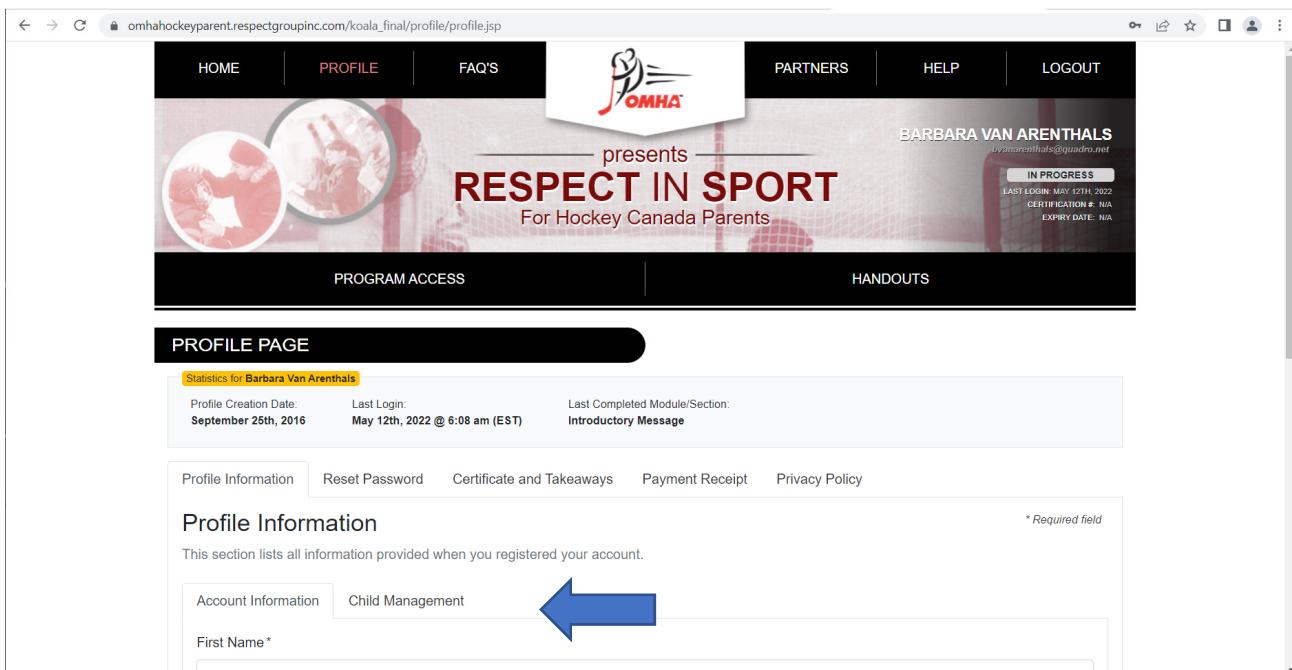
You should get this message. Click Close



Your account should appear, click Profile at the top



Scroll down until you see Child Management. Click the Tab



Any children you have under your profile will appear, if you need to add a new player, click ADD CHILD.

The screenshot shows a web browser window with the URL [omhahockeyparent.respectgroupinc.com/koala\\_final/profile/profile.jsp](http://omhahockeyparent.respectgroupinc.com/koala_final/profile/profile.jsp). The page title is "PROFILE PAGE". Below the title, there is a section for "Statistics for Barbara Van Arenthals" with the following details: Profile Creation Date: September 25th, 2016; Last Login: May 12th, 2022 @ 6:08 am (EST); Last Completed Module/Section: Introductory Message. A navigation bar includes links for Profile Information, Reset Password, Certificate and Takeaways, Payment Receipt, and Privacy Policy. The "Profile Information" section is active, showing a sub-tab for "Child Management". A table lists children with columns for Full Name, Birth Date, Association, Gender, and Hockey Member ID. Two children are listed: Cole Van Arenthals and Jacob Van Arenthals, both associated with LUCAN and Male. The Birth Date and Hockey Member ID fields are obscured by blue boxes. Below the table are two buttons: "ADD CHILD" (Add a child to your profile) and "EDIT CHILD" (Edit selected child record).

Full Name	Birth Date	Association	Gender	Hockey Member ID
Cole Van Arenthals	[Redacted]	LUCAN	Male	[Redacted]
Jacob Van Arenthals	[Redacted]	LUCAN	Male	[Redacted]

Fill in the Blanks to Submit the new information.

The screenshot shows the same Profile Page as above, but with a modal form titled "Add A Child To Your Profile:" open. The form contains the following fields: First Name\* (text input), Last Name\* (text input), Date of Birth\* (text input), Gender\* (radio buttons for Male, Female, Other), Street Number\* (text input), Street Name\* (text input), Unit Number (text input with "Optional" label), City\* (text input), Province\* (text input), Country\* (text input), Postal Code\* (text input), and Birth Country\* (text input). At the bottom of the modal are two buttons: "SAVE" (Save and Add Child) and "CANCEL" (Close Without Saving).

If you require assistance, click HELP at the top right.