

## **New SPORDLE Account – How to Create**

### Spordle – My Account

Steps to create a new account: <https://account.spordle.com/login>

1. Don't have an account – **Sign up.. Click sign up!**
2. Enter your email address then press the arrow.
3. Enter your first and last name and create a password then press the arrow.
4. You will be sent a verification code to your email entered, use that to enter in the next page and then press verify. This will take you back to the login page where you will have to enter the password you just created.
5. Click on the I Agree red button to accept the terms.

Steps to add members/players to your new account:

You will need a Hockey Canada ID#, please email [nanaimomha@shaw.ca](mailto:nanaimomha@shaw.ca)

Once you are in your account you will be at the dashboard. You will see your name, but that doesn't mean all your credentials are added. You now must add yourself (and your player(s) to your profile.)

1. Click on Members in the left menu box.
2. Click on the icon of the person with the plus.
3. In the Link a Member box fill in the first, last and date of birth of the person you want to add. (Some may have issue with this as there were some errors with inputting info in the past during registration – if you are unable to locate the person you are trying to add please reach out to Natasha). The date of birth format is YYYY-MM-DD. Click search. You can also search by your HCR # (if you know it).
4. Once you click on search, any existing profiles will populate. To the right of the name there is a blue box to link the member, click on this to add to your profile. You will then have a drop down box to select a relationship to the person you are adding. Once that is done, click link.
5. You should now see two circles under your members with the initials of each. If you click on the initials of the one you have added and then chose the qualifications tab heading – on the top in white you will see all your valid credentials. All expired are in gray towards the bottom.