How to search, update, release, transfer and create a Member profile

1. CREATE NEW

Before you create a NEW member profile, please check the following 2 scenarios. If these procedures are not followed, you may be registering an illegal player, who did not have a proper transfer approval. Such incidents will have severe consequences.

1. Have you “SEARCH ALL” in OWHA database?
   a. When you select “SEARCH”, it only searches the data within your own association.
   b. Try searching with only the first few letters of the first & last name – unless the name is spelled exactly as it exists, you will not find the member. This applies to DOB.
   c. When the search fails to find the member, please contact OHWA Registrar, registrar@owha.on.ca before you create a NEW profile.

2. Is this member moving to Ontario from another province or country?
   Is this member registering with an OWHA team BUT live outside of Ontario?
   These players MUST complete an Interbranch or IIHF Transfer Form. Please contact OHWA Registrar, registrar@owha.on.ca. Such players cannot be registered to a team, thus, cannot participate in ANY team activity until the transfer is approved and properly registered.

2. SEARCH

Register > Member > search by name > Search (within your association) or Search All (requires DOB to search all of OWHA database)
3. UPDATE MEMBER PROFILE (only for those within your association)

Certification List – must be completed for all staff. Please refer to the OWHA website for certification requirements for all staff. OWHA may update Head Coach’s certification upon verification.

Details – All member profile MUST have the correct information in their profile, including their full address. The Association Registrars can update the address, phone #s, and email address. The spelling of the name, gender and the DOB must be updated by OWHA. Please forward any updates to the OWHA Registrar.
NEW: Add Alert – This information can only be viewed within your own association and can only be deleted by the Association Registrar.

To delete the Alert, go to SETUP > Setup Alerts > delete or disable.
4. REQUEST A TRANSFER

Register > Member > search by name > Search All (requires DOB to search all of OWHA database)

This request will be directed to the association where the participant was last registered. The player should notify the association of the pending transfer request. You will be notified by email upon approval or denial.

You cannot register a player, therefore, such player cannot participate with the team in any activities until the transfer is approved and properly registered.
5. RELEASE – To release those participants who request to move to another association. Please review that they have fulfilled all commitments and there are no outstanding issues before you release.

Before you release a participant, please check the APPROVE TRANSFER list.

**Please follow step 1 before step 2.**

1. To view the list of requests: REGISTER > APPROVE TRANSFER > APPROVE or DENY. Please select one.  
   Please remember to adjust the start date to at least 2 months prior then “SHOW LIST”.

2. If you have players that are not on this list but have requested releases, you can release such players to OWHA RELEASE.  
   REGISTER > MEMBER > search & select > RELEASE.

The transfer requests of these players will be directed to OWHA.

If you have any questions, please do not hesitate to contact the OWHA Registrar at registrar@owha.on.ca.