



9/5/2017

Respect in Sport Parent Program

The RIS Parents Program is REQUIRED to be completed prior to your child participating in on-ice activities. Please complete the RIS Parents program before September 30th, 2017

**** There will be a small fee associated with this course that can be paid online with a credit card. ****

For any members who state they already have their certification but have new children in the system they must:

- Log into their RIS parent account: <https://hnbparent.respectgroupinc.com/>
- Once signed in, Click on "Profile" at the top of the home page
- Click on "Child Management" to the left of the profile page
- Click on "Add a child" and follow the directions. And click "SAVE"

If a parent forgot their username or password, they have to click on the link "Recover username or Reset password".

If you are a first time parent then you need to do the following as soon as possible:

Procedures:

1. A parent registers at the appropriate URL for the program:
<https://hnbparent.respectgroupinc.com>
2. Immediately on completing their registration, the parent is displayed the Child Management Page where they can add the first name, last name and date of birth of each child they need to have associated to them.
3. The parent completes the program
4. Immediately on completion of the program, the system will talk to the HCR and do a look-up based on associated children only. (If there are no children associated, no information will be transmitted). The look up will be based on the Branch ID (which is why it is important the user registers at the appropriate URL), the child's first name, last name and date of birth.

5. If a match is found, the HCR will tell us which Minor Hockey Association the child is affiliated with (this is known as the Office ID). Our system will then talk to the HCR again and update the appropriate child record using the correct Office ID. The information placed on the Child Athlete's record is the parents certification number and the name of the parent who completed the program.
6. If no match is found, a new record will be created for the Child Athlete and on it will be the Parent Program certification number and the name of the parent who completed.

Suggested User Instructions for Respect in Sport-Parent

The following brief instructions are provided to assist with accessing and advancing through Respect in Sport.

Registering for Respect in Sport-Parent program: <https://hnbparent.respectgroupinc.com>

- Click on the link or button displayed to access the program. By default the system will load in English. Click the word "Français" to translate the page.
- Select "Register a New User"
- Create a username and password for your self to enter in the appropriate fields. Respect Group Inc. recommends using an email as a username as this is generally unique to an individual and not easily forgotten.
- Complete all fields. Any fields identified with a red X is a mandatory field and must be completed. Other fields are considered optional but are requested by your organization.
- Any field with a "?" in a circle beside the red X has a tool tip. If you run your mouse over the tool tip, more information about that field will be displayed.
- Review and accept the Respect Group Inc. privacy policy.
- Click Submit at the bottom of the page.
- On successful registration submission, you will have a "Continue Registration" page displayed. This is the page which displays the cost of the program. Click Purchase
- A new page will be displayed indicating what program access you are purchasing. All transactions will be completed via PayPal. Click "Proceed to Checkout" to complete the purchase. This transaction will take place on the secure PayPal website. Respect Group Inc. personnel and systems will never have access to credit card information.
- Once purchase has been completed, you will have access to Respect in Sport.
- Once in the program, click on your language of choice to access the program content pages.
- Enjoy Respect in sport.

Re-accessing Respect in Sport

- Click on the link or button displayed to access the program. By default the system will load in English. Click the word "Français" to translate the page.
- Enter the username and password you entered while registering for the program.
- The completed lessons will be indicated with a checkmark; you can then continue to the next uncompleted lesson.

You can re-access any completed lessons and handouts.