

## Hockey Manitoba – Parent Program

### User Instructions for Respect in Sport for Parents

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

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

Click on the link or button displayed to access the program. By default the system will load in English.

Click on *Register New User*

Create a username and password for your-self in the appropriate fields. Respect Group Inc. recommends using an email for username as this is generally unique to an individual and not easily forgotten.

*Note: if you are already certified in a Respect Group parent program, enter your certificate number*

Complete all fields. Any fields identified with a red X is mandatory and must be completed. Other fields are considered optional but may be 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 and you will be prompted to associate your child/children to your profile

This step is **critical** for the recognition of your certification by your organization.

Enter the proper child information in the Child Management Page, then click on *No Further Children to Add* when done.

NOTE: you can add other children later with the Profile/Child Management option

You will then be prompted for payment through a secure PayPal transaction.

Once completed, click on the language of your choice, then on *Parent Program Content* in the left hand side menu.

#### Re-accessing Respect in Sport

- Click on the link or button displayed to access the program. 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.
- Handouts are always accessible from the program slides or from the Handouts menu at left.

NOTE: Helpdesk is available on a 24/7 basis.


