# GrayJay Pay Registration User Guide

### Step 1 - Create an Account on GrayJay Pay

The first step is to create an account on the GrayJay Pay platform at <u>grayjaypay.ca</u>. Click the Sign Up button in the top right part of the screen, then enter your email address and a password. A validation email will be sent to your email address, and after clicking the Validate Email Address button your account will be activated.







# <section-header><section-header><section-header><text><text>



### Step 2 - Account Setup and Family Members

Complete the Account setup page and add family member(s) to your account. The main account is typically in the name of a parent, while the participants in the programs being registered for are the family members within the account. Other family members, such as other parent(s), grandparents, etc., can also be added and in a future release they will be able to receive e-mail communications from the organizations in which they have family members registered.

|                       | Setup                                                                                             |
|-----------------------|---------------------------------------------------------------------------------------------------|
| GrayJay Pay           | Tell us a little about yourself, so we can customize your experience and make<br>checkout easier. |
| The way it should be! | First Name * Last Name *                                                                          |
|                       | First Name                                                                                        |
|                       | Date of Birth * Gender                                                                            |
|                       | YYYY-MM-DD Gender 🗸                                                                               |
|                       | Mobile Phone Number * Country *                                                                   |
|                       | 123-456-7890 Canada                                                                               |
|                       | Street Address * City *                                                                           |
|                       | Address City                                                                                      |
|                       | Province * Postal Code *                                                                          |
|                       | Province ~ X1X 1X1                                                                                |
|                       | Next Not ready to setup? Sign Out                                                                 |



|                  | Last Nar   | ne *           | Date of Birth * |               |
|------------------|------------|----------------|-----------------|---------------|
| First name       | 🗎 🛛 Last n | ame            | YYYY-MM-DD      |               |
| Gender           | Email *    | 🗆 Use my email | Phone Number    | 🗆 Use my numb |
| Gender           | ✓ Email    |                | 123-456-7890    |               |
| Street Address * | City *     |                | Province *      |               |
| Street Address   | City       |                | Province        | ~             |
| Street Address   |            |                |                 |               |
| Postal Code *    | Country    | *              |                 |               |

## Step 3 - Register For Your Program(s)

Browse to the organization that is offering the program(s) you want to register for and add the program(s) to your cart.

### Step 3(a) - Regular Programs

A program on GrayJay Pay can be for anything that requires users to sign up and pay for, such as a Saturday morning development camp, an off-season recreational hockey league program, a baseball tryout session, etc..



| •                                                                                      | 2                                                                          | 3                                                    | 4                                   |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------|
| Program                                                                                | Participant                                                                | Questions                                            | Policies & Waivers                  |
| This is a sample GrayJay Pay reg<br>off-season recreational hockey le                  | istration program. A program can be for anything that re<br>aague program. | equires users to sign up and pay for, such as a Satu | rday morning development camp or an |
| The description can include the c                                                      | letails for the program, including a bullet list as such:                  |                                                      |                                     |
| <ul> <li>Dates and time can be listed</li> <li>Important information can be</li> </ul> | d.<br>19 specified.<br>19 provided.                                        |                                                      |                                     |
| <ul> <li>Detailed instructions can be</li> </ul>                                       |                                                                            |                                                      |                                     |

| rayJay Pay R                        | legular Program             |                 |                    |
|-------------------------------------|-----------------------------|-----------------|--------------------|
| lay Demo Organization               |                             |                 |                    |
|                                     |                             |                 |                    |
|                                     |                             |                 |                    |
|                                     |                             |                 |                    |
| 1                                   | 2                           | 3               | 4                  |
| Program                             | Participant                 | Questions       | Policies & Waivers |
|                                     |                             |                 |                    |
| Participant                         |                             |                 |                    |
| Select the family member you want t | o register for the program. |                 |                    |
| Participant *                       |                             |                 |                    |
| Cassidy Trenholm                    | ✓ I Edit Family Member      |                 |                    |
|                                     |                             |                 |                    |
| Participant Details                 |                             |                 |                    |
| First Name *                        | Last Name *                 | Date of Birth * |                    |

| rayJay Pay Regula                                        | r Program                    |                              |                         |
|----------------------------------------------------------|------------------------------|------------------------------|-------------------------|
| 1 Program                                                | 2 Participant                | 3<br>Questions               | 4<br>Policies & Waivers |
| Program Questions                                        |                              |                              |                         |
| This is a sample question *                              | This is a sample question #  | #2 *                         |                         |
| This question requires a simple text entry as an answer. | This question provides a lis | t of options to choose from. |                         |
| Enter response                                           | Select Option                | ~                            |                         |
| Previous                                                 |                              |                              | Next                    |

| GrayJay Pay                        | Regular Program |           |                      |
|------------------------------------|-----------------|-----------|----------------------|
| GrayJay Demo Organization          |                 |           |                      |
|                                    |                 |           |                      |
| 1                                  | 2               | 3         | 4                    |
| Program                            | Participant     | Questions | Policies & Waivers   |
| Policies & Waivers                 |                 |           |                      |
| Payment Policy                     |                 |           | +                    |
| Waiver                             |                 |           | +                    |
| I agree to the waivers and policie | es above.       |           |                      |
| Previous                           |                 |           | \$600.00 Add to Cart |



| My Cart<br>Home - Cart                          |          |   |                                                  |                                                 |
|-------------------------------------------------|----------|---|--------------------------------------------------|-------------------------------------------------|
| GrayJay Pay Regular Program<br>Cassidy Trenholm | \$125.00 | × | Cart Total<br>Subtotal<br>Taxes<br>Service Fee   | \$125.00<br>\$0.00<br>\$4.00<br>\$120.00        |
|                                                 |          |   | Proceed to<br>By completing your purchase<br>Ser | Checkout<br>you agree to these Terms of<br>rice |

| heckout                                  |        |                |     |          |                                                            |                                                                      |
|------------------------------------------|--------|----------------|-----|----------|------------------------------------------------------------|----------------------------------------------------------------------|
| ne • Cart • Checkout                     |        |                |     |          |                                                            |                                                                      |
|                                          |        |                |     |          |                                                            |                                                                      |
|                                          |        |                |     |          |                                                            |                                                                      |
| Billing Details                          |        |                |     |          | Order Summa                                                | r <b>y</b>                                                           |
| First Name *                             |        | Last Name *    |     |          |                                                            |                                                                      |
| Chad                                     | 1      | Trenholm       |     |          | GrayJa<br>Cassid                                           | <b>y Pay Regular Program</b><br>y Trenholm                           |
| Email *                                  |        | Phone Number * |     |          | \$125.00                                                   | 0                                                                    |
|                                          |        |                |     |          | -                                                          |                                                                      |
| Address *                                |        | City *         |     |          | Subtotal                                                   | \$125.00                                                             |
|                                          |        |                |     |          | Taxes                                                      | \$0.00                                                               |
| Country *                                |        | Province *     |     |          | Total                                                      | \$129.00                                                             |
| Canada                                   | ~      | Nova Scotia    |     | ~        |                                                            |                                                                      |
| Postal Code *                            |        |                |     |          | Complete                                                   | Checkout                                                             |
|                                          |        |                |     |          | SSL Sect                                                   | ire Payment                                                          |
|                                          |        |                |     |          | By completing your purchase<br>Service. Refunds do not inc | , you agree to these <b>Terms of</b><br>lude service and transaction |
| Payment Method                           |        |                |     |          | Te                                                         | BS.                                                                  |
| <ul> <li>Credit or Debit Card</li> </ul> |        |                |     |          |                                                            |                                                                      |
| Card Number                              | • VISA | Expiration     | CVC |          |                                                            |                                                                      |
| 1234 1234 1234 1234                      | E      | MM / YY        | CVC | <b>E</b> |                                                            |                                                                      |



If you have a credit available on your account, it will be applied to your cart automatically (or a portion of the available credit, based on the total cost of the program(s) in your cart).

| J               | GrayJay Pay Regular Program<br>Cassidy Trenholm<br>\$100.00 |
|-----------------|-------------------------------------------------------------|
| Subtotal        | \$100.00                                                    |
| Credits Applied | \$-100.00                                                   |
| Taxes           | \$0.00                                                      |
| Service Fee     | \$4.00                                                      |
| Total           | \$4.00                                                      |
| (               | Complete Checkout                                           |
|                 | SSL Secure Payment                                          |

### Step 3(b) - Hockey Canada Registration Programs

GrayJay Pay is integrated with Hockey Canada's HCR (Hockey Canada Registry) system and can therefore be used by hockey leagues and associations in Canada to register their players each season.

The registration process is the same as described above for regular programs, but with an added step to complete any required Hockey Canada waivers and/or questions.



If the family member (participant) you are registering already has an HCR number associated in the GrayJay Pay database (this happens automatically if we find a matching first name, last name, and date of birth), then you will see a screen like the one below:

| D                                                                                                                                             | Besticizent                                                                                                                      |                                                                                                                                                                 | 4                                                                                                        | 5                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Program                                                                                                                                       | Participant                                                                                                                      | nockey Canada Registry                                                                                                                                          | Questions                                                                                                | Policies & walvers                                                                               |
|                                                                                                                                               | Hockey Canac<br>This program requires                                                                                            | la Registry<br>a Hockey Canada Registry account.                                                                                                                |                                                                                                          |                                                                                                  |
| HCR Nun<br>15000003                                                                                                                           | iber Me                                                                                                                          | ember Quee<br>Incom                                                                                                                                             | plete ×                                                                                                  | Waivers<br>Incomplete                                                                            |
| Birth Country *                                                                                                                               |                                                                                                                                  | nnicity *                                                                                                                                                       | Do you identify as India                                                                                 | enous? *                                                                                         |
| Dirtroodinay                                                                                                                                  |                                                                                                                                  | mory                                                                                                                                                            |                                                                                                          | cilous.                                                                                          |
| - Not Set -                                                                                                                                   | Waivers                                                                                                                          | - Not Set -                                                                                                                                                     | - Not Set -                                                                                              | ~                                                                                                |
| -Not Set-                                                                                                                                     | Waivers                                                                                                                          | - Not Set -                                                                                                                                                     | - Not Set -                                                                                              | ~                                                                                                |
| - Not Set -<br>lockey Canada<br>greement<br>Hockey Canada does not s<br>information for the purpos<br>your personal information<br>box below. | Waivers<br>iell, trade or otherwise share the infr<br>es of offering additional services, p<br>by Hockey Canada, its Members an  | - Not Set -<br>ormation we collect outside our Members and<br>romotions, including promotions offered by th<br>d/or associations is entirely at your discretion | Associations. However, we may f<br>rd parties, and/or hockey specific<br>Should you choose to allow this | rom time to time use this<br>research. This type of usage of<br>type of usage please check the   |
| - Not Set -<br>lockey Canada<br>greement<br>Hockey Canada does not s<br>information for the purpos<br>your personal information<br>box below. | Waivers Waivers Hell, trade or otherwise share the inference of offering additional services, p by Hockey Canada, its Members an | - Not Set -<br>ormation we collect outside our Members and<br>romotions, including promotions offered by th<br>d/or associations is entirely at your discretion | - Not Set-                                                                                               | rom time to time use this<br>c research. This type of usage of<br>type of usage please check the |
| - Not Set -<br>lockey Canada<br>greement<br>Hockey Canada does not s<br>information for the purpos<br>your personal information<br>box below. | Waivers                                                                                                                          | - Not Set -<br>prmation we collect outside our Members and<br>romotions, including promotions offered by th<br>d/or associations is entirely at your discretion | - Not Set-                                                                                               | from time to time use this<br>research. This type of usage of<br>type of usage please check the  |

If your family member does not yet have an HCR number associated in the GrayJay Pay database, you will see a screen like the one below and you can either search for the player in



the HCR database and link to the family member if found, or you can create a new HCR account for the player, at which time you will receive a new HCR number.

|                                            | Participant                                                                       | Hockey Canada Registry                                                                                                                            | Questions                                                                     | Policies & Waive                                            |
|--------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------|
|                                            | Hockey Cana<br>This program requires                                              | <b>da Registry</b><br>: a Hockey Canada Registry account.                                                                                         |                                                                               |                                                             |
| Unable to find a Ho<br>contact GrayJay Der | ockey Canada Registry account for the<br>no Organization to initiate a transfer o | selected participant. Please choose an option be<br>f your Hockey Canada Registry account before co<br>Hockey Nova Scotia Parent Declaration Form | elow. If you are transferring from ar<br>mpleting this registration. They wil | other organization, please<br>I require that you submit the |
|                                            |                                                                                   |                                                                                                                                                   |                                                                               |                                                             |

If the participant being registered is a member of another organization, the registration will be blocked and a message will be displayed indicating that they need to contact the organization to initiate a transfer request. A message like the one below will be displayed:

| CANADA                                                          | Hockey Canada Registry<br>This program requires a Hockey Canada R | egistry account.                                                                       |
|-----------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>HCR Number</b><br>150000070                                  | Member                                                            | × Organization<br>TATAMAGOUCHE                                                         |
| This Hockey Canada member b<br>before completing this registrat | elongs to a different organization and will need to requion.      | uest a transfer. Please contact Truro Minor Hockey Assocation to initiate the transfer |
| Previous                                                        |                                                                   | Next                                                                                   |



Upon completion of the Hockey Canada required questions and waivers, and after completing the registration, the player is considered to be registered for the season with Hockey Canada.