

# Account Set-up & Payment

## Create Your playpay.ca Account

- visit [https://www.playpay.ca/secure\\_html/custom/playpay/createAcc.cfm](https://www.playpay.ca/secure_html/custom/playpay/createAcc.cfm) to create your account



### Create playpay account

**1** Email

Password

Confirm Password

**2**   **click "Next"**

enter the email address & password you would like to have associated with your account

### Create playpay account

Email

Account Type **3**  Member - I want to use playpayca to MAKE payments to organizations. **select "Member" for "Account Type"**

Organization - I want to use playpayca to RECEIVE payments from members.

Password

Confirm Password

Organization **4**  **Leave "Organization" blank**

Name **5**  **Type in the name of one (1) parent or guardian**

**6** **Fill in the remainder of the contact information fields**

Address

City

Province

Postal Code

Phone

Mobile

## Payment Options

Once your account is created, you can select from four payment options - bank payment, credit card, e-cheque or interac e-Transfer. If you want to use e-cheque or interac e-Transfer, click below so we can get a bit more information. If you're not sure, you can always return to account setup and enter the information at a later time.

e-cheque  Yes, I would like to have the e-cheque payment option.

interac e-Transfer  Yes I would like to have the interac e-Transfer payment option

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Check applicable payment options (optional)

Receive Email Notifications  Every now and then, we see great offers we'd like to pass along. By leaving this option checked, you agree to periodically receive carefully selected promotional offers from playpay.ca or other businesses.

Terms of Service  I have read & agree with the [playpay terms of service agreement](#).

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Review & check "Terms"

Cancel

Complete

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click "Complete"

Your account is now set-up. Click "Next"

## Add Waterloo Minor Hockey to Your Organization List



The cheapest way to receive payments online

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click "my organizations"

### my organizations

Use the search tool to find an organization to add to your personal list.

Organization

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Type "waterloo minor hockey" in the "enter organization name" field & select "Ontario" from the drop down menu in the "select province" field. Then click "Search"

my organizations  
my payments  
my help  
logout

select	organization	type	phone	city / province
<input checked="" type="checkbox"/>	Waterloo Minor Hockey Association	Hockey-Ice	519-725-1434	Waterloo / Ontario

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Check the box beside "Waterloo Minor Hockey Association"

Then click "Next"

Search Again

Next

# confirm organization

The organization you have selected is "Waterloo Minor Hockey Association".

Enter the player's full name and dob (mm/dd/yyyy), and then select the activity(ies) for this player. The activity(ies) can be changed or updated at any time.

participant's name:

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participant's date of birth:

Enter your child's FULL name & birthdate (mm/dd/yyyy)

Select Activities:

Activity	Descriptor	Cost
<input type="checkbox"/> U10 & U11 Hockey Camp	born 2010 or 2011	35000
<input type="checkbox"/> U12 & U13 Hockey Camp	born 2008 or 2009	35000
<input type="checkbox"/> -----	-----	000
<input type="checkbox"/> I P 4/5 Registration Fee	born 2015 or 2016	30000
<input type="checkbox"/> I P 6 Registration Fee	born 2014	46000
<input type="checkbox"/> U8 Registration Fee	born 2013	55500
<input type="checkbox"/> U9 Registration Fee	born 2012	57500
<input type="checkbox"/> U10 Registration Fee	born 2011	57500
<input type="checkbox"/> U11 Registration Fee	born 2010	57500
<input type="checkbox"/> U12 Registration Fee	born 2009	60000
<input type="checkbox"/> U13 Registration Fee	born 2008	60000
<input type="checkbox"/> U14 Registration Fee	born 2007	65500
<input type="checkbox"/> U15 Registration Fee	born 2006	65500
<input type="checkbox"/> U16 Registration Fee	born 2005	60000
<input type="checkbox"/> U18 Registration Fee	born 2003 or 2004	60000
<input type="checkbox"/> -----	-----	000
<input type="checkbox"/> AAA Tryout Fee	covers both AAA & AA tryouts	10000
<input type="checkbox"/> AA Tryout Fee	covers AA tryouts only	8000
<input type="checkbox"/> MD Tryout Fee	covers both MD & Select tryouts	8000
<input type="checkbox"/> Select Tryout Fee	covers Select tryouts only	3000

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Check the box beside each "Activity" you are registering your child for

Cancel

Add Organization

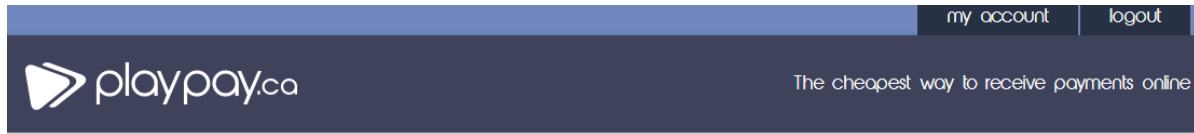


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click "Add Organization"

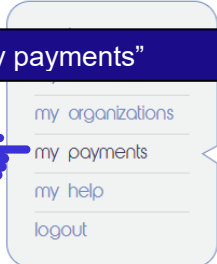
**\*\*IF REGISTERING MORE THAN ONE (1) PLAYER\*\***  
Repeat Steps 10-15 for each player

# Make Payments to Waterloo Minor Hockey



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click "my payments"

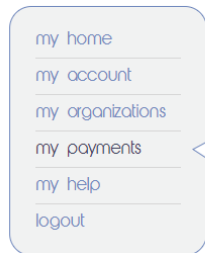


## my payments

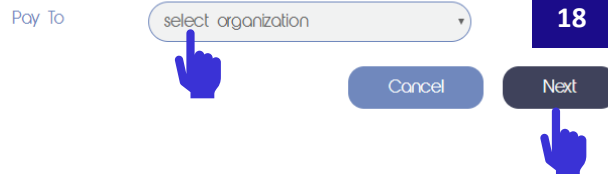


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click "make a payment"



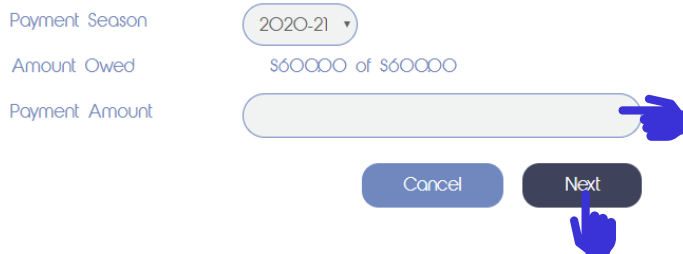
## make a payment



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Select "Waterloo Minor Hockey Association" from the dropdown menu  
Then click "Next")

## make a payment



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Enter the amount you are paying  
Then click "Next"

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## select payment method

Select from one of four ways to pay.

Pay from within your  
playpay account.

Pay from your  
online banking website.



credit card

2.5% fee.  
It's immediate.



e-check

No cost.  
Takes about 1 day.



bank payment

No cost.  
Takes about 1 day.



interac e-transfer

No cost.  
Takes about a half-day.

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Select from 1 of the 4 available payment methods and follow the on-screen instructions to complete your payment