



FIELD HOCKEY CANADA

CRC Document Uploading

Here's how to register your existing Criminal Record Check (CRC) with FHC through our Registration and Event Database (F-RED.) You only need to do this once even if you have multiple roles, as it will be tied to your login rather than any specific role or position. The procedure is simpler for FHA members, and is slightly different for Board Members than team roles.

1. Create F-RED Account

FHA members with an FHA Ramp account go to section 2.

1. Create your account here:
<https://www.rampregistrations.com/login?v3=7aa122cc>
2. When complete, you will return to the login page

2. Upload CRC: coaches, team managers and all team staff positions

1. Login to F-RED with your FHA Ramp credentials here:
<https://www.rampregistrations.com/login?v3=7aa122cc>
If you get a Captcha error, try again. You should now be at FHC Club, with primarily red branding.
 2. Hit the **Coach/Staff Registration** button
 3. Select season **Summer Outdoor 2021**
 4. Select the person who is going to register the CRC, and, if a coach, enter your NCCP #
 5. Select **Registration** division
 6. Select the appropriate **Position**
 7. Hit the **Continue** button to take you to the next screen
 8. In the **Criminal Record Check** box, enter the date the CRC was completed, and upload the file
 9. Hit the **Continue** button to take you to the next screen
 10. Ignore the **Certifications** screen (as all your certifications are automatically retrieved from the CAC Locker's public access page with your surname and NCCP #) and hit the **Continue** button to take you to the next screen
 11. Check the details on the **Confirm Details** screen, noting there is no payment required
 12. Hit **Submit Registration**
 13. You should now see a completion screen and you will be sent an e-mail confirmation
- And that's it!!



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3. For board members and other volunteers:

1. Login to F-RED with your FHA Ramp credentials here:

<https://www.rampregistrations.com/login?v3=7aa122cc>

If you get a Captcha error, try again. You should now be at FHC Club, with primarily red branding.

2. Hit the **Executive/Volunteer Registration** button
3. Select season **Summer Outdoor 2021**
4. Select the appropriate **Position**
5. Select the person who is going to register the CRC, and, if you have one, enter your NCCP #
6. Hit the **Continue** button to take you to the next screen
7. In the **Criminal Record Check** box, enter the date the CRC was completed, and upload the file
8. Hit the **Continue** button to take you to the next screen
9. Check the details on the **Confirm Details** screen, noting there is no payment required
10. Hit **Submit Registration**
11. You should now see a completion screen and you will be sent an e-mail confirmation

And that's it!!