



# Sub Goalie Registration

## STEP 1: USA HOCKEY REGISTRATION

- You will need to have your USA Hockey Registration Number to complete your registration. USA registrations from last season expired August 31<sup>st</sup>
- Visit <https://membership.usahockey.com/> to renew your registration, write the 9 digit and 5 letter confirmation number down so you can enter it when prompted during the player registration process below.

## STEP 2: CREATE YOUR INDIVIDUAL ACCOUNT

- If you already have created an account on our online registration site, login to [kvicehouse.maxgalaxy.net](http://kvicehouse.maxgalaxy.net) and proceed to Step 3. **Do not create a new account!** If you forgot your password select "I forgot my password" request to have it reset.
- New users** to our online registration site will need to "create an account" on our new online registration site at [kvicehouse.maxgalaxy.net](http://kvicehouse.maxgalaxy.net), or by going on [www.kvicehouse.com](http://www.kvicehouse.com) and clicking on "Register for a League".
- Note – Passwords must contain at least one lower case letter, one upper case letter, one number and a special character (ie: # ! \$). Write down your login and password as you will be using the same account for future leagues.

## STEP 3: Register

*Once you are signed into your account on [kvicehouse.maxgalaxy.net](http://kvicehouse.maxgalaxy.net):*

- Click on "Registration" at the top and select "League Registration" from the drop down menu
- Click on "Adult Leagues" on the left side of the page.
- Click on the green "Register" button next to MASTER SUB GOALIE LIST.
- Fill out "Registration Information"
  - Enter USA Hockey Confirmation Number mandatory to complete the process. See Step 1 if you don't have this.
- There is no payment required for this list
- Click "Add to Cart"
- Make sure to Check Out
  - If not redirected after "Add to Cart", click on "Shopping Cart" in the top right corner. Even though there is no fee, you have to go through this process to complete registration.
- You will receive and email confirmation for your registration

## STEP 4: GET YOUR HELMET STICKER & Sign-in

Stop at the KVIH front office before the first game you sub for, staff will be able to quickly verify your online registration and issue your helmet sticker you will need to be allowed on the ice. Inform the staff that you are a sub so they can look it up. If the office does not have the scoresheets then you **MUST** check in with the scorekeeper each game to put your name on the scoresheet as a sub. You only need to get the sticker the first time, it is good for the entire season. You will have to get a new sticker each season and show proof of a current USA Hockey #.