# GrayJay Pay Registration User Guide

Create an Account on GrayJay Pay

The first step is to create an account on the GrayJay Pay platform at grayjaypay.ca. 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.
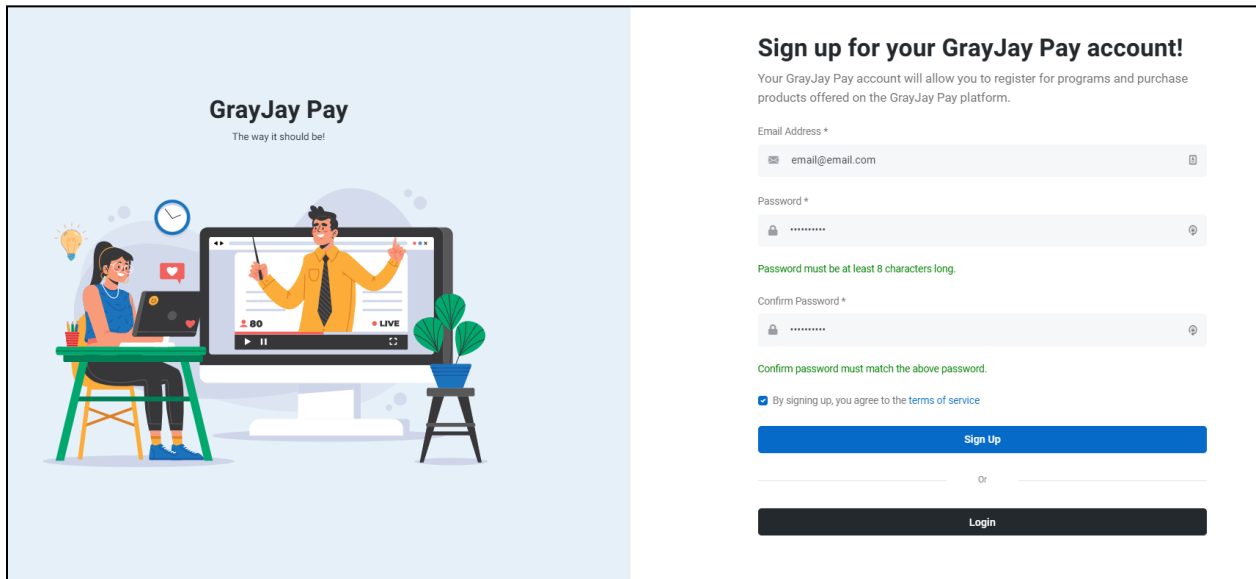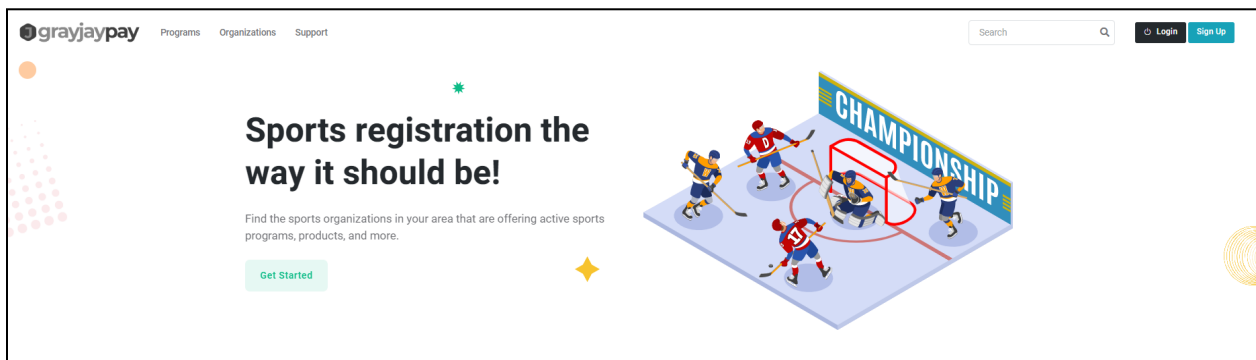
GrayJay Pay

The way it should be!

Account Created

Your account has been created. Please check for a validation email to confirm your email address.

Resend Validation Email

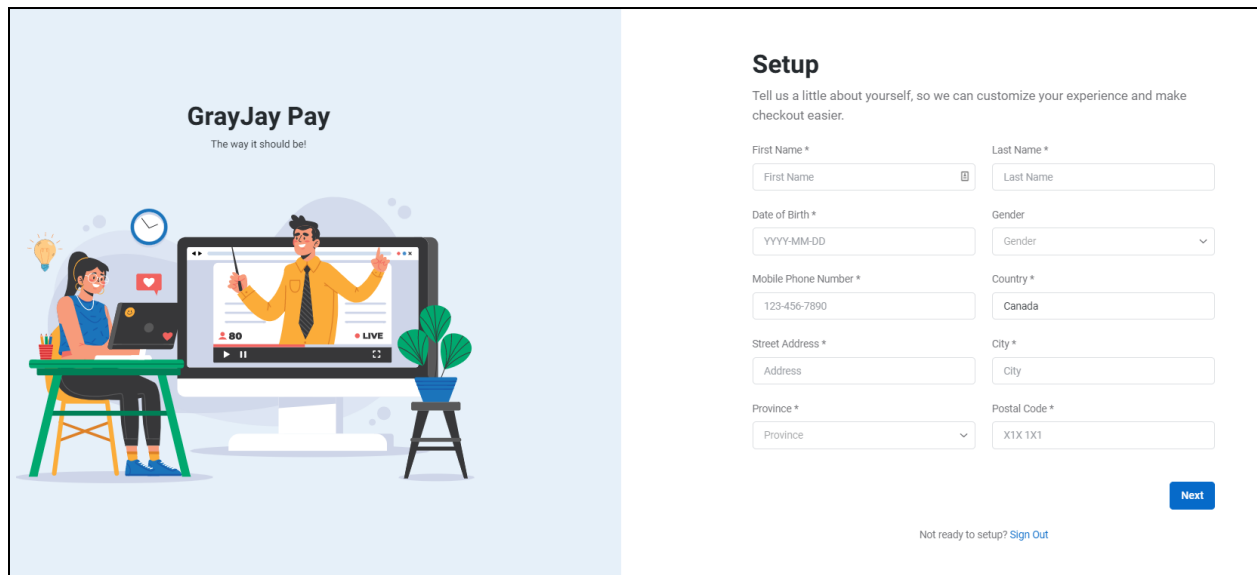Email already verified? Sign in here

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grayjaypay

Validate Email

Please click the validate email button below to validate your email address, and activate your account with GrayJay Pay. If you did not request this account, you can ignore this email.

Validate Email Address

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.

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.

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..

My Dashboard   Programs   Organizations   Support

GrayJay Demo Organization

Home • Organizations

Showing 2 results

Search Program 🔍

Sort by ⌄

GrayJay Pay HCR-Integrated Program
📋 Registration Period: Aug. 11th, 2022 - Sep. 30th, 2022
Sample GrayJay Pay registration program integrated with Hockey Canada HCR.

Cost: $450.00   👥 Ages: All   🛒 View more

GrayJay Pay Regular Program
📋 Registration Period: Aug. 11th, 2022 - Sep. 30th, 2022
This is a sample GrayJay Pay registration program.

Cost: $125.00   👥 Ages: All   🛒 View more

Filter By Family
☐ Cassidy Trenholm
☐ Chad Trenholm 👑
☐ Connor Trenholm

Price Range
$ Min
$ Max

Age Range
Min Age
Max Age

GrayJay Pay Regular Program

Home • Organizations • GrayJay Demo Organization

This is a sample GrayJay Pay registration program.

Cost: $125.00 📅 Registration Period: Aug. 11th, 2022 - Sep. 30th, 2022 👥 Ages: All

Program Description

This is a sample GrayJay Pay registration program. A program can be for anything that requires users to sign up and pay for, such as a Saturday morning development camp or an off-season recreational hockey league program.

$125.00

Register For Program

Program Information

$ Price $125.00

👥 Ages   All

GrayJay Pay Regular Program

GrayJay Demo Organization

1 Program —— **2** Participant —— **3** Questions —— **4** Policies & Waivers

Program Summary

This is a sample GrayJay Pay registration program. A program can be for anything that requires users to sign up and pay for, such as a Saturday morning development camp or an off-season recreational hockey league program.

The description can include the details for the program, including a bullet list as such:

- Dates and time can be listed.
- Important information can be specified.
- Detailed instructions can be provided.

Previous   Next

GrayJay Pay Regular Program

GrayJay Demo Organization

1 Program —— **2** Participant —— **3** Questions —— **4** Policies & Waivers

Participant

Select the family member you want to register for the program.

Participant *

Cassidy Trenholm ▼   📝 Edit Family Member

Participant Details

First Name *   Last Name *   Date of Birth *

GrayJay Pay Regular Program

GrayJay Demo Organization

① Program ——— ② Participant ——— **③ Questions** ——— ④ Policies & Waivers

Program Questions

This is a sample question *
This question requires a simple text entry as an answer.

[Enter response]

This is a sample question #2 *
This question provides a list of options to choose from.

[Select Option ▾]

[Previous]   [Next]

GrayJay Pay Regular Program

GrayJay Demo Organization

① Program ——— ② Participant ——— ③ Questions ——— **④ Policies & Waivers**

Policies & Waivers

Payment Policy	+

Waiver	+

☑ I agree to the waivers and policies above.

[Previous] $600.00   [Add to Cart]

My Cart

GrayJay Pay Regular Program Cassidy Trenholm	$125.00	✕

Cart Total

Subtotal	$125.00
Taxes	$0.00
Service Fee	$4.00
Total	**$129.00**

Proceed to Checkout

By completing your purchase, you agree to these **Terms of Service**

Checkout

Billing Details

First Name *
Chad

Last Name *
Trenholm

Email *

Phone Number *

Address *

City *

Country *
Canada

Province *
Nova Scotia

Postal Code *

Payment Method

● Credit or Debit Card

Card Number
1234 1234 1234 1234

Expiration
MM / YY

CVC
CVC

Order Summary

GrayJay Pay Regular Program
Cassidy Trenholm
$125.00

Subtotal	$125.00
Taxes	$0.00
Service Fee	$4.00
Total	**$129.00**

Complete Checkout

🔒 SSL Secure Payment

By completing your purchase, you agree to these **Terms of Service**. Refunds do not include service and transaction fees.

Last Updated: July 12, 2023

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).

Order Summary

GrayJay Pay Regular Program
Cassidy Trenholm
$100.00

Subtotal	$100.00
Credits Applied	$-100.00
Taxes	$0.00
Service Fee	$4.00
Total	**$4.00**

Complete Checkout

🔒 SSL Secure Payment

By completing your purchase, you agree to these **Terms of Service**. Refunds do not include service and transaction fees.

If partial payments have been enabled for the program (or one of the programs) in your cart, you can choose to make a partial payment. The minimum amount specified by the organization administrator will be displayed. Any applicable taxes and service fees must also be paid in full at the time of checkout.

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:

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.

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:

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.

Join Organization

An account is created with an organization when you complete a purchase of a program or product from the organization, but if credits need to be added to your account by the organization before you complete your first purchase, you can "join" the organization via grayjaypay.ca.

Once you have created your GrayJay Pay account, click the **Organizations** menu and search for the appropriate organization. Click on the organization and then click the **Join Organization** button.

Alternatively, you can go to the My Organizations page on your dashboard, and click **Join an Organization**. Search for the organization you wish to join and click **Join**.
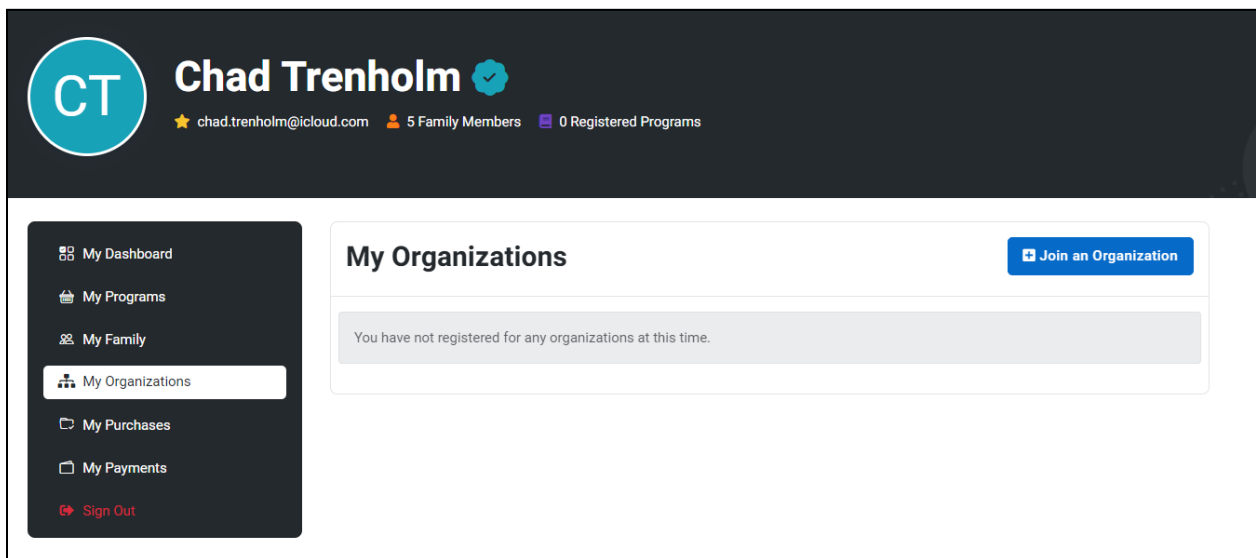
Organizations

To join any of organizations listed below, click the appropriate Join button(s). By doing so, your profile and the profiles of your family members will be shared with the organization and an account will be created for you that is specific to the organization.

Note: You will be joined to an organization automatically when you register for a program or purchase a product from the organization.

Search Organization

Cape Breton Blizzard Female Hockey Association
Membertou, NS
Join

Cape Breton County Minor Hockey Association
Sydney River, NS
Join

Cole Harbour Wolfpack U18 Major Hockey Team
Dartmouth, NS
Join

Dartmouth Whalers U15 Major Hockey Team
Dartmouth, NS
Join

Fundy Highland Female Hockey Association
Stellarton, NS
Join

Harbour Storm U15 Major Hockey Team
Dartmouth, NS
Join

Metro West Force Female Hockey Association
Bedford, NS
Join

Rangers U15 Major Hockey Team
Beaverbank, NS
Join

Close

Chad Trenholm ✓

⭐ chad.trenholm@icloud.com 　👤 5 Family Members 　🟪 0 Registered Programs

- y Dashboard
- y Programs
- y Family
- y Organizations
- y Purchases
- y Payments
- gn Out

Are you sure?

Click the Join button below to join the organization: **Cole Harbour Wolfpack U18 Major Hockey Team**. By doing so, your profile and the profiles of your family members will be shared with the organization and an account will be created for you that is specific to the organization. The organization will be able to manage the account (apply credits, issue refunds, etc.), and you will be able to see the transaction history and balance of the account via your GrayJay Pay Dashboard.

Note: You will be joined to an organization automatically when you register for a program or purchase a product from the organization.

Cancel　　Join
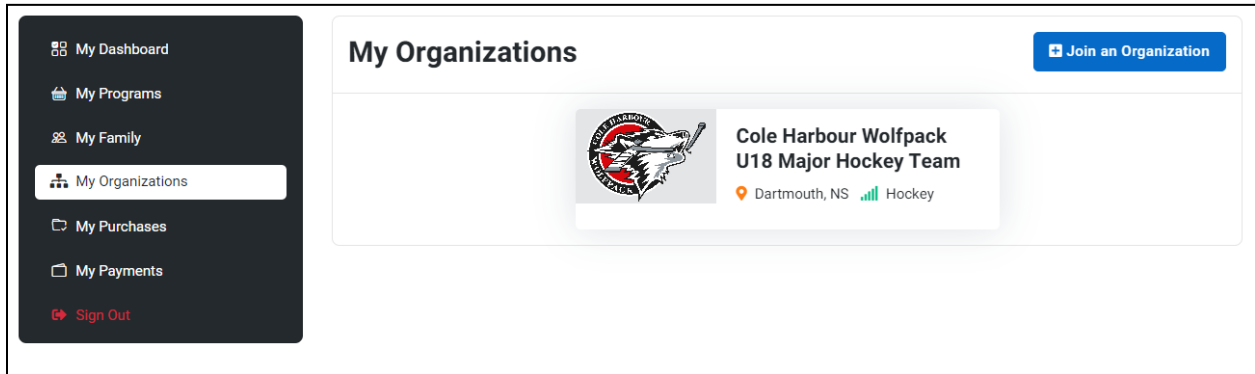
An account in your name is now created with the organization, allowing them to apply credits to your credit, if applicable, before you complete a registration or purchase.

Applying Payments to Open Invoices

Open invoices are previous purchases and/or registrations that have not yet been paid in full.

A banner will appear as shown below to notify the user that they have unpaid invoices:
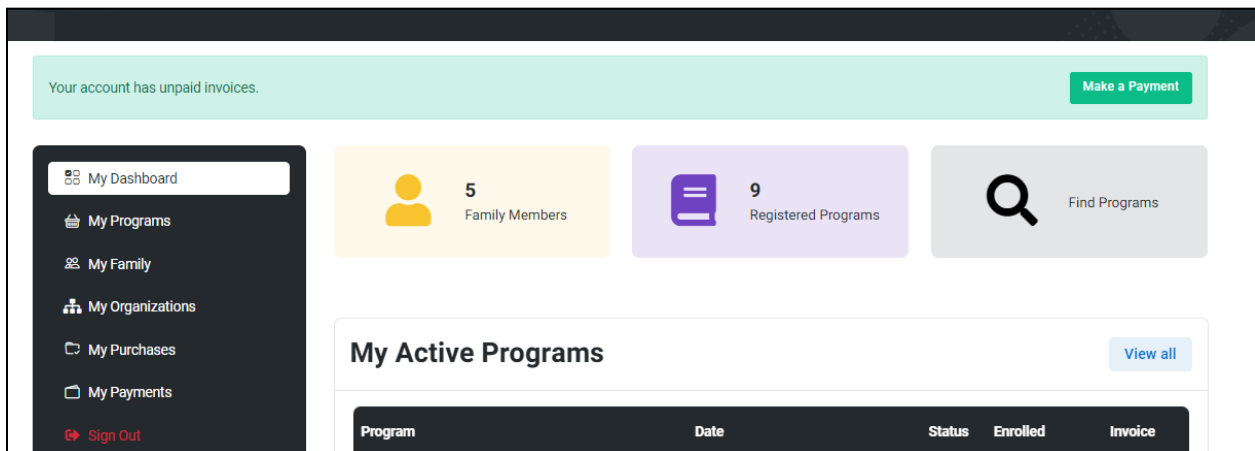
Clicking the **Make a Payment** button or navigating to the **My Purchases** page will show a list of invoices and a **Make a Payment** button will appear beside any invoices that are not yet paid in full.

Clicking the **Make a Payment** button beside an open invoice will bring the user to a new checkout page with the invoice # displayed. The payment submitted will be applied against that invoice and a new receipt will be generated.