

## **Respect in Sport for Canadian Pony Club - Registration and Re-Access Information**

Website for Program: <https://cpc.respectgroupinc.com>

### **Registration Information:**

- Once at the site, the default language is English. Click the link "Français" to convert registration to French, if necessary.
- Select "Register a New User"
- If you have previously certified in the Respect in Sport Activity Leader program, Respect in Soccer, SpeakOut Online, or Respect in School, enter your existing certification number in the box provided and select Check. Once your profile has been found and loaded, complete the registration and select Submit.
- If you have not certified in a Respect Group Inc. program previously, complete the displayed registration fields. All fields marked with a red X are mandatory.
- For Username and Password, you may select any entries you wish; however spaces may not be included in the entries. Respect Group Inc. recommends using your email address for the username as this is always unique to a single individual. Please note these fields are case sensitive, and on re-entry, must be entered exactly as during registration.
- After registration fields have been filled in, click Submit. You will be directed to the payment page.
- Click Purchase then proceed with the PayPal payment. A receipt will be issued.
- Once payment is successful, you will be redirected to the Home page of the program. Select the appropriate language button to access the program instructions and content.

### **Re-Access:**

- Return to the website address above (same address as for registration)
- Enter your username and password in the selection boxes indicated (username and password are case sensitive)
- Select "Login"
- For Username/Password assistance, click on Forgot Username? or Forgot Password? on the login page

### **General Information:**

- Should you experience any challenges while taking Respect in Sport, numerous tools are available inside the program and before you login. Inside the program, look for the Help button. Prior to logging in you will also see buttons to retrieve usernames and passwords, and to look up your certificate number.
  - Respect Group Inc. programs make use of Pop-Up windows within the program. Please ensure Pop-Up blockers are turned off or, when prompted, set to allow pop-ups from the identified web address.
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