



Individual Free Agent Registration Process

Registration for Adult league teams at KVIH are taken as full teams (With the Exception of the Fall Sunday Draft League). Players that are looking to be placed on a team must complete the online “Free Agent” registration.

Disclaimer: Registering as a free agent does not guarantee placement. It means that we can contact you with possible placement options when they come available. We have a high success rate at getting players picked up. Often players will be placed just prior to league starts or in the first few weeks once team managers figure out their rosters, so do not get discouraged if you do not hear something right away! The Free Agent list is provided to team managers that are looking to fill some spots on their roster. At times, the list has been used to build an entire team of Free Agents when needed to even out a division.

STEP 1: USA HOCKEY REGISTRATION

- You will need to have your USA Hockey Registration Number to complete your registration. USA registrations expire August 31st, from the past fall season. So, in the fall most players will need to renew their membership (unless you registered after April 1st, 2020). Note that the 4th digit of the numbers in your USA registration number will need to be a 1 – that denotes the year it expires.
- Visit www.usahockeyregistration.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

- New users to our online registration site will need to “**create an account**” on our new online registration site at kvicehouse.maxgalaxy.net, (Upper Right hand corner)
- Note – Passwords must contain a at least one letter, one upper case letter, one number and a special character (i.e.: #! \$). Write down your login and password as you will be using the same account for future leagues (I suggest you make a contact in your phone with your user name and password for future reference)
- Once you have created and account you may go on and register your team for the league.
- If you already have created an account on our new online registration site, you may sign in and add to your team.

STEP 3: Free Agent Registration

1. Click on “**Adult & Youth League Registration**” at the top.
2. Click on “**Adult Leagues**” on the left side of the page.
3. Click on the green “**Register**” button next to the League you wish to be on the list for. You will be registering as a free agent for one league of interest at a time, so if you are looking for placement in multiple leagues you will repeat this process for each league>
4. Click “**Individual Free Agent Registration**”.
5. League information will be displayed – scroll Complete registrant information
6. Click on **Validate** and your team name will be displayed, click continue. League information will display.
7. Scroll to Registrant Information and complete
8. Enter **USA Hockey Confirmation Number** mandatory to complete the process. See Step 1 if you don’t have this.
9. “**Accept Waiver**”
10. Click on “**Add to cart**”
11. Click on “**Check Out**” – then payment information screen will come up (no payment due at this time) select “**Continue**” ...You can select “Continue Shopping” if you are adding to the list of multiple leagues
12. You will get a “Order Complete” message on your screen

STEP 4: You will be notified for potential placement either by team manager or League Director. Once you commit we can move your registration over to the team you were placed on.