

Dear Head Coach:

We are honored to provide the opportunity for your team to participate in the 2011-2012 Hobey Baker High School Character Award program to recognize one player on your team. We are delighted that so many teams have incorporated the Character Award to recognize young people for the character and sportsmanship demonstrated by our high school hockey players. For most of the teams, the award has become a very important part of the year-end banquet and showing the Hobey Baker video we provide is an excellent addition to the banquet agenda.

IMPORTANT: There has been a change in the registration and nomination process. You must now log in to our Web site www.hobeybakeraward.com and enter the recipient's data and other key information, as outlined in the steps below. If you experience any issues with this process, please don't hesitate to contact me and I will walk you through the process. The deadline for nominations is **<Fill in deadline for your state (we recommend February 1)>**.

We hope that you will participate and, although we respectfully ask for a donation, it is not required.

Further, note that the Committee is in the process of lining up sponsors who wish to fund the award in exchange for being designated as an official Hobey Baker sponsor and welcome your input if you have any referrals or recommendations. We welcome Talmer Bank and Trust in Michigan as a Hobey Baker sponsor and thank them for their sponsorship in that state.

Note: if you are not coaching this season, please forward this email with attachment to the new head coach and have them contact us as soon as possible to ensure their team is included in the process and future communications.

Cordially,

NAME

State Director – Hobey Baker High School Character Award

Registration Process and Nomination Instructions

Step 1: Go into Hobey Baker website <http://www.hobeybakeraward.com> and click on “HS Character Award” in the upper navigation bar, and then click on “Your State” in the left sidebar.

Step 2: Click ‘Register’ in the “2011-2012 Character Award Registration” box. Read the Welcome message and then scroll to the bottom of the page. If you have previously set up a username and password you may log in. If not, click on “Sign Up”, in the lower right corner, to create your login name and password.

New registrants: Once you complete the “sign up” process, you will be sent an email with the subject line: Action Required: Account Activation for Hobey Baker Memorial Award Foundation. Click the link in the email to activate your account. Then, login into the Hobey Baker Award site with your newly created user name and password.

Step 3: Click on “2011-2012 Character Award Registration” (or if a new registrant, you will click on “Continue”). The next page you see is “Who Are You Registering?” You will see your name (self). Below that, click “other” and you will be prompted to type in the First and Last name of your nominee. Please be accurate with spelling and punctuation since all of the data will be used at some point in the process. Click “Continue.”

Step 4: On the next screen, “Criteria,” there is an optional free form section for you to tell us a little about your nominee. Complete this information and click “Continue” to move to the next screen.

Step 5: Nomination: Complete all required information, then click “Review” at the bottom of the page.

Step 6: Review all information and if you need to make edits to either the Nomination or Criteria information, click “Edit” at the top of the page. Click “Complete Registration.”

A confirmation email will be sent if your nomination was submitted properly.