

OAKVILLE RANGERS HOCKEY CLUB

TRAVEL PERMIT MANAGEMENT WITHIN SPORTSKEEPER

PLEASE NOTE:

For the screenshots below I am using Google Chrome. If you are on your mobile phone or using another browser your screens may look slightly different, but the general functionality will still be the same.

Travel Permits are now being managed from within Sportskeeper! This is great news – with this innovation, a massive (and time consuming) portion of the Travel Permit process is now fully automated, meaning much faster turnaround times. When you request a Travel Permit from Sportskeeper you will now be able to:

- a) Monitor and track the status of your requested Travel Permits
- b) Download approved Travel Permits as needed
- c) Request, Access, and Download your approved Travel Permits from your Mobile Phone

The new system also takes care of notifying the Ice Scheduler of your Tournaments and Exhibition Games, and it gives you the option of requesting Officials and Timekeepers for your Exhibition Games – all in one, simple form!

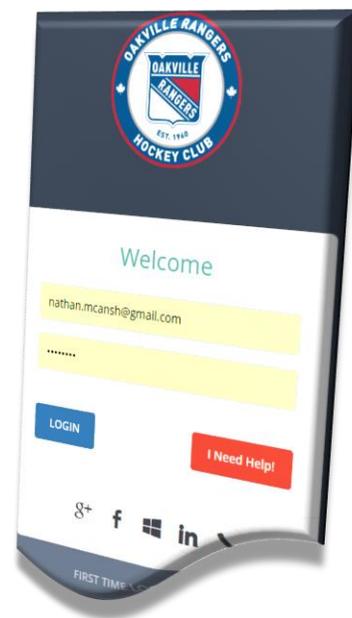
ORHC SPORTSKEEPER

[HTTPS://MOHA.SPORTSKEEPER.ORG/USERS/LOGIN/](https://moaha.sportskeeper.org/users/login/)

How to Access Sportskeeper and the Travel Permits Section

You should all already be familiar with how to access Sportskeeper, as this is also the platform where you go to download your Approved Rosters, but I will recap here anyway. 😊 Reminder – only Head Coaches and Team Managers have access to Sportskeeper. Assistant Coaches, Trainers, On-Ice Volunteers, etc. do not.

1. Go to www.oakvillerangers.ca and click on the **Bench Staff** heading – you will find the link for the Sportskeeper login there
2. Enter your Email Address and Password and login. If you've forgotten your password, click on **I Need Help!** and follow the instructions there.
3. Once you are logged in you will be taken to the Team Information page. If you are not (for example, if you are brought to the Home page), navigate to the Team Information page using the menu on the far left.



OAKVILLE RANGERS HOCKEY CLUB

TRAVEL PERMIT MANAGEMENT WITHIN SPORTSKEEPER

Navigating the Team Information Screen

From the Team Information page (the same page where you download your Approved Roster) you will be able to see the listing and status for all of your Travel Permits. You can click on any of the Events to get more details, and you can click on the Approved permits to download the Permit.

The screenshot displays the Sportskeeper interface for the Oakville Rangers Hockey Club. The main header shows the user is logged in as 'Rep / Tyke / Tyke / Michael Hawtin - Information'. The left sidebar contains navigation options: Home, Registered Employees, Available, Team, Information, Staff, Players, Player Eval Worksheet, Team Settings, and a 'Download' button.

The main content area is titled 'Team Permits' and includes buttons for 'Request Tournament Permit' and 'Request Exhibition Permit'. A table lists permits with columns for Type, Status, Start, and Event. A callout box points to the 'Information' link in the sidebar, stating: 'Click here to return to the Team Information screen from any other screen in the system.' Another callout points to an event in the table: 'Click on any event to see details about the Tournament or Exhibition Game.' A third callout points to an 'Approved' status: 'Click on any Approved Travel Permit to download that Travel Permit'. A fourth callout points to a 'Download' button: 'Click here to download the Travel Permit'. A fifth callout points to a 'Tournament Details' panel: 'Fun Fact! Want to know what other Ranger's teams are going to your tournament? Click on the Event Details to find out!'

The 'Tournament Details' panel shows the following information:

- Association: OMHA
- Name: Congress Golden Anniversary Tournament
- Sanction Number: 1990
- Location: Burlington, ON
- Start Date: Nov. 27, 2017
- End Date: Nov. 30, 2017
- Verified: True
- Divisions: 18U/19U/20U/21U/22U/23U/24U/25U/26U/27U/28U/29U/30U/31U/32U/33U/34U/35U/36U/37U/38U/39U/40U/41U/42U/43U/44U/45U/46U/47U/48U/49U/50U/51U/52U/53U/54U/55U/56U/57U/58U/59U/60U/61U/62U/63U/64U/65U/66U/67U/68U/69U/70U/71U/72U/73U/74U/75U/76U/77U/78U/79U/80U/81U/82U/83U/84U/85U/86U/87U/88U/89U/90U/91U/92U/93U/94U/95U/96U/97U/98U/99U/100U

A 'Request permit to attend this Tournament' button is located below the details. Below this, a 'Teams Attending' section shows a table with columns for Team, Status, and Location. The table lists 'Rangers' with a status of 'Approved' and 'Michael Hawtin' with a status of 'Submitted'.



OAKVILLE RANGERS HOCKEY CLUB

TRAVEL PERMIT MANAGEMENT WITHIN SPORTSKEEPER

How To Request A Tournament Travel Permit

This section is in regards to requesting a Travel Permit for a Tournament. If you require a Travel Permit for an Exhibition Game please scroll down to the next section. To request a Tournament Travel Permit:

- 1) Log in to Sportskeeper, go to the Team Information page, and click on **Request Tournament Permit**

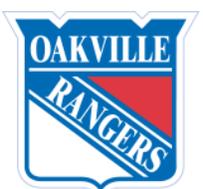
Contact Name: Greg Larin
Contact Email: [redacted]
Roster: Download as of Sept. 5, 2017, 11:08 a.m. Request Roster
Team Permissions: **Request Tournament Permit** Request Exhibition Permit
10 records

- 2) Find your tournament in the list – you can scroll and select, or use the Search in the top right

Information
Use the search box to find the tournament and click on its name to continue
Can't find the tournament? Click here to continue
Tournament Listing
10 entries
Search: [redacted]
Print CSV
Table columns: Start Date, Name, Association, Sanction, Location, Verified, Teams
Table rows: 2017-09-14 ORANGEVILLE FALL CLASSIC AE, 2017-09-14 Humberview Huskies Bill Reaman Early Bird "A", 2017-09-14 Mary Parkinson Memorial A Early Bird, 2017-09-14 1st Annual Newmarket Early Bird MD Tournament, 2017-09-15 Duffield Select Early Bird, 2017-09-15 Milton Winterhawl, 2017-09-15 Early Bird A St Catharines, 2017-09-15 42nd Annual Woolwich "A" Fall Memorial Early Bird Tournament, 2017-09-15 2017 KAWARTHA LAKES "AA", 2017-09-15 Owen Sound Early Bird Tournament
Showing 1 to 10 of 477 entries

- 3) Click on the blue **Request Permit to attend this Tournament** button

End Date: Sept. 17, 2017
Verified: True
Divisions: Midget:[AE1] Minor Midget:[AE1] Bantam:[AE1] Minor Bantam:[AE1] Peeewe:[AE1] Minor Peeewe:[AE1] Atom:[AE1] Minor Atom:[AE1] Novice:[AE1]
Request permit to attend this Tournament



OAKVILLE RANGERS HOCKEY CLUB

TRAVEL PERMIT MANAGEMENT WITHIN SPORTSKEEPER

- 4) This final page gives you an opportunity to review the Tournament Information and confirm you are applying for a permit for the correct Tournament. Make a point of reading this in detail to ensure it is correct. Some tournaments have the same name, but a different Sanction Number for each Age Group (for example, the Mary Parkinson Memorial in Richmond Hill – the AA Tournament is completely separate from the A Tournament). Once you are sure you have the right Tournament, click on the **Confirm Travel Permit Request** button.

Travel Permit Request

Confirm tournament details below and click on **Confirm Travel Permit Request** to continue

Tournament Information	
Association	OMHA
Name	ORANGEVILLE FALL CLASSIC AE
Sanction Number	7128
Location	ORANGEVILLE
Start Date	Sept. 14, 2017
End Date	Sept. 17, 2017
Verified	True
Divisions	Midget:[AE1] Minor Midget:[AE1] Bantam:[AE1] Minor Bantam:[AE1] Pee wee:[AE1] Minor Pee wee:[AE1] Atom:[AE1] Minor Atom:[AE1] Novice:[AE1]

Selected Team: **Rep / Pee wee / AE / Greg Lahn**

Confirm Travel Permit Request 1

Your Tournament Travel Permit has now been requested. You will be taken to a confirmation page where you will have the option to delete the Permit without it going any further. The system waits 10 minutes before submitting your Permit for approval to give you that last minute opportunity to make changes.

The approval process is 3 Tier:

- 1) First your Travel Permit is sent to the Rep Ice Scheduler for approval. The Ice Scheduler will ensure that your Tournament is within the allowed limits and that it does not conflict with any League Games or Activities. They will then add the Tournament to your Schedule and approve it.
- 2) Next it comes to the ORHC Team Administration Coordinator for approval. The Team Admin ensures that you have a valid, approved roster, that you have provided a valid Sanction Number, and that your Tournament is properly sanctioned.
- 3) Once the Team Admin has approved the Permit it goes to the OMHA for a final review and approval.

Once the OMHA gives your Travel Permit its final approval you will receive an email from the OMHA advising you of the approval and with your approved Permit attached. Please do not reply to that email for any reason – if you have any questions or concerns direct them to the ORHC Team Administration Coordinator.



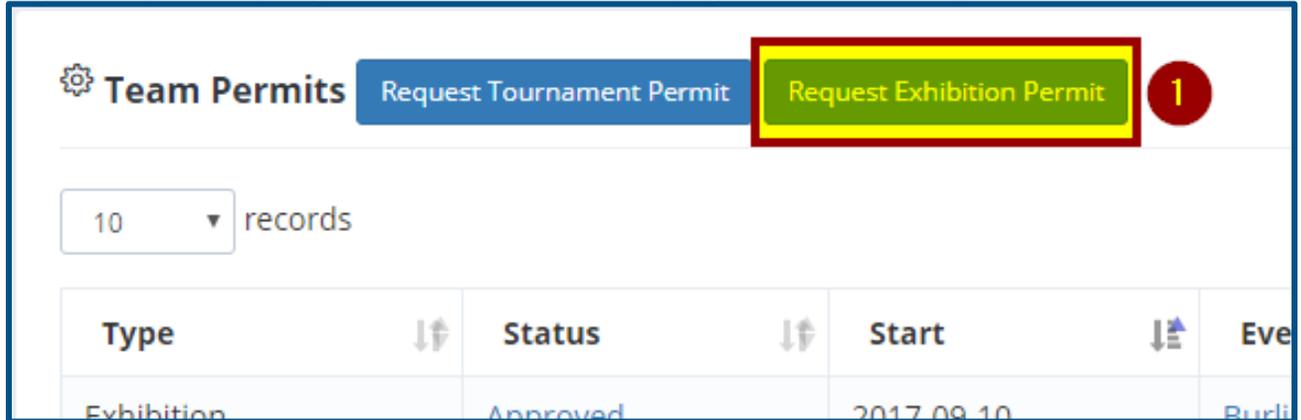
OAKVILLE RANGERS HOCKEY CLUB

TRAVEL PERMIT MANAGEMENT WITHIN SPORTSKEEPER

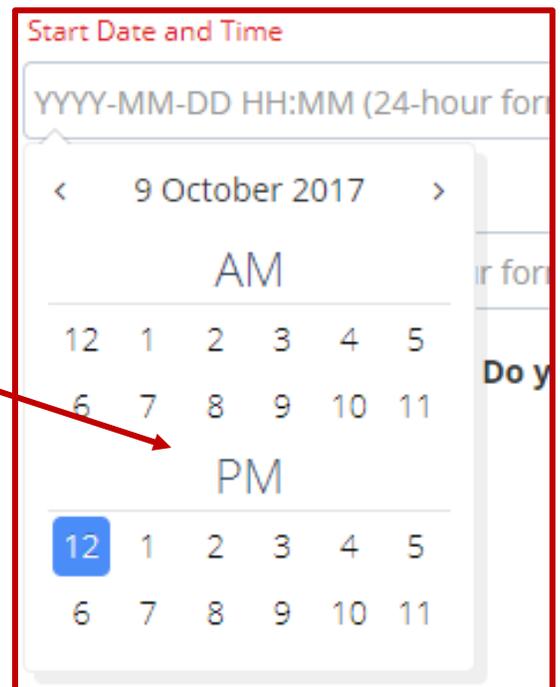
How To Request An Exhibition Game Travel Permit

This section is in regards to requesting a Travel Permit for an Exhibition Game. If you require a Travel Permit for a Tournament please scroll up to the previous section. To request an Exhibition Game Travel Permit:

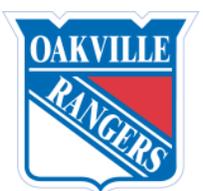
- 1) Log in to Sportskeeper, go to the Team Information page, and click on **Request Exhibition Permit**



- 2) Fill in the details of the Exhibition Game:



- **Other Team:** What team are you playing against? (ie. Burlington Eagles, Milton Winterhawks, etc)
- **Other Team Association:** What association is the other team with? (ie. OMHA, Alliance, GTHL, etc)
- **Destination:** What City/Province/State are you playing in?
- **Arena:** What Arena are you playing in?
- **Start Date and Time:** When is the game happening? When click on this field a Calendar will pop open for you to select the date, followed by a pop up for you to select the time.



OAKVILLE RANGERS HOCKEY CLUB

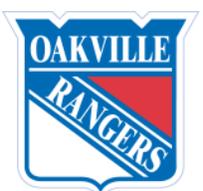
TRAVEL PERMIT MANAGEMENT WITHIN SPORTSKEEPER

- 3) (*OPTIONAL*) If you are hosting an Exhibition Game and you also need to request Officials and/or a Timekeeper, click on the Checkbox to do so. You will be prompted for some additional information:

- **Rink:** What rink are you playing in? Make your selection from the Drop Down list.
- **Referee Requirements:** What combination of Refs and Linesmen do you need?
- **Timekeeper Needed:** Check this box to request a Timekeeper. The only time you would not request a Timekeeper is if you are intending to provide your own. If you take that option you are responsible for ensuring your Timekeeper knows how to fill out the Gamesheet.
- **Other Notes:** Any other notes, requests, or details you would like to be submitted to the Referee-In-Chief and the Timekeeper Coordinator.

- 4) Once you are done filling out the form, click on the **Add New Exhibition** button to submit the request.

- 5) Review the details of your request to ensure they are all accurate and complete, then click on the Confirm **Travel Permit Request** button.



OAKVILLE RANGERS HOCKEY CLUB

TRAVEL PERMIT MANAGEMENT WITHIN SPORTSKEEPER

Your Exhibition Game Travel Permit has now been requested. You will be taken to a confirmation page where you will have the option to delete the Permit without it going any further. The system waits 10 minutes before submitting your Permit for approval to give you that last minute opportunity to make changes.

The approval process is 3 Tier:

- 4) First your Travel Permit is sent to the Rep Ice Scheduler for approval. The Ice Scheduler will ensure that your Exhibition Game does not conflict with any League Games or Activities. They will then add the game to your Schedule and approve it.
- 5) Next it comes to the ORHC Team Administration Coordinator for approval. The Team Admin ensures that you have a valid, approved roster and that your Exhibition Game is properly sanctioned.
- 6) Once the Team Admin has approved the Permit it goes to the OMHA for a final review and approval.

Once the OMHA gives your Travel Permit its final approval you will receive an email from the OMHA advising you of the approval and with your approved Permit attached. Please do not reply to that email for any reason – if you have any questions or concerns direct them to the ORHC Team Administration Coordinator.

**ALWAYS ALLOW A MINIMUM OF 48 HOURS
FOR A TRAVEL PERMIT TO BE APPROVED**

DO NOT WAIT TO THE LAST MINUTE TO REQUEST YOUR PERMITS!!

