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/

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 <u>www.oakvillerangers.ca</u> 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.





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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.

Logged In As: 2017-2018 OFFICE	Rep / Tyke / Tyke /	[/] Michael Haw	tin - Information					
Selected Team: Rep Tyke Tyke Michael Hawtin	Team Code Team Number Jersey Home Contact Name Contact Email		Michael Hawtin 1 Michael Hawtin	1,000 - 1.000	Team Status Draft Start Position Jersey Away Contact Home Phone Contact Cell Phone			
i Registered Cummon	urn to the Team Inform	ation	Request Roster					
Available Screen from any Available Screen from any Staff	Team Permits	quest Tournament Perm	it Request Exhibition Permit	Ryd	Fun Fact! Want to know what other langer's teams are going to our tournament? Click on t Event Details to find out!	o he		
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OMH/ Click here to dow Sept. the Travel Per	vnload 🖌 🖌 mit		Sanction Number	e de da				
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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 Lann	Contact H
Contact Email		Rubic (specification)	Contact Ce
Roster		Download as of Sept. 5, 2017, 11:08 a.m.	Request Roster
Team Per s Reques	st Tournament Permit Req	uest Exhibition Permit	
10 • records			
Туре	t Status	It Start	l≛ Event

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

Tournament Lis	ting								
Information									
Use the search box to find the tournament and click on its name to continue									
·									
Tournament Li	sting If yo	ur Tournament is n	ot listed, click			Print CSV			
	l h	ere to add a new To	ournament						
10 v entries					Search:				
Start Date 🛛 🛔	Name J#	Association 🕼	Sanction 🕼	Location	Verified	Teams 🕼			
2017-09-14	ORANGEVILLE FALL CLASSIC AE	OMHA	7128	ORANGEVILLE	Verified				
2017-09-14	Humberview Huskies Bill Reaman Early Bird "A"	GTHL	5226	Bumbaniau Buckier	Vo fied				
2017-09-14	Mary Parkinson Memorial A Early Bird	OMHA	7148 c	You can use the Page Buttons at the bottom to scroll through the Tourname	ents ^{ìed}				
2017-09-14	1st Annual Newmarket Early Bird MD Tournament	OMHA	7329 Iis	sting, or the Search field at the top to (earch. You can also sort the list by clic	doa cking ^{ied}				
2017-09-15	Duffield Select Far Once you have located your	GTHL	5248	on the headings. For example - click	on ied				
2017-09-15	Milton Winternawl name to select it	OMHA	6970	MILTON	vernied				
2017-09-15	Early Bird A St Catharines	OMHA	6985	GARDEN CITY	Verified	7			
3 2017-09-15	42nd Annual Woodwich "A" Fall Memorial Early Bird Tournament	OMHA	6956	WOOLWICH	Verified				
3 2017-09-15	2017 KAWARTHA LAKES "AA"	OMHA	7045	PETERBOROUGH	Verified	2			
2017-09-15	Owen Sound Early Bird Tournament	ОМНА	7100	OWEN SOUND	Verified				
Showing 1 to 10 of 4	< 1 2 2								
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3) Click on the blue *Request Permit to attend this Tournament* button





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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.

Fravel Permit Request	
onfirm tournamen	t details below and click on Confirm Travel Permit Request to continue
Tournament Informati	on
Association	OMHA
Name	ORANGEVILLE FALL CLASSIC AE
Sanction Number	7128
Location	ORANGEVILLE
Start Date	Sept. 14, 2017
End Date	Sept. 17, 2017
Verified	Тгие
Divisions	Midget;[AE1] Minor Midget;[AE1] Bantam:[AE1] Minor Bantam:[AE1] Peewee:[AE1] Minor Peewee:[AE1] Atom:[AE1] Minor Atom:[AE1] Novice:[AE1]

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.





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*

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10 • records						
Туре	\downarrow_F^{\pm}	Status	Ļį	Start	Ţ₩	Eve
Exhibition		Approved		2017 09 10		Burli

2) Fill in the details of the Exhibition Game:

NEW EXHIBITION							
Please supply the information below to add your Exhibition	Start D)ate a	nd Tii	me			
Other team							
Other Team Association	YYYY-MM-DD HH:MM (24-hour						
	~						
Destination	<	< 9 October 2017 >					
Arena							
			A	M			
Start Date and Time							
YYYY-MM-DD HH:MM (24-hour format)	12	1	2	3	4	5	
Phd Date and Time YYYY-MM-DD HH:MM (24-hour format)		_	~	~	4.0		
Oakville Exhibitions Only: Do you need to request Referees and/or a Timekeeper?	2	/	ŏ	9	10	11	
			Ρ	М			
Add New Exhibition				I V I			
	12	1	2	3	4	5	
Other Team: What team are you playing aga	inst?	_	_	_			
	6		8	- 9	10	11	

- (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.



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3) *(OPTIONAL)* If you are <u>hosting</u> 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:

🖉 Oekville Exhibitions Only: Do you need to request Referees and/or a Timekeeper?							
Rink							
Click this checkbox to request Officials	•						
and/or a Timekeeper for your Exhibition Referee requirements							
are HOSTING the Exhibition Game.	•						
Timekeeper Needed? - * If you are providing your own Timekeeper, you are responsible for ensuring they are knowledgeable on how to properly fill out a gamesheet							
Please acknowledge that all Referees, Linesmen, and Timekeepers must be paid in EXACT CASH prior to the start of the game. You will be advised of the cost when your Officials and Timekeeper are confirmed							
Other Notes							
	- 1						

- 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.







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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!!



