



House League Travel Permit Request System

Note: The web browser Google Chrome was used in the screenshots below. If you are on mobile or use a different web browser, your screen may look slightly different.

Overview

Travel Permits can now be managed from Sportskeeper! This means the Travel Permit process is now automated, improving turnaround time. Requesting a Travel Permit from Sportskeeper allows you to:

- Monitor and track the status of requested Travel Permits
- Download approved Travel Permits as needed
- Request, access and download your approved Travel Permits from your mobile device

The new system also notifies the Ice Scheduler of your Tournaments and Exhibition Games and also allows users to request Officials and Timekeepers for Exhibition Games.

ALWAYS ALLOW A MINIMUM OF ONE WEEK FOR A TRAVEL PERMIT TO BE APPROVED

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

This document will take you through the step-by-step process on requesting a Travel Permit

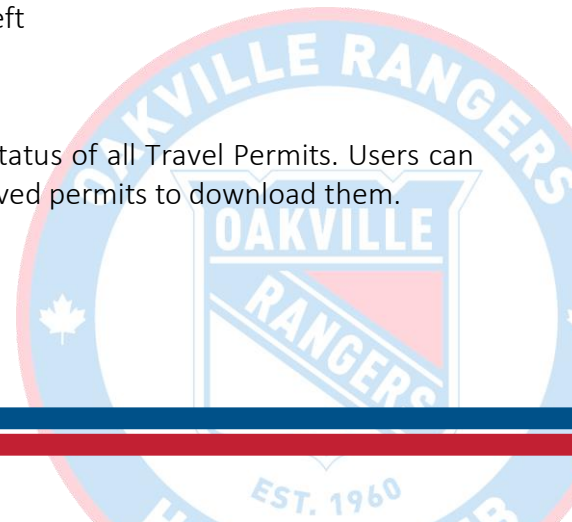
How to Access Sportskeeper & The Travel Permits Section

To access Sportskeeper, [CLICK HERE](#)

1. Head over to the [Oakville Rangers website](#) and hover over the **Bench Staff** tab at the top. A dropdown menu will appear and the first option will be **Sportskeeper Login**. Clicking on this tab will open the Sportskeeper login page in a new tab
2. Enter your Email Address and Password to login. If you have forgotten your login information, click '**I Need Help!**' and follow the instructions on-screen
3. Once you successfully login, the site will redirect you to the **Team Information** page. If it does not, you can navigate to the **Team Information** page using the menu on the far left

Navigating the Team Information Screen

From the **Team Information** page, you will be able to see the listing and status of all Travel Permits. Users can click on any of the **Events** to get more details. Users can also click on approved permits to download them.





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Rep / Tyke / Tyke / Michael Hawtin - Information

| | | |
|---------------|-------------------------------------|----------------------|
| Team Code | Michael Hawtin | Team Status |
| Team Number | 1 | Draft Start Position |
| Jersey Home | | Jersey Away |
| Contact Name | Michael Hawtin | Contact Home Phone |
| Contact Email | michael.hawtin@oakvillerrangers.com | Contact Cell Phone |

Logged In As:
2017-2018 OFFICE

Selected Team:
Rep Tyke Tyke
Michael Hawtin

- Home
- Registered Customers
- Available
- Team
 - Information
 - Staff
 - Players
 - Player Eval Worksheet
 - Team Settings

Click here to return to the Team Information screen from any other screen in the system.

Click on any event to see details about the Tournament or Exhibition Game.

| Type | Status | Start | Event | Loc |
|------------|----------|------------|-----------------|------|
| Exhibition | Approved | 2017-10-21 | Maple Grove (M) | Home |
| Exhibition | Approved | 2017-10-14 | Maple Grove (M) | Home |
| Exhibition | Approved | 2017-10-17 | Maple Grove (M) | Home |
| Exhibition | Approved | 2017-10-20 | Maple Grove (M) | Home |
| Exhibition | Approved | 2017-10-23 | Maple Grove (M) | Home |

Click on any Approved Travel Permit to download that Travel Permit

Fun Fact!
Want to know what other Ranger's teams are going to your tournament? Click on the Event Details to find out!

Number
75689

Status
Approved

OMHA
Sept. 3

OMHA Notes

Download

Download/Print

Click here to download the Travel Permit

Tournament Details

| | |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Association | OMHA |
| Name | Copps Collier November Tournament |
| Sanction Number | 6983 |
| Location | Maple Grove |
| Start Date | Nov. 27, 2017 |
| End Date | Nov. 28, 2017 |
| Verified | True |
| Divisions | 1800/1804/1805/1806/1807/1808/1809/1810/1811/1812/1813/1814/1815/1816/1817/1818/1819/1820/1821/1822/1823/1824/1825/1826/1827/1828/1829/1830/1831/1832/1833/1834/1835/1836/1837/1838/1839/1840/1841/1842/1843/1844/1845/1846/1847/1848/1849/1850/1851/1852/1853/1854/1855/1856/1857/1858/1859/1860/1861/1862/1863/1864/1865/1866/1867/1868/1869/1870/1871/1872/1873/1874/1875/1876/1877/1878/1879/1880/1881/1882/1883/1884/1885/1886/1887/1888/1889/1890/1891/1892/1893/1894/1895/1896/1897/1898/1899/1900 |

Request permit to attend this Tournament

Exhibition Details

Other Team
Oakville Burlington Eagles

Destination
Maple Grove (M) Burlington, ON

Arena

Teams Attending: Copps Collier November Tournament

10 entries

| Team | Status | Le |
|-------------|-----------|-----|
| Maple Grove | Approved | Rep |
| Maple Grove | Submitted | Rep |



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How to Request a Tournament Travel Permit

1. Log in to Sportskeeper, head over to the **Team Information** page and click **Request Tournament Permit**

Contact Name: Greg LaM...
 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

| Type | Status | Start | Event |
|------|--------|-------|-------|
|------|--------|-------|-------|

2. Find your tournament in the listing below – users can scroll and select or search in the top right. Once found click on the tournament to select it

Tournament Listing

Use the search box to find the tournament and click on its name to continue

Can't find the tournament? Click here to continue

If your Tournament is not listed, click here to add a new Tournament

10 entries

Search: [Search Box]

| Start Date | Name | 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 | Humberview Huskies | Verified | |
| 2017-09-14 | Mary Parkinson Memorial A Early Bird | OMHA | 7148 | | Verified | |
| 2017-09-14 | 1st Annual Newmarket Early Bird MD Tournament | OMHA | 7329 | | Verified | |
| 2017-09-15 | Duffield Select Early Bird | GTHL | 5248 | | Verified | |
| 2017-09-15 | Milton Winterhawk | OMHA | 6970 | MILTON | Verified | |
| 2017-09-15 | Early Bird A St Catharines | OMHA | 6985 | GARDEN CITY | Verified | 7 |
| 2017-09-15 | 42nd Annual Woolwich "A" Fall Memorial Early Bird Tournament | OMHA | 6956 | WOOLWICH | Verified | |
| 2017-09-15 | 2017 KAWARTHA LAKES "AA" | OMHA | 7045 | PETERBOROUGH | Verified | 2 |
| 2017-09-15 | Owen Sound Early Bird Tournament | OMHA | 7100 | OWEN SOUND | Verified | |

Showing 1 to 10 of 477 entries

Page Buttons: < 1 2 3 4 5 >

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

Event 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



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4. This will take you to the confirmation page. Please review the information on it to confirm everything is correct, including the tournament being the right one. Some tournaments have the same name, but have a different **Sanction Number** based on the age or level of the tournament. After reviewing the information on this page, click the **Confirm Travel Permit Request** button

A Tournament Travel Permit has now been requested. Sportskeeper will take you to another confirmation page that gives you the option to delete this Travel Permit without going any further. The system waits 10 minutes before submitting the Travel Permit for approval.

Tournament Travel Permit Approval Process

The approval process has three (3) steps:

1. The Travel Permit will be sent to the “Official Approval” tab in SK. Nathan or Brendan from the ORHC Office will ensure that your tournament is within the allowed limits and that it does not conflict with any League Games and or activities. They will approve it if everything is in order
2. The Travel Permit is then sent to the ORHC Staff for approval. The other of Nathan or Brendan will ensure that you have a valid and approved roster, that you have provided the correct Sanction Number for the tournament and that the Tournament is properly sanctioned
3. Once the ORHC Staff have approved the Travel Permit, it is sent to the OMHA for a final review and approval

Once the OMHA gives the final approval for your Travel Permit, you will receive an email from the OMHA advising you of the approval along with the approved permit attached. Please do not reply to that email, any questions or concerns should be directed to the ORHC Office Staff.

*Please note that Sportskeeper **DOES NOT** send the Travel Permit to the OMHA until 45 days or less until the event takes place.*

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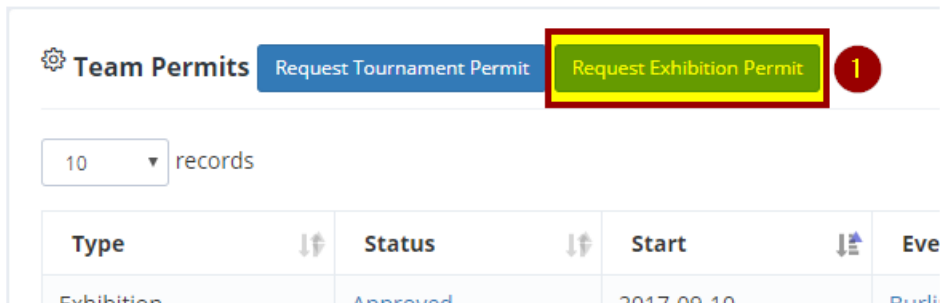




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How to Request an Exhibition Game Travel Permit

1. Log in to Sportskeeper, head over to the **Team Information** page and click **Request Tournament Permit**



2. Fill in the details of the Exhibition Game:

NEW EXHIBITION

Please supply the information below to add your **Exhibition**

Other team

Other Team Association

Destination

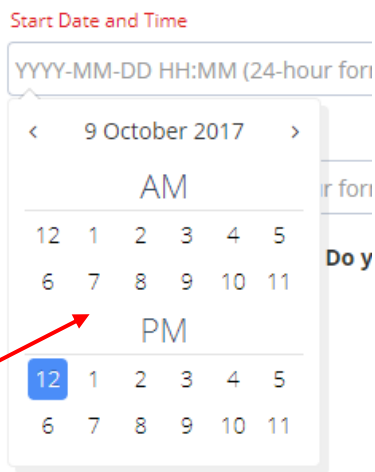
Arena

Start Date and Time

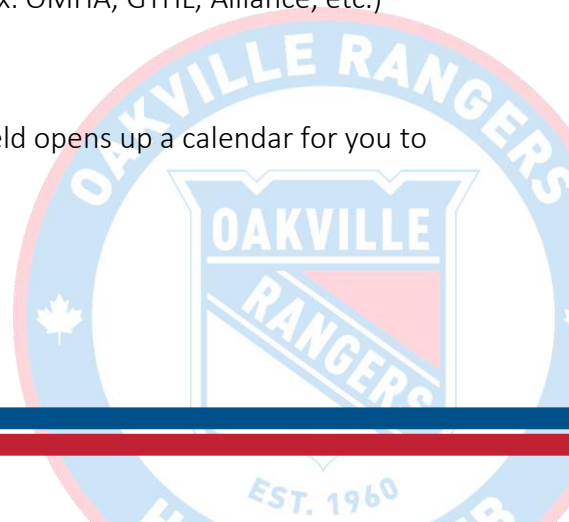
End Date and Time

Oakville Exhibitions Only: Do you need to request Referees and/or a Timekeeper?

Add New Exhibition



- **Other Team:** Who are you playing against (ex. Burlington Eagles, Brampton 45s, etc.)
- **Other Team Association:** What association is the other team with (ex. OMHA, GTHL, Alliance, etc.)
- **Destination:** What City/Province/State are you playing in?
- **Arena:** What Arena are you playing in?
- **Start Date & Time:** When is the game happening? Clicking on this field opens up a calendar for you to select the date and then time





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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 then be prompted for some additional information

Oakville Exhibitions Only: Do you need to request Referees and/or a Timekeeper?

Rink

 Referee requirements

Click this checkbox to request Officials and/or a Timekeeper for your Exhibition Game. You would only do this if you 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

- **Rink:** What rink are you playing in? A dropdown list will appear for this field
- **Referee Requirements:** What combination of Referees and Linesmen will you need?
- **Timekeeper Needed:** Check this box to request a Timekeeper. Only leave this unchecked if you have your own Timekeeper.
 - **Note:** If you intend to provide your own Timekeeper, you are 100% responsible for ensuring your Timekeeper shows up and knows how to use Gamesheet properly
- **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

End Date and Time
 2017-10-09 21:30
 Oakville Exhibitions Only: Do you need to req

Add New Exhibition 2

5. Review the details of your request to ensure everything is accurate and correctly filled out. Then click on the **Confirm Travel Permit Request** button

Arena mainway Arena
Start Date Oct 16 2017 8:00 am
 Selected Team: ~~Maple / Bulldogs / AA / Paul German~~
Confirm Travel Permit Request





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Your Exhibition Game Travel Permit has now been requested. Sportskeeper will take you to another confirmation page that gives you the option to delete this Travel Permit without going any further. The system waits 10 minutes before submitting the Travel Permit for approval.

Exhibition Game Travel Permit Approval Process

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2. The Travel Permit is then sent to the ORHC Staff for approval. Nathan or Brendan will ensure that you have a valid and approved roster, that everything has been filled out correctly and that the team you are playing is correct (ex. Correct age and skill level)
3. Once the ORHC Staff have approved the Travel Permit, it is sent to the OMHA for a final review and approval

Once the OMHA gives the final approval for your Travel Permit, you will receive an email from the OMHA advising you of the approval along with the approved permit attached. Please do not reply to that email, any questions or concerns should be directed to the ORHC Office Staff.

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