

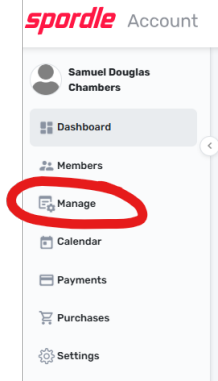


Online Travel Permit Instructions

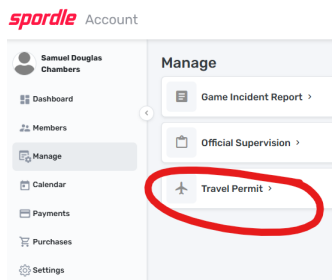
You need to complete a travel permit for all tournaments outside of OMAHA

1. Login into your HCR account at: <https://myaccount.spordle.com/login>

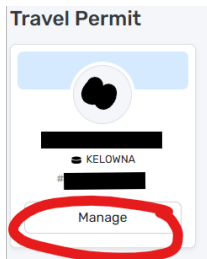
2. Choose **MANAGE** from the menu on the left



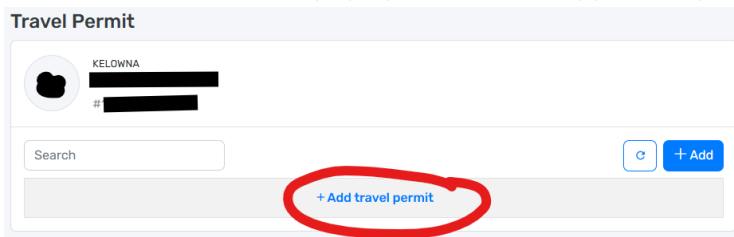
3. Choose **TRAVEL PERMIT**



4. Choose **MANAGE** under your name



5. **ADD TRAVEL PERMIT** – a pop up window will appear for you to put in your information



6. Fill out the form

NOTE – all of this information can be found in the tournament details on the BC Hockey website

(<https://www.bchockey.net/member-info/tournaments>) Select the tournament you are going to and click FIND OUT MORE

- a. TEAM - select your team from the dropdown list
- b. TITLE – the name of the tournament
- c. REFERENCE NUMBER – the tournament sanction number
- d. TRAVEL TYPE – tournament
- e. EVENT TYPE – away
- f. HOST WEBSITE – leave blank
- g. HOST TEAM NAME – put the association that is hosting the tournament (eg Chilliwack Minor Hockey Association)
- h. NUMBER OF GAMES – put minimum (usually 4; 3 round robin, 1 consolation)
- i. HOST DIVISION – U18
- j. HOST CLASS – leave blank
- k. HOST CATEGORY – Recreational
- l. HOST COUNTRY – select from the dropdown list
- m. HOST PROVINCE/STATE – select from the dropdown list
- n. HOST CITY – put the city where the tournament is taking place
- o. HOST ORGANIZATION – the association that is hosting the tournament (eg Chilliwack Minor Hockey Association)
- p. HOST ARENA – the main arena where the tournament is taking place, just the name will suffice, no address needed

The screenshot shows the 'Add travel permit' form. The 'Travel Type' dropdown menu is open, showing options: Exhibition Game, Tournament, Play-off, Inter-Branch, and Home game. The 'Event Type' dropdown is set to 'Select'. The 'Number of games' field is empty. The 'Host Category' field is empty. The 'Host Country' dropdown is set to 'Search...'. The 'Host Province / State' dropdown is set to 'Search...'. The 'Host City' field is empty. The 'Host Organization' field is empty.

7. Click NEXT at the bottom of the form

8. Fill out this form

- a. START DATE – the start date of the tournament
- b. END DATE – the end date of the tournament
- c. NOTES – put the sanction number in here
- d. ADDITIONAL ATTACHMENTS – leave it

9. Click ADD at the bottom of the form

10. Click SUBMIT PERMIT and CONFIRM

The screenshot shows the 'Add travel permit' form. The 'Start Date' and 'End Date' fields are empty. The 'Notes' field is empty. The 'Additional Attachments' section shows a link to 'Add document' and a note about the maximum upload file size (10MB). The 'Previous' button is disabled. The 'Add' button is highlighted in blue. The 'Cancel' button is disabled.

Your permit will now show as pending on your Spordle page. It will automatically be sent to KMHA for approval and will show as ??? when approved. You will also get an email notifying you of it's approval.