

Team Registration Process - Association Registrar Role

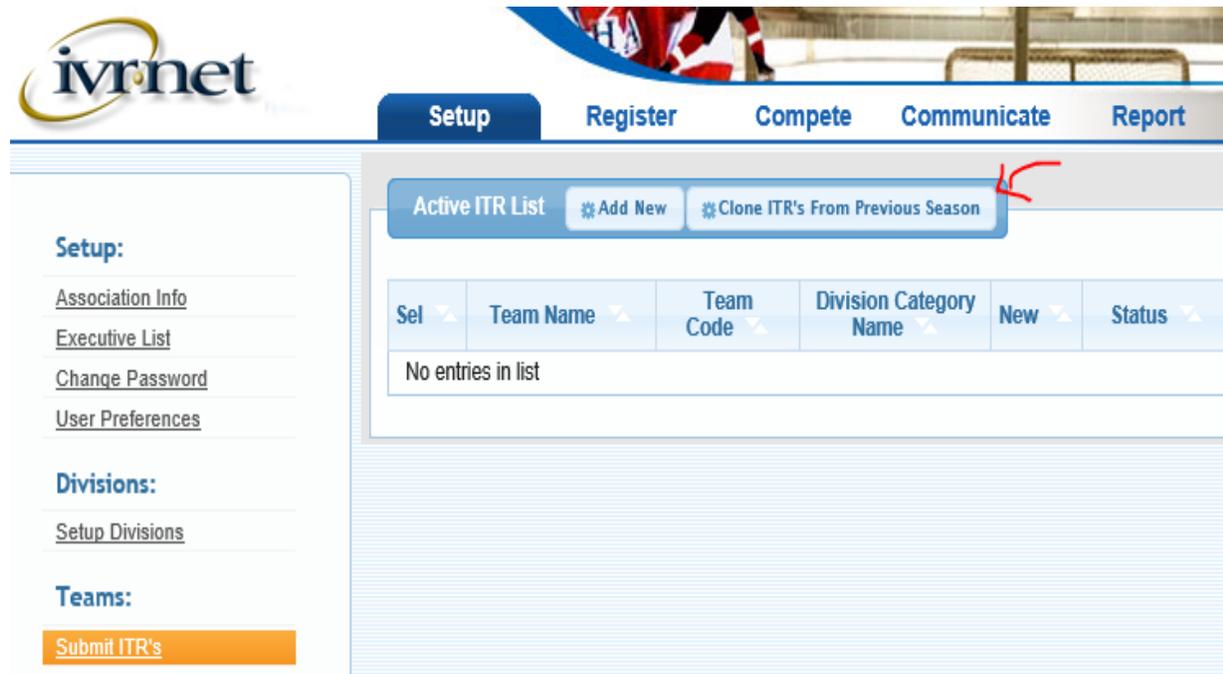
Team Registration involves the following process:

- 1) Setup >> Submit ITR's
- 2) Registration >> Member
- 3) Registration >> Team Roster
- 4) Registration >> Submit Registration

Submit ITRs and/or Clone from last season

Go to Setup - Submit ITR'

The default season must be set to the new season in order for you to see the correct information as per the screenshot below. If you do not see this screen, that means that the OWHA has not switched the system into the new season to register .



The screenshot shows the ivrnet website interface. The top navigation bar includes 'Setup', 'Register', 'Compete', 'Communicate', and 'Report'. The 'Setup' section is active, showing a sidebar with links for 'Association Info', 'Executive List', 'Change Password', and 'User Preferences'. Under 'Divisions', there is a link for 'Setup Divisions'. Under 'Teams', there is a prominent orange button labeled 'Submit ITR's'. The main content area displays the 'Active ITR List' with two buttons: 'Add New' and 'Clone ITR's From Previous Season'. A red arrow points to the 'Clone ITR's From Previous Season' button. Below the buttons is a table with columns: 'Sel', 'Team Name', 'Team Code', 'Division Category Name', 'New', and 'Status'. The table currently shows 'No entries in list'.

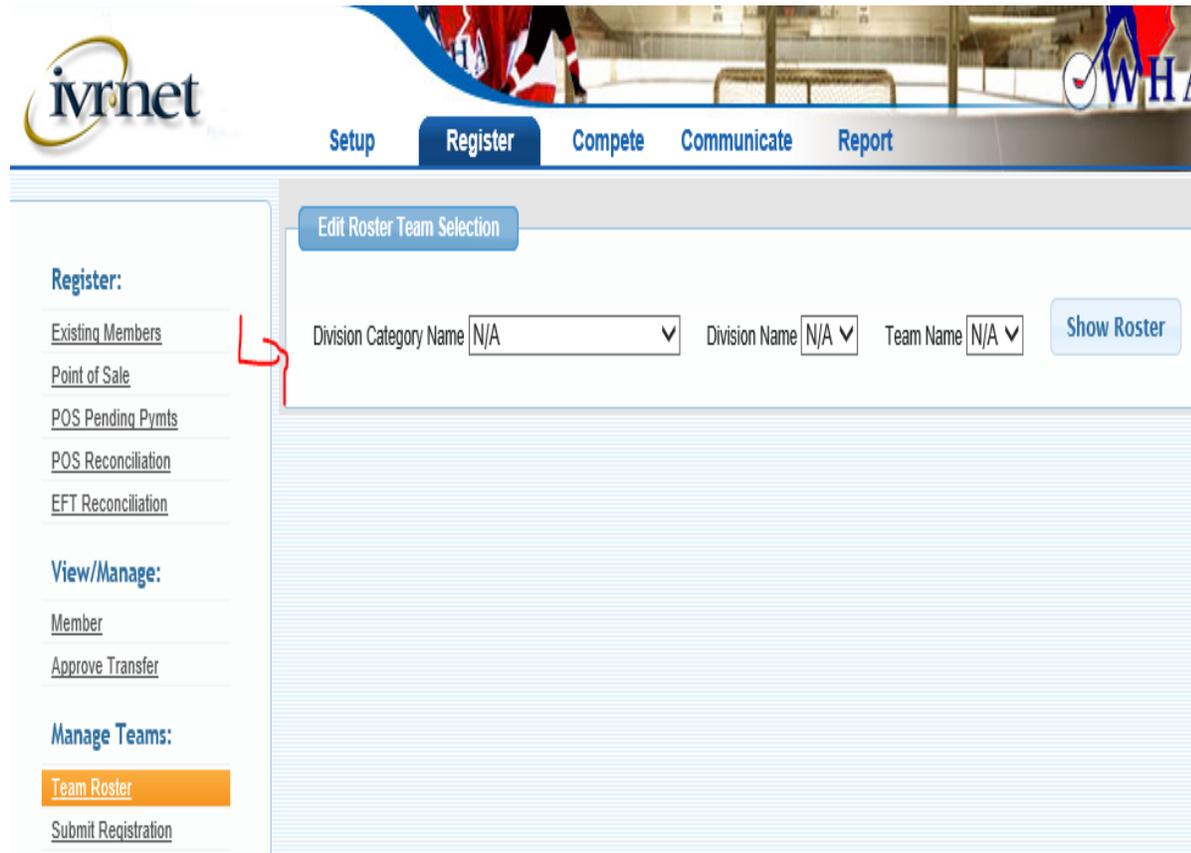
Create Teams

The **Submit ITR's** process is used to create your teams or clone your team's from past seasons. This process is used to add your contacts to your teams and submit your team's to the OWHA for approval (you still need to mail in your cheque and completed ITR Form to OWHA).

Build Rosters

Once your team's ITR has been approved you can then start adding members to your team using the **Registration >> Member** process to add them individually or you can use the **Registration >> Team Roster** process to add many people at once to the team.

Once your Roster is complete you then need to submit the roster to OWHA for approval. You use the **Team Roster** process to submit the team to OWHA for approval (Signed Forms and Payments still need to be mailed to OWHA).



The screenshot displays the 'ivrnet' website interface. At the top, there is a navigation bar with tabs for 'Setup', 'Register', 'Compete', 'Communicate', and 'Report'. The 'Register' tab is active. Below the navigation bar, the main content area is titled 'Edit Roster Team Selection'. On the left side, there is a sidebar menu with sections: 'Register:' (containing links for Existing Members, Point of Sale, POS Pending Pymts, POS Reconciliation, and EFT Reconciliation), 'View/Manage:' (containing links for Member and Approve Transfer), and 'Manage Teams:' (containing links for Team Roster and Submit Registration). The 'Team Roster' link is highlighted in orange. A red arrow points to the 'Existing Members' link in the 'Register:' section. The main form area contains three dropdown menus: 'Division Category Name' (set to N/A), 'Division Name' (set to N/A), and 'Team Name' (set to N/A). A 'Show Roster' button is located to the right of these dropdowns.

Changing Rosters

Throughout the season you may need to change rosters. You do this by using the Team Roster process. Once you add or remove a player from your team, the team automatically becomes 'Unapproved' and you must submit for approval.

Team Statistician Role

The Team Statistician Role is a limited login role that allows a person to login and add Form A's and Print Game labels. They are only allowed to access the teams they are registered to as Team Statistician. They also only have access to the Score Games module.

To add a team statistician you must do it from the Team Roster.

NOTE: Prior to starting this process the person you want to add must already be in your database and **MUST HAVE** an email in their profile.

- 1> Select Register
- 2> Team Roster >> Select the team you want to add the official
- 3> Add Team Official
- 4> Search for the person you are looking for
- 5> Select the person you want to add from the search list and choose the Team Statistician Role
- 6> Click the Assigned Selected Official button

To send the Team Statistician their email you can go to their profile and click on Member Login at the top of their profile and then select the Email New Password.