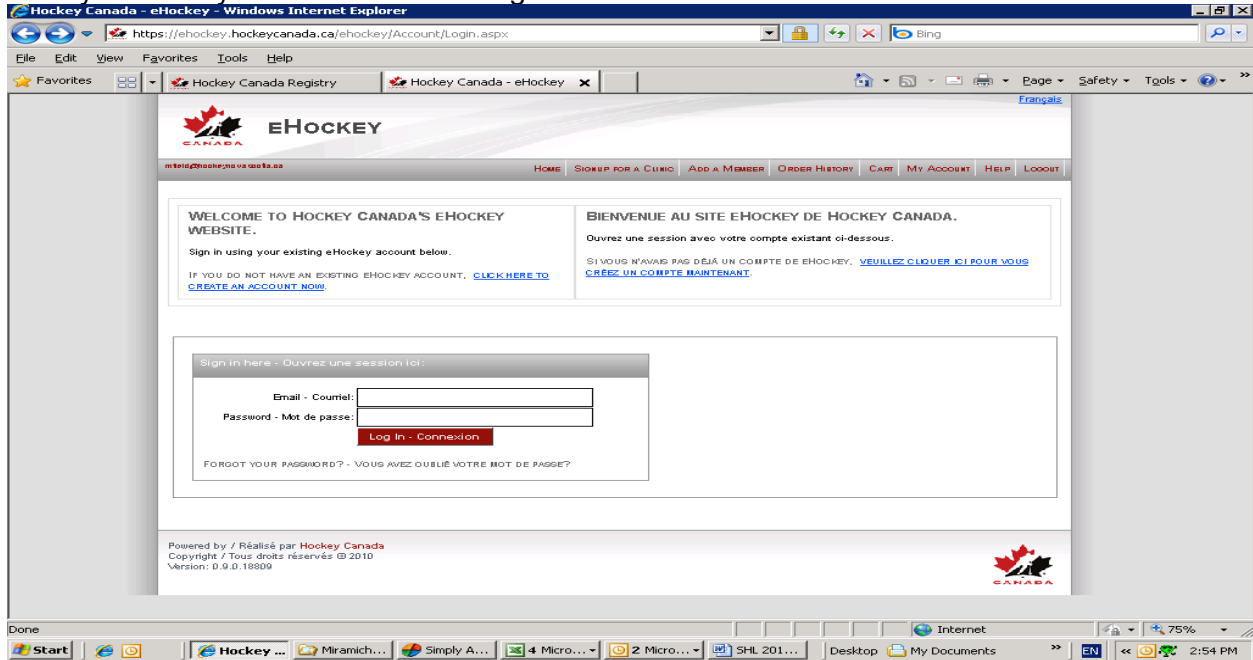


ELECTRONIC TRAVEL PERMITS

Follow these steps to request an electronic travel permit.

1. Travel Permits can only be created once you are HCR rostered for the current season as a coach – contact your local Registrar to ensure this has been completed.
2. Go to ehockey.hockeycanada.ca – screen looks like this.
3. If this is your first time at this site – create a member account.
4. If you already have an account – log in.



5. Your HOME PAGE will open showing your member information.
6. on the right hand side of your information – click on [VIEW](#).
7. Task bar will look like this - select Travel Permits

Signup for a Clinic Travel Permits Update Photo

8. TEAM TRAVEL will open up showing the teams you are on for the current season – to the right of the team name which is travelling, select [Request a New Permit](#).
9. This will take you to TEAM TRAVEL PERMIT – complete all information required and at the bottom of the page click on **SUBMIT**.
10. You will now see this type of screen

| Permit ID | Type | Event | Date | Status | Actions |
|-----------|---------------|-------|------------------------|---------|----------------------|
| 17498 | Travel Permit | test | 02/10/2010 12:00:00 AM | Pending | Open |

11. In the HCR on your Teams Information Page – the completed Travel Permit will appear.

| Travel Permits | | |
|----------------|------|--------|
| Event | Date | Status |
| | | |

test

2010-10-02

Pending

12. Whoever approves your roster will get an email to approve the travel permit. Once they approve it, your ehockey.hockeycanada.ca SELECTED TEAM'S TRAVEL PERMIT screen will change as follows: Status – Approved and Actions – Closed