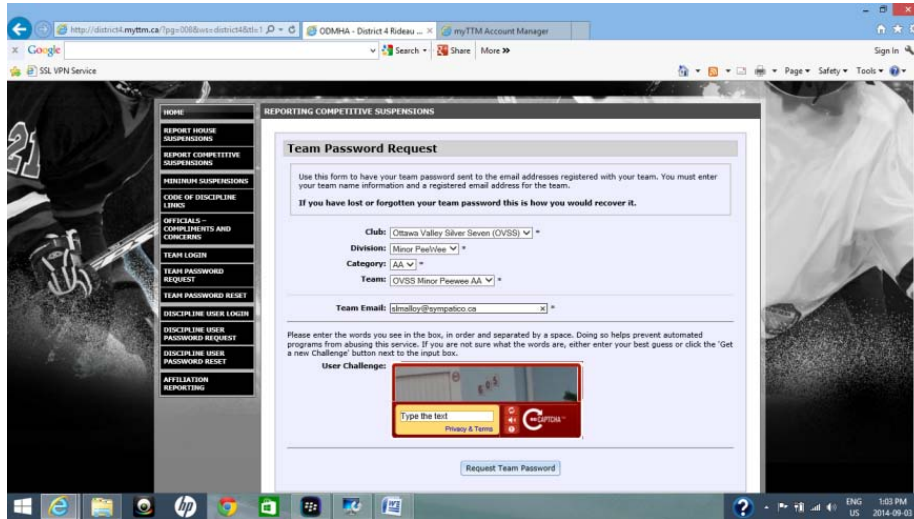


TTM Team User Guide 2014

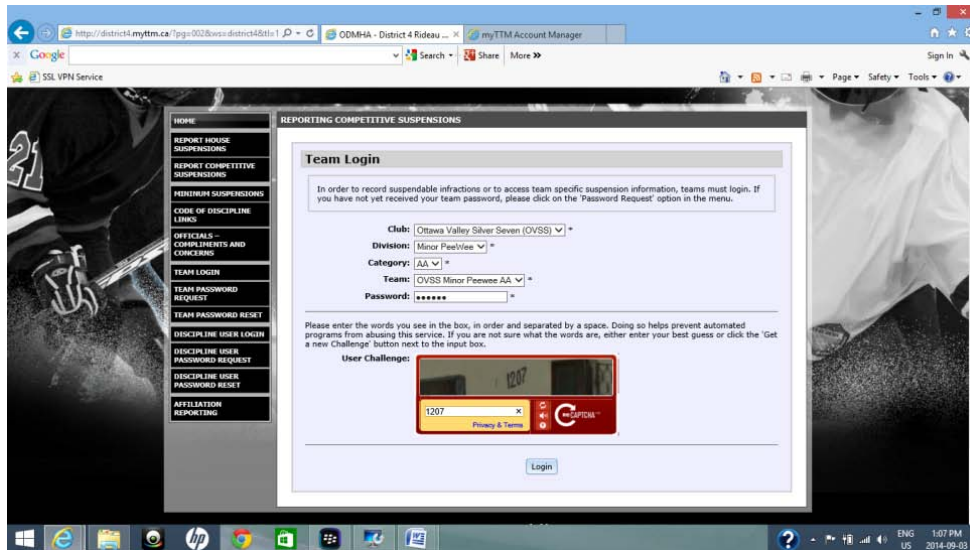
User name, Password and Discipline entry.

- 1- The first time you use TTM you will be required to request a “Team Password” from the menu on the left side of the screen. Fill in the relevant information. ****note you must use the email address that was provided to TTM by your Club**** an email will be sent within 24 hours with the team password

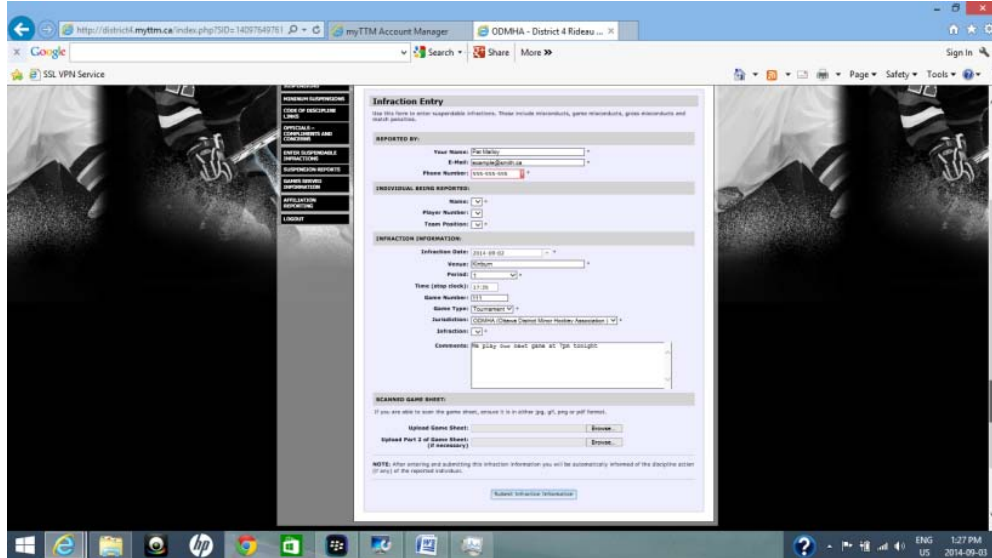


It is recommended that step one and two be done immediately to avoid delays when you need to enter a suspensions or affiliations.

- 2- Once you have received your password go to “team login” and enter the pertinent information



- Once logged in you will be at the Discipline entry location. Ensure that you fill out ALL relevant information. In the section marked "Comments" refrain from opinions on the call ect. This is to advise if there is further discipline anticipated or if you have a game imminent and require an immediate response



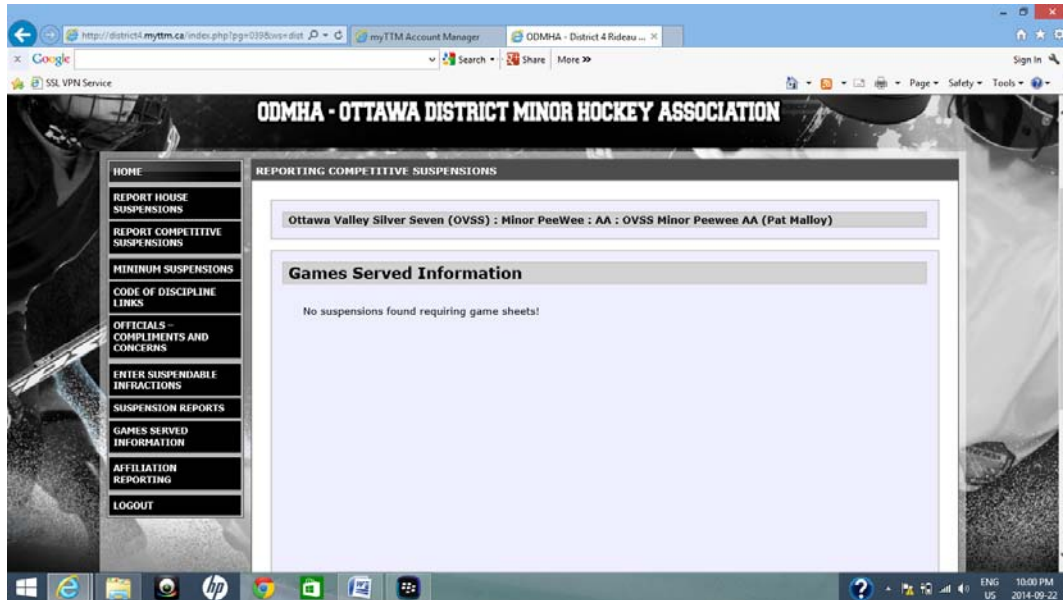
Be sure to upload a copy of the game sheet. Ideally a PDF however jpg picture will work. Please be sure that it is legible

Once you submit the information you will receive an email confirmation of the submission.

It is recommended that you add <http://district4.myttm.ca/mindex.php> to your smart phone. This will provide you with instantaneous minimum suspensions.

Reporting a game served

Once the party has served a game from a suspension go to the “Games Served Information” section on the left side menu input the relevant information TTM will automatically list any suspensions requiring information for games served. Choose the appropriate suspension and follow the steps online



It is imperative that a copy of the game sheet is uploaded in order to verify, if it is not the suspension will stay on the parties profile forever! This may result in a carryover suspension

Once you submit you will get email verification.

Affiliation

TTM is set up for both Specialty 19 and Club affiliation. As the players are entered into the system they will populate the “available players” in the affiliated player section. For Special 19, Teams will need to supply their list to the Association rep, which will ensure that they are uploaded to TTM, after they have been approved by the District Registrar.

TTM has been set up for each league to ensure that the appropriate affiliation type is in place.

For Club affiliation, affiliated players will automatically populate as the team lists are added to TTM. You will only be able to affiliate a player from the District approved levels.

Teams log in through the front page by selecting either competitive or House section. Your password is the same one assigned for Discipline.



The screenshot displays a web browser window with the URL http://district4_affiliations.myttm.ca/?page=002&view=di. The page is titled "AFFILIATION REPORTING" and features a "Team Login" section. On the left, a navigation menu includes options such as "HOME", "AFFILIATION REPORTING (HOUSE)", "AFFILIATION REPORTING (COMPETITIVE)", "TEAM LOGIN", "TEAM PASSWORD REQUEST", "TEAM PASSWORD RESET", "AFFILIATION REP USER LOGIN", "AFFILIATION REP USER PASSWORD REQUEST", "AFFILIATION REP USER PASSWORD RESET", "AFFILIATION LINKS", and "SUSPENSION REPORTING".

The "Team Login" form contains the following fields:

- Club:** Ottawa Valley Silver Seven (OVSS) ▾
- Division:** Minor PeeWee ▾
- Category:** AA ▾
- Team:** OVSS Minor Peeewe AA ▾
- Password:** [masked]

Below the form, a "User Challenge" section displays a CAPTCHA image with the number "12188". A text box contains the number "12188", and a "Login" button is positioned at the bottom of the form.

Instructions for the CAPTCHA: "Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service. If you are not sure what the words are, either enter your best guess or click the 'Get a new Challenge' button next to the input box."

The browser's taskbar at the bottom shows the Windows logo, several application icons, and system information: "ENG 3:45 PM 2014-09-22".

For Specialty 19, the player being affiliated must be on your teams list. This list will be populated to TTM once they have been added by the District Registrar

HOME

- AFFILIATION REPORTING (HOUSE)
- AFFILIATION REPORTING (COMPETITIVE)
- AFFILIATION LINKS
- LIST OF AFFILIATED PLAYERS
- PLAYER CALL-UP NOTIFICATION
- LATERAL CALL-UP NOTIFICATION
- CALL-UP HISTORY
- CALL-UP COUNTS
- SUSPENSION REPORTING
- LOGOUT

AFFILIATION REPORTING

Ottawa Valley Silver Seven (OVSS) : Minor PeeWee : AA : OVSS Minor PeeWee AA (Pat Malloy)

Player Call-Up Notification

Use this form to enter an affiliate player call-up notification prior to a game. Once submitted, all relevant league representatives will be notified by email.

AFFILIATION INFORMATION:

Affiliated Player: *
Reason For Call-Up: Player is suspended
Player being replaced: MALLOY, EVAN

GAME INFORMATION:

Game Date: 2014-09-23
Game Number: 5555
Game Type: League

Submit Call-Up Notification

TTM keeps count of each affiliation and notifies the appropriate Association reps of each affiliation. When a player hits 8 affiliations a warning will be submitted to the reps. At 10 the affiliate will no longer be eligible in the database. These numbers are ONLY for league and playoff games. Affiliated players may play in as many, exhibition, tournament games as they wish.

Password problems

If you experience a problem logging in try the following steps before you start sending emails:

- 1- Have you requested a password and received it.
- 2- Are you using the correct email address to log in (it's the coaches email address)
- 3- Check your cap lock button, the password is case sensitive
- 4- Request a "Team Password Reset" from the main page left side menu
- 5- Refresh the page and clear your internet history
- 6- Finally email your club rep for further instruction
- 7- The TTM administrator can be reached at d_4@rogers.com he is a volunteer and will respond at his earliest convenience