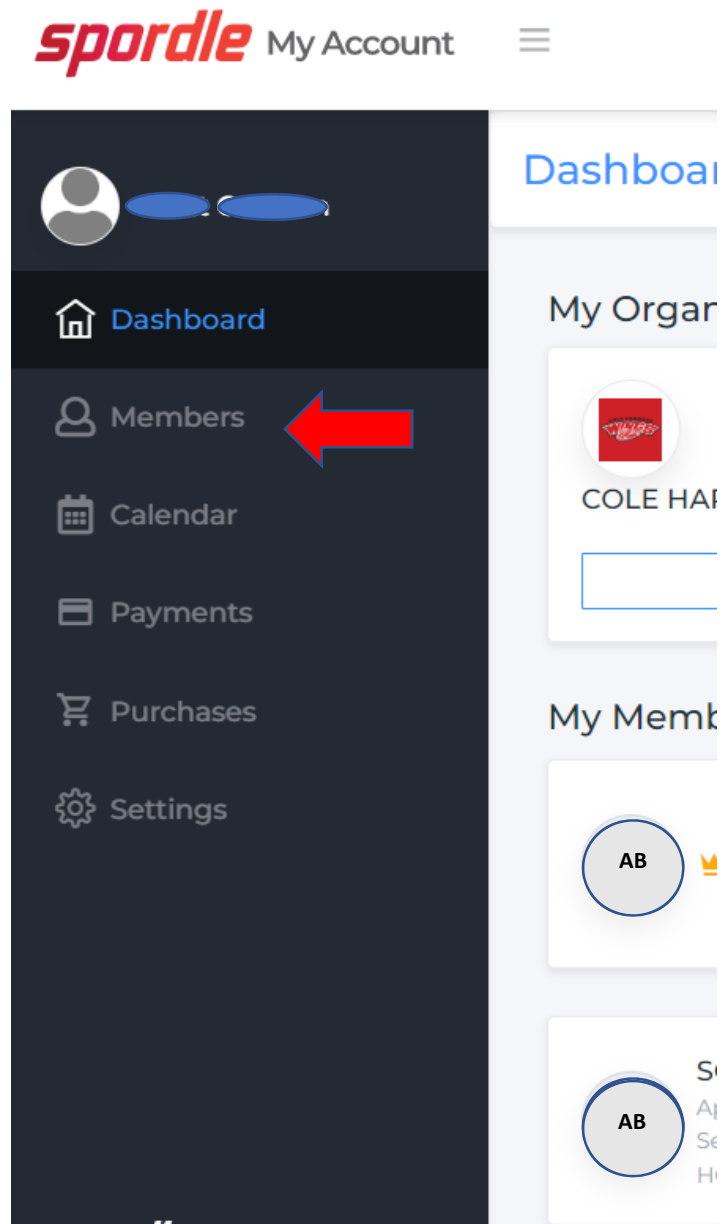
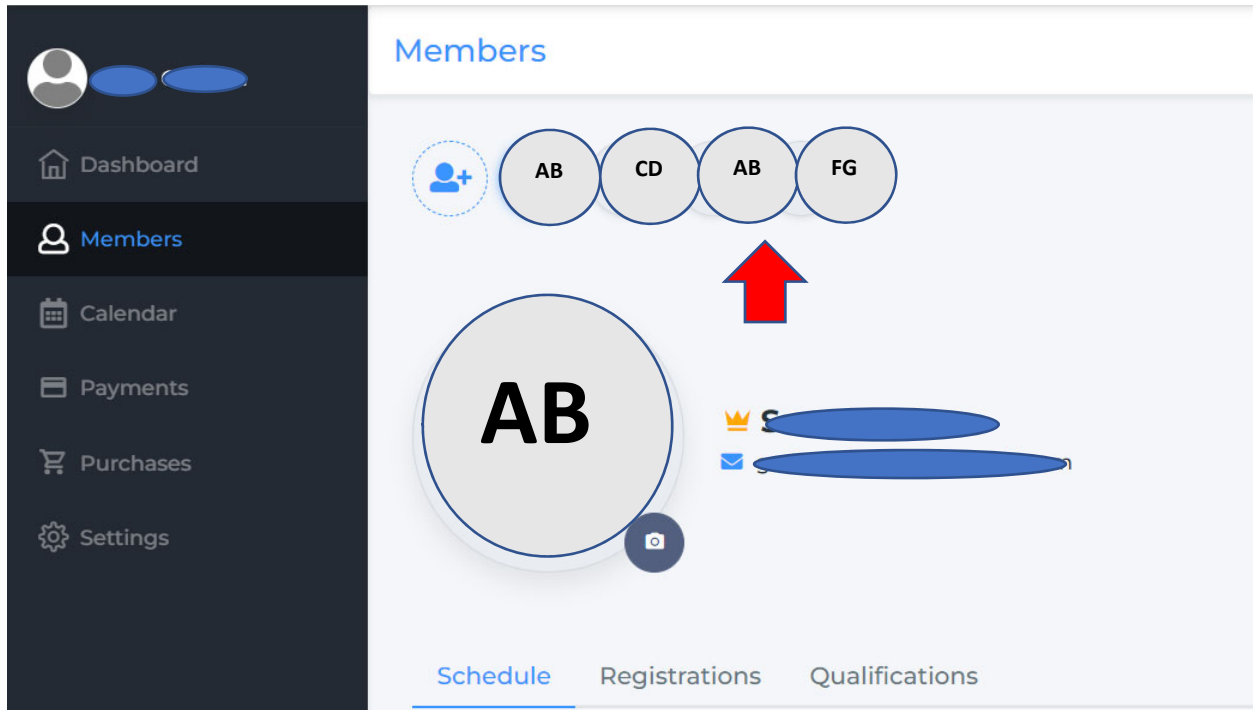


How to apply for a Travel Permit in HCR

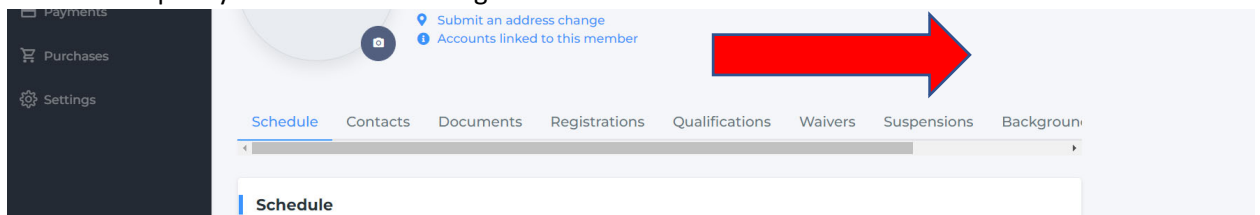
- 1) Log into your Hockey Canada Registry (HCR) Spordle account
- 2) On the left hand side click "Members"



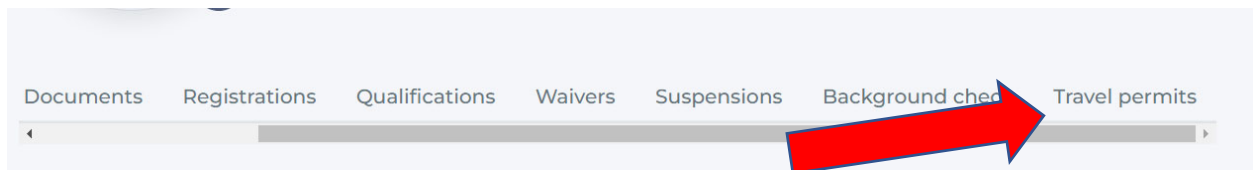
- 3) Once you click members, you should see some circle icons with initials in them. Two of them might be your initials – the first one (with the “crown” beside the name) is not the one you want (it will have limited menu options in the middle of the page as shown that include Schedule, Registrations, Qualifications). You want to click the other one.



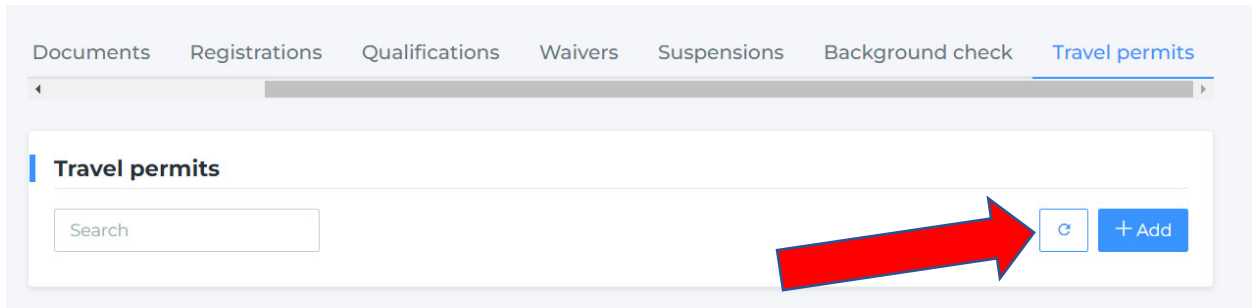
- 4) You should now see something like this in the middle of the page. On a smartphone the scroll bar might not show up very well. Scroll the to right in the direction of the red arrow:



- 5) Travel permits should be at the end of the menu items:



6) Click “add”



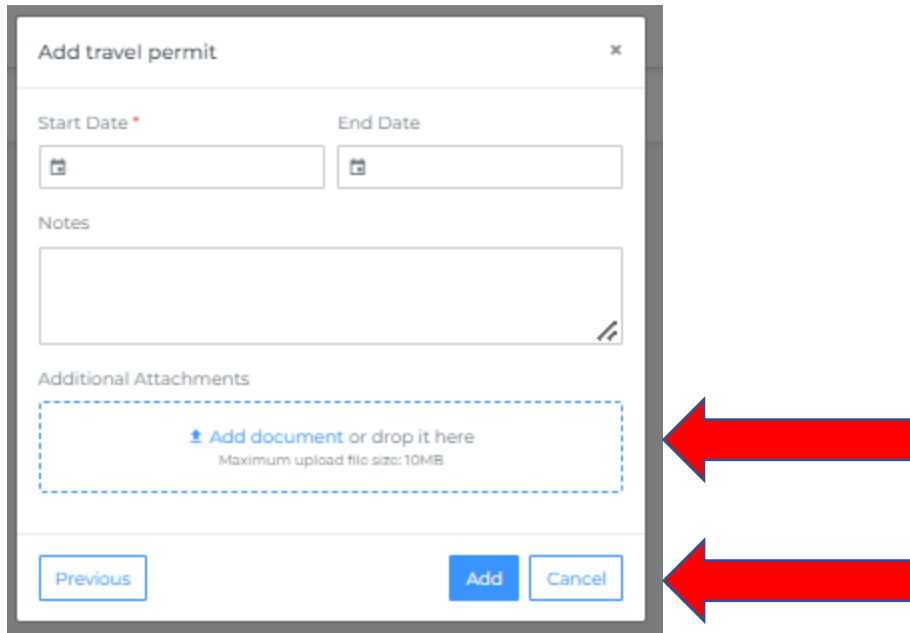
7) Enter all the details for the tournament or exhibition game, etc. Where there are red arrows, treat these as mandatory fields (include the Host Website, Host Team Name, Number of Games, Host Organization, and the name and street address of the Host Arena); Click Next

The screenshot shows a form titled 'Add travel permit'. The form contains the following fields:

- Team * (Search... dropdown)
- Title * (text input)
- Reference Number (text input)
- Travel Type * (Search... dropdown)
- Event Type * (Select dropdown)
- Host Website (text input) - Red arrow points to this field.
- Host Team Name (text input) - Red arrow points to this field.
- Number of games (text input) - Red arrow points to this field.
- Host Division * (text input)
- Host Class (text input)
- Host Category (text input)
- Host Country * (Search... dropdown)
- Host Province / State * (Search... dropdown)
- Host City * (text input)
- Host Organization (text input) - Red arrow points to this field.
- Host Arena (text input) - Red arrow points to this field.
- Travel Permit Fee (text input)

At the bottom of the form are 'Next' and 'Cancel' buttons.

- 8) Enter the start and end dates on the next screen. If you have registered for a tournament and have received a confirmation email, print it as a pdf (Adobe Acrobat) and upload it as an attachment. Click add.



The screenshot shows a web form titled "Add travel permit" with a close button (X) in the top right corner. The form contains the following fields and sections:

- Start Date ***: A date selection field with a calendar icon.
- End Date**: A date selection field with a calendar icon.
- Notes**: A large text area for entering notes, with a small edit icon in the bottom right corner.
- Additional Attachments**: A dashed blue box containing the text "Add document or drop it here" and "Maximum upload file size: 10MB". A red arrow points to this area from the right.
- Buttons**: At the bottom, there are three buttons: "Previous" (light blue), "Add" (dark blue), and "Cancel" (light blue). A red arrow points to the "Add" button from the right.

- 9) Please contact the Risk Manager at riskmanagement@chbawings.org if you have any questions.