

# myTTM General Help for Rep Users

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This document is intended for myTTM representative users. It provides information specifically for representative users when using the myTTM Web Service portal.

The following topics will be discussed in this document:

[Sign In to Your myTTM Representative User Account](#)

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Please refer to the following help documents for additional information for representative users:

*myTTM Suspension Reporting for Rep Users*

*myTTM Affiliation Reporting for Rep Users*

These can be found in the **Help** menu on the myTTM Web Service portal once you have signed in.

## Sign In to Your myTTM Representative User Account

You can access the myTTM Web Service portal from your league's website or from the URL provided to you from your league administrator. The main page for the myTTM Web Service portal is shown below.

### myTTM Evaluation

Welcome to the myTTM Web Services Portal. Teams, league representatives and league administrators can use this portal for signing in and accessing the myTTM Web Services. Sign in to your account by choosing one of the options listed below.

#### Team Sign In

Team coach, team manager or other team appointed persons responsible for maintaining team information should use this option for signing in. Depending on your team's setup, once signed in you will be able to enter suspendable infractions for team members, enter player call-ups or enter game results. Additionally, you will have access to other features associated with your team account.

#### Rep Sign In

Club/Association, League or District reps should use this option for signing in. Depending on your organization's setup, once signed in you will be able to produce reports for team members with respect to suspensions, affiliation call-ups or game results. Administrative reps will also be able to update information that was entered by teams or become a team user for teams you oversee.

#### Admin Sign In

Only administrators responsible for maintaining all aspects of myTTM for your organization should use this option for signing in. Depending on your organizations setup, once signed in you will be able to maintain team, representative and administrative user accounts, league information, suspension reporting options, affiliation reporting options or game scheduling options.

From the myTTM Web Service portal main page you must click the **Rep Sign In** link to proceed to the myTTM Admin/Rep Account Sign In page as shown below.



### myTTM Admin/Rep Account Sign In

Enter your account information to sign in. Both account administrators and account representatives sign in here to access all permitted myTTM Web Service options.


Account ID:

User ID:  ⓘ

Password:  ⓘ



User Challenge:  ⓘ



If you have not signed in before you must request that your password be sent to you. This is done by clicking on the **Request My Password...** button. From the Password Request page you must enter your User ID and enter the User Challenge pattern and then click the **Request Password** button. Your password will then be sent to your email address.

**NOTE: If you do not receive your password by email please check that it has not been sent to your junk mail folder. If it has or if you have still not received the email, you might have to configure your email to accept emails from [automailer@ttmwebservices.ca](mailto:automailer@ttmwebservices.ca) and make the request for your password again. If you still are not getting the email please contact with your league representative.**

Once you have your password you can return to the myTTM Admin/Rep Account Sign In page. To sign in you must enter your User ID, enter your password and enter the User Challenge pattern and then click the **Sign In** button. Once successfully signed in you will be directed to the representative user home page. Depending on how your account has been configured your home page will look similar to the following.



Your league name and account identification will be displayed in the top right-hand corner while you are signed in. All representative options can be accessed from the menu bar provided on the page. The icons displayed in the middle of the page can be clicked on to get additional information about a particular myTTM web service.

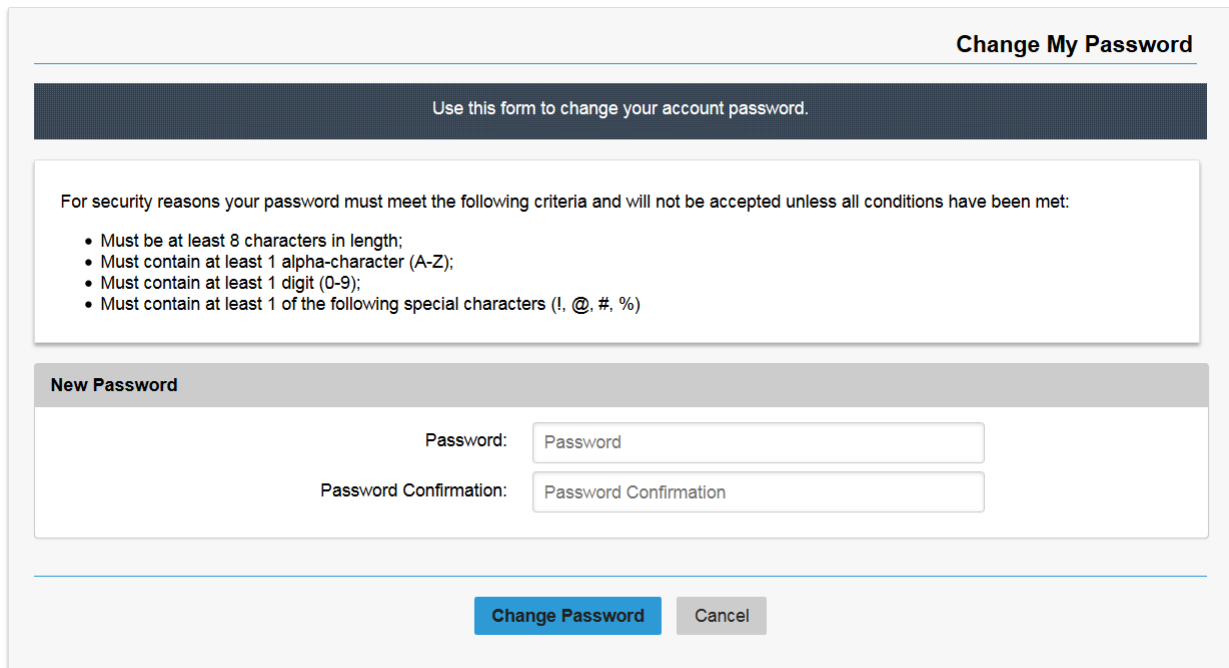
## Change Password

If you think your password has been compromised or you wish to change your password for any other reason, you can have it changed.

This is done by selecting **Change My Password** from the **Admin** menu as shown below.



Next, enter a new password and re-enter the password in the password confirmation field. Ensure that you meet the password criteria listed on the page as shown below.

A screenshot of a web form titled 'Change My Password'. At the top right of the form area is the title 'Change My Password'. Below the title is a dark grey bar with the text 'Use this form to change your account password.' Below this is a white box containing the following text: 'For security reasons your password must meet the following criteria and will not be accepted unless all conditions have been met:' followed by a bulleted list: '• Must be at least 8 characters in length;', '• Must contain at least 1 alpha-character (A-Z);', '• Must contain at least 1 digit (0-9);', and '• Must contain at least 1 of the following special characters (!, @, #, %)'. Below the list is a section titled 'New Password' with two input fields: 'Password:' and 'Password Confirmation:'. At the bottom of the form are two buttons: 'Change Password' (highlighted in blue) and 'Cancel' (grey).

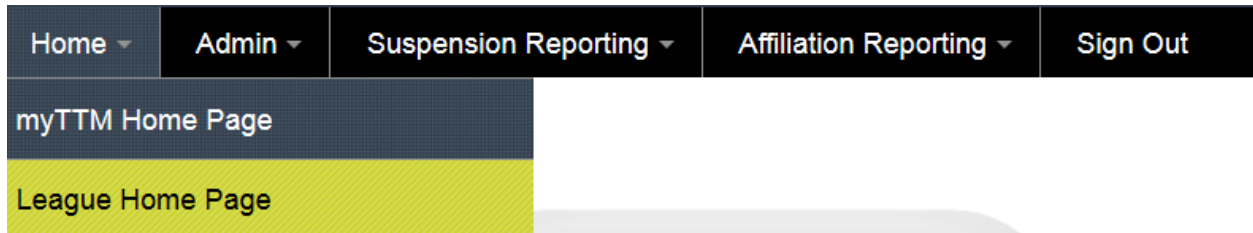
Next, click the  button to have the password changed.

**Note:** If you forget your password you can request that it be emailed to you from the sign in page.

## Return to Your League Website

If at anytime you wish to return to your league website you can easily do this from the myTTM Web Services portal.

This is done by selecting **League Home Page** from the **Home** menu as shown below.

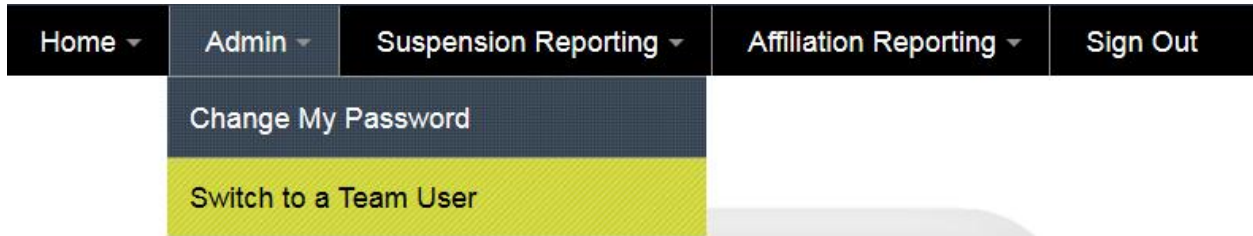


A new web browser window will be opened with your league website. The myTTM Web Services portal will remain in a web browser window and can be returned to at any time.

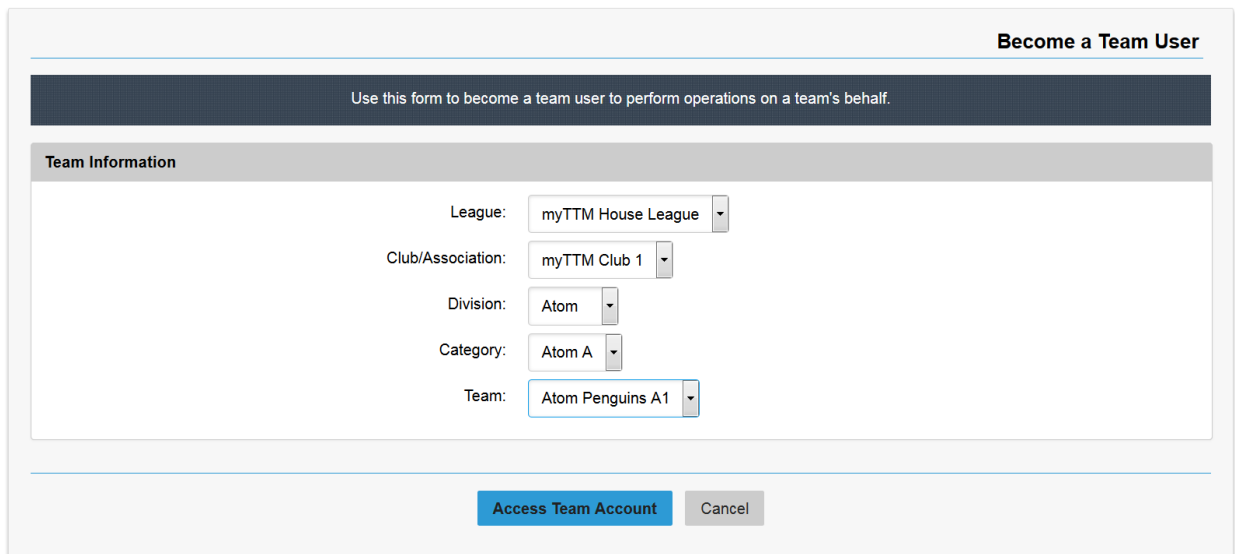
## Switch to a Team User

Representative users that have been granted administrative permissions are able to access team accounts in order to perform operations on the team's behalf. These representative users are not required to sign in to the team's account but rather have ability to easily switch to the team's account after they have signed in.

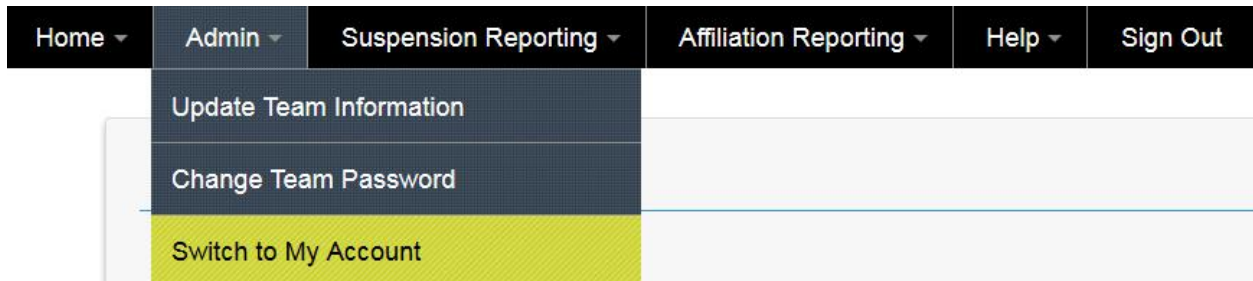
This is done by selecting **Switch to a Team User** from the **Admin** menu as shown below.



Next, enter the team information you need to switch to from the form as shown below.

A screenshot of a web form titled "Become a Team User". The form contains a header with the text "Use this form to become a team user to perform operations on a team's behalf." Below this is a section titled "Team Information" with five dropdown menus: League (myTTM House League), Club/Association (myTTM Club 1), Division (Atom), Category (Atom A), and Team (Atom Penguins A1). At the bottom of the form are two buttons: "Access Team Account" (highlighted in blue) and "Cancel".

Click on the **Access Team Account** button to transfer to the team's account. Once transferred you can switch back to your own account by selecting **Switch to My Account** from the **Admin** menu as shown below.





## General Information for Lists

Many of the myTTM Web Services portal pages contain lists. An example is shown below.

ROW#	ACTION	NAME	DIVISION	CATEGORY	CLUB/ASSOCIATION	GAME DATE	INFRACTION	MINIMUM SUSPENSION	GAMES SERVED
1	Options	Klien, Charlie	Novice	Novice A	myTTM Club 1	2015-09-01	GM42 (HEO Minor) - Fighting <Ref. HC 6.7(a/b)>	1 game suspension	1

This section describes some of the options related to lists.

### 1) Downloading lists in PDF or MS Excel format

If you want the list downloaded in either PDF or MS Excel format you can click on  for PDF format or  for MS Excel format.

### 2) Sorting lists by columns

You can sort the list by column simply by clicking on the column heading. To reverse the sorting order just click on the column heading again.

### 3) Scrolling columns

Depending on your screen size, some columns in the list may not be displayed. You can scroll thru columns by clicking on the arrows above the list as shown below.

ROW#	ACTION	NAME	LEAGUE	DIVISION	CATEGORY	CLUB/ASSOCIATION
1	Options	Klien, Charlie	myTTM House League	Novice	Novice A	myTTM Club 1

## Sign Out of your myTTM Representative User Account

To sign out of the myTTM Web Services portal click on Sign Out from the menu bar as shown below.

