

# TTM User Guide : Team Users

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

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## Sign In to Your TTM User Account

You can access the TTM Web Service portal from your league's website or from the URL <http://heo.myttm.ca>. The main page for the TTM Web Service portal is shown below.

**TIP: Ensure that the title of the login box is HEO/HEO Minor. If it does not display you may have to reset your web browser or ensure that your web browser accepts cookies.**

HEO/HEO Minor

To sign in to *myTTM*, please enter the email address and password assigned to your user account.

My Account

Email:  ⓘ

Don't know my account Email...

Password:  ⓘ

Don't know my Password...

User Challenge:  ⓘ

**nnsxne**

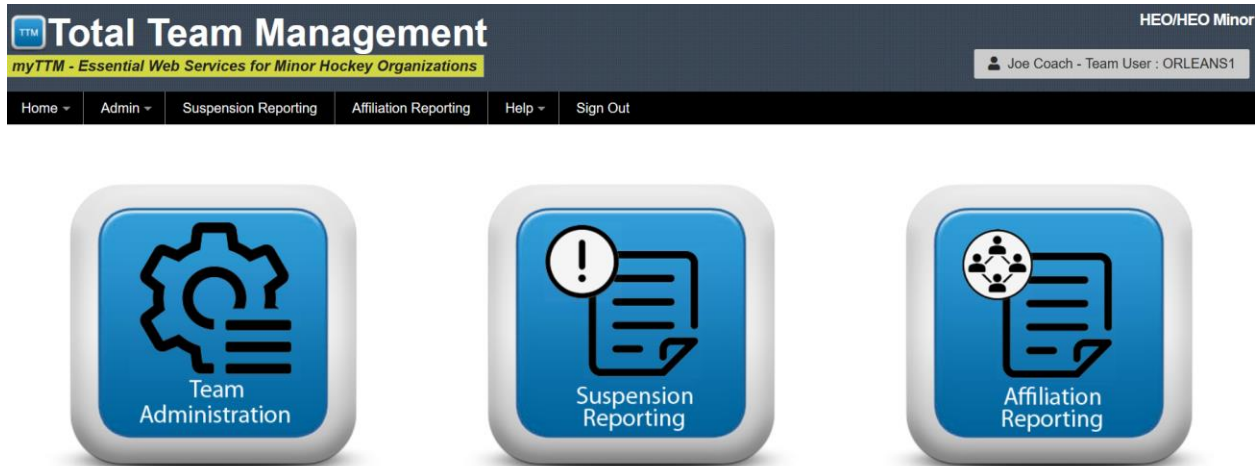
Sign In

If you have not signed in before you must request a password reset. This is done by clicking on the << **Don't know my Password** >> link below the password input box. From the Reset My Password page you must enter your email address that is associated with your account then click the **Request Password to be Reset** button. An email will then be sent to you with instructions on how to reset your password.

If you do not know your email address that was used for your account creation, you can request that an email be sent to your account email address. This is done by clicking on the << **Don't know my account Email** >> link below the email input box. From the Request my Email Address page you must enter your first and last name and then click the **Request Email** button. An email will then be sent to your email address for your account verifying that it is the email address to be used for logging into your account.

Once you have reset your password you can return to the TTM Web Service portal. To sign in you must enter your email address, your password and the User Challenge pattern and then click the **Sign In** button.

Once successfully signed in you will be directed to the home page. Depending on how your account has been configured your home page will look similar to the following.



Your account identification will be displayed in the top right-hand corner while you are signed in. All options can be accessed from the menu bar provided on the page or from the icons displayed in the middle of the page.

## Sign Out of your TTM User Account

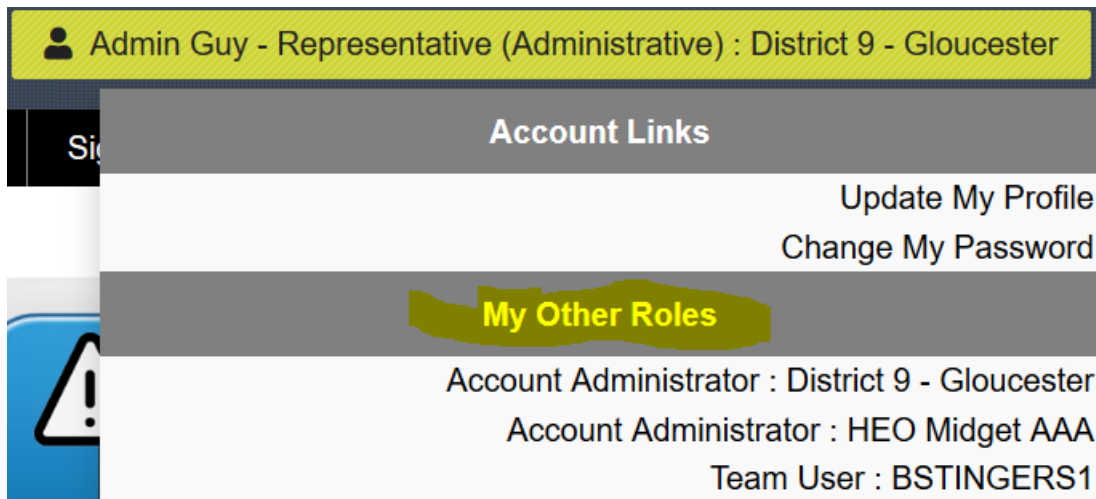
To sign out of the TTM Web Services portal click on Sign Out from the menu bar as shown below. Once signed out you will be returned to the Sign On page.



## Switch Between TTM User Roles

It is possible to have more than one user role within TTM Web Services portal. Since TTM keeps track of your user roles you only have to login to a single account. Once logged in you will be able to switch to any of your assigned user roles. This is done by moving the mouse over the account identification box located at the top right corner of the website (see below).

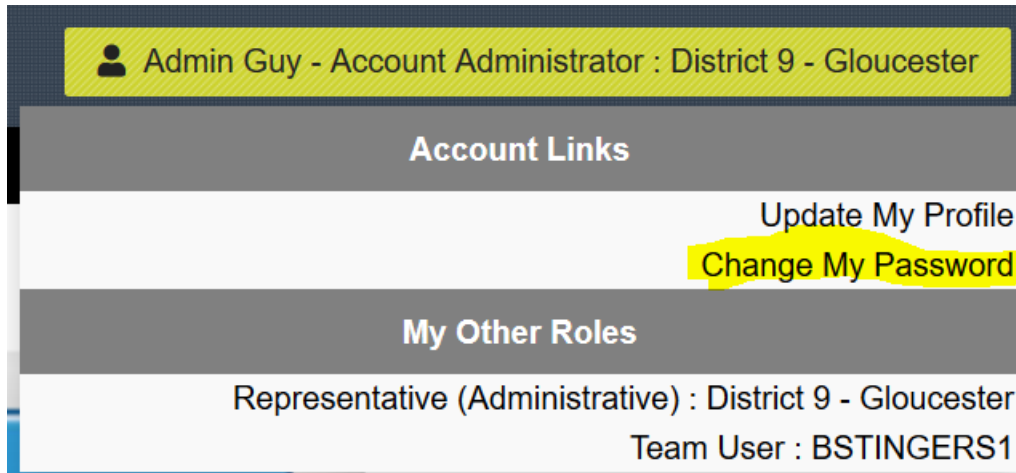
Once the list of user roles is displayed (in My Other Roles section of the dropdown) simply click on the role to you wish to change to and you will need to confirm that you wish to complete the switch. Repeat the process if you need to go back to your previous role or if you want to change to another role.



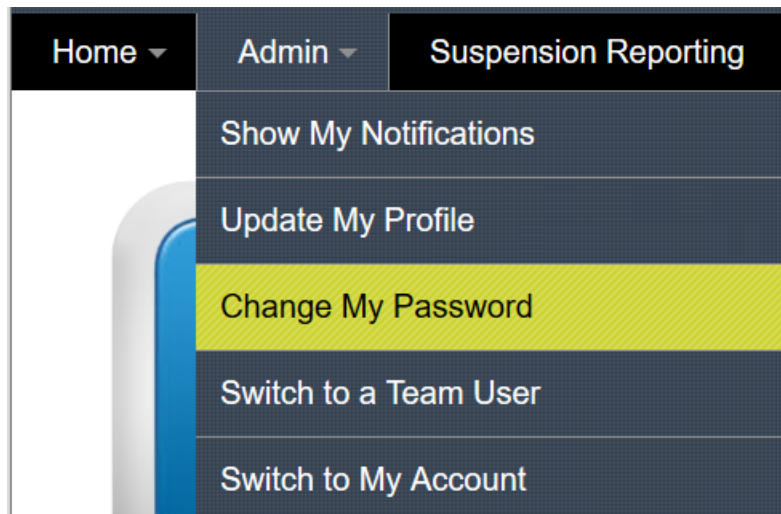
## Change Password

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 moving the mouse over the account identification box located at the top right corner of the website (see below).

A dropdown will appear and you simply click on Change My Password (see below).



Additionally, you can access the Change My Password page 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.

### Change My Password

Use this form to change your account password.

For security reasons your password must meet the following criteria and will not be accepted unless all conditions have been met:

- 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);
- Must contain at least 1 of the following special characters (!, @, #, %)

#### New Password

Password:

Password Confirmation:

Change Password

Cancel

Next, click the **Change Password** button to have the password changed.

**TIP: If you forget your password you can request to reset it from the sign on page.**

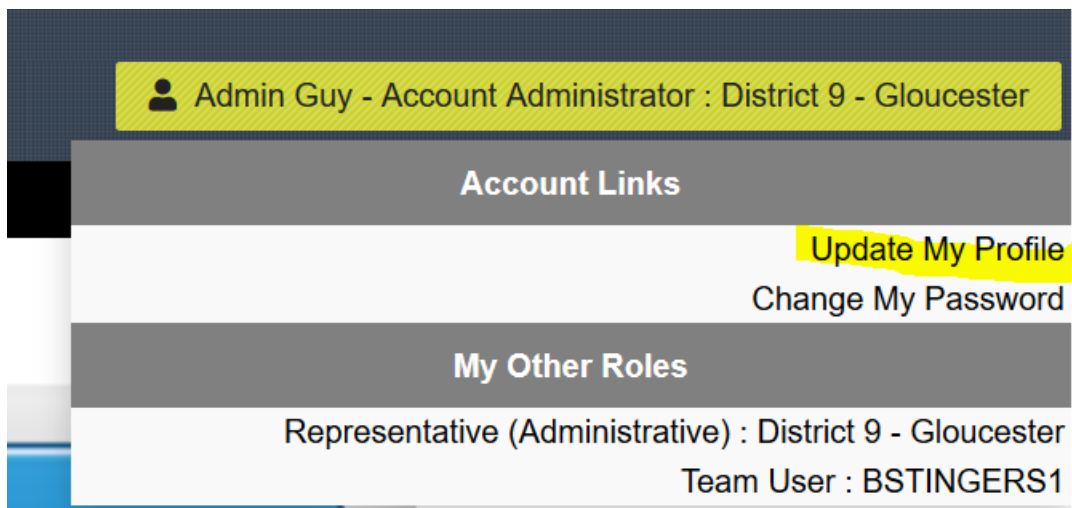
## Update Profile Information

Updating your profile allows you to:

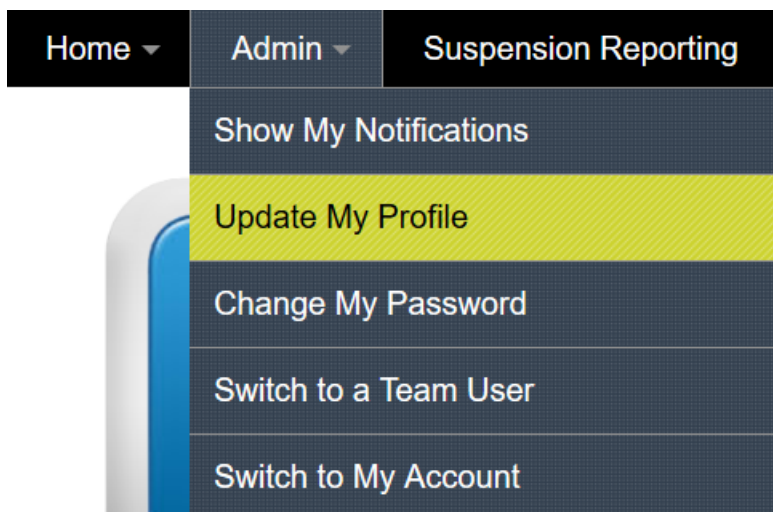
- change your email address used for logging into your account;
- change the name of your account;
- add additional email addresses for receiving notifications.

To update your profile move the mouse over the account identification box located at the top right corner of the website (see below).

A dropdown will appear and you simply click on Update My Profile (see below).



Additionally, you can access the Update My Profile page from the **Admin** menu as shown below.





Next, enter the necessary changes and click the **Save** button to have the profile changed as shown below.

### Change My Profile

Use this form to change your profile information.

**Profile Information**

User ID (Email):  
First Name:  
Last Name:

ag@myttm.ca  
Admin  
Guy

Additional Email Address List:

Enter Email Address

Save

Cancel

When you would like to receive your notifications at one or more other email addresses then you can add them to your 'Additional Email Address List'. This is done by first entering the email address in the box below the list. When finished entering the email address, click the **Add Email** button that appears next to the list. This will add the email address to the list. Ensure you save your changes.

Later if you wish to remove an email address from the list then select the email address in the list and click the **Delete Email** button that appears next to the list. Ensure you save your changes.

## Return to Your District Website

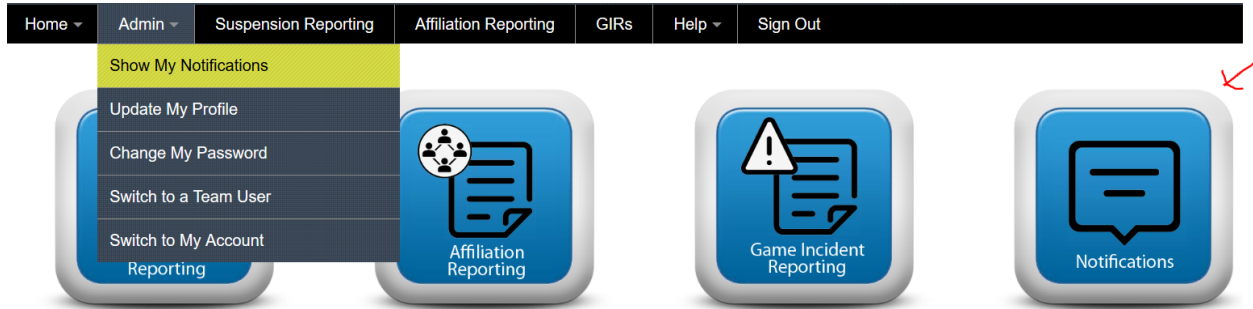
If at anytime you wish to return to your district website you can easily do this from the TTM Web Services portal. This is done by moving the mouse over the **Home** menu bar and selecting from the list of links as shown below.



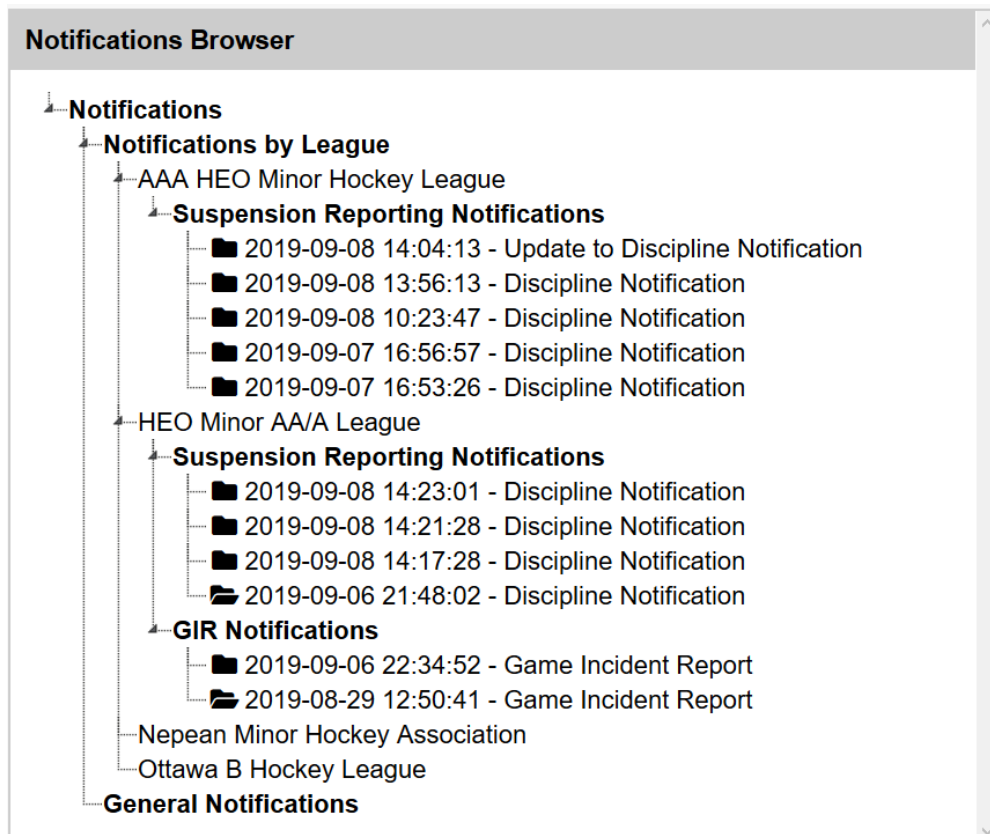
A new web browser window will be opened with your district website. The TTM Web Services portal will remain in a web browser window and can be returned to at any time.

## Notifications Browser

When notifications (i.e. for suspensions, etc.) have been sent to you, via email, they can also be reviewed from the Notifications browser. To access the Notifications browser either select **Show My Notifications** from the **Admin** menu or click on the Notifications icon on the home page (see below).



From the Notifications browser you will be presented with a list of notifications on the left-side panel. Notifications will be grouped by the leagues you are part of and by the type of notification as shown below.



You can click on a notification to have it displayed on the right-side panel as shown below.

**Notifications**

Using the Notifications Browser you can list and view all notifications that have been sent to you by TTM. Menu options exist (via right mouse click) at each level to allow deletion of each notification you no longer require.  
To view the full contents of a notification simply select the notification from the list in the Notifications Browser.

**Notifications Browser**

- Notifications
  - Notifications by League
    - AAA HEO Minor Hockey League
      - Suspension Reporting Notifications
        - 2019-09-08 14:04:13 - Update to Disc
        - 2019-09-08 13:56:13 - Discipline Noti
        - 2019-09-08 10:23:47 - Discipline Noti
        - 2019-09-07 16:56:57 - Discipline Noti
        - 2019-09-07 16:53:26 - Discipline Noti
      - HEO Minor AA/A League
      - Nepean Minor Hockey Association
      - Ottawa B Hockey League
    - General Notifications

**Notification** Export...

Total Team Management (TTM)


### Update to Discipline Notification

Suspension Ref # 1567965373-3396100002

**Team Information**

Organization	HEO/HEO Minor
League	AAA HEO Minor Hockey League

When there are unread notifications a bell icon will be displayed in the top right side of the website beside the user identification box (see below).

Admin Guy - Account Administrator : District 9 - Gloucester 

## General Information for Lists

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

Suspensions List

Export...

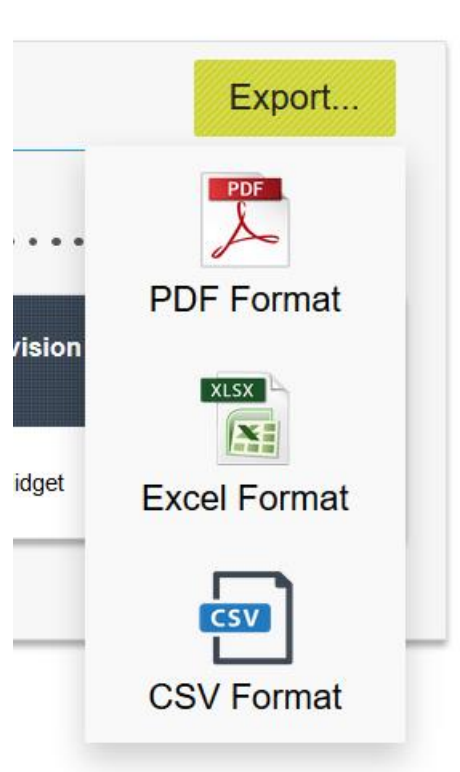
SORT: REFERENCE # (A-Z) ▾

This section describes some of the options related to lists.

### 1) Exporting lists in PDF, MS Excel or CSV format

If you want the list downloaded in either PDF, MS Excel or CSV format move the mouse over the

**Export...** button and select the desired format as shown below.



## 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.

### Suspensions List

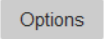
Export...

SORT: REFERENCE # (A-Z) ▾

.....◀▶

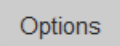
Row	Action	Name	Team	Club/Associati	League	Division	Category	Game Date
1	Options	Bad, Johnny	BSTINGERS1	Blackburn MHA	Gloucester Hockey Association	Midget	Midget A	2019-09-01

## 4) Actions

Most lists will have an **Actions** column where additional options can be selected for each line in the list. Simply move the mouse over the  button and select the desired option from the list (see below).

## Suspensions List

SORT: REFERENCE # (A-Z) ▼

Row	Action	Reference #	Name	Te
1		1567371292-4626400002	Bad, Johnny	BST

- ▶ View/Edit Suspension Details
- ▶ View Game Sheet
- ▶ Mark Suspension as Served
- ▶ Move Suspension to Another Team
- ▶ Delete Suspension

## Team Administration Browser – General Information

Team administration allows teams to maintain both team users and team members. Access to team administration is provided via the Team Administration browser. To access the Team Administration browser either select **Team Administration** from the menu or click on the Team Administration icon on the home page (see below).



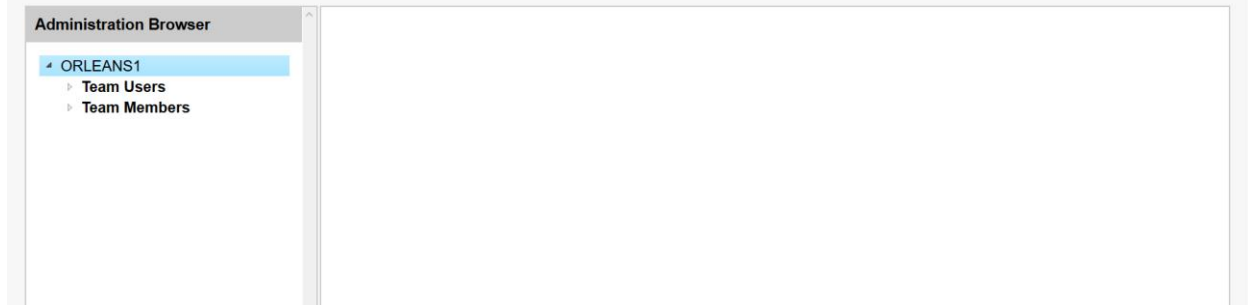
From the Team Administration browser you will be presented with two panels (see below). The left-side panel allows you to browse through team users and team members while the right-side panel is used for viewing/maintaining team users and team members.



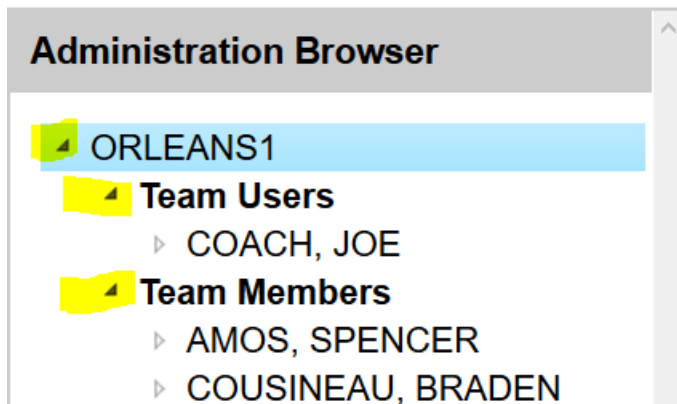
## Team Administration

Using the Administration Browser you can maintain all users for your team account and view all assigned team members. Menu options exist (via right mouse click) at each level to allow you to create/delete entries.

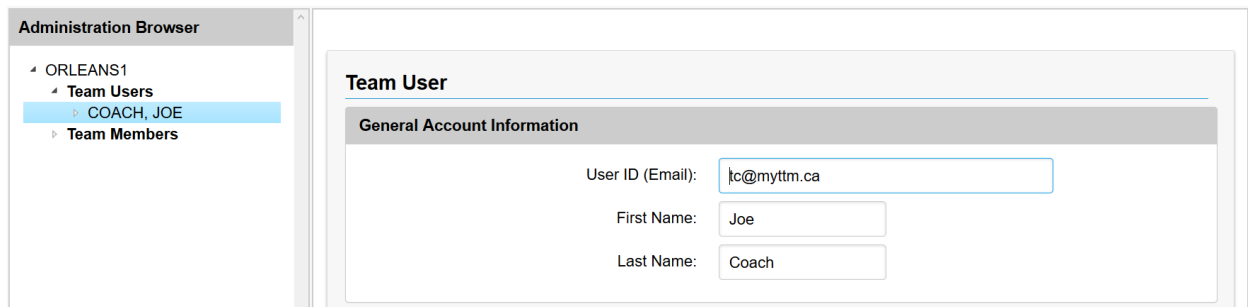
To view/modify an entry simply select the entry from the list in the Administration Browser.



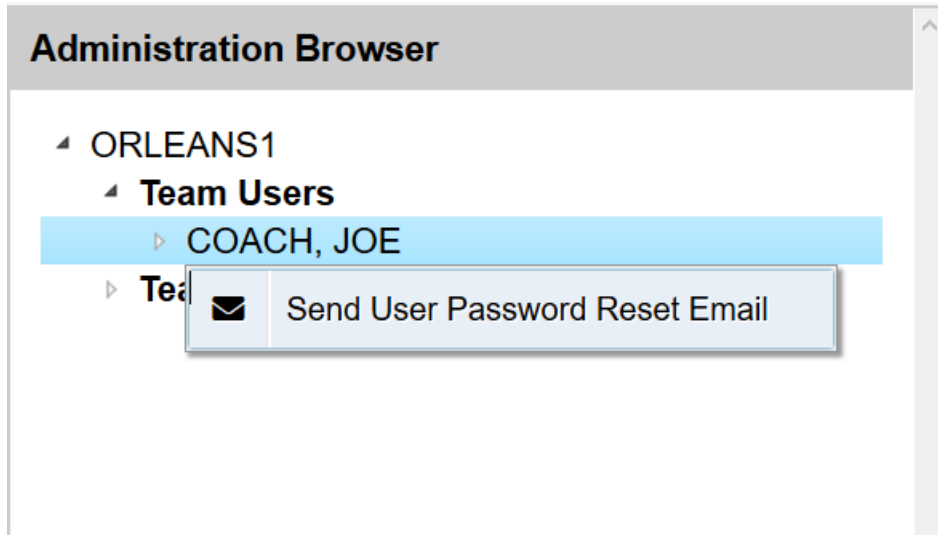
You can navigate through the Team Administration browser by clicking on the arrow beside each item (see below). To expand the item click on the arrow and to collapse the item just click again on the arrow.



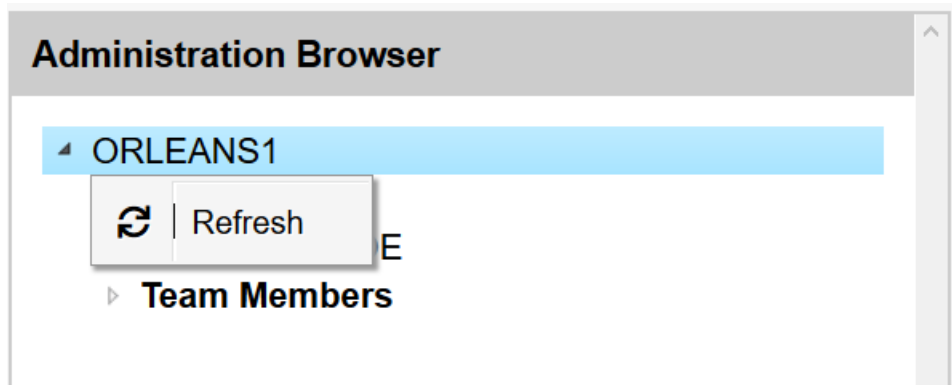
To view/edit a team user in the right-side panel simply click on the item (see below).



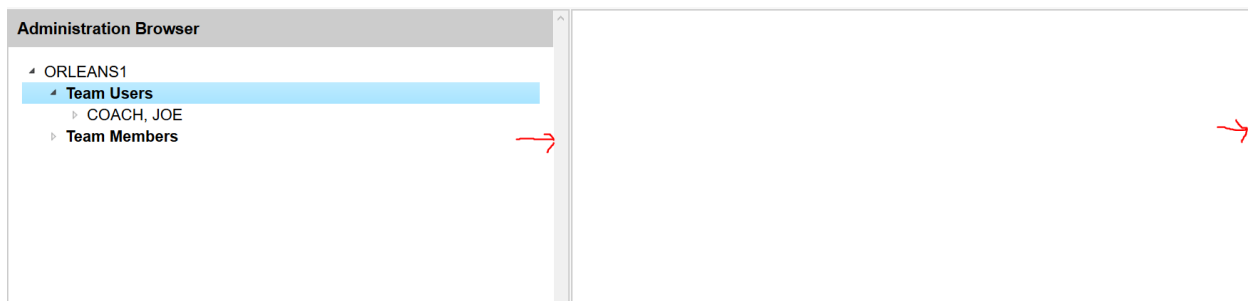
Most items in the Team Administration browser will have associated options for them. These options can be selected from a menu simply by moving the mouse over the item and pressing the right-click button on the mouse (see below).



In some cases, you may need to refresh items in your Team Administration browser. This could be required, for example, if team users were added by another team user after you opened the browser. You can exit the Team Administration browser and return for a full refresh or you can use the Refresh option for the item (see below).

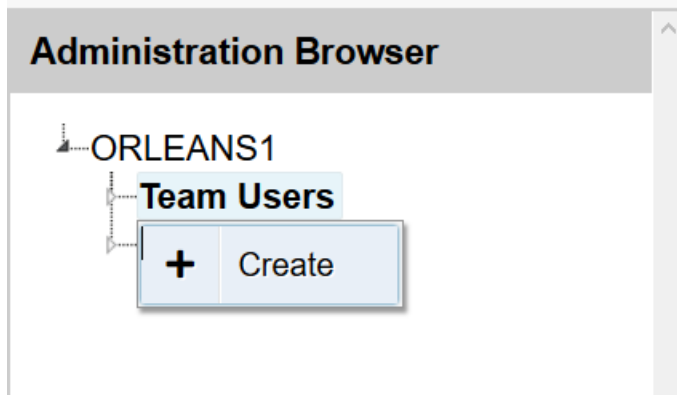



The two panels for the Team Administration browser can be resized if you want more or less viewing area for each. This can be done by moving your mouse to the far right side of either panel until a double arrow appears (see below). Then just hold down the left mouse click button and drag the arrow to increase or decrease the panel size.



## Create a Team User

To create a new team user, right mouse click on the Team Users item and select **Create** as shown below.



Complete the new Team User form (see below) and click the  button.

### Team User

#### General Account Information

User ID (Email):

tm@myttm.ca

First Name:

Fred

Last Name:

Manager

#### User Settings

Team Role:

Manager

Phone (Home):

NNN-NNN-NNNN


Phone (Work):

NNN-NNN-NNNN

Phone (Mobile):

NNN-NNN-NNNN

Suspend User Account:

☐ 

## Modify a Team User

To modify a team user entry simply click on the team user item to have the settings appear in the right-side panel (see below). Make the necessary changes and click the **Save** button.

The screenshot displays the 'Administration Browser' on the left and the 'Team User' settings panel on the right.

**Administration Browser:**

- ORLEANS1
  - Team Users
    - COACH, JOE
    - MANAGER, FRED** (selected)
    - Team Members

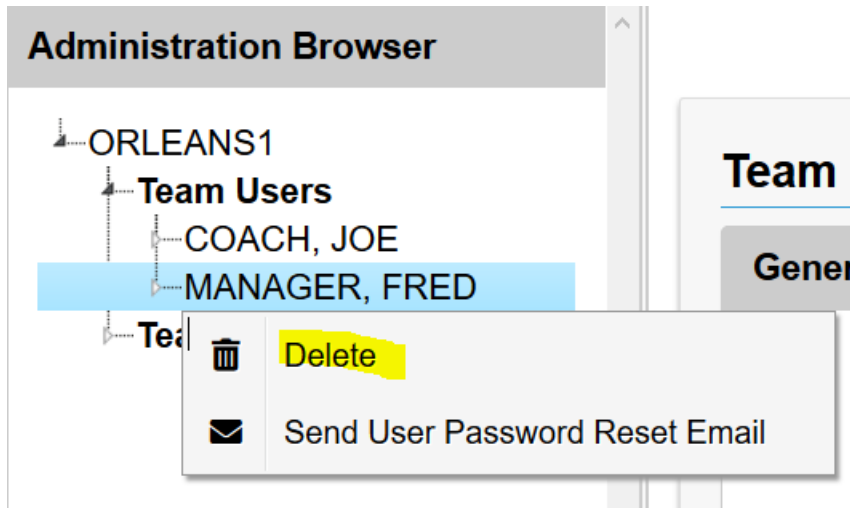
**Team User Settings Panel:**

**General Account Information**

User ID (Email):	<input type="text" value="tm@myttm.ca"/>
First Name:	<input type="text" value="Fred"/>
Last Name:	<input type="text" value="Manager"/>

## Delete a Team User

To delete a team user entry, right mouse click on the team user item and select **Delete** as shown below.



You will be required to confirm the deletion as shown below. Click the **Delete** button to continue with the deletion.

### Delete Confirmation

Confirmation is required to delete this user.

#### General Account Information

User ID (Email):	tm@myttm.ca
First Name:	Fred
Last Name:	Manager

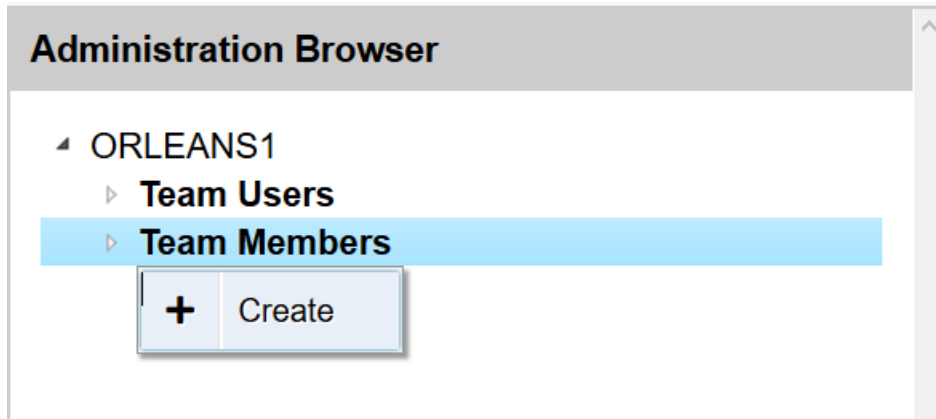
Delete


**TIP :** You will not be able to delete your own team user entry.

## Create a Team Member

**TIP :** This feature may be blocked by your league.

To create a new team member, right mouse click on the Team Members item and select **Create** as shown below.



Complete the new Team Member form (see below) and click the  button.

The image shows a screenshot of the 'Team Member' form. The form is titled 'Team Member' and has a section for 'General Information'. The fields are: First Name (Aron), Last Name (Aron), Hockey Canada ID (12340000000011), Date of Birth (YYYY-MM-DD), Position (Player), and Jersey Number (12). There are information icons (i) next to the Hockey Canada ID and Date of Birth fields. An 'Add' button is at the bottom right.

## Modify a Team Member

**TIP :** This feature may be blocked by your league or it may only allow jersey numbers to be modified.

To modify a team member entry simply click on the team member item to have the settings appear in the right-side panel (see below). Make the necessary changes and click the **Save** button.

Administration Browser

ORLEANS1

Team Users

Team Members

AARON, AARON

AMOS, SPENCER

COUSINEAU, BRADEN

COUSINEAU, DARREN

ELLARD, WILLIAM

FAUCHER, TRISTAN

GAGNON MAHEU, OLIVIE

KEALEY, JAMES

KEALEY, JUSTIN

KILLEEN, CALEB

MAHEU, EMILE

MALOUIN, DOMINIC

MELMOTH, CONNOR

MELMOTH, TIM

NAIMAN, COLE

PAGET, EVAN

PATEREK, JACK

POWLESLAND, BET

PROCTER, JACOB

PROULX, JASON

VOYER, ALEXANDER

Team Member

General Information

ID:

15680453494311500001

First Name:

Aaron

Last Name:

Aaron

Hockey Canada ID:

123400000000011

i

Date of Birth:

YYYY-MM-DD

i

Position:

Player

Jersey Number:

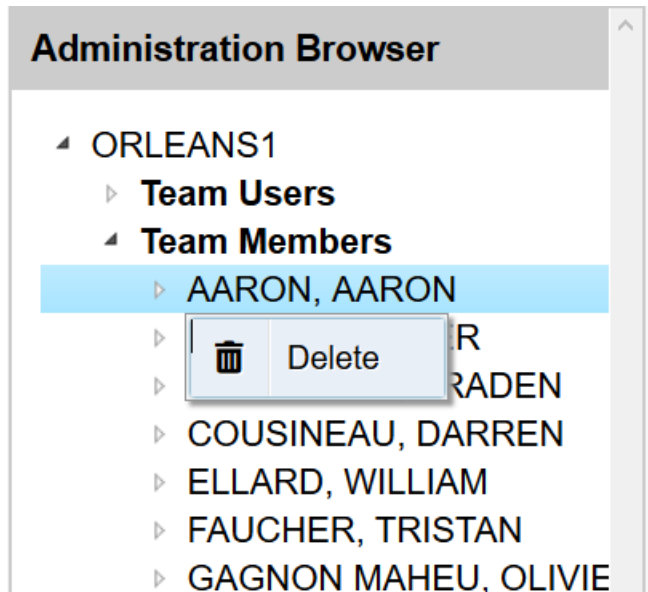
12


Save

## Delete a Team Member

**TIP :** This feature may be blocked by your league.

To delete a team member entry, right mouse click on the team member item and select **Delete** as shown below.



You will be required to confirm the deletion as shown below. Click the  button to continue with the deletion.

### Delete Confirmation

Confirmation is required to delete this entry.

#### General Information

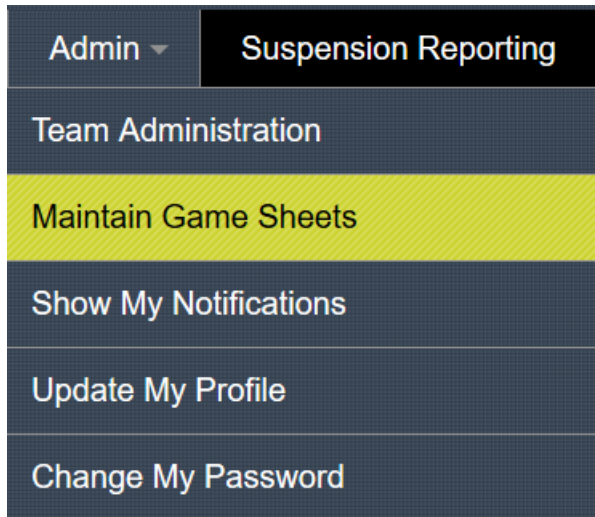
First Name:	<input type="text" value="Aaron"/>
Last Name:	<input type="text" value="Aaron"/>



## Maintain Game Sheets

Game sheets are associated with many of the TTM Web Services. All game sheets uploaded by your team can be maintained in one location. Additionally, you can upload games sheets to be used later from the same location.

This is done by selecting ***Maintain Game Sheets*** from the ***Admin*** menu as shown below.



A sample listing of game sheets is shown below.

Team Game Sheets						Export...
<a href="#">Upload Game Sheet</a>						
SORT: GAME DATE (A-Z) ▾						***** ⏪ ⏩
Row	Action	Game Date	Venue	Game Number	Game Type	
1	<a href="#">Options</a>	2019-09-01	POTVIN	99	Tournament	
2	<a href="#">Options</a>	2019-09-09	BARRETT	321	Exhibition	

To view a game sheet, select **View Game Sheet** from the **Options** menu next to the game in the list as shown below.

Row	Action	Game Date
1	Options	2019-09-01
2	<ul style="list-style-type: none"> <li>▶ View Game Sheet</li> <li>▶ Replace Game Sheet</li> </ul>	9-09

If you need to replace the game sheet with another version, select **Replace Game Sheet** from the **Options** menu next to the game in the list as shown below.

Row	Action	Game Date
1	Options	2019-09-01
2	<ul style="list-style-type: none"> <li>▶ View Game Sheet</li> <li>▶ Replace Game Sheet</li> </ul>	9-09

The following page will be displayed allowing you to upload a new game sheet.

### Upload Game Sheet Replacement

Use this form to upload a game sheet to replace an existing previously uploaded game sheet. Game sheets may need to be replaced if they are not clear enough to read.

#### Game Sheet Information

Game Date:	2019-09-01
Venue:	POTVIN
Game Number:	99
Game Type:	Tournament

Please scan or take a picture of the most legible copy of the game sheet. Valid file formats include jpg, gif, png or pdf only. **Try to keep the filesize under 4Mb to reduce upload time.**

Game Sheet:  No file selected.

Part 2 of Game Sheet (if necessary):  No file selected.

Select the file(s) to upload for the game sheet and click the **Upload Replacement Game Sheet** button and you will be returned to the list of game sheets as shown below.

Team Game Sheets						Export...
<b>Upload Game Sheet</b>						
SORT: GAME DATE (A-Z) ▾						..... ⏪ ⏩
Row	Action	Game Date	Venue	Game Number	Game Type	
1	<b>Options</b>	2019-09-01	POTVIN	99	Tournament	
2	<b>Options</b>	2019-09-09	BARRETT	321	Exhibition	

To upload new game sheets to be referenced later, click on the **Upload Game Sheet** button and the following page will be displayed allowing you to upload a new game sheet.

Upload Game Sheet

Use this form to upload a game sheet for a game that your team has already played. Uploaded game sheets can be referenced when required (i.e. when entering suspendable infractions).

Game Sheet Information

Game Date:

Venue:

Game Number:

Game Type:

Please scan or take a picture of the most legible copy of the game sheet. Valid file formats include jpg, gif, png or pdf only. Try to keep the filesize under 4Mb to reduce upload time.

Game Sheet:  No file selected.

Part 2 of Game Sheet (if necessary):  No file selected.

**Upload Game Sheet**

Cancel

Select the file(s) to upload for the game sheet and click the **Upload Game Sheet** button.

27 of 55

Total Team Management

2022-07-14

## Suspension Browser – General Information

Access to all suspension options is provided via the Suspension browser. To access the Suspension browser either select ***Suspension Reporting*** from the menu or click on the Suspension Reporting icon on the home page (see below).



From the Suspension browser you will be presented with two panels (see below). The left-side panel allows you to browse through suspension and gives access to most suspension related options while the right-side panel is used for viewing/entering suspensions or viewing suspension reports.

### Suspension Reporting

Using the Suspension Browser you can list and view existing Suspension Reports at each level of your organization. Menu options exist (via right mouse click) at each level to allow you to search and view suspensions.

To view the full contents of a suspension entry simply select the suspension from the list in the Suspension Browser.

**Suspension Browser**

- ORLEANS1
  - Enter a Suspendable Infraction
  - Find Minimum Suspensions by
  - Suspensions

You can navigate through the Suspension browser by clicking on the arrow beside each item (see below). To expand the item click on the arrow and to collapse the item just click again on the arrow.

**Suspension Browser**

- ORLEANS1
  - Enter a Suspendable Infraction
  - Find Minimum Suspensions by
  - Suspensions

To view/edit a suspension in the right-side panel simply click on the item (see below).

**Suspension Browser**

- ORLEANS1
  - Enter a Suspendable Infraction
  - Find Minimum Suspensions by Infraction
  - Suspensions
    - Aaron, Aaron - ORLEANS1 (2019-09-08)

**Edit Suspension (#1568052174-8001100002)**
Export...

**Team Information**

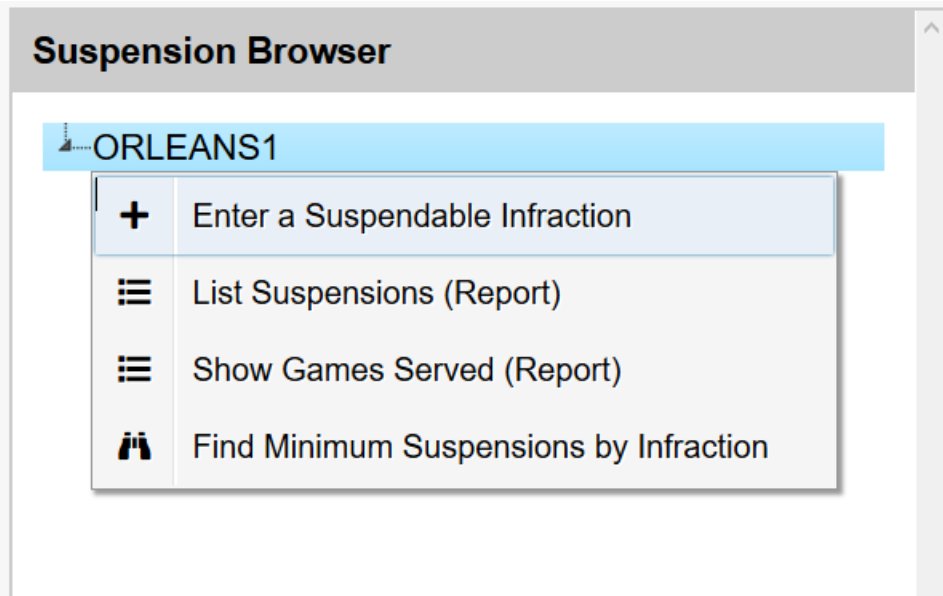
League: Gloucester Hockey Association
 

Division: Atom

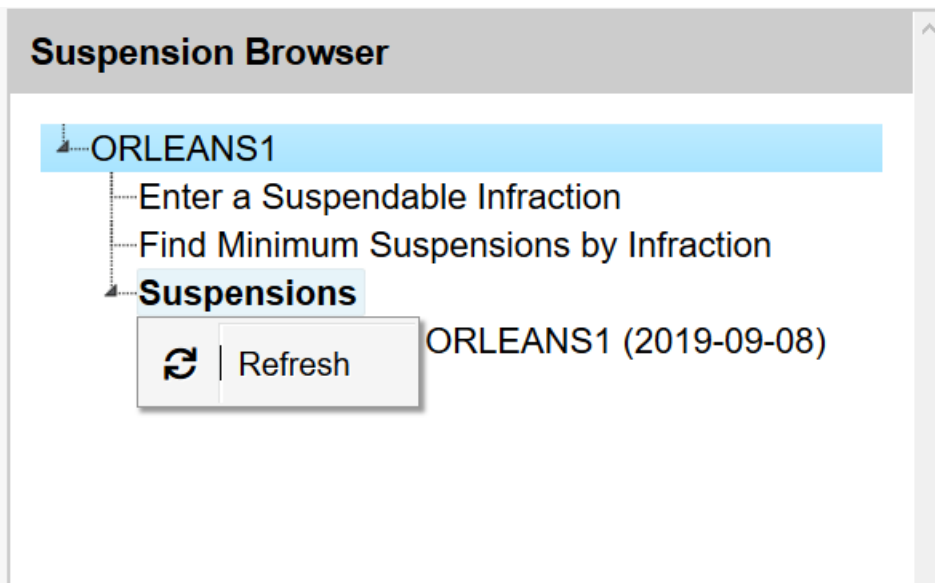
Category: Atom A

Team: ORLEANS1

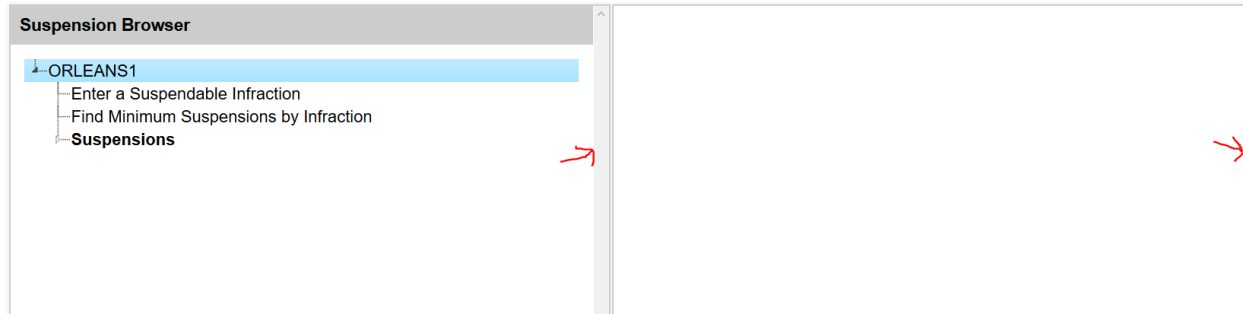
Most items in the Suspension browser will have associated options for them. These options can be selected from a menu simply by moving the mouse over the item and pressing the right-click button on the mouse (see below).



In some cases, you may need to refresh items in your Suspension browser. This could be required, for example, if suspensions were reported after you opened the browser. You can exit the Suspension browser and return for a full refresh or you can use the Refresh option for the item (see below).



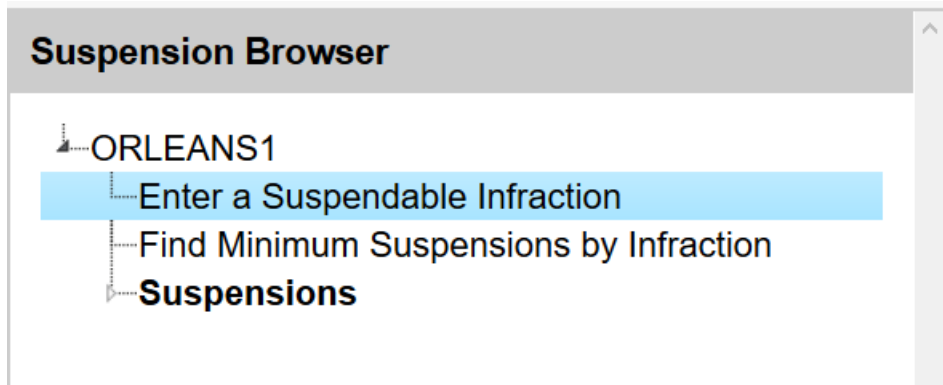
The two panels for the Suspension browser can be resized if you want more or less viewing area for each. This can be done by moving your mouse to the far right side of either panel until a double arrow appears (see below). Then just hold down the left mouse click button and drag the arrow to increase or decrease the panel size.



## Enter a Suspendable Infraction

Teams are responsible for reporting specific infractions that occurred during a game. These include misconducts, game misconducts, gross misconducts and match penalties.

This is done by clicking on the **Enter Suspendable Infraction** item as shown below.



When entering infractions you will be required to provide information for various sections as shown below.

**Game Information**

Select a Game:

In this section you can either select a game that has been entered previous or you enter new game information in which case you must select "Other (enter Game Information)" from the list.

When entering new game information you must provide information about the game where the infraction occurred. Once you have entered the Game Date, Venue, Game Number and Game Type you will be required to upload a scanned copy or a photo of the actual game sheet. If the entire game sheet cannot fit in one file then provide the game sheet in two sections. It is important that the game sheet uploaded will be easily viewable, so ensure the uploaded file is of good quality before sending.

**Team Member Being Reported**

Select a Team Member:

In this section you must identify the team member that the infraction is for. Depending on the way your league's account has been setup, you might be required to fill in fields or select a team member from a list.



Infraction Information	
<p>Note: If you cannot determine the infraction code from the game sheet, please contact your Association/Club discipline representative or President before entering and submitting this form.</p>	
Period:	Before Game
Clock Time:	NN:NN
Jurisdiction:	HEO Minor
Infraction:	
Comments:	

In this section you must enter specific infraction information primarily collected from the game sheet where the infraction occurred.

Once the form has been completed click on the **Submit Infraction Information** button. You will then be directed to a suspension summary page (see below) indicating the minimum suspension for the team member based on the information that you provided. Additionally, a suspension entry notification will be emailed to your team email addresses and all league discipline representatives.

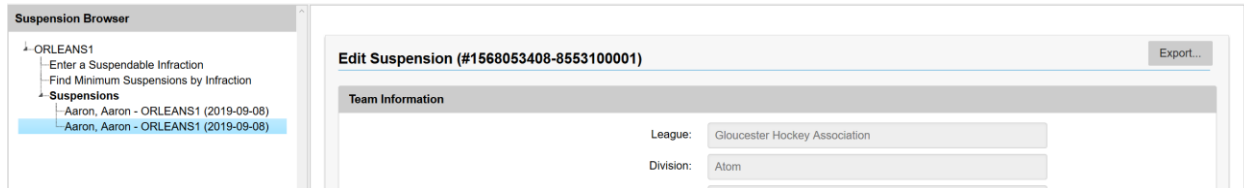
Minimum Suspension Information	
<p>The reported infraction information has been recorded and an email has been sent informing all appropriate team and league discipline representatives.</p> <p>Please remember to return and record all games served for suspensions once they have been served by each team member.</p>	
Disciplinary Action Notification	
Reported Team Member:	Aaron Aaron
Jurisdiction:	HEO Minor
Infraction Type:	GAME MISCONDUCT
Infraction:	GM30 - Fighting <6.7>
Occurrence this season:	1
Minimum Suspension:	1 game suspension
<p>The discipline action listed above is the minimum based on the jurisdiction of the infraction and is combined with any additional league or club/association Code of Discipline. Where the jurisdiction is outside of your league jurisdiction, the Code of Discipline with a greater penalty will be imposed.</p> <p>Should you not agree with the disciplinary action or require clarification, please contact your club/association or league Discipline representative.</p>	

**Note:** If you need to enter another suspendable infraction for the same game click on the **Enter Another Suspendable Infraction** button from the suspension summary page.

## Edit a Suspension

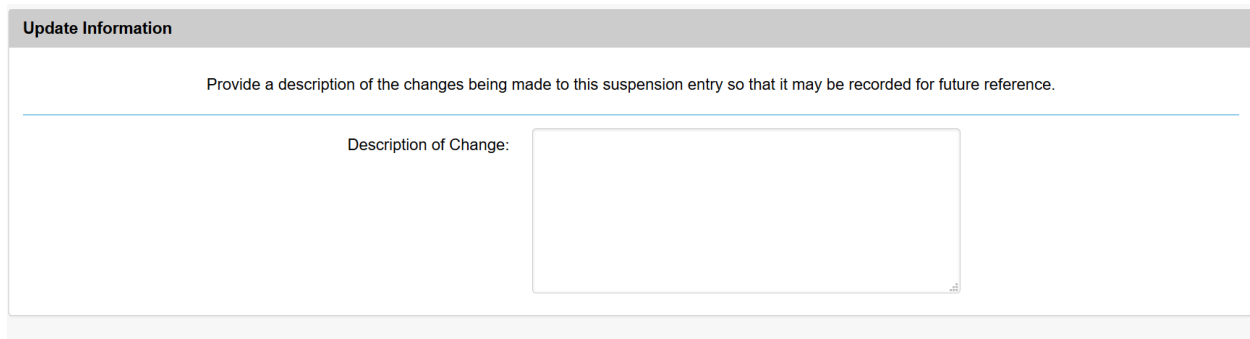
Changes to a suspension can be made after the suspendable infraction entry has been entered. However, teams can only update the Game Information section and a few fields in the Infraction Information section. If there are additional changes to be made to the suspension entry then you must contact a league discipline representative.

To edit a suspension entry click on the suspension item as shown below.



The screenshot shows the 'Suspension Browser' on the left and the 'Edit Suspension (#1568053408-8553100001)' form on the right. The browser lists 'ORLEANS1' with sub-items 'Enter a Suspendable Infraction', 'Find Minimum Suspensions by Infraction', and 'Suspensions'. Under 'Suspensions', two entries are listed: 'Aaron, Aaron - ORLEANS1 (2019-09-08)' and 'Aaron, Aaron - ORLEANS1 (2019-09-08)'. The 'Edit Suspension' form has a title bar with the suspension ID and an 'Export...' button. Below the title bar is a 'Team Information' section with two fields: 'League: Gloucester Hockey Association' and 'Division: Atom'.

Next enter the necessary game information changes and then enter the description of the changes you made in the text box shown below.

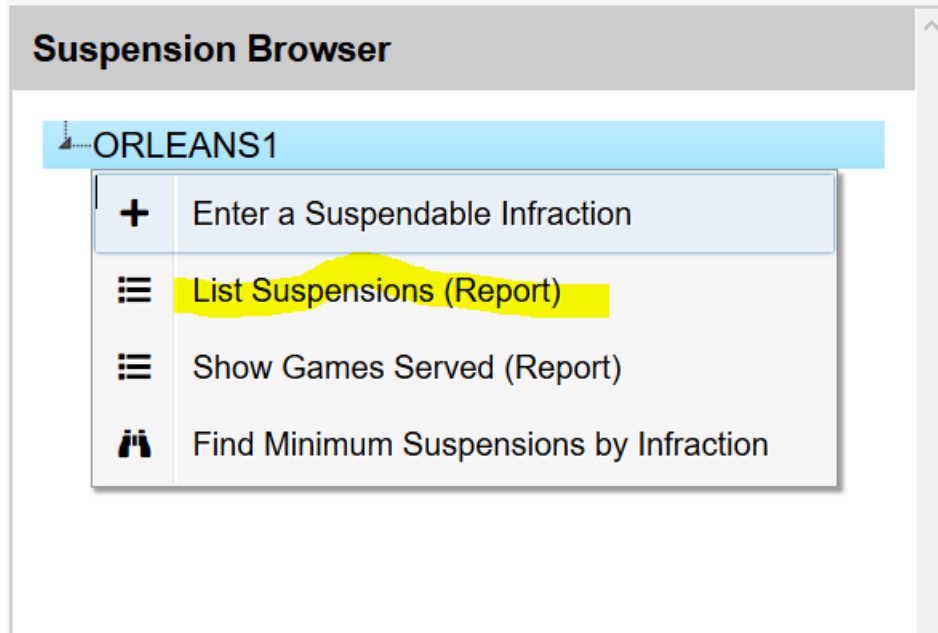


The screenshot shows the 'Update Information' form. It has a title bar with the text 'Update Information'. Below the title bar is a text area with the prompt 'Provide a description of the changes being made to this suspension entry so that it may be recorded for future reference.' Below this prompt is a text box labeled 'Description of Change:'.

Click the  button to save the changes.

## List Suspensions

Producing a full list of suspensions can be done a two different ways. First, if you wish to produce a report of the suspension listing then this is done by moving the mouse over your team item and clicking the right mouse button as shown below.



A sample of a suspension listing report is shown below.

**Suspension Browser**

- ORLEANS1
  - Enter a Suspendable Infraction
  - Find Minimum Suspensions by
  - Suspensions**
    - Aaron, Aaron - ORLEANS1
    - Aaron, Aaron - ORLEANS1

**Suspensions List** Export...

SORT: REFERENCE # (A-Z) ▾

Row	Action	Reference #	Name	Team	Club/Association	League	Division	Category	Game Date	Game Number
1	Options	1568052174-8001100002	Aaron, Aaron	ORLEANS1	Orleans MHA	Gloucester Hockey Association	Atom	Atom A	2019-09-08	21
2	Options	1568053408-8553100001	Aaron, Aaron	ORLEANS1	Orleans MHA	Gloucester Hockey Association	Atom	Atom A	2019-09-08	21

A list of options for each suspension can be found in the **Options** menu next to each suspension in the list as shown below.

## Suspensions List

SORT: REFERENCE # (A-Z) ▼

Row	Action	Reference #	Name	Team	Club/Association	
1	Options	1568052174-8001100002	Aaron, Aaron	ORLEANS1	Orleans MHA	G As
2	▶ View/Edit Suspension Details ▶ View Game Sheet		Aaron, Aaron	ORLEANS1	Orleans MHA	G As

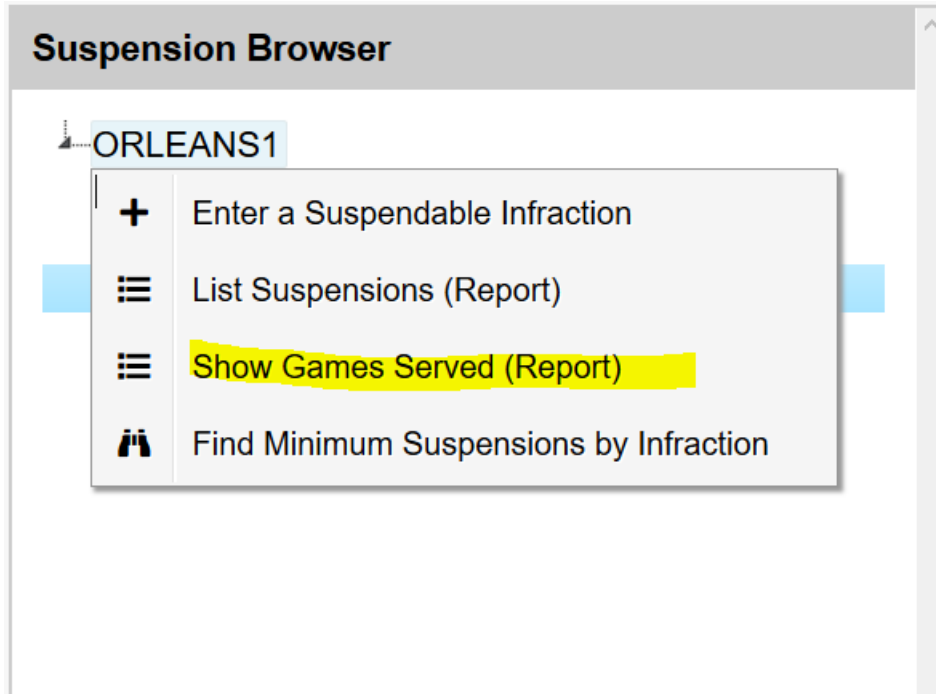
Another way to list suspensions is by showing them directly in the Suspension browser. You do this by clicking the Suspensions item as shown below.

### Suspension Browser

- ORLEANS1
  - Enter a Suspendable Infraction
  - Find Minimum Suspensions by Infraction
  - Suspensions**
    - Aaron, Aaron - ORLEANS1 (2019-09-08)
    - Aaron, Aaron - ORLEANS1 (2019-09-08)

## List Games Served for each Suspension

To list all games served for each suspension, move the mouse over your team item and click the right mouse button and select **Show Games Served (Report)** from the menu as shown below.



A sample of a Game Served listing report is shown below.

Games Served Information								
Row	Action	Name	Game Date	Game Number	Infraction Type	Infraction	Games Suspended	Recorded Games Served
1	Options	Aaron, Aaron	2019-09-08	21	MISCONDUCT	(HEO Minor) M20IM21 - Harassment of Official <Ref. 9.2 A/B>	1	0
2	Options	Aaron, Aaron	2019-09-08	21	GAME MISCONDUCT	(HEO Minor) GM30 - Fighting <Ref. 6.7>	1	0

## Add Game Served for a Suspension

To add a game served for a suspension, first create a Game Served report (see [List Games Served for each Suspension](#)) and select Add Game Served from the **Options** menu next to the suspension in the list as shown below.

Games Served Information						
Row	Action	Name	Game Date	Game Number	Infraction Type	Infraction
1	Options	Aaron, Aaron	2019-09-08	21	MISCONDUCT	(HEO Minor) Harassment of C A/B
2	<div> <div>▶ View/Edit Suspension Details</div> <div>▶ Add Game Served</div> </div>			21	GAME MISCONDUCT	(HEO Minor) GI <Ref:


**TIP :** Additionally, you can add a Game Served to a suspension from the list of suspensions listed in the Suspension Browser. Simply right mouse click on the suspension and select Add Game Served from the menu.

From the Games Served entry page you will be required to complete the Game Served Information section as shown below.

Game Served Information	
Select a Game:	<input type="text"/>
Game Served Count (n of 1):	<input type="text" value="1"/>

In this section you can either select a game that has been entered previously or you enter new game information in which case you must select “Other (enter Game Information)” from the list.

When entering new game information you must provide information about the game where the infraction occurred. Once you have entered the Game Date, Venue, Game Number and Game Type you will be required to upload a scanned copy or a photo of the actual game sheet. If the entire game sheet cannot fit in one file then provide the game sheet in two sections. It is important that the game sheet uploaded will be easily viewable, so ensure the uploaded file is of good quality before sending.

After completing the form click the  button.

Once games served have been added you can list these games by producing the Game Served report again and selecting Add Game Served from the **Options** menu next to the suspension in the list as shown below.

### Games Served Information

Row	Action	Name	Game Date	Game Number	Infraction Type
1	Options	Aaron, Aaron	2019-09-08	21	MISCONDUCT
2	<ul style="list-style-type: none"> <li>View/Edit Suspension Details</li> <li>List Games Served</li> </ul>			21	GAME MISCONDUCT

A sample listing is shown below.

**Suspension Browser**

- ORLEANS1
  - Enter a Suspendable Infraction
  - Find Minimum Suspensions by
  - Suspensions**
    - Aaron, Aaron - ORLEANS1
    - Aaron, Aaron - ORLEANS1

### List of Games Served

**Aaron Aaron**  
**(HEO Minor) M20/M21 - Harassment of Official**

Row	Action	Game Served Date	Game Served Count	Venue	Game Number	Game Type
1	Options	2019-09-08	1	POTVIN	21	

You can either modify or delete the games served for a suspension from the **Options** menu next to the suspension in the list as shown below.

### List of Games Served

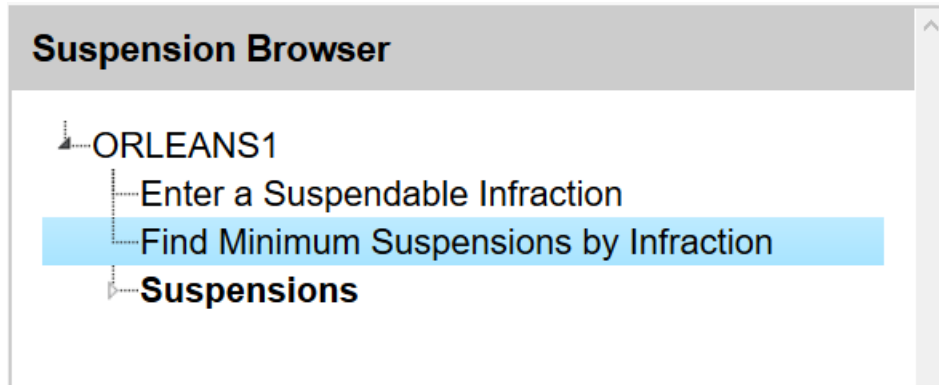
**Aaron Aaron**  
**(HEO Minor) M20/M21 - Harassment of Official**

Row	Action	Game Served Date
1	Options	2019-09-08

- View Game Sheet
- Modify Game Served
- Delete Game Served

## Review Minimum Suspensions for Infractions

If you need to determine what the minimum suspensions might be for a given infraction for a given jurisdiction you can easily review this by selecting **Find Minimum Suspensions by Infraction** as shown below.



Next, enter the infraction information that you require the minimum suspensions for as shown below.

### Minimum Suspensions for Infractions (from Code of Discipline)

Use this form to review minimum suspensions for suspendable infractions for a team.

#### Infraction Information

Team Member:

Jurisdiction:

Infraction:

Did penalty occur in last 10 minutes of game?
☒ No ☐ Yes

Was penalty called for pre-game or post-game altercation?
☒ No ☐ Yes

Was an Instigator Penalty assigned with Fighting Penalty?
☒ No ☐ Yes

Was an Aggressor Penalty assigned with Fighting Penalty?
☒ No ☐ Yes

Next click the **Get Minimum Suspensions** button and you will be presented with the minimum suspension information as shown below.



**HEO Minor Minimum Suspensions for Infraction : GM30 (Fighting)**

1st Occurrence:	1 game suspension
2nd Occurrence:	2 game suspension
3rd Occurrence:	4 game suspension
4th or more Occurrence:	Suspended until a HEO Minor Disciplinary Hearing and suspended from all hockey activities

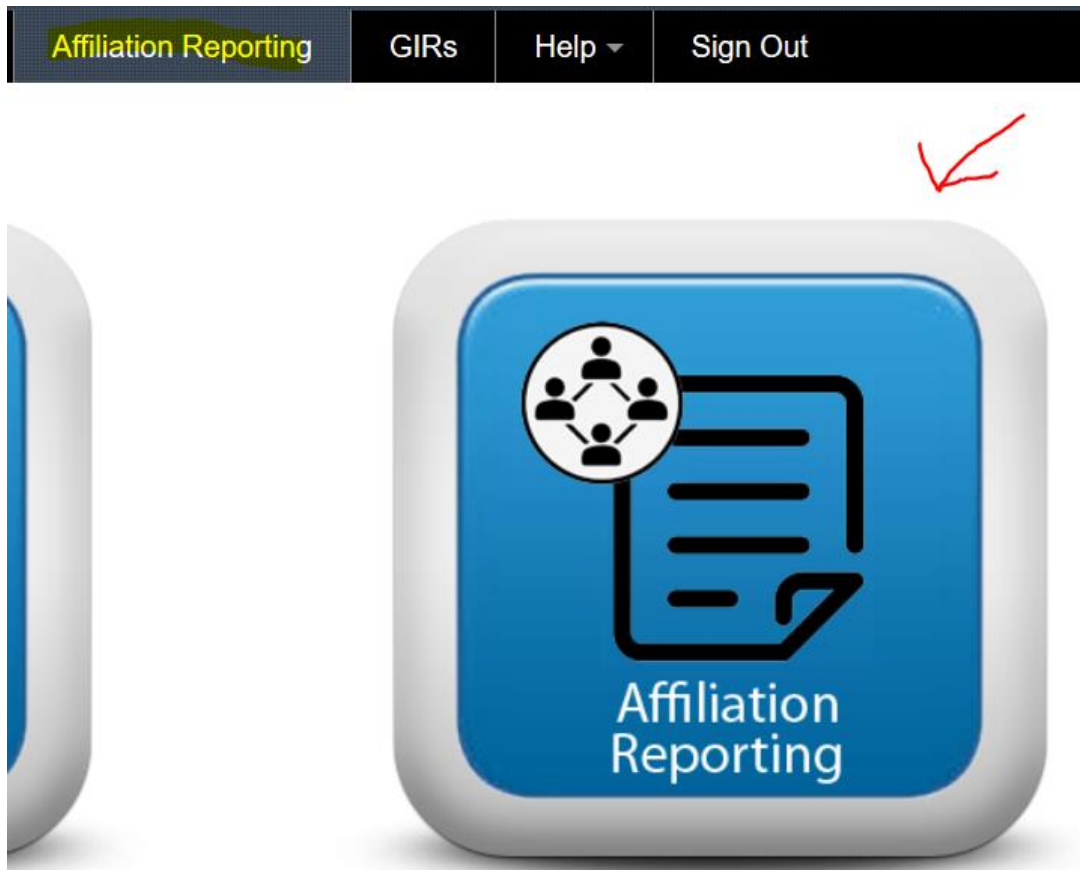
[Code of Discipline](#)**District 9 - Gloucester Minimum Suspensions for Infraction : GM30 (Fighting)**

1st Occurrence:	1 game suspension
2nd Occurrence:	2 game suspension
3rd Occurrence:	4 game suspension
4th or more Occurrence:	Suspended until a HEO Minor Disciplinary Hearing and suspended from all hockey activities

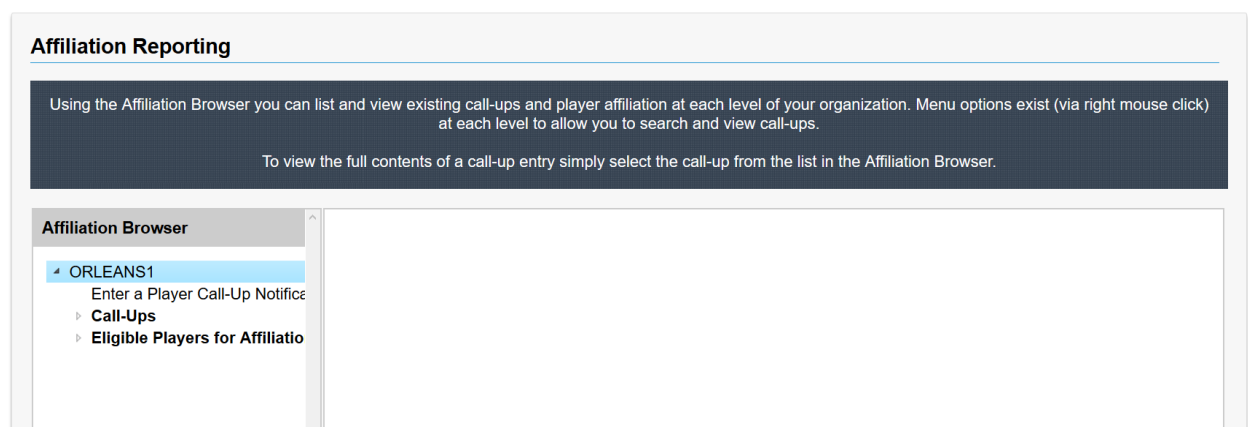
The minimum suspensions are listed for the jurisdiction as well as for your league as your league may impose a more strict suspension.

## Affiliation Browser – General Information

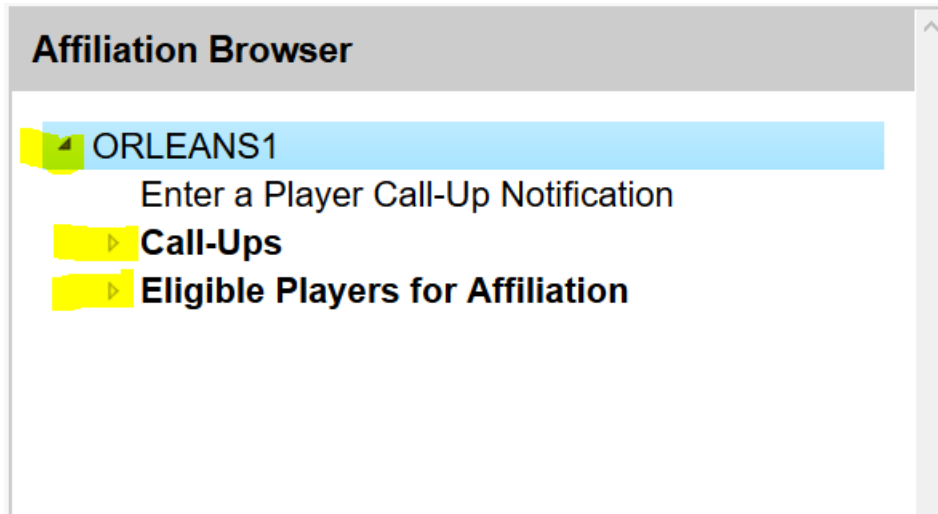
Access to all affiliated player call-ups is provided via the Affiliation browser. Depending on your setup, the Affiliation browser may not be available to your organization. To access the Affiliation browser either select **Affiliation Reporting** from the menu or click on the Affiliation Reporting icon on the home page (see below).



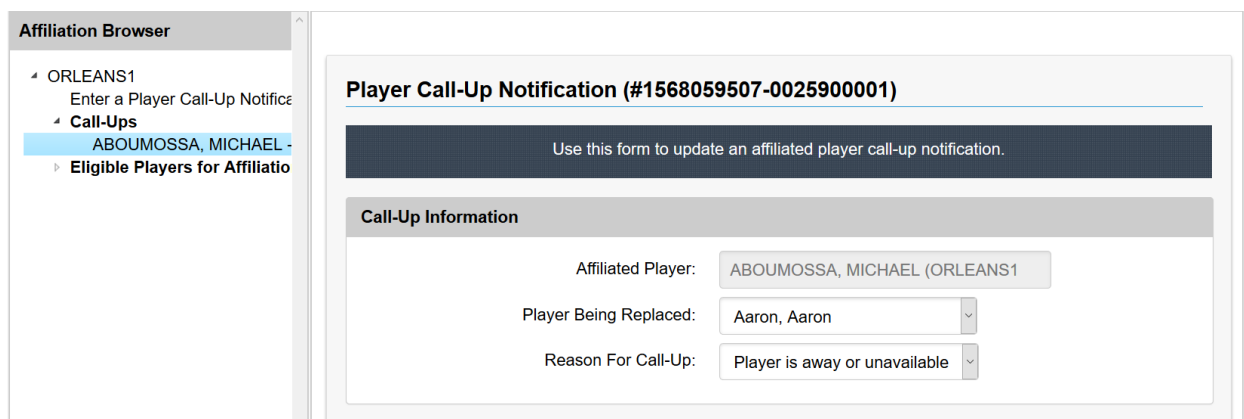
From the Affiliation browser you will be presented with two panels (see below). The left-side panel allows you to browse call-up options while the right-side panel is used for viewing/creating call-ups or viewing affiliation reports.



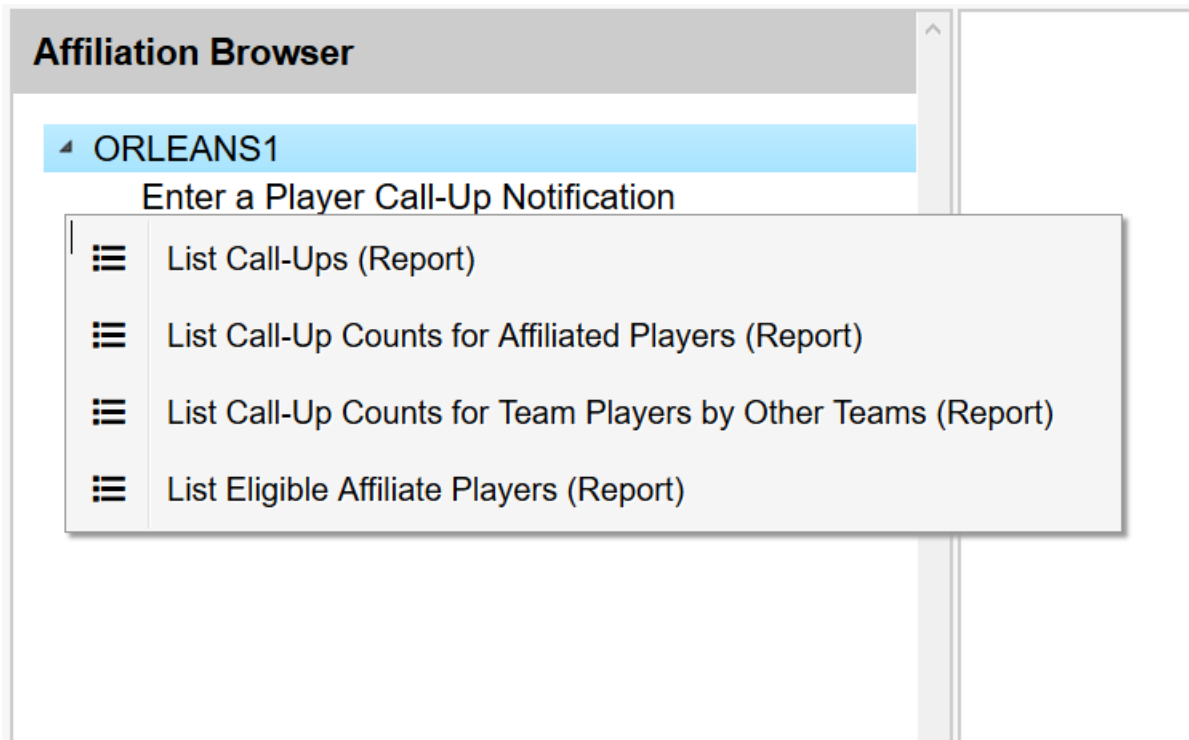
You can navigate through the Affiliation browser by clicking on the arrow beside each item (see below). To expand the item click on the arrow and to collapse the item just click again on the arrow.



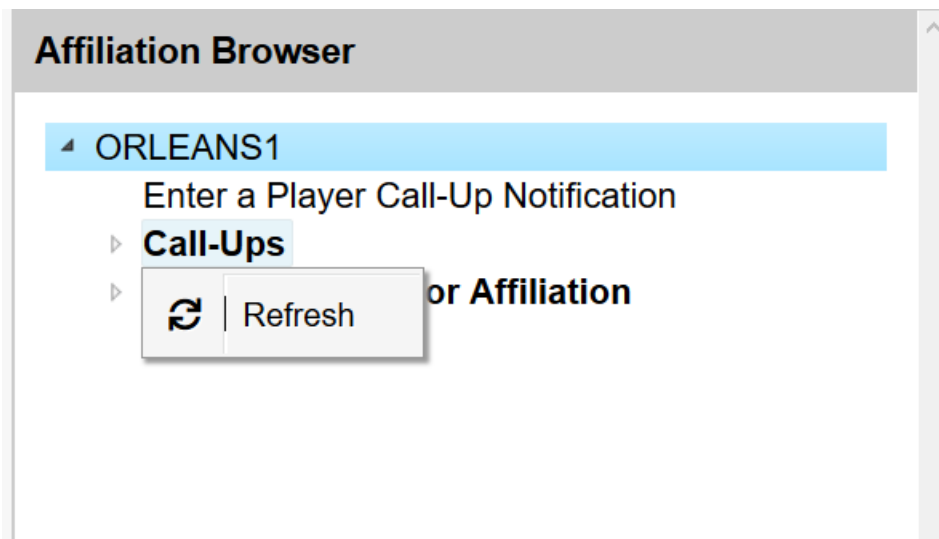
To view an affiliation in the right-side panel simply click on the item (see below).



Most items in the Affiliation browser will have associated options for them. These options can be selected from a menu simply by moving the mouse over the item and pressing the right-click button on the mouse (see below).



In some cases, you may need to refresh items in your Affiliation browser. This could be required, for example, if call-up were reported after you opened the browser. You can exit the Affiliation browser and return for a full refresh or you can use the Refresh option for the item (see below).



The two panels for the Affiliation browser can be resized if you want more or less viewing area for each. This can be done by moving your mouse to the far right side of either panel until a double arrow appears (see below). Then just hold down the left mouse click button and drag the arrow to increase or decrease the panel size.

## Affiliation Reporting

Using the Affiliation Browser you can list and view existing call-ups and player affiliation at each level of your organization. Menu options exist (via right mouse click) at each level to allow you to search and view call-ups.

To view the full contents of a call-up entry simply select the call-up from the list in the Affiliation Browser.

### Affiliation Browser

#### ORLEANS1

Enter a Player Call-Up Notification

▸ Call-Ups

▸ Eligible Players for Affiliation



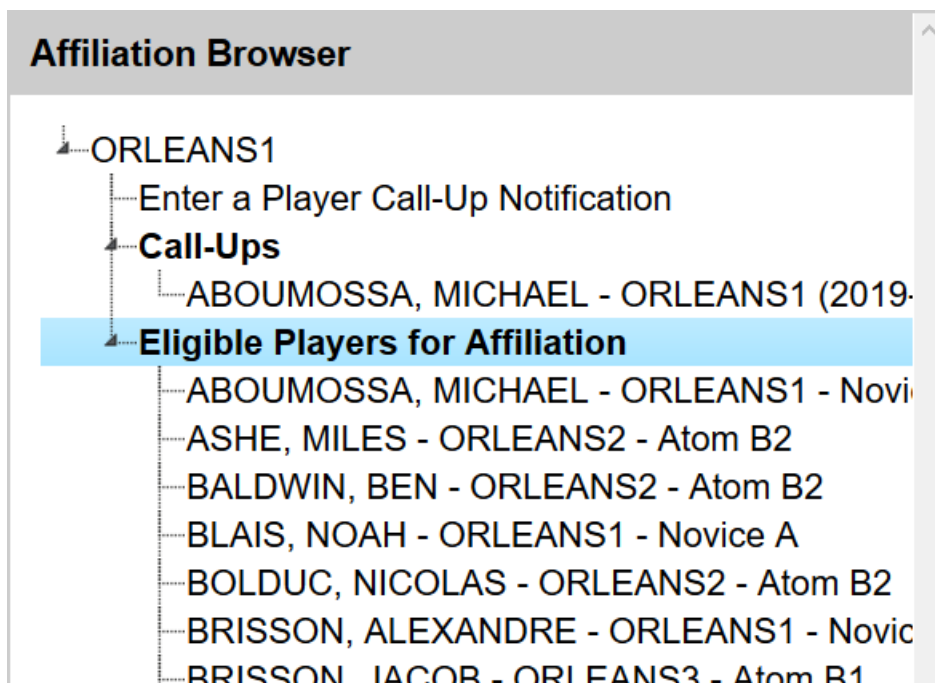
## Affiliation Types

The TTM Affiliation Reporting web service supports two different types of player affiliations – Club Affiliation and 19 Player Special Affiliation. Teams will be setup to operate under one of these affiliation types and as a result teams will have different Affiliation Reporting options available. This section explains the different options for each affiliation type.

### Club Affiliation

When teams operate under Club Affiliation they are able to affiliate players within their own club. The players available for each team is based on eligibility rules defined for their division and age category. Therefore, teams never have to explicitly affiliate a player as they simply can call-up eligible players.

TTM Affiliation Reporting allows teams that use Club Affiliation to easily review the list of eligible players. This is done by selecting ***Eligible Players for Affiliation*** as shown below.

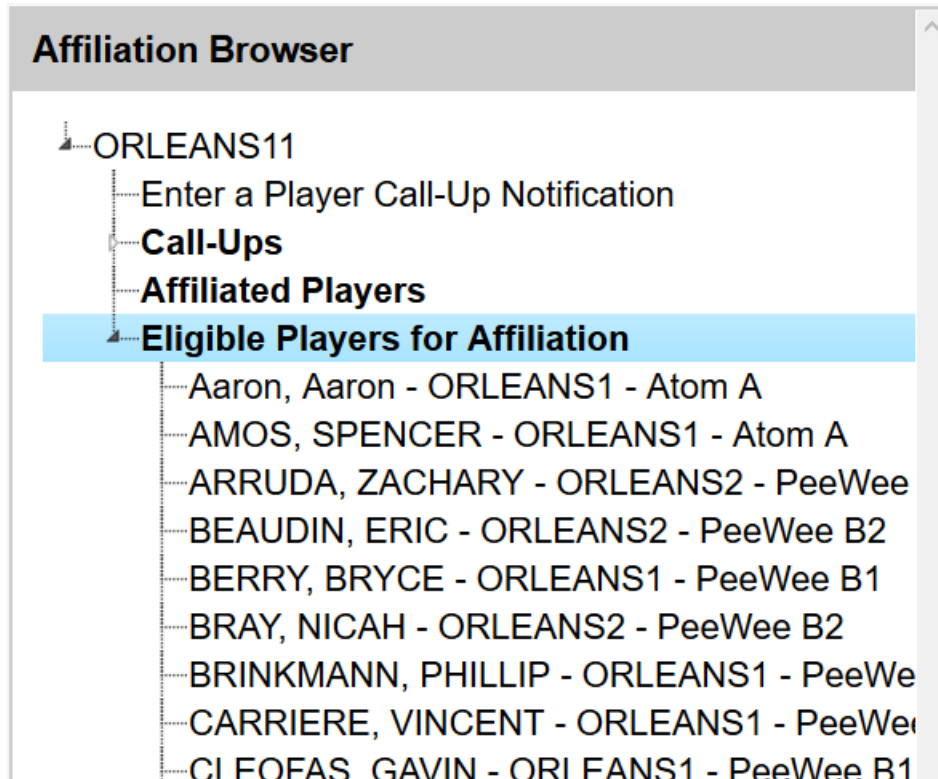


When entering call-up notifications the same list of eligible players will be available for your team to choose.

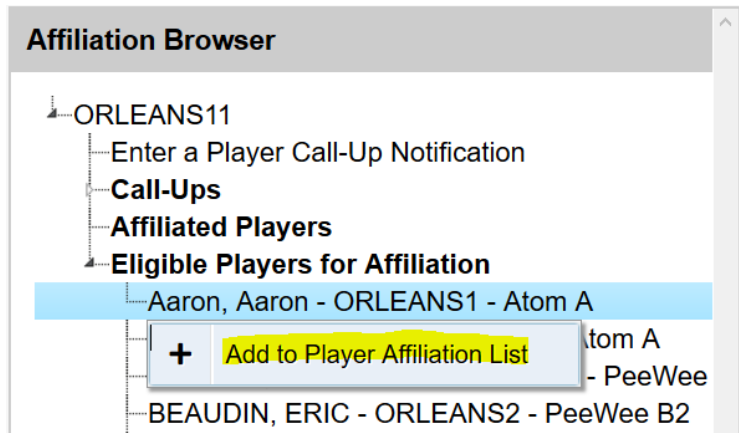
## 19 Player Special Affiliation

When teams operate under 19 Player Special Affiliation they are able to explicitly affiliate players to their team. The players available for each team is based on eligibility rules defined for their division and age category. Teams must use the list of eligible players to form their own player affiliation list.

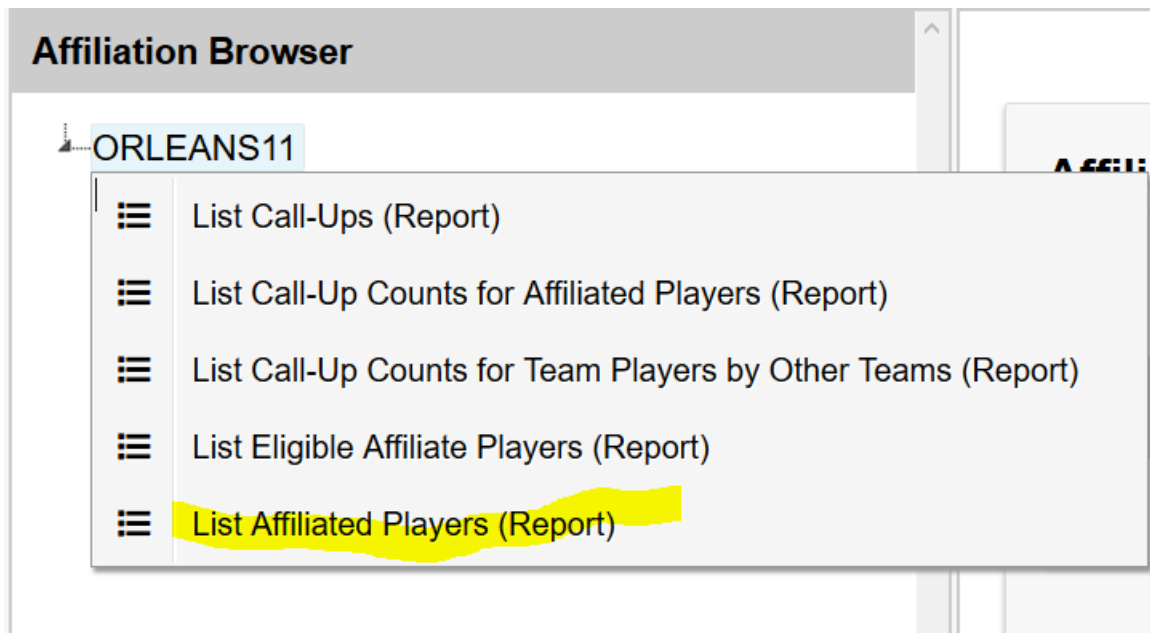
TTM Affiliation Reporting allows teams that use 19 Player Special Affiliation to easily create their player affiliation list from the list of eligible players. This is first done by selecting **Eligible Players for Affiliation** as shown below.



Next move the mouse over a player item and right click to add the player to your Affiliated Player list as shown below.



You will need to confirm the operation. Once confirmed you can then list the players in your Affiliated Player list by right click on your team item as shown below.



You will be returned to the list of affiliated players for your team as shown below.

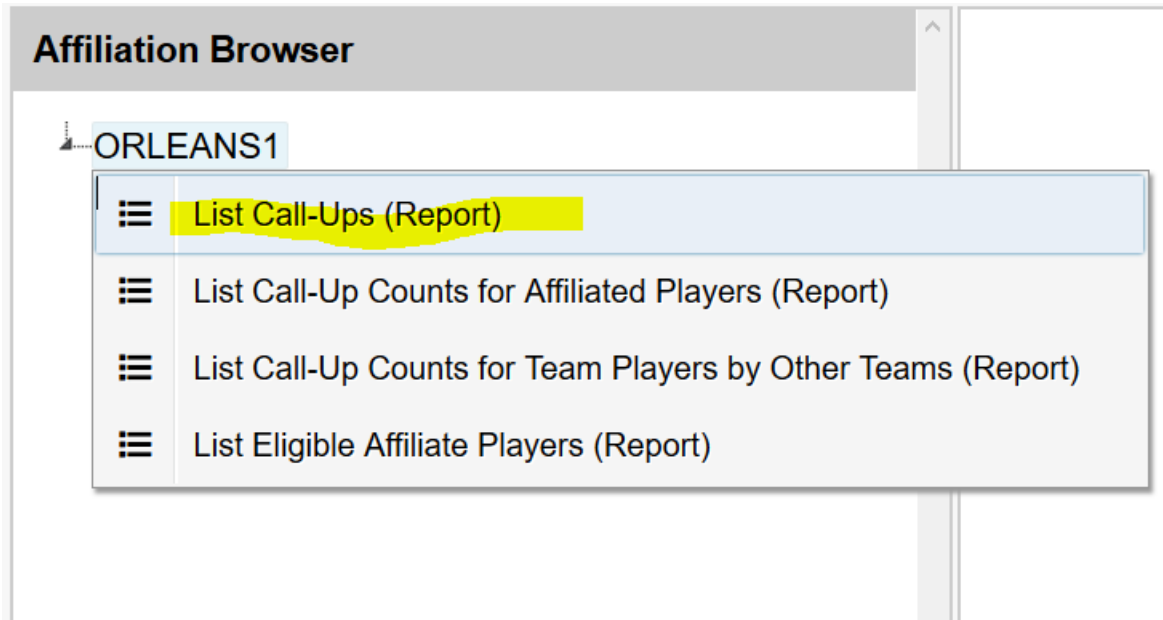
Affiliated Players List								
<div> <div>Export...</div> </div>								
<div> <div>SORT: NAME (A-Z) ▼</div> <div> <div>...</div> <div>◀</div> <div>▶</div> </div> </div>								
Row	Action	Name	Position	Club/Association	Team	Category	Division	League
1	Options	Aaron, Aaron	Player	Orleans MHA	ORLEANS1	Atom A	Atom	Gloucester Hockey Association

When entering call-up notifications the same list of affiliated players will be available for your team to choose.



## List Call-Ups

Producing a full list of call-ups can be done a two different ways. First, if you wish to produce a report of the call-ups listing then this is done by moving the mouse over the team item and clicking the right mouse button as shown below.



A sample of a call-up listing report is shown below.

**Affiliation Browser**

- ORLEANS1
  - Enter a Player Call-Up Notice
  - Call-Ups
  - Eligible Players for Affiliation

### Call-Up List

Export...

SORT: REFERENCE # (A-Z) ▾

Row	Action	Reference #	AP Name	AP Team	AP Division	AP Category	Position	Replaced	Call-Up Team	Call-Up Division
1	Options	1568059507-0025900001	ABOUMOSSA, MICHAEL	ORLEANS1	Novice	Novice A	Player	Aaron, Aaron	ORLEANS1	Gloucester Hockey Association

A list of options for each call-up can be found in the **Options** menu next to each call-up in the list as shown below.

## Call-Up List

SORT: REFERENCE # (A-Z) ▼

Row	Action	Reference #	AP Name	AP Team	AP Division	AP Category
1	Options	1568059507-0025900001	ABOUMOSSA, MICHAEL	ORLEANS1	Novice	Novice A

- ▶ View/Edit Call-Up
- ▶ Set Status to Never Played
- ▶ Confirm Call-Up with Game Sheet
- ▶ Delete Call-Up

Another way to list call-ups is by showing them directly in the Affiliation browser. You do this by clicking the call-ups item as shown below.

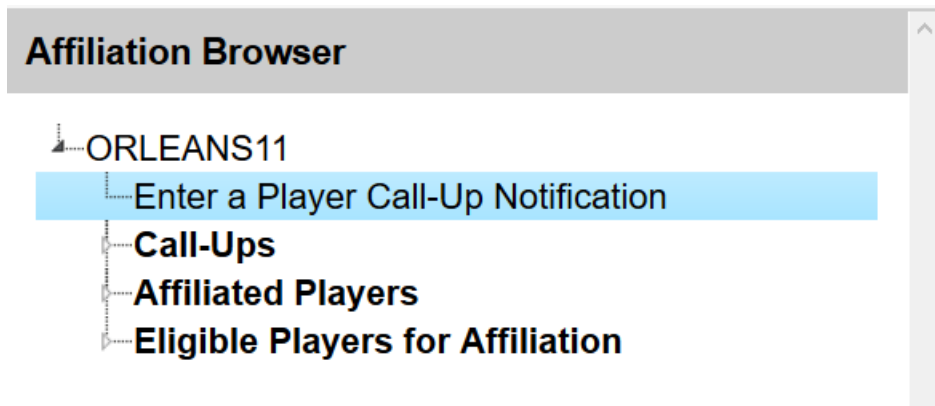
### Affiliation Browser

- ORLEANS1
  - Enter a Player Call-Up Notification
  - Call-Ups**
  - ABOUMOSSA, MICHAEL - ORLEANS1 (2019-
  - Eligible Players for Affiliation

## Affiliated Player Call-Up Notification

When it has been determined that your team requires an affiliated player to dress for a game, there must be an affiliated player notification entered into the TTM Affiliation Reporting system. This ensures that the proper league representatives are notified and it ensures that the number of call-ups for a player is recorded. If your team is not using Club Affiliation then you will have to add players to your affiliation list (see section [Affiliation Types](#)) prior to entering a call-up notification.

To enter an affiliated player call-up notification select **Enter a Player Call-Up Notification** as shown below.



When entering an affiliated player call-up notification you will be required to provide information in two sections as shown below.

Call-Up Information	
Select an Affiliated Player:	Aaron, Aaron (ORLEANS1 - Atom A) ▼
Player Being Replaced:	BATHURST, ETHAN ▼
Reason For Call-Up:	Player is away or unavailable ▼

In this section you must identify the affiliated player that the call-up notification is for.

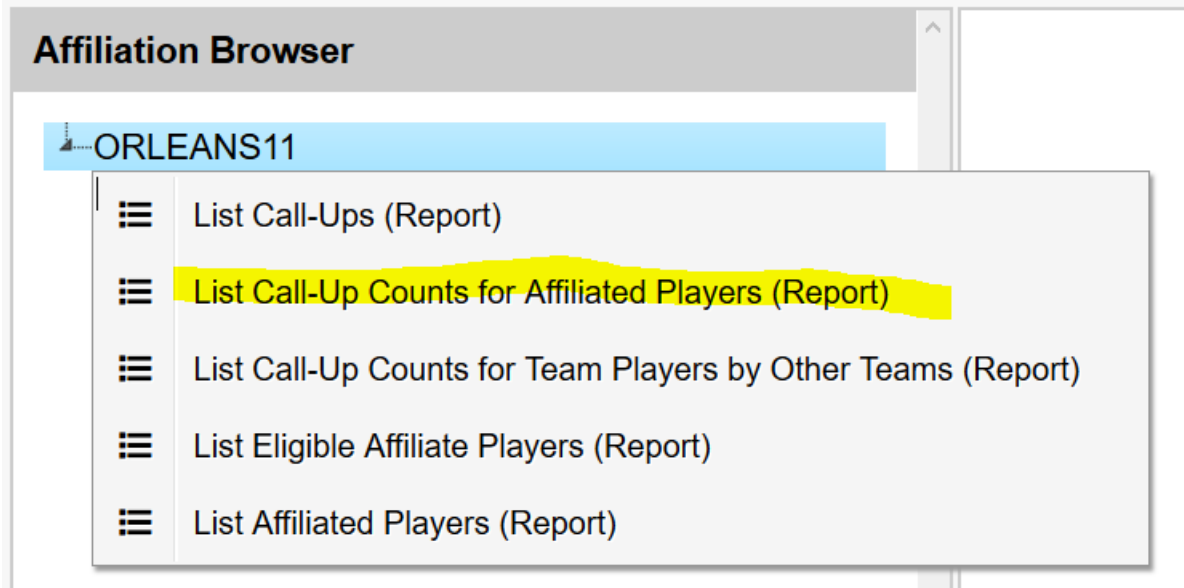
In the Game Information section enter the necessary information as shown below.

Game Information	
Game Date:	<input type="text" value="2019-09-08"/>
Venue:	<input type="text" value="Potvin"/>
Game Number:	<input type="text" value="321"/>
Game Type:	<input type="text" value="Exhibition"/>

Click the [Submit Call-Up Information](#) button to complete the call-up notification. A call-up notification will be emailed to your team email addresses and all necessary league representatives.

## Affiliated Player Call-Up Counts Report

The Affiliated Player Counts report shows the number of times an affiliated player called-up by your team has been called-up in total (by your team and/or by other teams when your team is using Club Affiliation). To show the Call-Up Counts report right click on your team item as shown below.



An example of a Call-Up Counts report is shown below.

Affiliated Players Call-Up Counts Report								Export...
SORT: AP NAME (A-Z) ▼								..... ◀ ▶
Row	AP Name	AP Team	AP Division	AP Category	Call-Up Team	League/Playoff Call-Ups For Your Team	Other Call-Ups For Your Team	
1	Aaron, Aaron	ORLEANS1	Atom	Atom A	ORLEANS11	0	1	

## Team Player Call-Up Counts Report

This report shows the number of times a team player has been called-up by other teams. This is done by right clicking on your team item as shown below.



An example of a Team Call-Up History report is shown below.

Team Players Call-Up Counts Report					Export...
SORT: NAME (A-Z) ▼					..... ◀ ▶
Row	Name	Call-Up Team	League/Playoff Call-Ups	Other Call-Ups	
1	Aaron, Aaron	ORLEANS11	0	1	

## TTM Support Center

If this document did not provide you with enough information or you wish to find out about how to perform a specific task, please contact our TTM Support Center. From the TTM Support Center you can open a ticket and our support team will address your concern as soon as possible.

To access the TTM Support Center simply click on TTM Support Center from the Help menu as shown below.

