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 **THE DIGITAL BUREAU**
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Introduction

This user guide is designed for use for all those involved in Hockey Manitoba forms processing.

The same procedure is applicable for Associations, Regions, and Zone registrars, with predetermined permissions for access to the information.

For any assistance please contact

Hockey Manitoba

support@hockeymanitoba.ca

204-925-5755

Site Administration Login

To perform administration tasks login to the CMS via the link below

<http://forms.hockeymanitoba.ca/admin>



The screenshot shows a login form with the following elements:

- A heading "Login" in a large, light grey font.
- An "Email:" label followed by a white text input field with a small eye icon on the right.
- A "Password:" label followed by a white text input field with a small eye icon on the right.
- A red "Login" button at the bottom left.
- A red "Forgot your password?" link at the bottom right.

Enter the user name and password created for you by Hockey Manitoba and then click the login button.

Please note: You can have a password reset email sent to you by clicking on the "Forgot your password?" link. Check your email and follow the instruction to reset your password.

Account Management/Change Password

Once you are logged in, click your name in the top right corner and select **Change Password**.

Enter and confirm your new password, and click the **Change Password** button to confirm your change.



The screenshot shows the top navigation bar of the Hockey Manitoba Forms website. It includes:

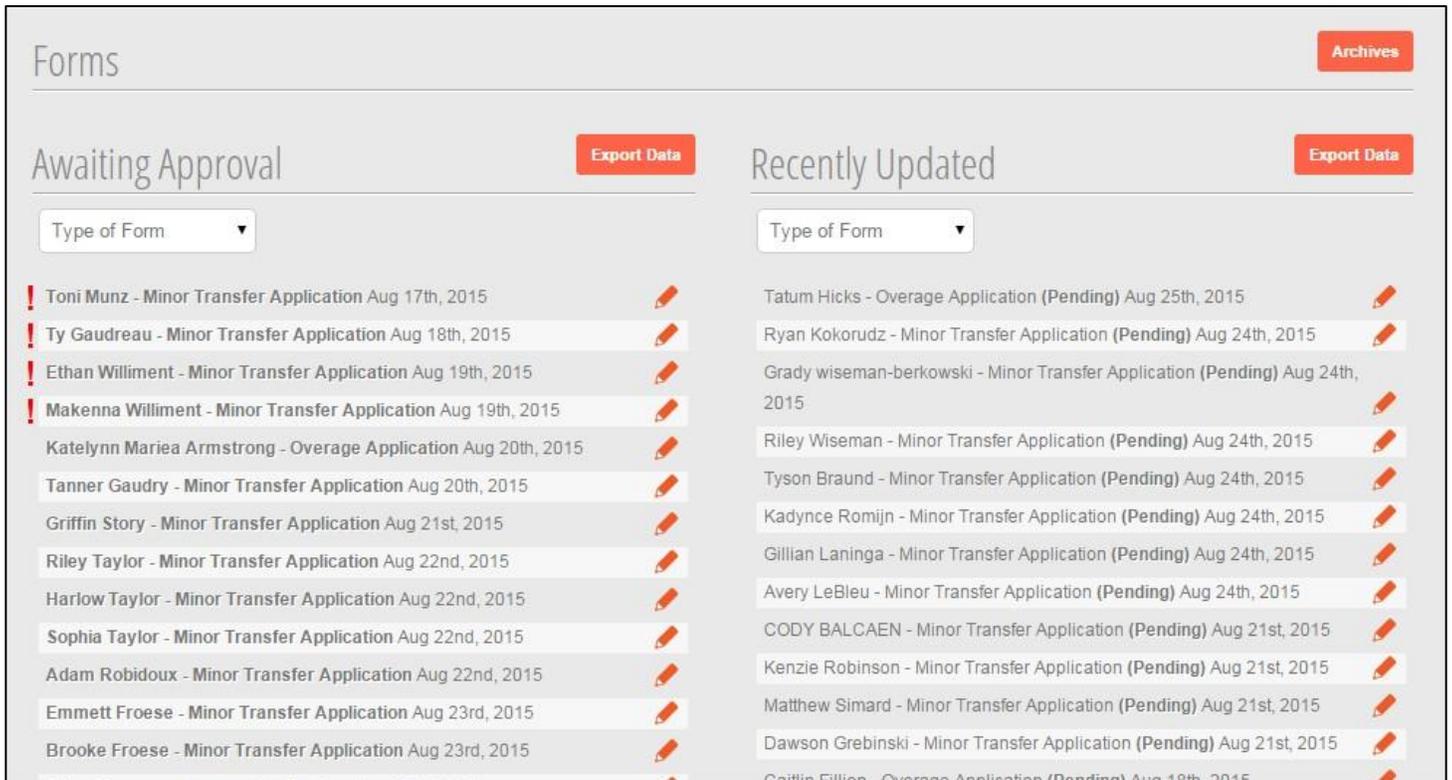
- The logo "Hockey Manitoba Forms" on the left.
- A breadcrumb "Home >" on the left.
- A user profile dropdown menu on the right showing "Eastman Zone User" with an upward arrow. The dropdown menu is open, showing "Change Password" (highlighted with a mouse cursor) and "Logout" below it.

Main Stage

The dashboard is separated into 2 sections; Awaiting Approval, and Recently Updated. These items reference the individual forms requiring your attention, or forms you have recently approved, denied, or made changes to.

Clicking the orange pencil () opens the form item for editing.

If an application is approaching or past its deadline, a red exclamation point will alert the user.



The screenshot shows a dashboard titled "Forms" with an "Archives" button in the top right. It is divided into two main sections: "Awaiting Approval" and "Recently Updated". Each section has a "Type of Form" dropdown menu and an "Export Data" button. The "Awaiting Approval" section lists 13 items, with the first four marked with a red exclamation point. The "Recently Updated" section lists 13 items, with the first one marked with a red exclamation point. Each item includes a name, application type, date, and an orange pencil icon.

Section	Name	Application Type	Date	Status
Awaiting Approval	Toni Munz	Minor Transfer Application	Aug 17th, 2015	Alert
	Ty Gaudreau	Minor Transfer Application	Aug 18th, 2015	Alert
	Ethan Williment	Minor Transfer Application	Aug 19th, 2015	Alert
	Makenna Williment	Minor Transfer Application	Aug 19th, 2015	Alert
	Katelynn Mariea Armstrong	Overage Application	Aug 20th, 2015	
	Tanner Gaudry	Minor Transfer Application	Aug 20th, 2015	
	Griffin Story	Minor Transfer Application	Aug 21st, 2015	
	Riley Taylor	Minor Transfer Application	Aug 22nd, 2015	
	Harlow Taylor	Minor Transfer Application	Aug 22nd, 2015	
	Sophia Taylor	Minor Transfer Application	Aug 22nd, 2015	
	Adam Robidoux	Minor Transfer Application	Aug 22nd, 2015	
	Emmett Froese	Minor Transfer Application	Aug 23rd, 2015	
	Brooke Froese	Minor Transfer Application	Aug 23rd, 2015	
Recently Updated	Tatum Hicks	Overage Application (Pending)	Aug 25th, 2015	Alert
	Ryan Kokorudz	Minor Transfer Application (Pending)	Aug 24th, 2015	
	Grady wiseman-berkowski	Minor Transfer Application (Pending)	Aug 24th, 2015	
	Riley Wiseman	Minor Transfer Application (Pending)	Aug 24th, 2015	
	Tyson Braund	Minor Transfer Application (Pending)	Aug 24th, 2015	
	Kadynce Romijn	Minor Transfer Application (Pending)	Aug 24th, 2015	
	Gillian Laninga	Minor Transfer Application (Pending)	Aug 24th, 2015	
	Avery LeBleu	Minor Transfer Application (Pending)	Aug 24th, 2015	
	CODY BALCAEN	Minor Transfer Application (Pending)	Aug 21st, 2015	
	Kenzie Robinson	Minor Transfer Application (Pending)	Aug 21st, 2015	
	Matthew Simard	Minor Transfer Application (Pending)	Aug 21st, 2015	
	Dawson Grebinski	Minor Transfer Application (Pending)	Aug 21st, 2015	
	Caitlin Fillion	Overage Application (Pending)	Aug 19th, 2015	

To filter/search the forms:

Select an option using the **Type of Form** dropdown will display only forms associated with that type.

If you are an administrator, you will be also able to select the region and association.

If you are a region you can select the association.

To Export the Awaiting Approval or Recently Updated data:

Click the **Export Data** button to download a spreadsheet to your computer.

Awaiting Approval

The Form Approval screen shows the application data and type of form submitted.

Please note the sections for public display or internal use, and a row of buttons for emailing the form to another administrator, viewing the current status of the application, approving the application at your level, or denying the application at your level.

The screenshot displays a form approval interface. At the top, the title is "Form Data - Gladstone U10 / O19 Request". To the right of the title are four buttons: "Email" (yellow), "View Status" (red), "Approve" (green), and "Deny" (red). Below the title, the form data is organized into two columns. The left column contains: "Age Category" (Initiation), "Position Title" (asdf), "City" (asdf), "Phone 1" (asdf), "Email" (stephen.white@winnipegfreepress.com), and "Rationale" (Rationale). The right column contains: "Contact Person" (asdf), "Address" (asdf), "Postal Code" (asdf), "Phone 2" (asdf), "Application For" (Over 19), and "Current Association" (Gladstone). Below the form data are two large text areas: "Public Form Notes" and "Private Form Notes", both of which are currently empty.

Note: Comments submitted in the Public Form Notes will be visible to all visitors viewing that page, while Private Form Notes will only be visible to administrators logged into the CMS.

Parents or individuals who submit forms will be updated via email as to the progress of their submission, with a link to their form attached. Therefore any notes appearing in the Public Form Notes will be seen by them, Private Form Notes will not.

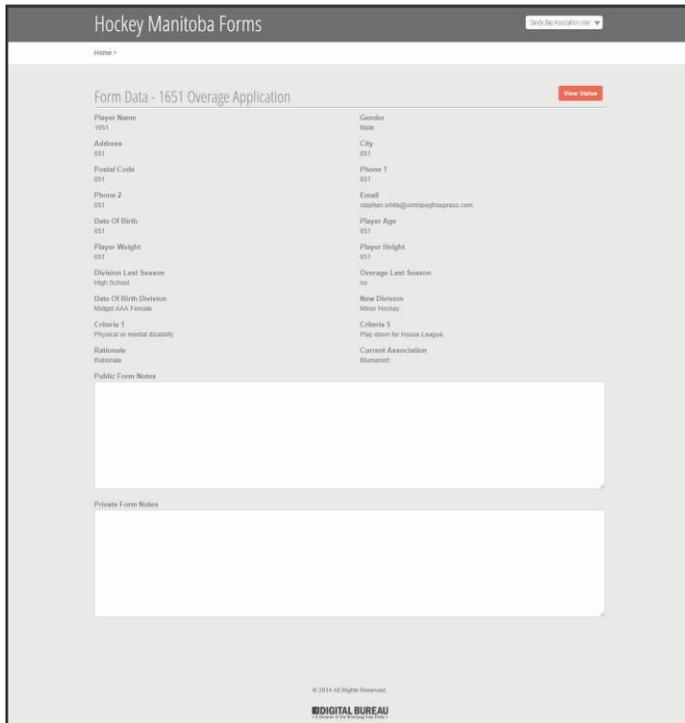
Recently Updated

Clicking the **orange pencil** () next to a recently updated item opens the application data for that form submission, and a single button for viewing the current status of that application.

If the form has **NOT** reached 100% approval, and has **NOT** been denied by you or others, you will also have the ability to add Public and Private Form notes.

A Recently Updated application that has:

- not reached 100% approval
- not been denied.



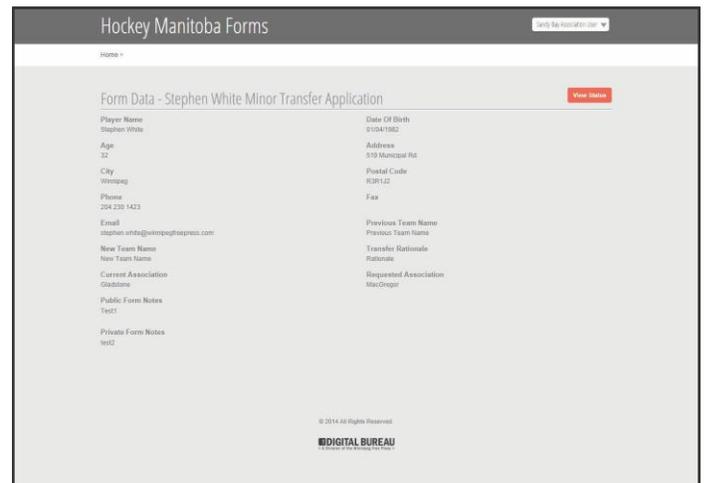
The screenshot shows a web interface for 'Hockey Manitoba Forms'. The page title is 'Form Data - 1651 Overage Application'. A red 'View Status' button is visible in the top right corner. The form data is organized into two columns:

Player Name 1651	Gender Male
Address 851	City 851
Postal Code 851	Phone 1 851
Phone 2 851	Email stephen.white@hmnpgpexpress.com
Date Of Birth 851	Player Age 851
Player Weight 851	Player Height 851
Division Last Season High School	Overage Last Season no
Date Of Birth Division Minor A&A Female	New Division Minor Hockey
Criteria 1 Physical or mental disability	Criteria 5 Play down for House League
Rationale Rationale	Current Association Stimont

Below the data, there are two large text input areas labeled 'Public Form Notes' and 'Private Form Notes'. At the bottom, there is a copyright notice: '© 2014 All Rights Reserved. DIGITAL BUREAU'.

A Recently Updated Application that has:

- reached 100% approval, or
- has been denied.



The screenshot shows a web interface for 'Hockey Manitoba Forms'. The page title is 'Form Data - Stephen White Minor Transfer Application'. A red 'View Status' button is visible in the top right corner. The form data is organized into two columns:

Player Name Stephen White	Date Of Birth 8/04/1982
Age 32	Address 519 Municipal Rd
City Winnipeg	Postal Code R2M1L2
Phone 204 238 1423	Fax
Email stephen.white@hmnpgpexpress.com	Previous Team Name
New Team Name	Previous Team Name
New Team Name	Transfer Rationale
Current Association Gladstone	Rationale
Public Form Notes Test1	Requested Association MacGregor
Private Form Notes test	

At the bottom, there is a copyright notice: '© 2014 All Rights Reserved. DIGITAL BUREAU'.

Form Status

The form status screen is accessed by selecting the View Status button in the CMS, or by following the link sent to you automatically by the system when:

- an application is submitted
- when a new application is awaiting your approval, or
- by another user using the **Email** button in the CMS



Form Status

Status of Form: **33% Complete**

Arborg Association Approved	Arborg Association Pending	Zone Registrar Waiting
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Form Data:

Player Name Hockey Manitoba	Date Of Birth x
Age 22	Gender Male
Address x	City x
Postal Code x	Phone x
Cell x	Email thiessenesther@gmail.com
Previous Team Name X	Transfer Rationale No team
Current Association Arborg	Requested Association Stonewall

Notes: I do not foresee any issues with transfer

Archives

The archives screen shows all approved and denied applications.

To filter the archives:

Choose the forms you would like to view using the dropdowns and fields supplied, and click **Search**.

To export the archive data:

Click the **Export Data** button near the top right of your screen.

The screenshot shows the 'Archives' interface. At the top left is the title 'Archives'. At the top right is an 'Export Data' button. Below the title are three search input fields: 'Start Date', 'End Date', and 'Name (First or Last Name)'. Below these is a 'Type of Form' dropdown menu. A 'Search' button is located below the dropdown. The main area contains a list of application records, each with a red pencil icon on the right side.

Brooke-Lynn Rowand - Overage Application (Approved) Oct 10th, 2014	
Gabriella Sisson - Overage Application (Denied) Oct 10th, 2014	
Jason Abstreiter - Minor Transfer Application (Approved) Oct 13th, 2014	
Mikayla Frattinger - Overage Application (Approved) Oct 13th, 2014	
Brayden Samborski - Minor Transfer Application (Approved) Oct 14th, 2014	
Noah Leclerc - Overage Application (Approved) Oct 14th, 2014	
Walter Hudson - Overage Application (Approved) Oct 14th, 2014	
Fisher River - U10 / O19 Request (Approved) Oct 14th, 2014	
Daniel Whitesell - Overage Application (Approved) Oct 14th, 2014	
Jayden Timlick - Minor Transfer Application (Approved) Oct 14th, 2014	
Remy Buchanan - Minor Transfer Application (Approved) Oct 14th, 2014	
Hallie Scott - Minor Transfer Application (Approved) Oct 14th, 2014	
Paige Kopytko - Minor Transfer Application (Approved) Oct 14th, 2014	
Abby Maczuga - Minor Transfer Application (Approved) Oct 15th, 2014	
Lainie Muir - Minor Transfer Application (Approved) Oct 15th, 2014	