



Updated September 25, 2014

Forms Administration User Manual

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

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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 title "Login". It contains two input fields: "Email:" and "Password:". Below the "Password:" field is a red "Login" button. To the right of the "Password:" field is a link that says "Forgot your password?".

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. On the left, there is a "Home >" link. On the right, the user is logged in as "Eastman Zone User" with a dropdown arrow. The dropdown menu is open, showing "Change Password" and "Logout" options.

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 the "Main Stage" dashboard with two columns: "Awaiting Approval" and "Recently Updated".

Awaiting Approval	Recently Updated
Hockey Manitoba - Minor Transfer Application Sep 25th, 2014 	Hockey Manitoba - Minor Transfer Application (Pending) Sep 25th, 2014 
! HM - Minor Transfer Application Sep 25th, 2014 	HM - Minor Transfer Application (Pending) Sep 25th, 2014 
Arborg - U10 / O19 Request Sep 25th, 2014 	Arborg - U10 / O19 Request (Pending) Sep 25th, 2014 

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 shows a web interface for form approval. 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" (orange), "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), "Rationale" (Rationale), and "Public Form Notes" (a large empty text area). 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 "Public Form Notes" area is a section for "Private Form Notes" (another large empty text area).

*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.*

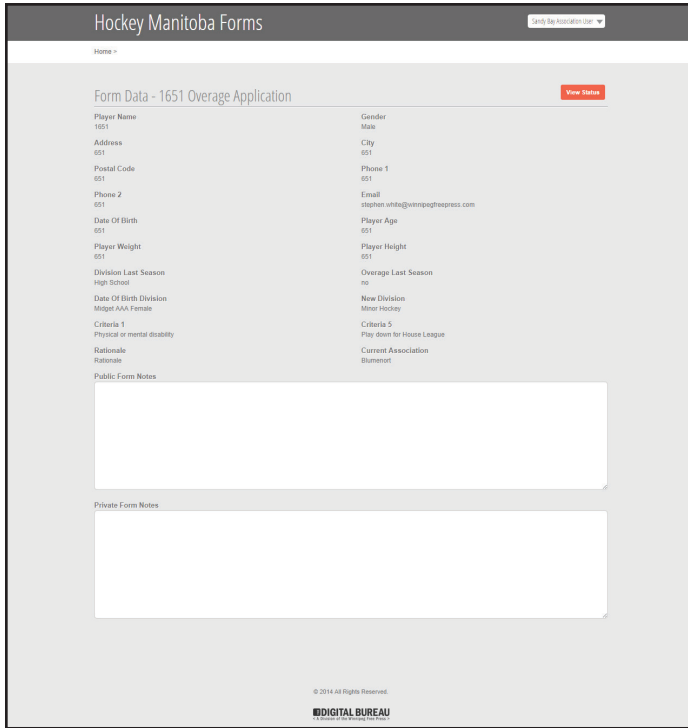
Recently Updated

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.

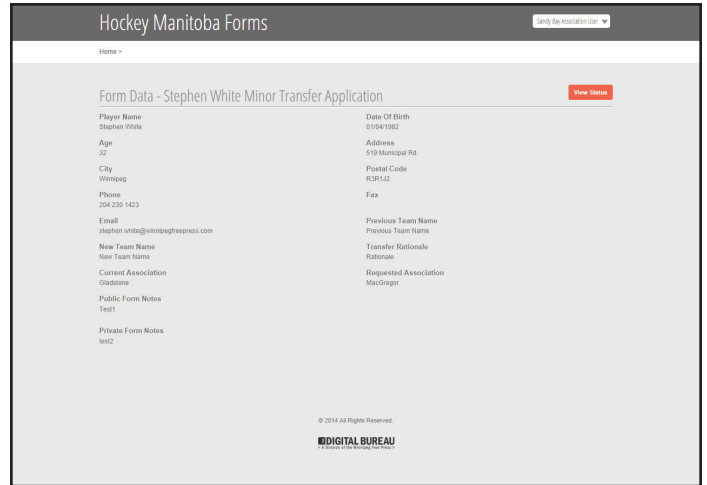
A Recently Updated Application that has:
- reached 100% approval, or
- has been denied.



The screenshot shows a web application interface for "Hockey Manitoba Forms". The page title is "Form Data - 1651 Overage Application". It features a "New Status" button in the top right corner. The form data is organized into two columns:

Player Name 1651	Gender Male
Address 951	City 651
Postal Code 651	Phone 1 651
Phone 2 651	Email stephen.white@winipegtheexpress.com
Date Of Birth 651	Player Age 651
Player Weight 651	Player Height 651
Division Last Season High School	Overage Last Season no
Date Of Birth Division Midjet AAA Female	New Division Minor Hockey
Criteria 1 Physical or mental disability	Criteria 5 Play down for House League
Rationale	Current Association Blumenort

Below the data is a section for "Public Form Notes" with a large empty text area, and a section for "Private Form Notes" with another large empty text area. At the bottom, there is a copyright notice: "© 2014 All Rights Reserved. DIGITAL BUREAU".



The screenshot shows a web application interface for "Hockey Manitoba Forms". The page title is "Form Data - Stephen White Minor Transfer Application". It features a "New Status" button in the top right corner. The form data is organized into two columns:

Player Name Stephen White	Date Of Birth 6/04/1962
Age 32	Address 539 Municipal Rd
City Winnipeg	Postal Code R3R1J2
Phone 204-225-1423	Fax
Email stephen.white@winipegtheexpress.com	Previous Team Name
New Team Name	Previous Team Name
Current Association Quadrone	Transfer Rationale
Public Form Notes Test1	Rationale
Private Form Notes test2	Requested Association MacGregor

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

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