HOCKEY
MANITOBA

THE DIGITAL BUREAU
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Forms Administration User Manual

# 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



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.



# 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.

# 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.

## Form Data - Gladstone U10 / O19 Request

Email  View Status  Approve  Deny

**Age Category**
Initiation

**Contact Person**
asdf

**Position Title**
asdf

**Address**
adsf

**City**
adsf

**Postal Code**
asdf

**Phone 1**
asdf

**Phone 2**
adsf

**Email**
stephen.white@winnipegfreepress.com

**Application For**
Over 19

**Rationale**
Rationale

**Current Association**
Gladstone

**Public Form Notes**

**Private Form Notes**

*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.*
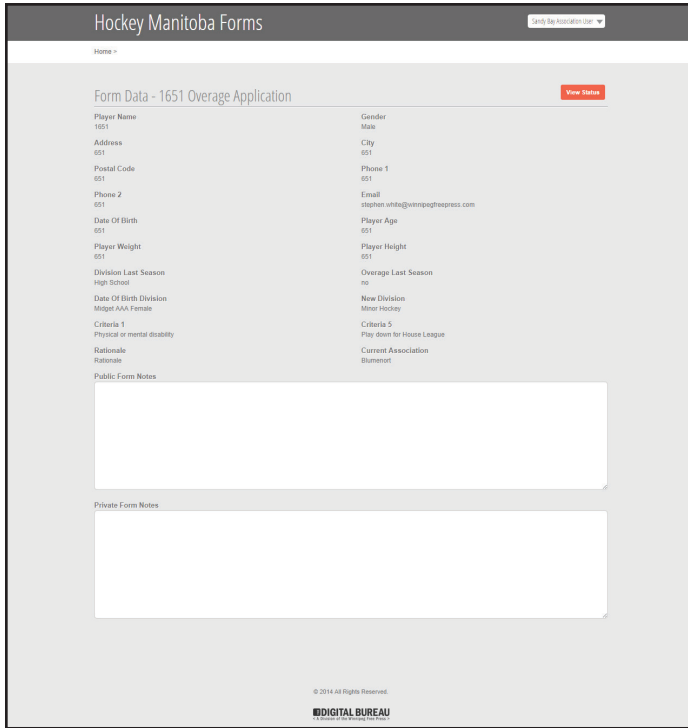
# Recently Updated

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:**
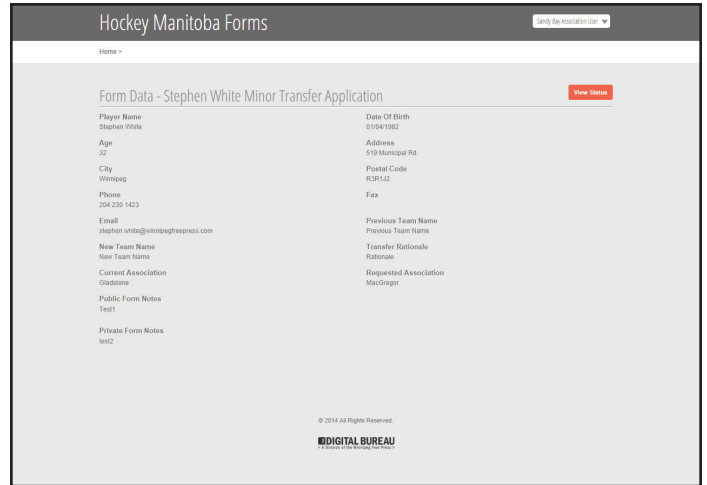**- not reached 100% approval**
**- not been denied.**

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

# 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 | Arborg Association | Zone Registrar |
|---|---|---|
| Approved | Pending | 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