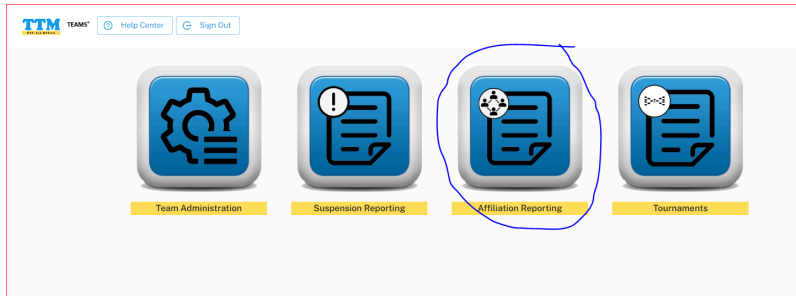
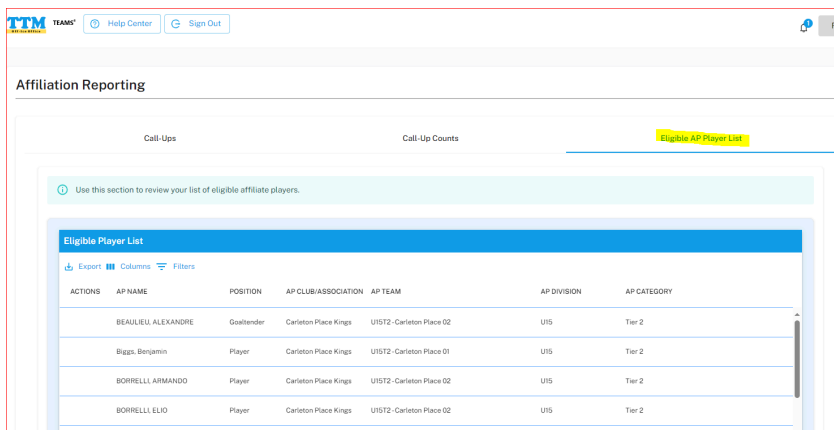


1. Get approval from the affiliate's coach to use them.
2. Reach out to the parents and see if the affiliate can play.
3. If all is yes, Log in to TTM [TTM Off-Ice Office](#) (This step must be completed before the game is played)

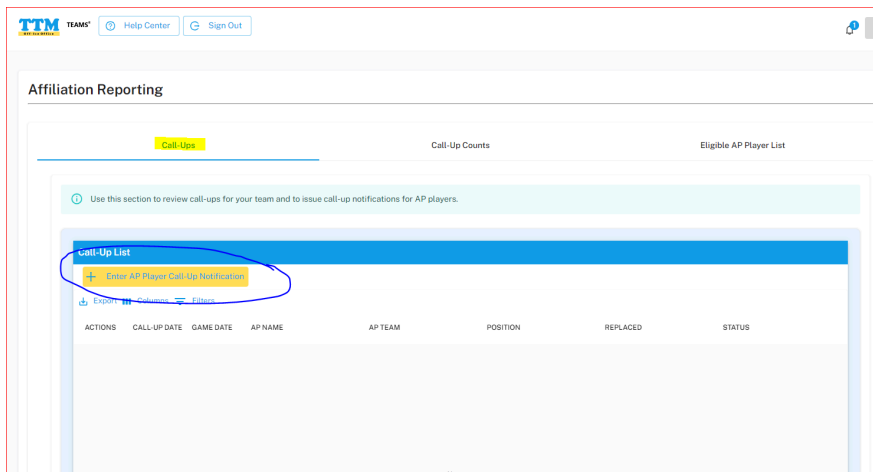
Select Affiliation Reporting



All the eligible players will be on the eligible player list



Click on the Call Ups section, then click on Enter AP Player Call up notification.



Complete all the relevant fields. Then click Save.

Call-Up Information

Select an Affiliate Player
 HENLEY, DECLAN

Player Being Replaced
 DUFRESNE, ASHTYN

Reason For Call-Up
 Player is sick or i...

Game Information

Game Date
 2024-10-26

Venue
 CP Arena

Game Number
 25

Game Type
 League

Save

The call up will now show on the bottom list.

Affiliation Reporting

Call-Ups Call-Up Counts Eligible AP Player List

Use this section to review call-ups for your team and to issue call-up notifications for AP players.

Call-Up List

Enter AP Player Call-Up Notification

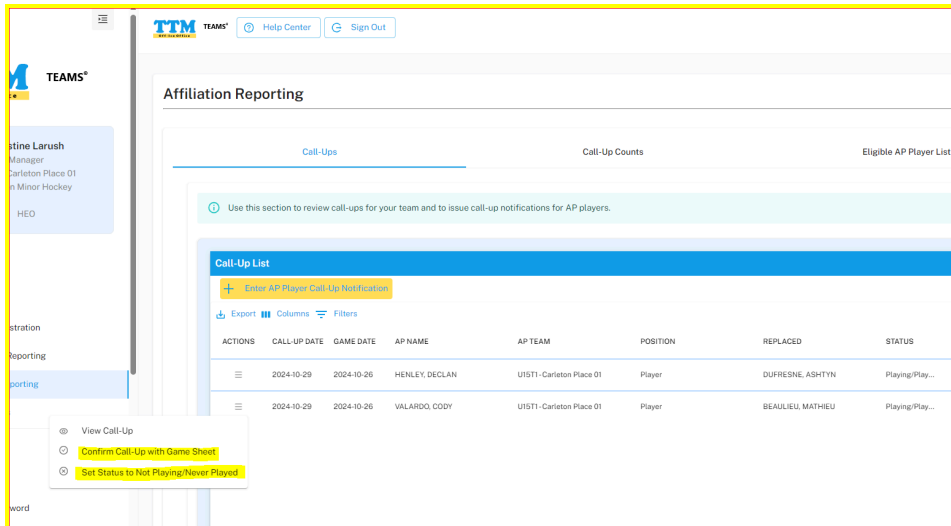
Export Columns Filters

ACTIONS	CALL-UP DATE	GAME DATE	AP NAME	AP TEAM	POSITION	REPLACED	STATUS
	2024-10-25	2024-10-26	HENLEY, DECLAN	UTST1 - Carlton Place 01	Player	DUFRESNE, ASHTYN	Playing/Play...

Confirming the affiliate after the game:

Log in to TTM [TTM Off-Ice Office](#) (This step must be completed after the game is played)

1. Scan or take a photo of the game sheet. (it will need to be uploaded to TTM)
2. Click on the 3 lines under actions next to the player's name.
3. Select confirm call up with game sheet. If the player did not end up playing the game, select set status to not playing/never played.



If the game sheet is not entered, click on select to add new game information.

Call-Up Information

Call-Up Player
HENLEY, DECLAN

Replacing Player
DUFRESNE, ASHTYN

Reason for Call-Up
Player is sick or injured

Game Date
2024-10-26

Venue
CP Arena

Game Number
25

Game Type
League

Game Information

Select a game from the list...

-- Select to add new Game Information --

Save

Fill in all the fields and add the game sheet, then click add game information.

Game information

Game Date

Game Time

Venue

Game Number

Game Type

Game Sheet Information

Please scan or take a picture of the most legible copy of the game sheet. Valid file formats include jpeg, jpg, gif, png or pdf only. Try to keep the filesize under 4Mb to reduce upload time. You can upload a single game sheet page or 2 pages if necessary.

Find Game Sheet

Find Game Sheet (page 2, if necessary)

[Add Game Information](#)

Click Save

Now if you click on the 3 lines under actions you will see that it says view call up confirmation.

TEAMS®

Affiliation Reporting

Call-Ups Call-Up Counts Eligible AP Player List

Use this section to review call-ups for your team and to issue call-up notifications for AP players.

Call-Up List

[+](#) Enter AP Player Call-Up Notification

[Export](#) [Columns](#) [Filters](#)

ACTIONS	CALL-UP DATE	GAME DATE	AP NAME	AP TEAM	POSITION	REPLACED	STATUS
	2024-10-29	2024-10-26	HENLEY, DECLAN	UIST1- Carleton Place 01	Player	DUFRESNE, ASHTYN	Playing/Play...

View Call-Up
 View Call-Up Confirmation Game Sheet
 Set Status to Not Playing/Never Played

Call-Up Information

Call-Up Player

HENLEY, DECLAN

Replacing Player

DUFRESNE, ASHTYN

Reason for Call-Up

Player is sick or injured

Game Date

2024-10-26

Venue

CP Arena

Game Number

25

Game Type

League

Game Information

2024-10-26 06:30 : CP ARENA : #25 : League

[View Game Sheet](#)

[Save](#)