- 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 <u>TTM Off-Ice Office</u> (This step must be completed before the game is played)

Select Affiliation Reporting



All the eligible players will be on the eligible player list

<u> </u>	Help Center G Sign C	Dut					
ation Rep	orting						
	Call-Ups			Call-Up Counts		Eligible AP Player List	
<ol> <li>Use this</li> </ol>	section to review your list of	eligible affiliate p	layers.				
Eligible Pl	ayer List						
Eligible Pl	ayer List III Columns 束 Filters						
Eligible Pl	ayer List III Columns 👾 Filters AP NAME	POSITION	AP CLUB/ASSOCIATION	AP TEAM	AP DIVISION	AP CATEGORY	
Eligible Pl	ayor List Columns 😇 Filters AP NAME BEAULIEU, ALEXANDRE	POSITION	AP CLUB/ASSOCIATION Carleton Place Kings	AP TEAM U1512-Carleton Place 02	AP DIVISION U15	AP CATEGORY Tier 2	Î
Eligible Pl	ayer List Columns 😴 Filters AP NAME BEAULIEU, ALEXANDRE Biggs, Benjamin	POSITION Goaltender Player	AP CLUB/ASSOCIATION Carleton Place Kings Carleton Place Kings	AP TEAM U1572-Carleton Place 02 U1572-Carleton Place 01	AP DIVISION UIS UIS	APCATEORY Twr 2 Twr 2	
Eligible Pl	ayer List Columns Triffers AP NAME BEAULELI, ALEXANDRE Biggs, Benjamin BORRELLI, ARMANDO	POSITION Goaltender Player Player	AP CLUB/ASSOCIATION Carleton Place Kings Carleton Place Kings Carleton Place Kings	AP TEAM UI5172-Carleton Places 02 UI5172-Carleton Places 01 UI5172-Carleton Places 02	AP DIVISION UIS UIS UIS	APCATGODY Twr 2 Twr 2 Twr 2	
Eligible Pl	ayer List	POSITION Goaltender Player Player Player	AP CLUBIASSOCIATION Carleton Place Kings Carleton Place Kings Carleton Place Kings Carleton Place Kings	AP TEAM UIST2-Carleton Pisce 02 UIST2-Carleton Pisce 01 UIST2-Carleton Pisce 02 UIST2-Carleton Pisce 02 UIST2-Carleton Pisce 02	AP DIVISION UTS UTS UTS UTS	APCATGODY Twr 2 Twr 2 Twr 2 Twr 2	

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

Call-Ups	Call	-Up Counts		Eligible AP Player List
	_			
<ul> <li>Use this section to review call-ups for your team and to is</li> </ul>	sue call-up notifications for AP playe	978.		
Contraction Data				
Enter AP Player Call-Up Notification				
Export III Columns = Filters				
ACTIONS CALL-UP DATE GAME DATE AP NAME	AP TEAM	POSITION	REPLACED	STATUS

Complete all the relevant fields. Then click Save.

Call-Up Informatio	on
Select an Affiliate Pla	ayer
HENLEY, DECLAN	
Player Being Replace	ed
DUFRESNE, ASHT	YN
Reason For Call-Up	
Player is sick or i	•
Game Information	I
Game Date	
2024-10-26	
Venue	
CP Arena	
Game Number	
25	
Game Type	
League	

The call up will now show on the bottom list.

	Call-U	ps		Call-Up (	Counts		Eligible AP Player List
) Use this s	ection to review	v call-ups for y	our team and to issue call-up	p notifications for AP players.			
Call-Up Lis	t						
+ Enter	AP Player Call-	-Up Notificatio	n				
🛃 Export 🛙	🛛 Columns 🛨	Filters					
ACTIONS	CALL-UP DATE	GAME DATE	AP NAME	AP TEAM	POSITION	REPLACED	STATUS
=	2024-10-29	2024-10-26	HENLEY, DECLAN	U15T1 - Carleton Place 01	Player	DUFRESNE, ASHTYN	Playing/Play

## Confirming the affiliate after the game:

Log in to TTM <u>TTM Off-Ice Office</u> (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.

TEAMS®	TTM TRA	s: 💿 ا	Help Center	G Sign Out					
stine Larush Manager Sarleton Place 01 n Minor Hockey		) Use this s	Call-U	ps call-ups for yo	bur team and to issue call-up n	Call-Up Cou	nts		Eligible AP Player List
stration		Call-Up List	t AP Playor Call Columns 👳	Up Notification Filters	ADMAME	ADTEAM	PORTONI	REPLACED	STATIS
Reporting		=	2024-10-29	2024-10-26	HENLEY, DECLAN	U15T1-Carleton Place 01	Player	DUFRESNE, ASHTYN	Playing/Play
© View Call-Up		Ξ	2024-10-29	2024-10-26	VALARDO, CODY	U15T1 - Carleton Place 01	Player	BEAULIEU, MATHIEU	Playing/Play
Confirm Call-Up     Sot Status to N word	p with Game Sheet	layed							

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

Call-U	ρ Information
Call-Up	Player
HENLE	EY, DECLAN
Replaci	ng Player
DUFRE	ESNE, ASHTYN
Reason	for Call-Up
Player	is sick or injured
Game D	late
2024-1	10-26
Venue	
CP Are	ana
Game N	lumber
25	
Game T	ype
Leagu	e
Game	Information
Selec	t a game from the list
Sel	ect 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
2024-10-26
Game Time
06:30 ()
Venue
CP Arena
Game Number
25
Game Type
League
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
Choose File Game 25 10262024.pdf
Find Game Sheet (page 2, if necessary)
Choose File No file chosen
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	
Larush ger on Place 01 or Hockey	Call-Up Counts Eligible AP Plays	er 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	
on	LEXPORT III Columns = Filters	
IR CONTRACTOR	E 2024-10-29 2024-10-26 HENLEY, DECLAN UI5TI - Carleton Place 01 Player DUFRESNE, ASHTYN Playing/Play	l
View Call-Up		
View Call-Up Co     Set Status to No	tion Game Sheet ing/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