

# Travel Permits

- ▶ \*\*Travel permits are required for ALL tournaments, including HNB Sanctioned tournaments and exhibition games (whether you're the home team or the away team.
- ▶ Travel permits are now done through the Hockey Canada Registry. To get permits for your teams, you have to be on the roster on the Hockey Canada system so I will be entering all managers in as soon as I know them.
- ▶ Sign into your Hockey Canada Account....by googling Hockey Canada 3.0 or use this link
- ▶ <https://account.spordle.com/login?referrer=%2Fdashboard>
- ▶ Then click Tasks
- ▶ Click Travel Permit
- ▶ Click Add and fill out details

Complete the required fields:

- Teams for which the permit is requested
- Title (tournament name)
- Type of event (Home, Away, n/a)
- Type of travel (multiple choices are available)
- Host website (optional)
- Host team name (optional)
- Number of games (optional)
- Host Division (optional)
- Host class (optional)
- Host category (optional)
- Host Country
- Province
- Host City (optional)
- Host Organization (optional)
- Host Arena

Once completed click on '**Next**'.

Then you must enter the start and end dates of the tournament. You have the possibility to add a note or a document. Click on '**Add**'.

Next, you have 2 options:

- Submit the permit (will be available for approbation)
- Submit later (you can make changes and submit the permit later)

Click '**Confirm**'.

**Note:** Only the branch and the provincial organization can '**Approve**', '**Decline**' or '**Delete**' a travel permit application once it has been submitted by clicking on the '**Action**' button on the side panel.