

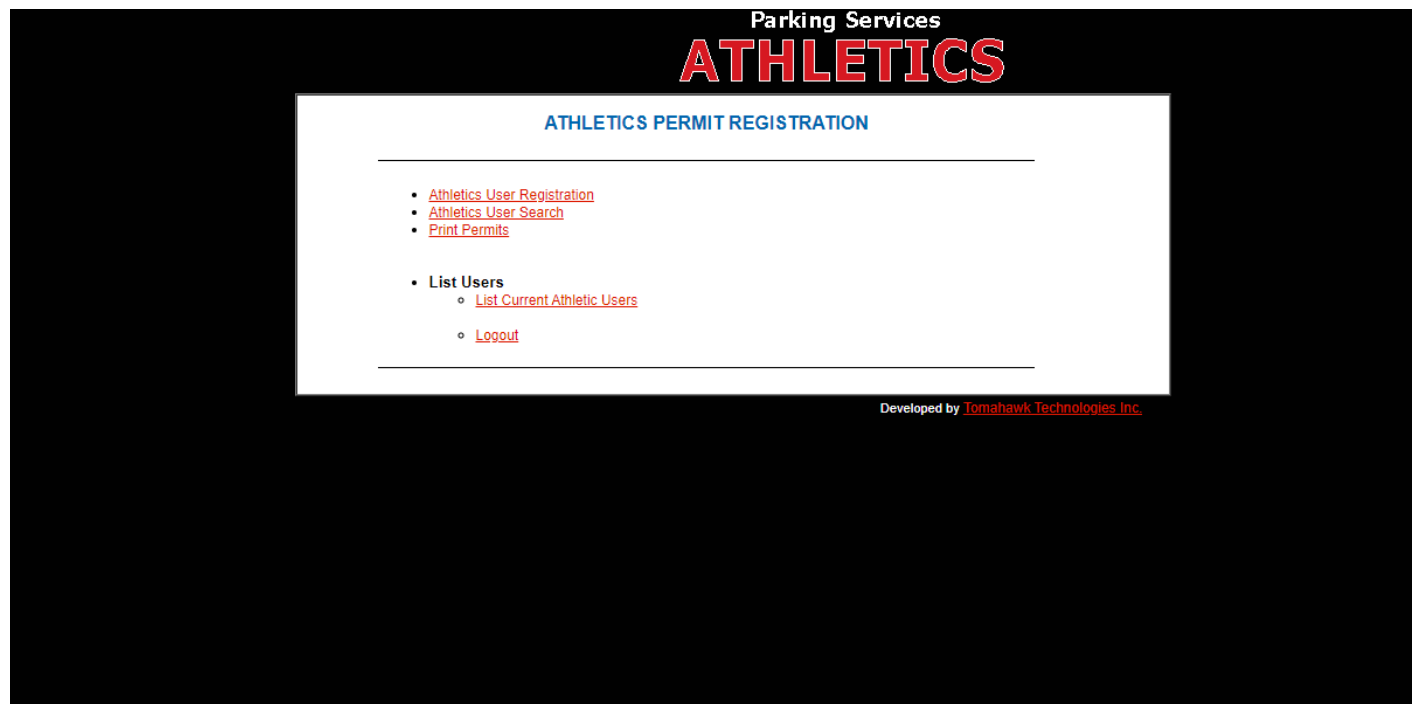
Athletics Module

Accessing the Athletics Module

The athletics module is a stand-alone module that has its own specific URL. It is not found in any of the typical menus.

To access the module, use your typical admin portal URL, but instead of using /admin, use the following URL:

https://client_ID'.parkadmin.com/athletics



Registering an Athletics Member

To register an Athletics Member, click on **Athletics User Registration**. The quick registration form will appear where you can enter the user's information.

Click **Submit Registration Information for Processing** to continue.

Parking Services
ATHLETICS

STEP 1 - QUICK REGISTRATION FORM

Personal Information

User Type: Athletics
* Username: tfox
* Password: XEDEU00AEAQ
Email Address: tfox@tomahawk.com

Salutation: Mr. ▾
* First Name: Tom
* Last Name: Fox
Phone: 613-225-0854 Please include area code
Street Address: 23 Riverview Rd.
City: Ottawa
Province: Canada ▾
Postal Code: K2G5T6

Submit Registration Information for Processing...

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A confirmation screen will appear.

If all information is correct, click on **Information Correct** to continue.

Parking Services
ATHLETICS

STEP 2 - CONFIRM REGISTRATION INFORMATION

Please confirm Registration Information below.

Personal Information

User Type: Athletics
Username: tfox
Password: XEDEU00AEAQ
Email Address: tfox@tomahawk.com

Salutation: Mr.
First Name: Tom
Last Name: Fox
Phone: 613-225-0854
Street Address: 23 Riverview Rd.
City: Ottawa
Province: Canada
Postal Code: K2G5T6

Information Correct | Back

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Registering the User's Vehicle

The user information will now appear, providing a prompt to associate a vehicle with the user's information.

Parking Services
ATHLETICS

REGISTER PARKING PERMIT

Personal Information

Mr. Tom Fox (tfox)  
23 Riverview Rd.
Ottawa, Canada
K2G5T6
613-225-0854

User does not have any vehicles.
[Associate a vehicle with this user](#)

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Click on 'Associate a vehicle with this user' to add the user's vehicle information.

Once you have filled in the form, click on **Add New Vehicle**.

Parking Services ATHLETICS

REGISTER PARKING PERMIT

Personal Information

Mr. Tom Fox (tfox)  
23 Riverview Rd.
Ottawa, Canada
K2G5T6
613-225-0854

User does not have any vehicles.
[Associate a vehicle with this user](#)

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demo.preview.parkadmin.com/athletics/newVehicle.aro

ADD NEW VEHICLE INFORMATION

Vehicle Status	Active
Licence plate	APVK123
Plate Type	Passenger
Colour	Black
Make	Honda
Type	Compact
Province	Ontario
Year (4 digit)	2019

[Add New Vehicle](#) [Cancel](#)

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Purchasing a Permit

The user's information will be updated with the vehicle, and the admin will now be able to assign a permit to the user.

Parking Services ATHLETICS

REGISTER PARKING PERMIT

Personal Information

Mr. Tom Fox (tfox)  
23 Riverview Rd.
Ottawa, Canada
K2G5T6
613-225-0854

Associated vehicle(s)

Plate	Color	Year	Make
APVK123	Black	2019	Honda

[Associate another vehicle](#) with this user

Register a Permit:

- Register a regular permit in [Company Staff lot](#) for this user
- Register a Temp. permit in [Company Staff lot](#)
- Register a regular permit in [Green Lot East](#) for this user

Permit Records:

[Return to main menu](#)

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In our example, we will issue a permit in the Company Staff Lot.

Click on Purchase this Permit to complete the purchase process.

Parking Services
ATHLETICS

CONFIRM PARKING PERMIT REGISTRATION

Personal Information

Mr. Tom Fox (tfox)  
23 Riverview Rd.
Ottawa, Canada
K2G5T6
613-225-0854

Permit Information

Requested Lot: Company Staff lot
Semester: Jan 2022
Permit Total: \$30.00
Taxes: \$3.90

Total Owing: \$ 33.90

Please verify that the above information is correct.

Purchase this Permit

Cancel

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A message confirming the registration will be shown on screen.

The admin may print the user's permit information from this page.

Parking Services
ATHLETICS

PARKING PERMIT HAS BEEN REGISTERED

Requested Lot: Company Staff lot
Permit Number: STAFF1003
Permit Total: \$30.00
Taxes: \$3.90
Total Cost: \$33.90

You have successfully reserved the listed permit [[STAFF1003](#) 🖨️].
Transaction Completed Successfully.

[Return to main page](#)

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Athletics User Search

From within the module, you can search Athletic Users.

Only users who have been assigned the user type Athletics will appear in this search.

Click **Athletics User Search** to begin.

Parking Services
ATHLETICS

ATHLETICS PERMIT REGISTRATION

- [Athletics User Registration](#)
- [Athletics User Search](#)
- [Print Permits](#)
- List Users
 - [List Current Athletic Users](#)
 - [Logout](#)

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Enter the search criteria suggested onscreen and click **Search** to proceed.

From this page, several options are available:

- User history can be viewed by clicking on the gold **H**.
- An email can be sent to the user by clicking on the envelope icon.
- Additional information on a user can be viewed by clicking on their username.

Parking Services
ATHLETICS

USER SEARCH

Provide full or partial User name, Last name, Email address,
Student number or Employee number in order to retrieve profile.

<u>USERNAME</u>	<u>FULL NAME</u>	<u>STU./EMP. No.</u>
H <input checked="" type="checkbox"/> obennett	bennett, Paul	TU8456

Click on a header to change sort order.
Click on a username to view the profile, vehicle and permit info.
Click **H** to view system history.
Click ☒ to send user a mail message.

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Permit Printing

It is possible for an admin to print a user's permit information.

To begin, click on **Print Permits**.

Parking Services

ATHLETICS

VEHICLE HANG TAG PRINTING

Permit Lot: [IM] - Arena Lot North (Staff Only) ▼
 and/or
 Permit Text:
☒ Partial Match ☐ Exact Match

Print	User Name	Parking Lot	Permit Number	Printed	Admin
<input checked="" type="checkbox"/>	pbennett	Arena Lot North (Staff Only)	STAFF1000	N/A	N/A

* permits paid by Payroll Deduction are highlighted.

☐ Do not print date
 Expiry Date: Dec ▼ 31 ▼ 2022 ▼

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Select the **Permit Lot** and the **Permit Text** (permit number) and click on **Print Selected Hang Tag** to complete the process.

Parking Services

ATHLETICS

VEHICLE HANG TAG PRINTING

Permit Lot: [IM] - Arena Lot North (Staff Only) ▼
 and/or
 Permit Text:
☒ Partial Match ☐ Exact Match

Print	User Name	Parking Lot	Permit Number	Printed	Admin
<input checked="" type="checkbox"/>	pbennett	Arena Lot North (Staff Only)	STAFF1000	N/A	N/A

* permits paid by Payroll Deduction are highlighted.

☐ Do not print date
 Expiry Date: Dec ▼ 31 ▼ 2022 ▼

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List Athletics Users

To get a list of all users who have been assigned the user type Athletics for use in the portal, click on **List Current Athletic Users**.

Parking Services ATHLETICS

ATHLETICS PERMIT REGISTRATION

- [Athletics User Registration](#)
- [Athletics User Search](#)
- [Print Permits](#)
- List Users
 - [List Current Athletic Users](#)
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A list of all current Athletics users will appear.

Further information can be seen on this screen.

Parking Services ATHLETICS

Semester Current Active Semesters Filter

ATHLETICS REGISTERED PERMIT USERS

<input checked="" type="checkbox"/>	USERNAME	FULL NAME	PERMIT	LOT NAME
<input checked="" type="checkbox"/>	johndoe	Doe, John	500	Track And Field Lot
<input checked="" type="checkbox"/>	Teddy	Adams, Teddy	501	Track And Field Lot
<input checked="" type="checkbox"/>	qbennett	Bennett, Paul	STAFF1000	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/>	bobr1	Roberts, Bob	STAFF1001	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/>	mcomerton	Comerton, Mary	STAFF1002	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/>	tfoxtr01	Foxtr0t, Tom	STAFF1003	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/>	Teddy	Adams, Teddy	STAFF1004	Arena Lot North (Staff Only)

Click on a username to view details.
Click on a header to change sort order.

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To see a user's details, click on their username.

Parking Services ATHLETICS

Semester Current Active Semesters Filter

ATHLETICS REGISTERED PERMIT USERS

USERNAME	FULL NAME	PERMIT	LOT NAME
<input checked="" type="checkbox"/> johndoe	Doe, John	500	Track And Field Lot
<input checked="" type="checkbox"/> teddy	Adams, Teddy	501	Track And Field Lot
<input checked="" type="checkbox"/> pbennett	Bennett, Paul	STAFF1000	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> bobr1	Roberts, Bob	STAFF1001	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> mcomerton	Comerton, Mary	STAFF1002	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> tfoxtr0t	Foxtrot, Tom	STAFF1003	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> teddy	Adams, Teddy	STAFF1004	Arena Lot North (Staff Only)

Click on a username to view details.
Click on a header to change sort order.

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The screen will refresh and display a detailed view of the user's information.

A list of all the vehicles associated to the user can be seen here.

Additional details on a vehicle can be viewed by clicking on the vehicle plate number.



Also from this page:

- A new vehicle can be added to the user's profile.
- Permit hang tags can be printed.

Parking Services ATHLETICS

REGISTER PARKING PERMIT

Personal Information

Mr. Paul Bennett (pbennett)  
123 Main Street
Ottawa, Ontario
K0A2X0
Employee Number: TU8456

Associated vehicle(s)


Plate	Color	Year	Make
APVK189	Grey	2016	Ford
APVK122	Green	2017	Acura
ABC123	Black	2019	Asuna
AWXY410	Black		Honda
BCWR791	Brown		Chevrolet
BKTN876	Black		Eagle

[Associate another vehicle](#) with this user

Register a Permit:

- Register a Temp. Permit in [Arena Lot North \(Staff Only\)](#)

Permit Records:

- User has registered a regular permit: 51 

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By clicking on the permit number in **Current Athletics Users**, a pop-up will appear with permit details.

ATHLETICS

Semester

Current Active Semesters ▼
Filter

ATHLETICS REGISTERED PERMIT

	<u>USERNAME</u>	<u>FULL NAME</u>	<u>PERMIT</u>
<input checked="" type="checkbox"/>	johndoe	Doe, John	500
<input checked="" type="checkbox"/>	Teddy	Adams, Teddy	501
<input checked="" type="checkbox"/>	pbennett	Bennett, Paul	STAFF1000
<input checked="" type="checkbox"/>	bobr1	Roberts, Bob	STAFF1001
<input checked="" type="checkbox"/>	mcomerton	Comerton, Mary	STAFF1002
<input checked="" type="checkbox"/>	tfoxtr0t	Foxtrot, Tom	STAFF1003
<input checked="" type="checkbox"/>	Teddy	Adams, Teddy	STAFF1004

Click on a username to view details.
Click on a header to change sort order.

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demo.preview.parkadmin.com/athletics/permitInfo.aro?id=834

PARKING PERMIT INFORMATION

Permit Number: STAFF1000

Lot Name: Arena Lot North (Staff Only)

Require Access Card: No

Allowed as 2nd Permit: Yes

Cost: \$30.00 + \$3.90 tx.

Current Status: Rented

Current Renter: Bennett, Paul (pbennett)

Payment Amount: \$33.90 (incl. tax)

Process Date: Jan. 6, 2022

Payment Method: Cash

[Close Window](#)

Click "Log Out" to exit the Athletics module.

Revision #2

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