

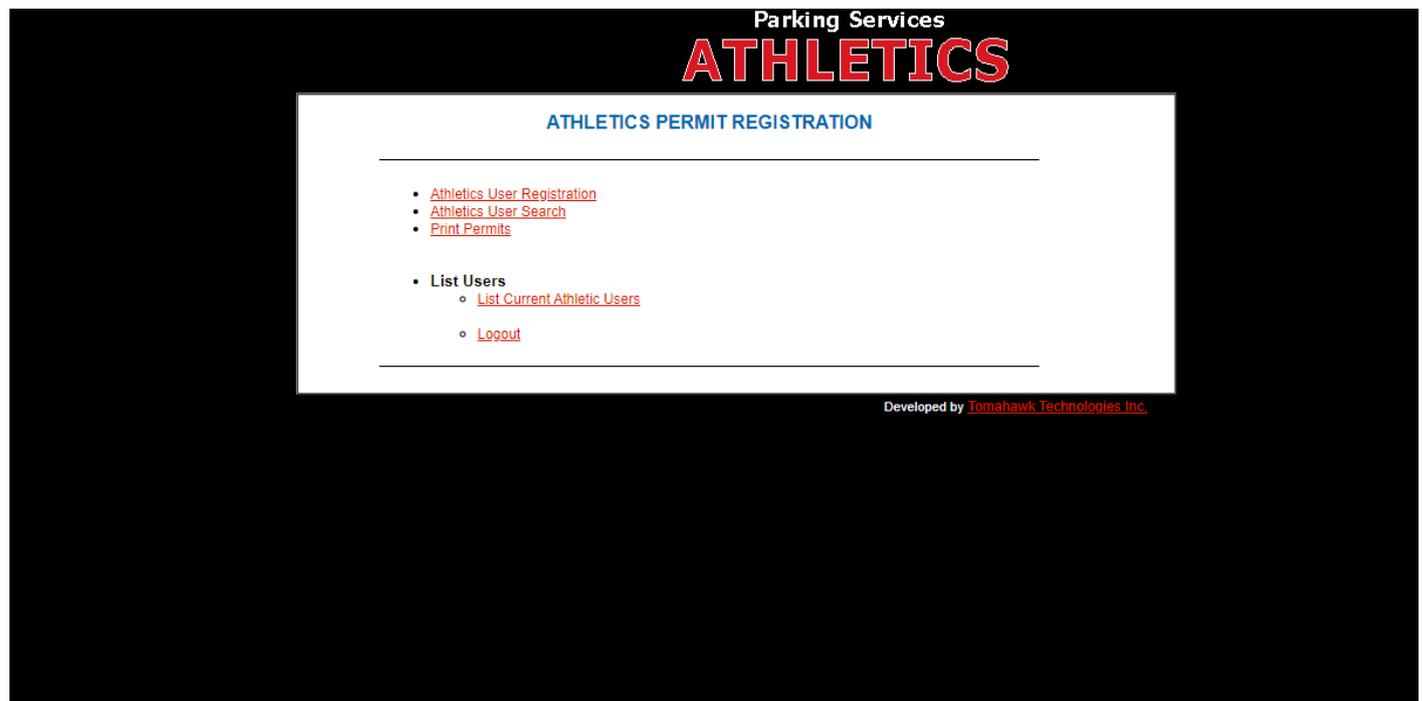
# Athletics Module

## 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](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: XEDEU00AFAQ  
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...

[Return to Menu](#)

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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: XEDEU00AFAQ  
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](#)

[Return to main menu](#)

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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](#)

Tomahawk - Google Chrome  
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](#)

# 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
<a href="#">APVK123</a>	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.

The screenshot shows a web page titled "Parking Services ATHLETICS" with a sub-header "CONFIRM PARKING PERMIT REGISTRATION". The page is divided into two main sections: "Personal Information" and "Permit Information".

**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.

[Return to main page](#)

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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.

Bennett Search

<u>USERNAME</u>	<u>FULL NAME</u>	<u>STU./EMP. No.</u>
H [envelope icon] pbennett	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 [envelope icon] 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: [M] - 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"/>	<a href="#">pbennett</a>	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: [M] - 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"/>	<a href="#">pbennett</a>	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](#)
  - [Logout](#)

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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

## ATHLETICS REGISTERED PERMIT USERS

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

## ATHLETICS REGISTERED PERMIT USERS

<u>USERNAME</u>	<u>FULL NAME</u>	<u>PERMIT</u>	<u>LOT NAME</u>
<input checked="" type="checkbox"/> <a href="#">johndoe</a>	Doe, John	<a href="#">500</a>	Track And Field Lot
<input checked="" type="checkbox"/> <a href="#">Teddy</a>	Adams, Teddy	<a href="#">501</a>	Track And Field Lot
<input checked="" type="checkbox"/> <a href="#">pbennett</a>	Bennett, Paul	<a href="#">STAFF1000</a>	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> <a href="#">bobr1</a>	Roberts, Bob	<a href="#">STAFF1001</a>	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> <a href="#">mcomerton</a>	Comerton, Mary	<a href="#">STAFF1002</a>	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> <a href="#">tfoxtrout</a>	Foxtrot, Tom	<a href="#">STAFF1003</a>	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> <a href="#">Teddy</a>	Adams, Teddy	<a href="#">STAFF1004</a>	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
<a href="#">APVK189</a>	Grey	2016	Ford
<a href="#">APVK122</a>	Green	2017	Acura
<a href="#">ABC123</a>	Black	2019	Asuna
<a href="#">AWXY410</a>	Black		Honda
<a href="#">BCWR791</a>	Brown		Chevrolet
<a href="#">BKTN876</a>	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.

The screenshot shows a web application interface for "Parking Services ATHLETICS". At the top, there is a "Semester" dropdown menu set to "Current Active Semesters" and a "Filter" button. Below this is a table titled "ATHLETICS REGISTERED PERMITS". The table has three columns: "USERNAME", "FULL NAME", and "PERMIT". Each row has a checkbox in the "USERNAME" column. Below the table, there are instructions: "Click on a username to view details." and "Click on a header to change sort order." A red link "Return to main page" is at the bottom right of the table area. A browser window is overlaid on the right side of the page, displaying "PARKING PERMIT INFORMATION" for permit number STAFF1000. The information includes: 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, and Payment Method: Cash. A "Close Window" link is at the bottom of the pop-up.

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

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

[Return to main page](#)

**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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