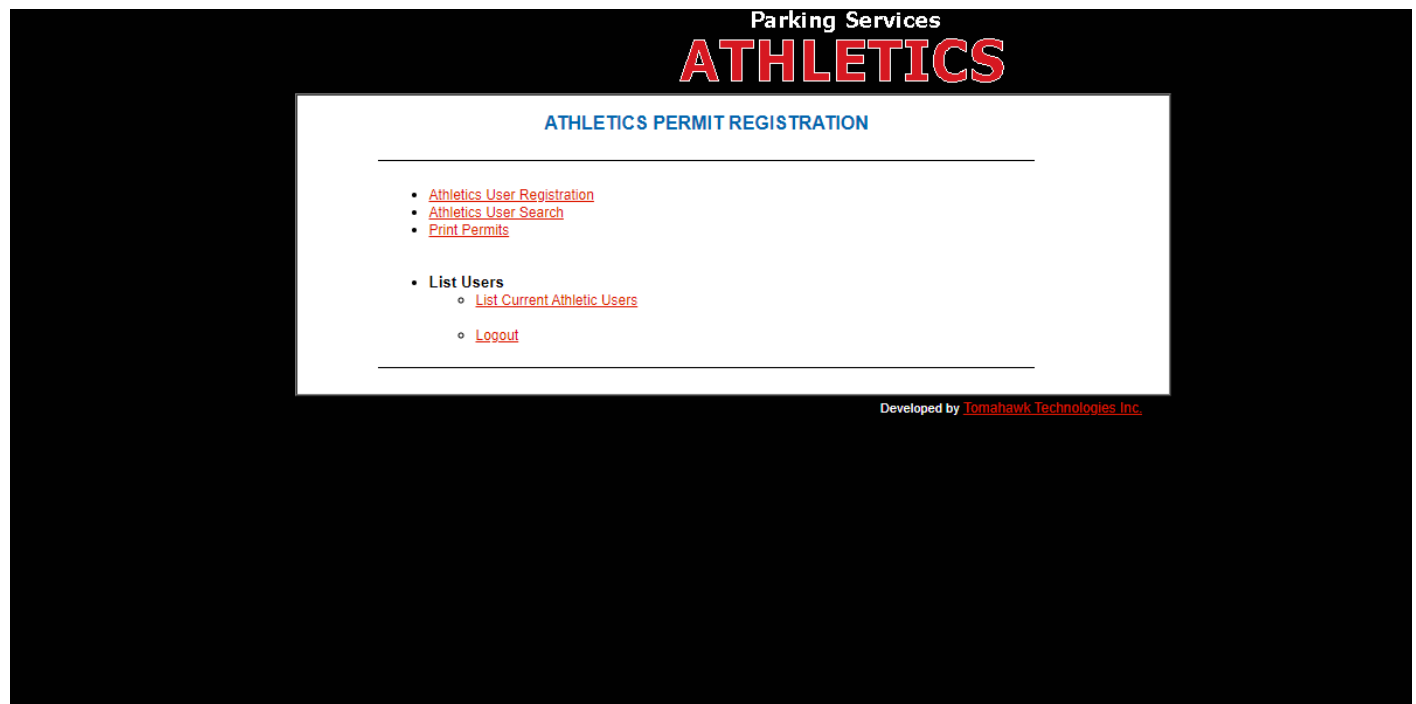# Athletics Module

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.

A confirmation screen will appear.

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

Registering the User's Vehicle

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

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**.

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.

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

Click on Purchase this Permit to complete the purchase process.

A message confirming the registration will be shown on screen.

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

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.

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.

Permit Printing

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

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

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

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**.

A list of all current Athletics users will appear.

Further information can been seen on this screen.

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

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.

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

Click "Log Out" to exit the Athletics module.

Revision #2
Created 22 May 2024 09:39:05
Updated 25 June 2025 14:36:20