

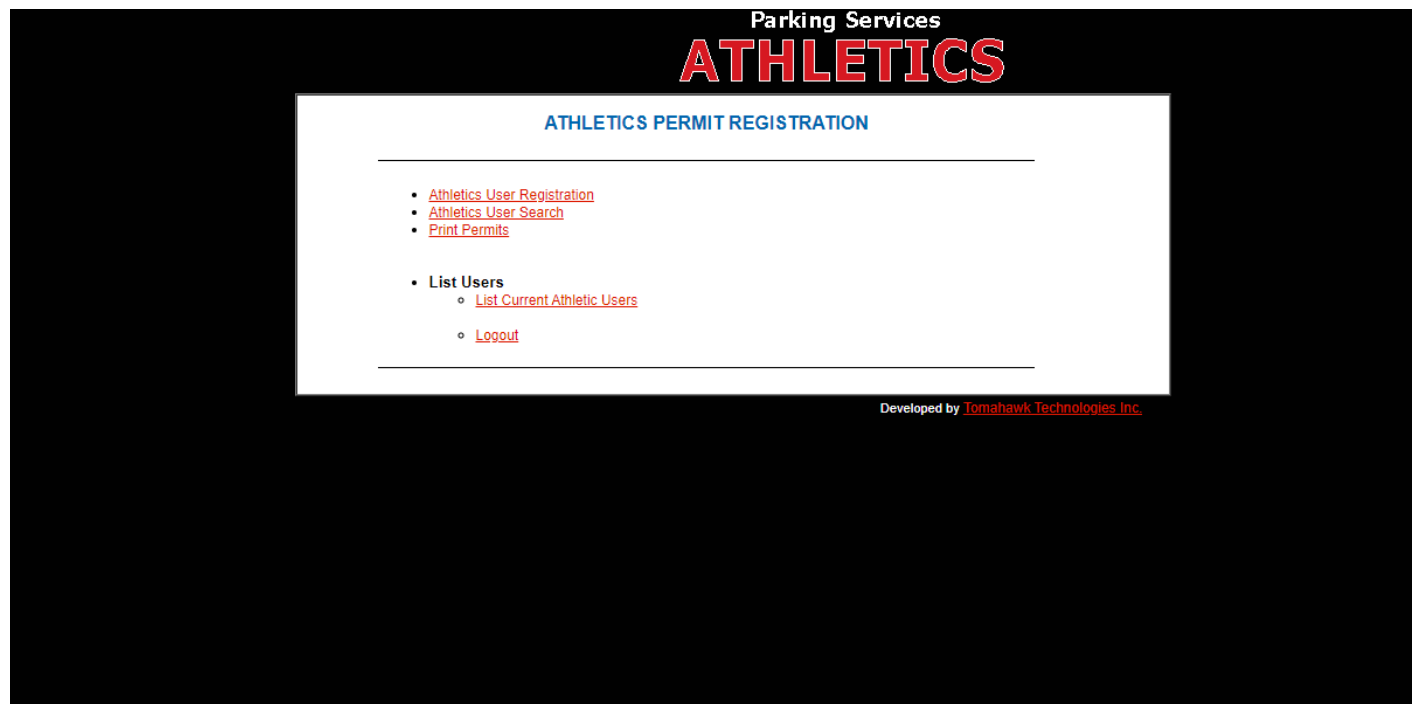
# Athletics Module

## 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: 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...

[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: 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](#)

[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](#)

Technologies Inc.

## 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.

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

[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

USERNAME	FULL NAME	STU./EMP. No.
H  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.

[Return to main page](#)

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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:

staff1000

Partial Match

Exact Match

Retrieve

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

Select All

DeSelect All

\* permits paid by Payroll Deduction are highlighted.

Do not print date

Expiry Date:

Dec ▼

31 ▼

2022

▼

Print Selected Hang Tags

Return to main page

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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:

staff1000

Partial Match

Exact Match

Retrieve

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

Select All

DeSelect All

\* permits paid by Payroll Deduction are highlighted.

Do not print date

Expiry Date:

Dec ▼

31 ▼

2022

▼

Print Selected Hang Tags

Return to main page

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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"/>	USERNAME	FULL NAME	PERMIT	LOT NAME
<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="#">qbennett</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="#">tfoxtr01</a>	Foxtr0t, 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.

[Return to main page](#)

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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"/> <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="#">tfoxtr0t</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.

[Return to main page](#)

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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 

[Return to main menu](#)

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

# Parking Services

## ATHLETICS

Semester

Current Active Semesters ▼

Filter

ATHLETICS REGISTERED PERSONNEL

<input checked="" type="checkbox"/>	<u>USERNAME</u>	<u>FULL NAME</u>	<u>PERMIT</u>
<input checked="" type="checkbox"/>	<a href="#">johndoe</a>	Doe, John	500
<input checked="" type="checkbox"/>	<a href="#">Teddy</a>	Adams, Teddy	501
<input checked="" type="checkbox"/>	<a href="#">pbennett</a>	Bennett, Paul	<a href="#">STAFF1000</a>
<input checked="" type="checkbox"/>	<a href="#">bobr1</a>	Roberts, Bob	<a href="#">STAFF1001</a>
<input checked="" type="checkbox"/>	<a href="#">mcomerton</a>	Comerton, Mary	<a href="#">STAFF1002</a>
<input checked="" type="checkbox"/>	<a href="#">tfoxtr0t</a>	Foxtr0t, Tom	<a href="#">STAFF1003</a>
<input checked="" type="checkbox"/>	<a href="#">Teddy</a>	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](#)

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

ATHLETICS 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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