Athletics Module

> The Athletics Module is a stand-alone interface designed specifically for registering athletic facility members, managing their vehicles, and issuing parking permits. Its primary purpose is to streamline the administration of athletic users in a dedicated portal separate from standard campus or municipal parking operations. This article is intended for OperationsCommander (OPSCOM) administrators responsible for athletic parking management.

Setup and Configuration

The Athletics Module operates independently of the standard administrative portal and cannot be accessed through the typical OPSCOM navigation menus. No specialized system setup is required, but administrators must know the specific URL to log in.

To access the module, navigate to your standard administrative URL, but replace `/admin` with `/athletics`: `https://[client_ID][.parkadmin.com/athletics](https://.parkadmin.com/athletics)`

Using this Feature

Administrators can use this module to perform the entire lifecycle of an athletics parking profile, from initial registration to permit printing.

Registering an Athletics Member and Vehicle

1. Click **Athletics User Registration** on the main module page to open the quick registration form.
2. Enter the new user's information into the provided fields.
3. Click the **Submit Registration Information for Processing** button.
4. Review the confirmation screen and click the **Information Correct** button to proceed.
5. Click the **Associate a vehicle with this user** link when prompted.
6. Fill in the required vehicle details on the form.
7. Click the **Add New Vehicle** button to save the vehicle to the user's profile.

Purchasing a Permit

1. Review the updated user information screen, which will now display the assigned vehicle.
2. Select the desired permit (e.g., Company Staff Lot) from the available options.
3. Click the **Purchase this Permit** button to complete the transaction and generate a confirmation message on the screen.

Athletics User Search

1. Click **Athletics User Search** from the main module page to locate existing members.
2. Enter your desired search criteria into the provided fields.
3. Click the **Search** button to generate a list of matching users.

Available Actions & Buttons (User Search):

- **H Icon**: Click the gold **H** icon to view the specific user's historical profile data.
- **Envelope Icon**: Click this icon to open an email draft addressed directly to the user.
- **Username**: Click the user's hyperlinked name to open their complete, detailed profile information.

> The search function within this module is restricted by design. Only individuals who have been explicitly assigned the "Athletics" user type within the system will appear in these search results.

List Current Athletics Users

1. Click **List Current Athletic Users** to view an active directory of all members assigned the Athletics user type.
2. Click a specific **username** to view a detailed breakdown of their profile and associated vehicles.
3. Click a specific **permit number** to trigger a pop-up window displaying detailed permit information.
4. Click a specific **vehicle plate number** to view additional registered details about that vehicle.

Permit Printing

1. Click **Print Permits** from the main module page or directly from a user's detailed profile screen.
2. Select the appropriate **Permit Lot** from the drop-down menu.
3. Select the specific **Permit Text** (permit number) from the drop-down menu.

4. Click the **Print Selected Hang Tag** button to generate a printable version of the permit.

Best Practices and Considerations

- **Log out securely: Administrators must always click the Log Out button when finished working in the Athletics Module.** Because this interface operates on a distinct URL outside the main admin portal, explicitly closing your session ensures unauthorized users cannot access member data.
- **Verify data before issuing: Always ensure the correct vehicle is actively associated with the user's profile before clicking the purchase button.** Issuing an athletics permit to an incomplete profile can result in incorrect compliance enforcement or unwarranted citations in the physical lots.

Revision #4
Created 22 May 2024 09:39:05
Updated 12 August 2026 12:30:51