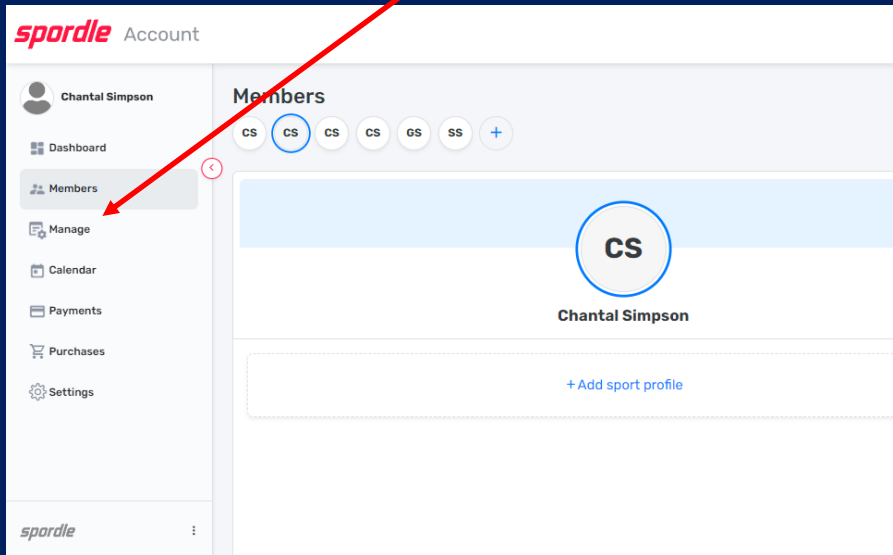
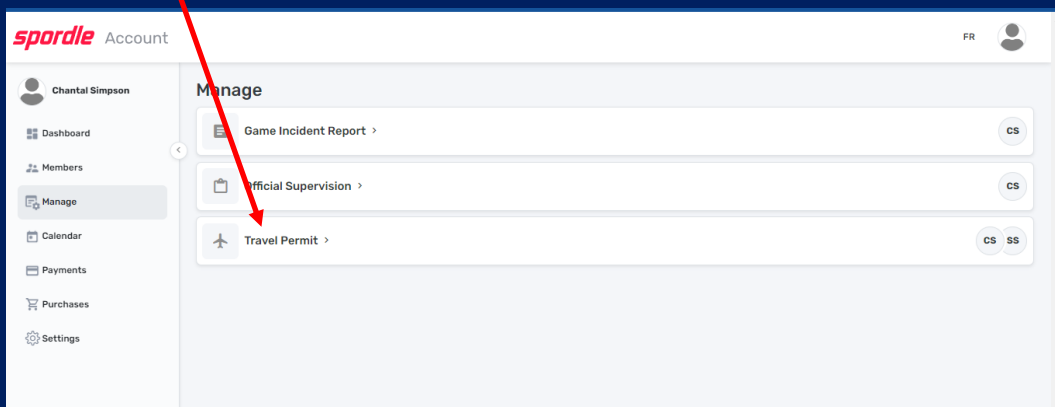


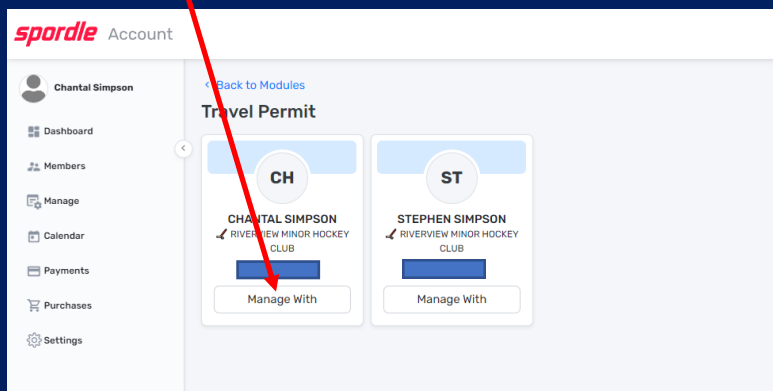
In your Spordle account, click Manage.



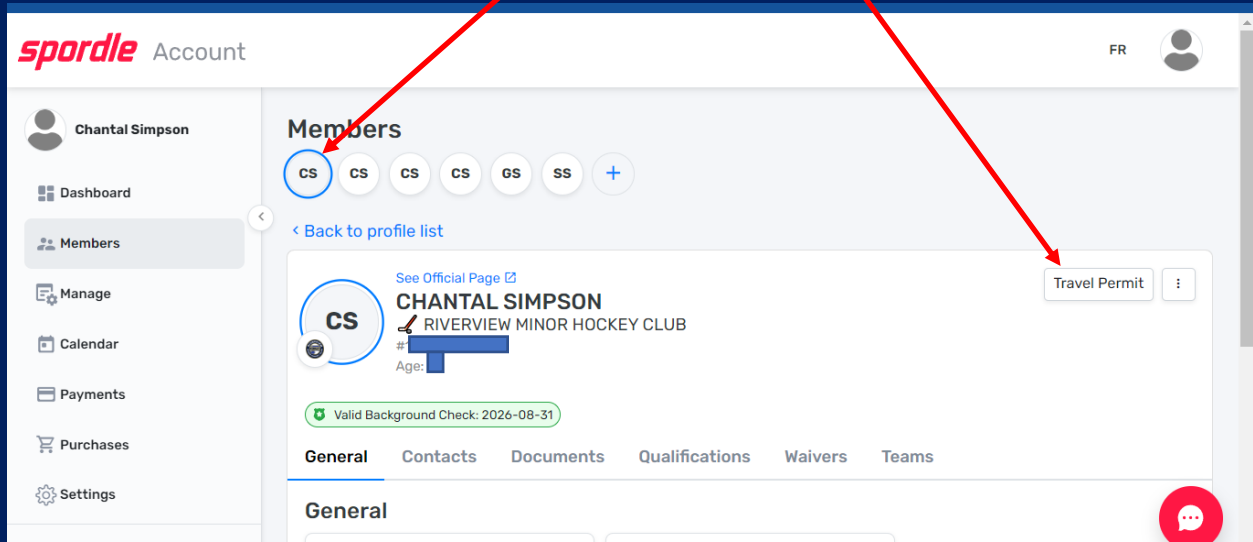
Click Travel Permit



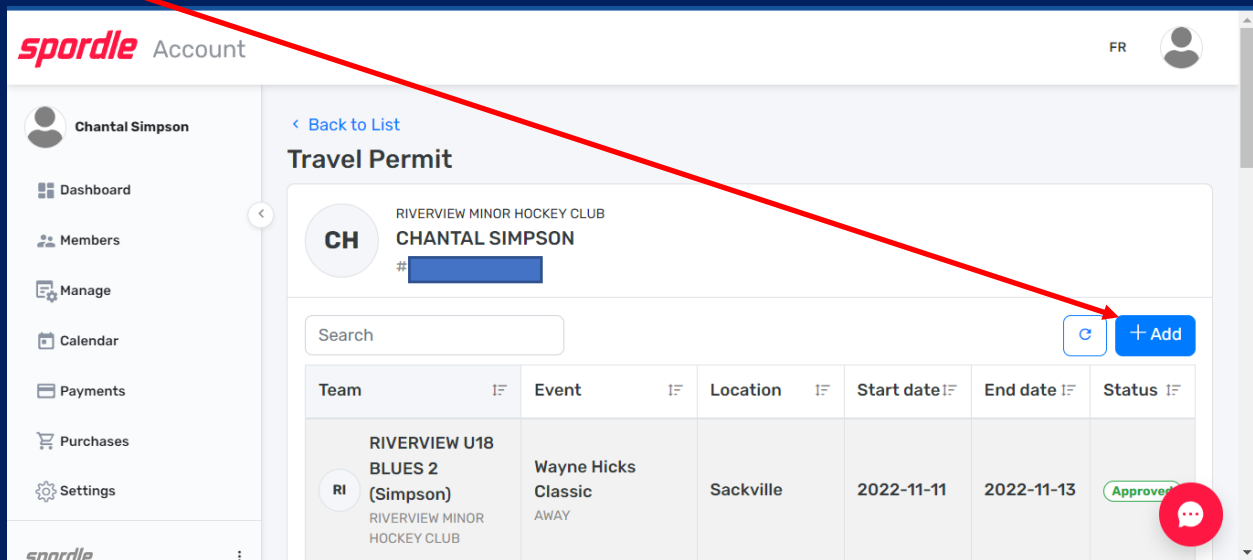
Chose your profile



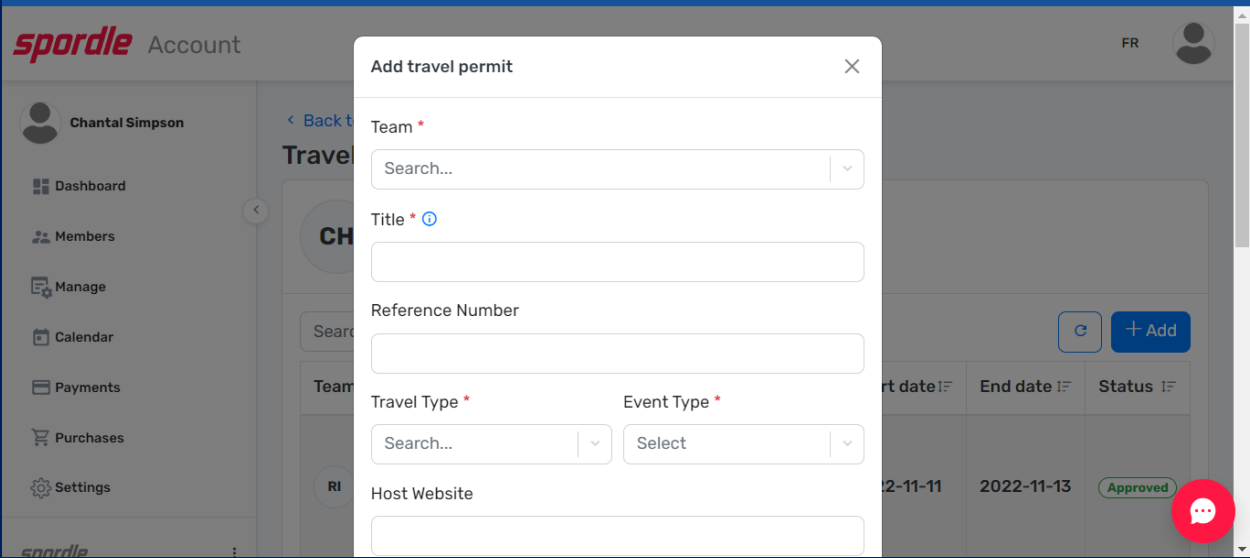
You can also do it under your member profile and click Travel Permit



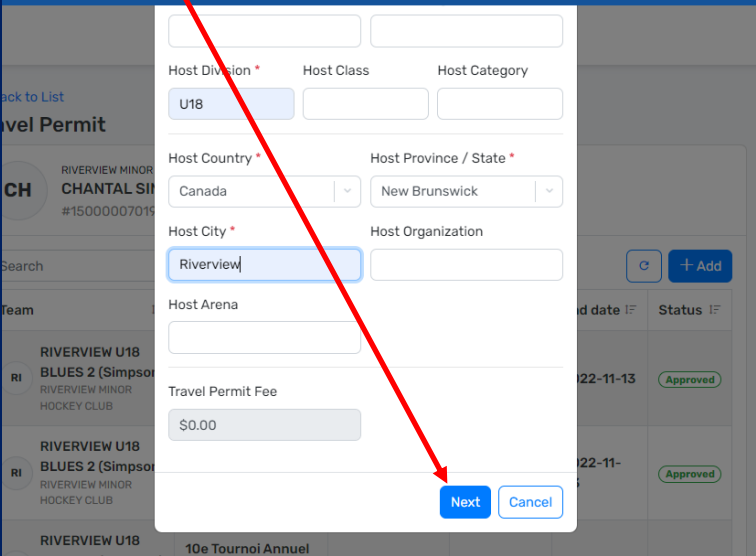
Click +Add



Every field with a * needs to be filled out and the middle section scrolls down for more info.



Then click Next.



The next screen will need dates of your tournament or exhibition game then click Add.

spordle Account

Chantal Simpson

Travel Permit

Start Date * 2023-10-19

End Date 2023-10-19

Notes

Additional Attachments

[Add document](#) or drop it here
Maximum upload file size: 10MB

Previous Add Cancel

In the end it will look like this, Pending, Approved or Declined. You usually get an email when it's approved or declined.

spordle Account

Club	Game Type	Location	Start Date	End Date	Status
RIVERVIEW U18 BLUES 2 (Simpson) RIVERVIEW MINOR HOCKEY CLUB	Exhibition Game AWAY	Rogersville	2023-03-19	2023-03-19	Approved
RIVERVIEW U18 BLUES 2 (Simpson) RIVERVIEW MINOR HOCKEY CLUB	SEDMHA AWAY	Dartmouth	2023-03-30	2023-04-02	Approved
RIVERVIEW U15 BLUES 2 (Simpson) RIVERVIEW MINOR HOCKEY CLUB	Exhibition Game AWAY	Bouctouche Forum	2022-10-24	2022-10-24	Approved
RIVERVIEW U15 BLUES 2 (Simpson) RIVERVIEW MINOR HOCKEY CLUB	Exhibition Game HOME		2022-10-30	2022-10-30	Declined

Once approved and when needing to print or email your travel permit, usually for tournament, click on your travel permit.

spordle Account

Club	Game Type	Location	Start Date	End Date	Status
RIVERVIEW U18 BLUES 2 (Simpson) RIVERVIEW MINOR HOCKEY CLUB	Exhibition Game AWAY	Rogersville	2023-03-19	2023-03-19	Approved
RIVERVIEW U18 BLUES 2 (Simpson) RIVERVIEW MINOR HOCKEY CLUB	SEDMHA AWAY	Dartmouth	2023-03-30	2023-04-02	Approved
RIVERVIEW U15 BLUES 2 (Simpson) RIVERVIEW MINOR HOCKEY CLUB	Exhibition Game AWAY	Bouctouche Forum	2022-10-24	2022-10-24	Approved

Click on Actions

The screenshot shows the Spordle Account interface. On the left is a sidebar with navigation options: Dashboard, Members, Manage, Calendar, Payments, Purchases, and Settings. The main area displays a table of games. A red arrow points from the text 'Click on Actions' to the 'Actions' button in the top right corner of the table.

Team	Event	Location	Start date	End date
RIVERVIEW U18 BLUES 2 (Simpson)	Exhibition Game AWAY	Rogersville	2023-03-19	2023-03-19
RIVERVIEW U18 BLUES 2 (Simpson)	SEDMHA AWAY	Dartmouth	2023-03-30	2023-04-02
RIVERVIEW U15 BLUES 2 (Simpson)	Exhibition Game AWAY	Bouc touche Forum	2022-10-24	2022-10-24
RIVERVIEW U15 BLUES 2 (Simpson)	Exhibition Game HOME		2022-10-30	2022-10-30
RIVERVIEW U15 BLUES game (Simpson)	Exhibition game HOME	Byron Dobson Arena	2022-10-30	2022-10-30

Click Print (PDF)

This screenshot is similar to the first one but shows the 'Print (PDF)' option in the 'Actions' dropdown menu highlighted by a red arrow.

Every computer is different, for me I click on Report generated.

This screenshot shows a 'Report generated!' notification at the top right, with a red arrow pointing to it. Below the notification is a 'Travel Permits' section for 'RIVERVIEW U18 BLUES 2 (Simpson)'. It includes a search bar and a table of games.

Team	Event	Location	Start date	End date
RIVERVIEW U18 BLUES 2 (Simpson)	Exhibition Game HOME	Byron Dobson	2023-03-17	2023-03-17
RIVERVIEW U18 BLUES 2 (Simpson)	Exhibition Game AWAY	Rogersville	2023-03-19	2023-03-19

And this is what you get.



TRAVEL PERMIT
Status : Approved

Organization : RIVERVIEW MINOR HOCKEY CLUB

Organization Address : 90 Biggs Drive, Riverview, NB E1B 3Y8, 124

Division and category : U18 C

Team Name : RIVERVIEW U18 BLUES 2 (Simpson)

Coach Contact Information : STEPHEN SIMPSON
RANDY RICHARD
BLAKE REYNOLDS
STEPHEN HARTMAN
SCOTT MACDONALD

TO PARTICIPATE IN

Event Name : Tournament: SEDMHA

Reference ID : _____

Opposing Team Name : _____

Division and category : U18

Province, State : Nova Scotia, Canada

City : Dartmouth

Dates : 2023-03-30, 2023-04-02

APPROVED BY:

Lee MacWilliams RIVERVIEW MINOR HOCKEY CLUB 2023-03-01
Name Organization Date