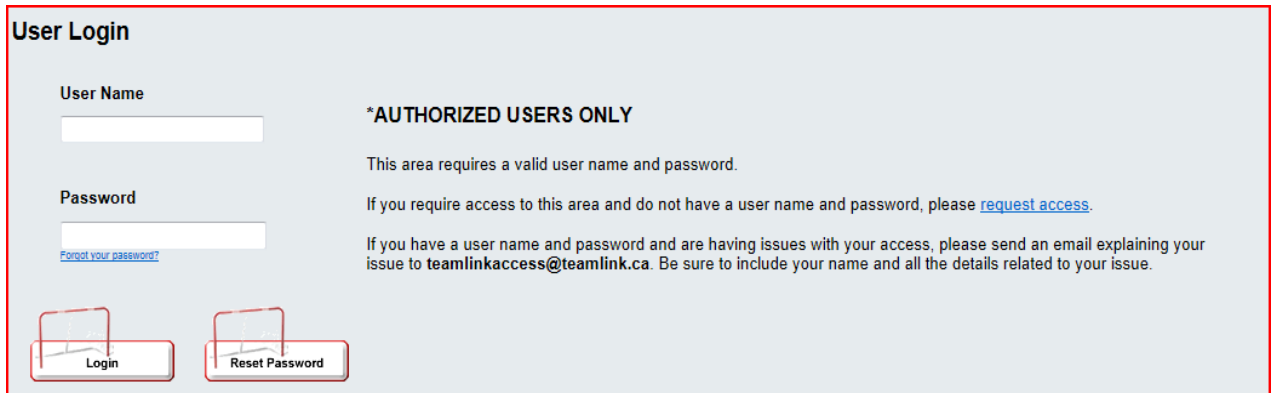


Requesting access to Teamlink

Note: The person doing the data input (entering game sheet information in Teamlink) is requested to sign in to Team Link and request access for their team. The user name will be their email address. Passwords will be assigned once the access request is completed and will be sent to the email address that was used for the user name. PCAHA requests that you have one person per team to be responsible for the data input. Please advise your League Manager of their name so that any update to Teamlink can be sent to your team.

1. Sign into the Teamlink system as explained in the section "Accessing Teamlink system".
2. On the menu bar, click on **Login**. The following page will appear:



User Login

User Name

Password

[Forgot your password?](#)

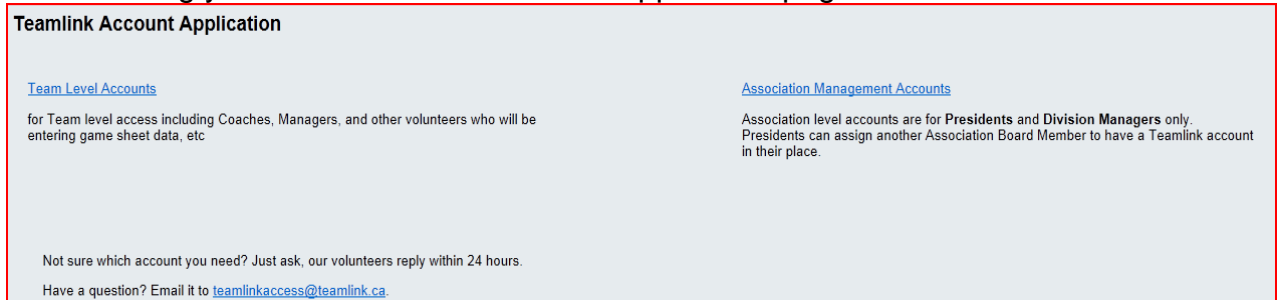
***AUTHORIZED USERS ONLY**

This area requires a valid user name and password.

If you require access to this area and do not have a user name and password, please [request access](#).

If you have a user name and password and are having issues with your access, please send an email explaining your issue to teamlinkaccess@teamlink.ca. Be sure to include your name and all the details related to your issue.

3. On the right hand side of this page, there is a statement there mentioning that if you require access to this area and do not have a user name and password, please request access. Click on **request access**.
4. This will bring you to the Teamlink Account Application page.



Teamlink Account Application

[Team Level Accounts](#)
for Team level access including Coaches, Managers, and other volunteers who will be entering game sheet data, etc

[Association Management Accounts](#)
Association level accounts are for Presidents and Division Managers only. Presidents can assign another Association Board Member to have a Teamlink account in their place.

Not sure which account you need? Just ask, our volunteers reply within 24 hours.
Have a question? Email it to teamlinkaccess@teamlink.ca.

5. As we are requesting Team Level access, click on **Team Level Accounts** to initiate the application process.
6. This will bring you to the page where you complete the information required for the access application.
7. In the first section, complete the personal information as requested. Complete the entry of the fields on the screen. In the address field, be sure to include the city, province/state, postal/zip code and country in addition to your street address. Under

"Role on Team", select the applicable role on the team. Be sure to enter the email address correctly as the system will be emailing the completed application information to this address. If it is not correct, the confirming email will not sent to the proper recipient. An asterisk (*) preceding the field name indicates a required field.

Requesting Team Official Information

Team Officials (Coach & Manager) are responsible for timely entry of home game data into Teamlink. They may choose to delegate the task, but they remain responsible. Team Officials are notified of all Teamlink game sheet data entry accounts for their team.

*First Name	<input type="text"/>	*Last Name	<input type="text"/>
*Address (Street No., Street Address, City, Province/State, Postal/ZIP Code, Country)			
<input type="text"/>			
*Role on Team	<input type="text"/>	*Telephone (eg. 604-254-4456)	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax (eg. 604-254-4456)	<input type="text"/>	*Email	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- In the next section, this is where we select the teams for which access is being requested. As then instructions on the page indicate, select the association for the team being requested. Once that is done, select the division and then team under the Team #1 heading. If the same role is played on a second team within the same association, the access for the second team can be requested at the same time. To do so, select the division and team under the Team #2 heading. An asterisk (*) preceding the field name indicates a required field.

Home Team Selection

In order to select the team(s) you are requesting access to, you will need to select your association and division for the team(s). You will be permitted to request access for up to two teams but they have to be from the same association.

*Association

Team #1	Team #2
*Division	Division
<input type="text"/>	<input type="text"/>
*Team	Team
<input type="text"/>	<input type="text"/>

If access to more than two teams or if a secondary team is from a different association, complete the application for the first team. Once that process is complete, then send an email to teamlinkaccess@teamlink.ca with the details of the request. Be sure to include the user name of the account and the reason for the request.

- In the final section, Teamlink requires a response to a security question in order to complete the application process. The system will present a picture of an animal. Type the name of that animal in the field underneath the picture in lower case letters.

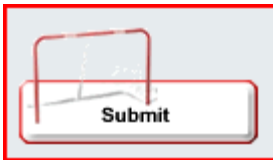
Security Information



Above, is a picture of an animal.

*For Security Reasons, please enter the type of animal in the field below. (All lower case letters)

10. Once all of the fields have been completed, click "Submit".



If all of the fields were completed as needed, the system will email the details of your user account to the email address supplied in the application.

The reset button will "reset" the values on the page to blank.