Requesting access to Teamlink

Note: 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. 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 requires that all Association level accounts by approved by the Association President. Once the application is complete, an email will be sent to the requestor asking that it be forwarded to their Association President for approval. Once the President approves of this request, they are to forward that email to **teamlinkaccess@teamlink.ca**. If the email is not forwarded to this address, the granting of the access will not proceed as there is no record of the request until it is received at the email mentioned.

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

*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.

Password

Forgot your password?

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.

[Login]   [Reset Password]

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 **Association Management 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 Hockey", select the applicable role on the Association Executive. 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.

Request Access to Teamlink

*First Name

*Last Name

*Address (Street No., Street Address, City, Province/State, Postal/ZIP Code, Country)

*Role in Hockey (eg. Association President, Division Manager)

*Telephone (eg. 604-254-4456)

Fax (eg. 604-254-4456)

*Email

*Association

-- Select Association --

8. In the next section, this is where we select the division for which access is being requested. As then instructions on the page indicate, select the division being requested. Once that is done, indicate if you would need access to do game sheet entry on behalf of the teams. If you would like that access, indicate that by checking the box after the question "Gamesheet Data Entry Required?"

Complete this section if your responsibilities do not cover the whole Associaion (eg. division manager)

Select Division (*If Applicable)

-- Select Division --
Gamesheet Data Entry Required? ☐

9. 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.
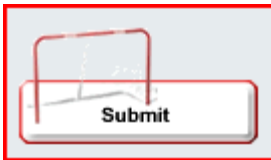
Security Information

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.