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Information Bulletin

Bulletin #: I2016-015
Date: February 11, 2016
To: District Administrators, Presidents
CC: OSA Board, Staff
From: Robyn McComb, Senior Manager, Events
Subject: CTMS - COMPETITION AND TOURNAMENT MANAGEMENT SYSTEM UPDATE

The Ontario Soccer Association's updated Competition and Tournament Management System is currently in the final stages of testing and the OSA wanted to provide an update on the status and some key dates as the launch date approaches.

The following is the proposed time line:

February 15-17 – Test migration of data from Switchboard to CTMS
February 19 – District Administrator Training Session
February 19-24 – System available for District Administrators to explore and learn
February 24 – Information in Newsletter regarding the updated system
February 25-29 – Shut down Switchboard and migrate all data to CTMS
February 28-29 – Final testing
March 1 – Launch CTMS

Regarding the shutdown of Switchboard from February 25-29, the OSA must ensure that no new data is being entered so that no applications are missed in the transfer of data from one platform to another.

In the event that an application must be completed during that time frame (February 25-29), the OSA ask that fillable . forms be used and manually processed.

Please keep in mind that these forms would only be used in extreme last minute cases. Otherwise, the OSA asks teams and Clubs to hold off during that time frame (February 25-29) until the updated system is launched on March 1, 2016.

The OSA will be providing a user's guide that will be available by Wednesday, February 17.

The OSA will be providing a training session to District Administrators by way of a webinar on February 19, 2016.



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It is up to each District Association to provide training to its member Clubs.

Several Clubs and District Associations who have already used the system have deemed it very user friendly, fairly self-explanatory and an improvement over the previous system.

If you have questions, please contact [Robyn McComb](#) at or [Dhaval Trivedi](#).