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INFORMATION BULLETIN

Bulletin #: I2019-038
Date: July 24, 2019
To: Ontario Soccer, District Membership, ORA, Associate Members
CC: Ontario Soccer Board of Directors, Staff
From: Robyn McComb, Senior Manager, Competition and Events
Subject: Updates to the Competition and Travel Management System (CTMS)

After receiving feedback from the users of Ontario Soccer's Competition and Travel Management System (CTMS), Ontario Soccer has made a number of changes to the platform to make it more user friendly and efficient. Some of the key changes include:

Printing:

A PDF of the approved application will now be e-mailed to the submitter, once the application has received final approval.

Furthermore, once the application has received its final approval, a print button has been added to the applications listing page. Previously, users had to open the application to reach the print button.

Notification Emails:

Club and District administrators will now be able to opt into a daily summary message telling them that they have applications for approval, as well as outline the number of applications that require their attention.

Application Approval Updates:

The user may opt in to receiving a notification each time one of their applications has been approved by each level in the application approval process.

Application Uploads:

Uploads will now be mandatory within applications, depending on the application type. For example: For a TAF, an upload field for "Tournament Rules" will be mandatory.

Approvals based upon Jurisdiction:



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Within the application form, once the jurisdiction has been selected, a list of organization types that need to approve the form will be listed.

For example, in an ATF form a jurisdiction type of “Travel to USA” would display “Needs to be approved by your Club and District.”

This information will be displayed for all Form types.

Tournament/Festival Directory:

Lastly, Ontario Soccer have updated the Tournament Type filter to add an ALL option, which would display both Tournaments and Festivals.

You may notice a few other minor changes, but these changes are the main highlights.

This new version of [CTMS](#) will be online as of July 24, 2019.

If you have questions, please contact [Robyn McComb](#).

