

# myTTM Affiliation Reporting for Teams

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This document is intended for myTTM team users. It provides information specifically for teams when using the myTTM Affiliation Reporting web service.

The following topics will be discussed in this document:

[Affiliation Types](#)

[Club Affiliation](#)

[Specially Affiliation](#)

[Team-to-Team Affiliation](#)

[Affiliated Player Call-Up Notification](#)

[Affiliated Player Call-Up History Report](#)

[Affiliated Player Call-Up Counts Report](#)

Please refer to the following help documents for additional information for teams:

*myTTM General Help for Teams*

*myTTM Suspension Reporting for Teams*

*myTTM Game Schedules for Teams*

These can be found in the **Help** menu on the myTTM Web Service portal.

## Affiliation Types

The myTTM Affiliation Reporting web service supports three different types of player affiliations – Club, Specially and Team-to-Team. Teams will be setup to operate under one of these affiliation types and as a result teams will have different Affiliation Reporting options available. This section explains the different options for each affiliation type.

### Club Affiliation

When teams operate under Club Affiliation they are able to affiliate players within their own club. The players available for each team is based on eligibility rules defined for their division and age category. Therefore, teams never have to explicitly affiliate a player to their team, they simply can call-up eligible players.

myTTM Affiliation Reporting allows teams that use Club Affiliation to easily review the list of eligible players. This is done by selecting **Show Eligible Affiliate Players** from the **Affiliation Reporting** menu as shown below.

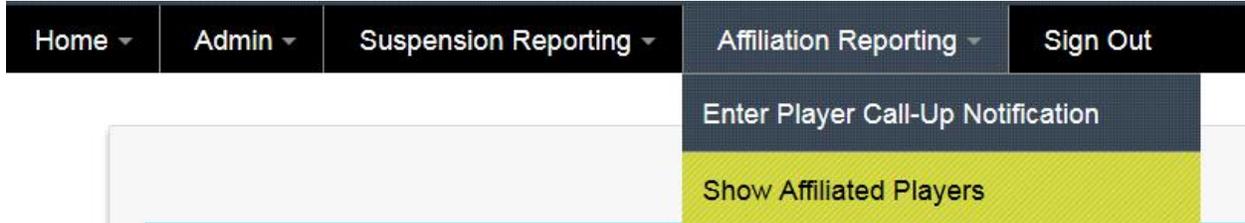


When entering call-up notifications the same list of eligible players will be available for your team to choose.

## Specially Affiliation

When teams operate under Specially Affiliation they are able to explicitly affiliate players to their team. The players available for each team is based on eligibility rules defined for their division and age category. Teams must use the list of eligible players to form their own player affiliation list.

myTTM Affiliation Reporting allows teams that use Specially Affiliation to easily create their player affiliation list from the list of eligible players. This is done by selecting **Show Affiliated Players** from the **Affiliation Reporting** menu as shown below.



Next, click the **Add Affiliated Player** button to select from a list of eligible players as shown below.

Eligible Affiliate Players for Your Team							
SORT: NAME (A-Z) ▾							
ACTION	NAME	POSITION	CLUB/ASSOCIATION	TEAM	CATEGORY	DIVISION	LEAGUE
Options ▾	Holmes, Bob	Player	myTTM Club 1	Novice Penguins A1	Novice A	Novice	myTTM House League
Options ▾	Homer, Bob	Player	myTTM Club 1	Penguins A2	Novice A	Novice	myTTM House League
Options ▾	Jones, Adam	Goaltender	myTTM Club 1	Novice Penguins A1	Novice A	Novice	myTTM House League
Options ▾	Jonez, Adam	Goaltender	myTTM Club 1	Penguins A2	Novice A	Novice	myTTM House League
Options ▾	Klien, Charlie	Player	myTTM Club 1	Novice Penguins A1	Novice A	Novice	myTTM House League

To add a player to your team’s affiliation list, select **Add Affiliate Player** from the **Options** menu next to the player in the list as shown below.

ACTION	NAME	POSITION	CLUB/ASSOCIATION	TEAM
Options ▾	Holmes, Bob	Player	myTTM Club 1	Novice Penguins A1
<b>Add Affiliate Player</b>		Player	myTTM Club 1	Penguins A2

You will be returned to the list of affiliated players for your team as shown below.

Affiliated Players List							
SORT: NAME (A-Z) ▾							
ACTION	NAME	POSITION	CLUB/ASSOCIATION	TEAM	CATEGORY	DIVISION	LEAGUE
Options ▾	Holmes, Bob	Player	myTTM Club 1	Novice Penguins A1	Novice A	Novice	myTTM House League

When entering call-up notifications the same list of affiliated players will be available for your team to choose.

## Team-to-Team Affiliation

When teams operate under Team-to-Team Affiliation they are able to explicitly identify a team that will provide affiliate players to their team. The teams available for each team is based on eligibility rules defined for their division and age category. Teams must use the list of eligible teams to form their own player affiliation list.

myTTM Affiliation Reporting allows teams that use Team-to-Team Affiliation to easily create their player affiliation list from the list of eligible players. This is done by selecting **Assign Affiliated Team** from the **Affiliation Reporting** menu as shown below.



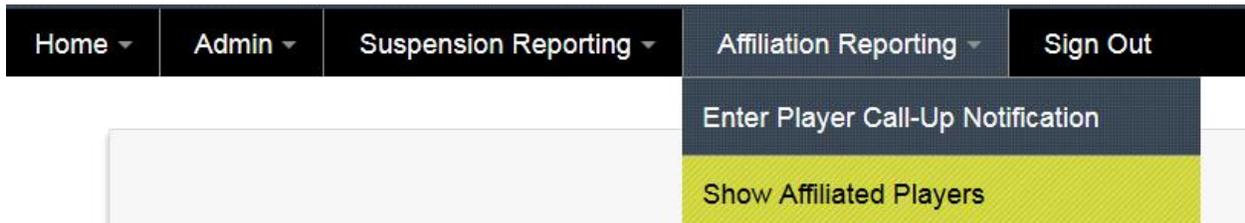
To affiliate with a team, select **Affiliate with Team** from the **Options** menu next to the team in the list as shown below.

**Assign Affiliated Team**

SORT: TEAM NAME (A-Z) ▾

ACTION	TEAM NAME	CLUB/ASSOCIATION	CATEGORY	DIVISION	LEAGUE
Options ▾	Novice Penguins A1	myTTM Club 1	Novice A	Novice	myTTM House League
Affiliate with Team ▾		myTTM Club 1	Novice A	Novice	myTTM House League
	Novice Penguins A3	myTTM Club 1	Novice A	Novice	myTTM House League

Once you have affiliated with a team all players from that team will be added to your team’s affiliation list. You can view your player affiliation list by selecting **Show Affiliated Players** from the **Affiliation Reporting** menu as shown below.



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The affiliated player list will be displayed as shown below.

**Affiliated Players List**

SORT: **NAME (A-Z)** ▾

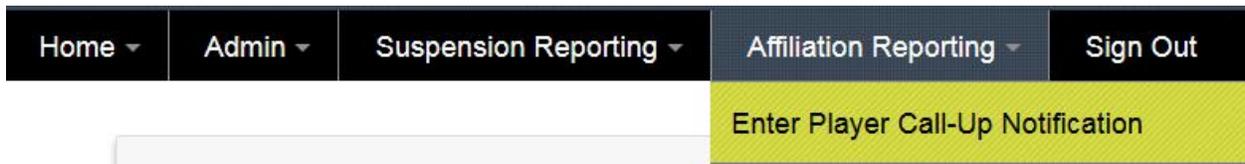
NAME	POSITION	CLUB/ASSOCIATION	TEAM	CATEGORY	DIVISION	LEAGUE
Holmes, Bob	Player	myTTM Club 1	Novice Penguins A1	Novice A	Novice	myTTM House League
Jones, Adam	Goaltender	myTTM Club 1	Novice Penguins A1	Novice A	Novice	myTTM House League
Klien, Charlie	Player	myTTM Club 1	Novice Penguins A1	Novice A	Novice	myTTM House League
Lomex, Doug	Player	myTTM Club 1	Novice Penguins A1	Novice A	Novice	myTTM House League

When entering call-up notifications the same list of affiliated players will be available for your team to choose.

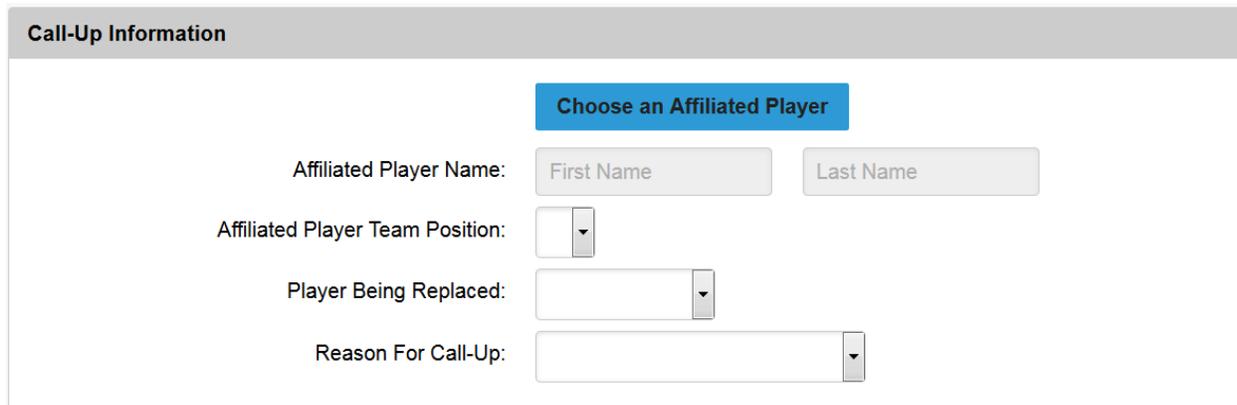
## Affiliated Player Call-Up Notification

When it has been determined that your team requires an affiliated player to dress for a game, there must be an affiliated player notification entered into the myTTM Affiliation Reporting system. This ensures that the proper league representatives are notified and it ensures that the number of call-ups for a player is recorded. If your team is not using Club Affiliation then you will have to add players to your affiliation list (see section [Affiliation Types](#)) prior to entering a call-up notification.

To enter an affiliated player call-up notification select **Enter Player Call-Up Notification** from the **Affiliation Reporting** menu as shown below.



When entering an affiliated player call-up notification you will be required to provide information in two sections as shown below.

A screenshot of a web form titled 'Call-Up Information'. The form is enclosed in a light gray border. At the top left, the title 'Call-Up Information' is displayed in a dark gray box. Below the title, there is a blue button labeled 'Choose an Affiliated Player'. Underneath the button, there are four rows of input fields: 1. 'Affiliated Player Name:' with two text input boxes labeled 'First Name' and 'Last Name'. 2. 'Affiliated Player Team Position:' with a dropdown menu. 3. 'Player Being Replaced:' with a dropdown menu. 4. 'Reason For Call-Up:' with a dropdown menu.

In this section you must identify the affiliated player that the call-up notification is for. Click on the **Choose an Affiliated Player** button to have your team affiliation list appear as shown below.

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### Affiliated Player List

Choose an affiliated player from the list by clicking the Options button next to the name of the individual. If no Options exists then the player has reached the maximum number of call-ups for the season.

SORT: **NAME (A-Z)** ▾ ●●●●●●●● ◀ ▶

ACTION	NAME	POSITION	TEAM	CATEGORY	DIVISION	LEAGUE/PLAYOFF CALL-UPS	NOTES
Options ▾	Holmes, Bob	Player	Novice Penguins A1	Novice A	Novice	0	
Options ▾	Jones, Adam	Goaltender	Novice Penguins	Novice A	Novice	0	

Cancel

To choose a player, select **Select Affiliated Player** from the **Options** menu next to the player in the list as shown below.

ACTION	NAME	POSITION	TEAM	CATEGORY	DIVISION	LEAGUE/PLAYOFF CALL-UPS	NOTES
Options ▾	Holmes, Bob	Player	Novice Penguins A1	Novice A	Novice	0	
<b>Select Affiliated Player</b>							

The selected player information will be returned to the call-up notification form and you can fill in the rest of the information for the section as shown below.

## myTTM Affiliation Reporting for Teams

### Call-Up Information

**Choose an Affiliated Player**

Affiliated Player Name:

Bob

Holmes

Affiliated Player Team Position:

Player

Player Being Replaced:

Throne, Sam

Reason For Call-Up:

Player is sick or injured

In the Game Information section enter the necessary information as shown below.

### Game Information

Game Date:

2015-09-02

Game Number:

12345

Game Type:

League

Click the **Submit Call-Up Information** button to complete the call-up notification. A call-up notification will be emailed to your team email addresses and all necessary league representatives.

## Affiliated Player Call-Up History Report

All affiliated player call-ups made by your team can be viewed in a Call-Up History report. This is done by selecting **Show Player Call-Up History Report** from the **Affiliation Reporting** menu as shown below.



An example of a Call-Up History report is shown below.

Team Call-Up History Report										
ROW#	ACTION	AFFILIATED PLAYER	AP TEAM	REPLACED	REASON FOR CALL-UP	CALL-UP DATE	GAME DATE	GAME TYPE	GAME NUMBER	STATUS
1	Options -	Holmes, Bob	Novice Penguins A1	Throne, Sam	Player is sick or injured	2015-09-06	2015-09-02	League	12345	Playing/Played

If an affiliated player never actually played for the intended call-up you can indicate this by selecting **Set Status to Never Played** from the **Options** menu next to the player in the list as shown below.

ROW#	ACTION	AFFILIATED PLAYER	AP TEAM	REPLACED
1	Options -	Holmes, Bob	Novice Penguins A1	Throne, Sam
	View Call-Up Details			
	Set Status to Never Played			

## myTTM Affiliation Reporting for Teams

If you need to make changes to the call-up information you can do this by selecting **Edit Call-Up** from the **Options** menu next to the player in the list as shown below.

ROW#	ACTION	AFFILIATED PLAYER	POSITION	AP TEAM	REPLACED
1	Options ▾	Holmes, Bob	Player	Novice Penguins A1	Throne, Sam
	View Call-Up Details				
	Set Status to Never Played				
	Edit Call-Up				

To confirm that the affiliated player played in a game you can do this by selecting **Confirm Call-Up** from the **Options** menu next to the player in the list as shown below.

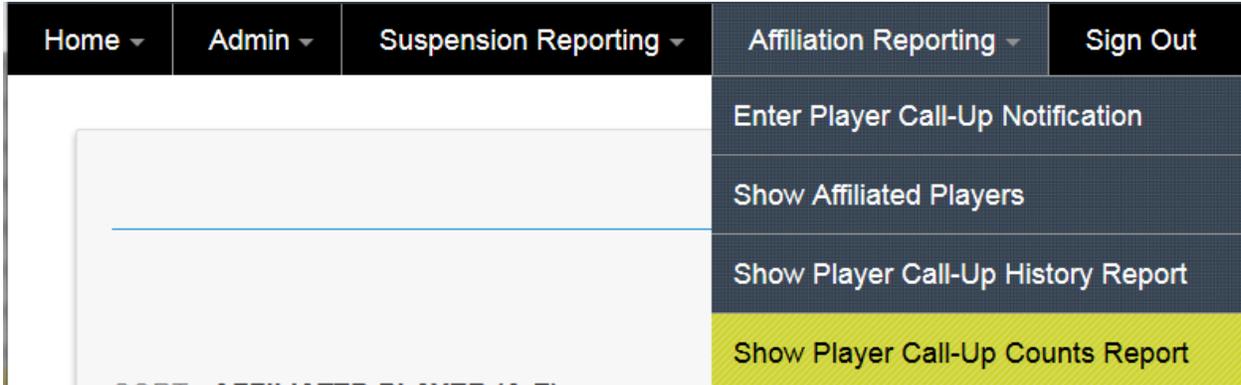
ROW#	ACTION	AFFILIATED PLAYER	POSITION	AP TEAM	REPLACED
1	Options ▾	Holmes, Bob	Player	Novice Penguins A1	Throne, Sam
	View Call-Up Details				
	Set Status to Never Played				
	Edit Call-Up				
	Confirm Call-Up				

Next, upload the game sheet showing the affiliated player was listed on the game sheet and click the **Confirm Call-Up** button. For confirmed call-ups, the game sheet can be viewed from the Call-Up History report by selecting **View Game Sheet** from the **Options** menu next to the player in the list as shown below.

ROW#	ACTION	AFFILIATED PLAYER	POSITION	AP TEAM	REPLACED
1	Options ▾	Holmes, Bob	Player	Novice Penguins A1	Throne, Sam
	View Call-Up Details				
	Set Status to Never Played				
	Edit Call-Up				
	View Game Sheet				

## Affiliated Player Call-Up Counts Report

The Affiliated Player Counts report shows the number of times an affiliated player called-up by your team has been called-up in total (by your team and/or by other teams when your team is using Club Affiliation). To show the Call-Up Counts report select **Show Player Call-Up Counts Report** from the **Affiliation Reporting** menu as shown below.



An example of a Call-Up Counts report is shown below.

Team Call-Up Counts Report				
ROW#	AFFILIATED PLAYER	AP TEAM	LEAGUE/PLAYOFF CALL-UPS FOR YOUR TEAM	OTHER CALL-UPS FOR YOUR TEAM
1	Holmes, Bob	Novice Penguins A1	1	0