

myTTM General Help for Teams

This document is intended for myTTM team users. It provides information specifically for teams when using the myTTM Web Service portal.

The following topics will be discussed in this document:

[Sign In to Your myTTM Team User Account](#)

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[Change Team Password](#)

[Return to Your League Website](#)

[General Information for Lists](#)

[Sign Out of Your myTTM Team User Account](#)

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

myTTM Suspension Reporting for Teams

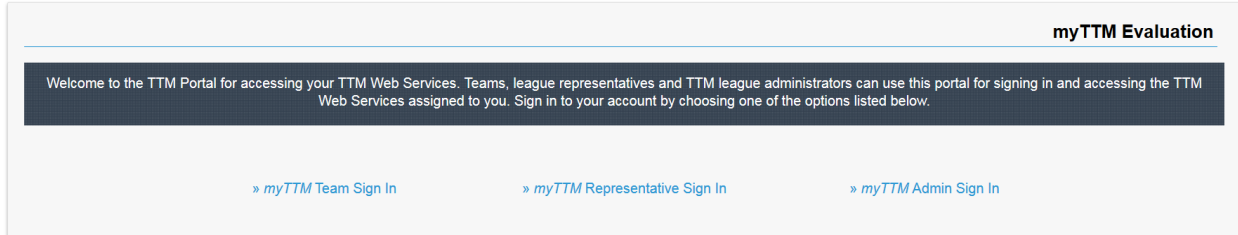
myTTM Affiliation Reporting for Teams

myTTM Game Schedules for Teams

These can be found in the **Help** menu on the myTTM Web Service portal once you have signed in.

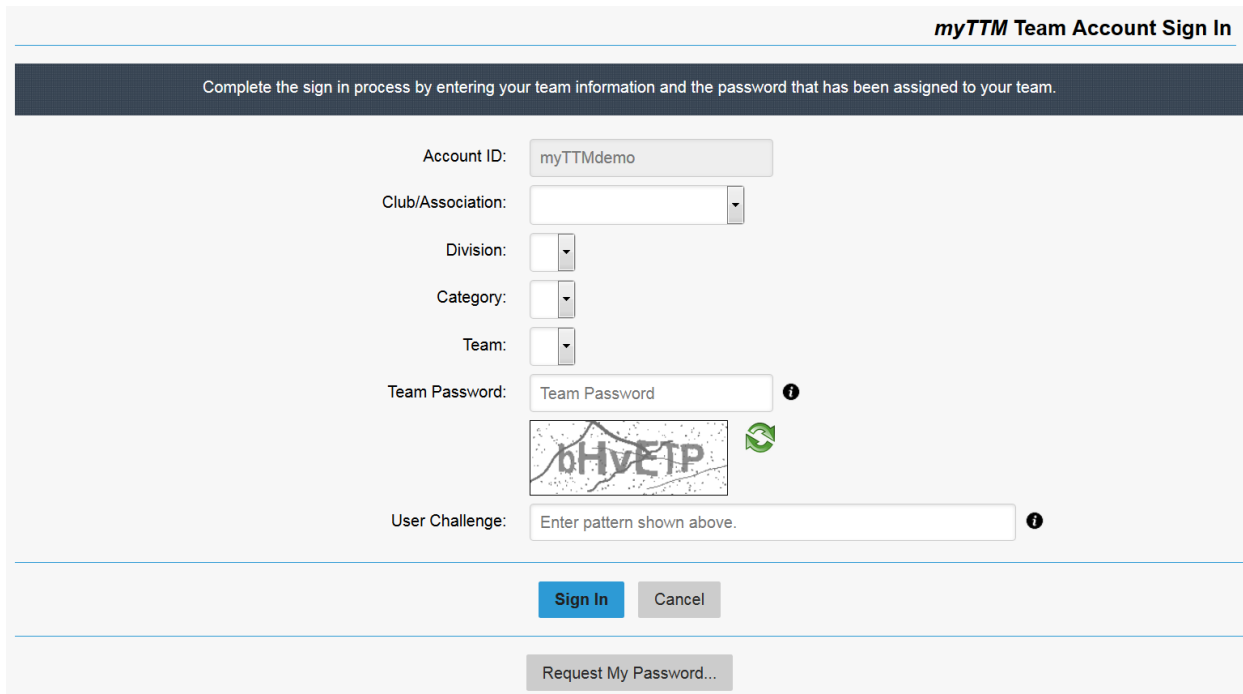
Sign In to Your myTTM Team User Account

You can access the myTTM Web Service portal from your league's website or from the URL provided to your team. The main page for the myTTM Web Service portal is shown below.



The screenshot shows the 'myTTM Evaluation' portal. At the top right, it says 'myTTM Evaluation'. Below that is a dark blue banner with white text: 'Welcome to the TTM Portal for accessing your TTM Web Services. Teams, league representatives and TTM league administrators can use this portal for signing in and accessing the TTM Web Services assigned to you. Sign in to your account by choosing one of the options listed below.' At the bottom, there are three blue links: '» myTTM Team Sign In', '» myTTM Representative Sign In', and '» myTTM Admin Sign In'.

From the myTTM Web Service portal main page you must click the **myTTM Team Sign In** link to proceed to the myTTM Team Account Sign In page as shown below.



The screenshot shows the 'myTTM Team Account Sign In' page. At the top right, it says 'myTTM Team Account Sign In'. Below that is a dark blue banner with white text: 'Complete the sign in process by entering your team information and the password that has been assigned to your team.' The form contains the following fields: 'Account ID:' with a text box containing 'myTTMdemo'; 'Club/Association:' with a dropdown menu; 'Division:' with a dropdown menu; 'Category:' with a dropdown menu; 'Team:' with a dropdown menu; 'Team Password:' with a text box containing 'Team Password' and an information icon; a CAPTCHA image showing the text 'bHVETP' with a green refresh icon; and 'User Challenge:' with a text box containing 'Enter pattern shown above.' and an information icon. At the bottom, there are three buttons: 'Sign In' (blue), 'Cancel' (grey), and 'Request My Password...' (grey).

If you have not signed in before you must request that your password be sent to you. This is done by clicking on the **Request My Password...** button. From the Password Request page you must enter your team information from the drop-down fields, enter the User Challenge pattern and then click the **Request Password** button. Your password will then be sent to all email addresses that have been assigned to your team.

NOTE: If you do not receive your password by email please check that it has not been sent to your junk mail folder. If it has or if you have still not received the email, you might have to configure your email to accept emails from automailer@ttmwebservices.ca and make the request for your password again. If you still are not getting the email please contact with your league representative.

Once you have your password you can return to the myTTM Team Account Sign In page. To sign in you must enter your team information from the drop-down fields, enter your team password, enter the User Challenge pattern and then click the **Sign In** button.

Once successfully signed in you will be directed to the team home page. Depending on how your team has been configured your team home page will look similar to the following.



Your league name and team identification will be displayed in the top right-hand corner while you are signed in. All team options can be accessed from the menu bar provided on the page. The icons displayed in the middle of the page can be clicked on to get additional information about a particular myTTM web service.

Update Your Team Information

It is important to keep Coach and Manager contact information accurate throughout the season. If this type of information changes, you can update it for your team.

This is done by selecting **Update Team Information** from the **Admin** menu as shown below.



Next, enter any changes required and then click the **Save** button.

An example is shown below.

Coach Information	
Coach Name:	<input type="text" value="Jon Dough"/>
Coach Email:	<input type="text" value="jd@myttm.ca"/> ⓘ
Coach Phone (Home):	<input type="text" value="613-555-1212"/>
Coach Phone (Work):	<input type="text" value="NNN-NNN-NNNN"/>
Coach Phone (Mobile):	<input type="text" value="NNN-NNN-NNNN"/>

Manager Information	
Manager Name:	<input type="text" value="Jane Smith"/>
Manager Email:	<input type="text" value="js@myttm.ca"/> ⓘ
Manager Phone (Home):	<input type="text" value="613-555-1313"/>
Manager Phone (Work):	<input type="text" value="NNN-NNN-NNNN"/>
Manager Phone (Mobile):	<input type="text" value="NNN-NNN-NNNN"/>

Change Team Password

If you think your password has been compromised or you wish to change your password for any other reason, you can have it changed.

This is done by selecting **Change My Password** from the **Admin** menu as shown below.



Next, enter a new password and re-enter the password in the password confirmation field. Ensure that you meet the password criteria listed on the page as shown below.

Change My Password

Use this form to change your account password.

For security reasons your password must meet the following criteria and will not be accepted unless all conditions have been met:

- Must be at least 8 characters in length;
- Must contain at least 1 alpha-character (A-Z);
- Must contain at least 1 digit (0-9);
- Must contain at least 1 of the following special characters (!, @, #, %)

New Password

Password:

Password Confirmation:

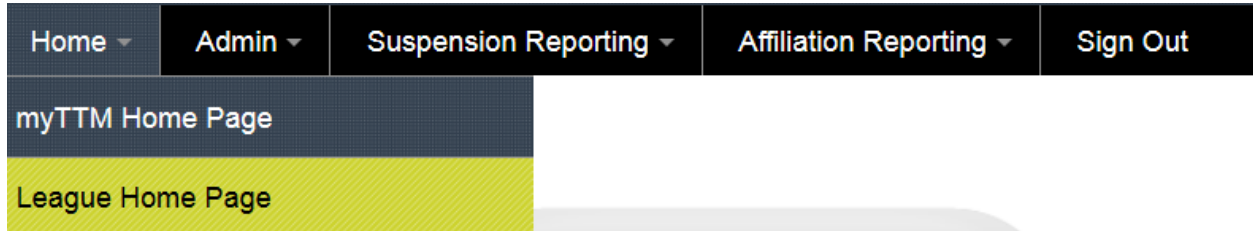
Next, click the **Change Password** button to have the password changed. Your new password will then be sent to all email addresses that have been assigned to your team.

Note: If you forget your password you can request that it be emailed to you from the sign in page.

Return to Your League Website

If at anytime you wish to return to your league website you can easily do this from the myTTM Web Services portal.

This is done by selecting **League Home Page** from the **Home** menu as shown below.



A new web browser window will be opened with your league website. The myTTM Web Services portal will remain in a web browser window and can be returned to at any time.



General Information for Lists

Many of the myTTM Web Services portal pages contain lists. An example is shown below.

ROW#	ACTION	NAME	GAME DATE	GAME NUMBER	INFRACTION	MINIMUM SUSPENSION	GAMES SERVED
1	Options -	Klien, Charlie	2015-09-01	55221	GM42 (HEO Minor) - Fighting <Ref. HC 6.7(a/b)>	1 game suspension	1

This section describes some of the options related to lists.

- 1) Downloading lists in PDF or MS Excel format

If you want the list downloaded in either PDF or MS Excel format you can click on  for PDF format or  for MS Excel format.

- 2) Sorting lists by columns

You can sort the list by column simply by clicking on the column heading. To reverse the sorting order just click on the column heading again.

- 3) Scrolling columns

Depending on your screen size, some columns in the list may not be displayed. You can scroll thru columns by clicking on the arrows above the list as shown below.

ROW#	ACTION	NAME	INFRACTION	MINIMUM SUSPENSION
1	Options -	Klien, Charlie	GM42 (HEO Minor) - Fighting <Ref. HC 6.7(a/b)>	1 game suspension

Sign Out of Your myTTM Team User Account

To sign out of the myTTM Web Services portal click on Sign Out from the menu bar as shown below.

