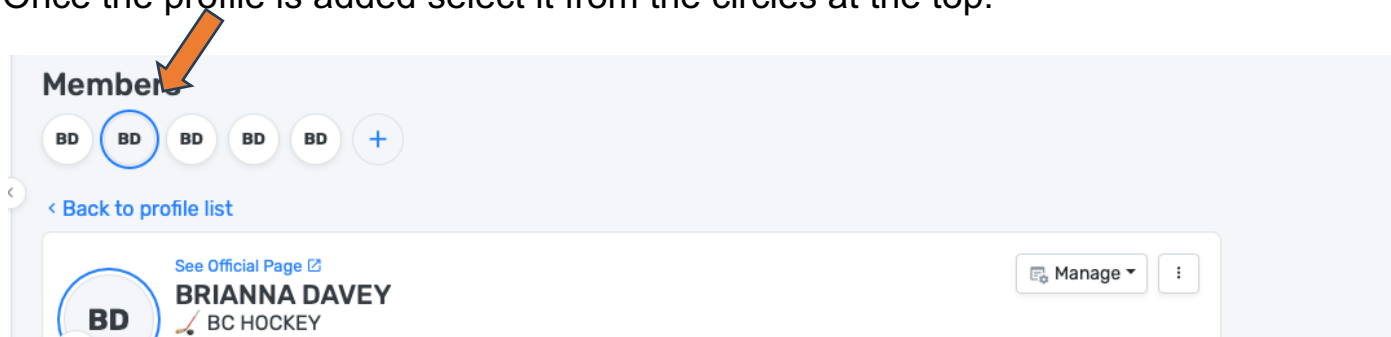Travel Permit HCR Training

1. A person needs to be on a roster as a bench staff to have the ability to submit a travel permit.

2. Your profile MUST be linked on you My Account to be able to submit. If you are unsure how to add a profile, please foll [these instructions.](#)

3. Once the profile is added select it from the circles at the top.

4. Once you have selected the proper profile you should see a manage button in the top right corner of that profile, within this tab you can select travel permit. It will take you too a secondary screen, select manage.
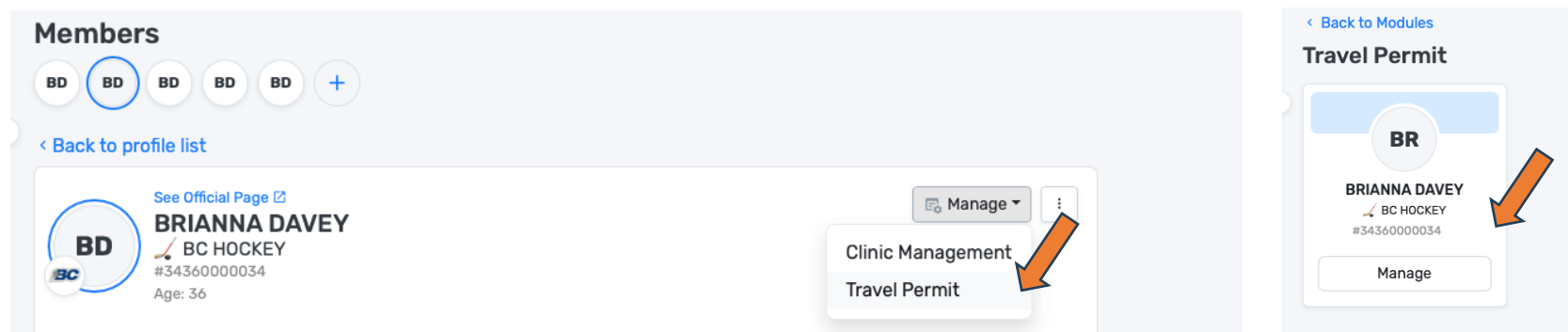
5. Once you are in Travel Permits you can click +Add.

6. Follow the form and complete with as much information as you can.
   - The teams within your organization should populate in the drop down menu
   - Title – Please outline exactly what you are requesting the travel permit for:
     o Ie. Campbell River U18 A Tier 1 Tournament
     o Ie. Pat Quinn Classic Tournament
   - Reference Number – please keep this blank, VIAHA will enter your travel approval # here
   - Notes – please put the HCR ID # of the team you are playing. (if you know for an exhibition game)
   - Click Submit – you can either submit now or submit later

7. Once approved in your MyAccount you can click on the travel permit and it will open on the side. Click actions and Print PDF

How to submit a permit on the HCR – if you have access to HCR
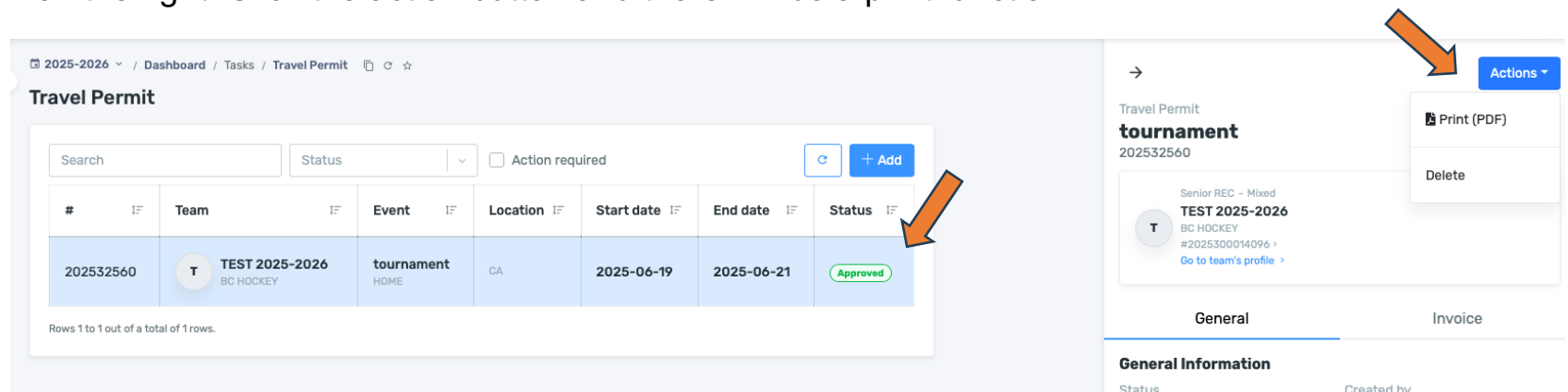
1. Log into the HCR
2. Go to Task toolbar and click travel permits, you will see an +Add button at the top
3. Follow all the prompts similar to submitting through your MyAccount.
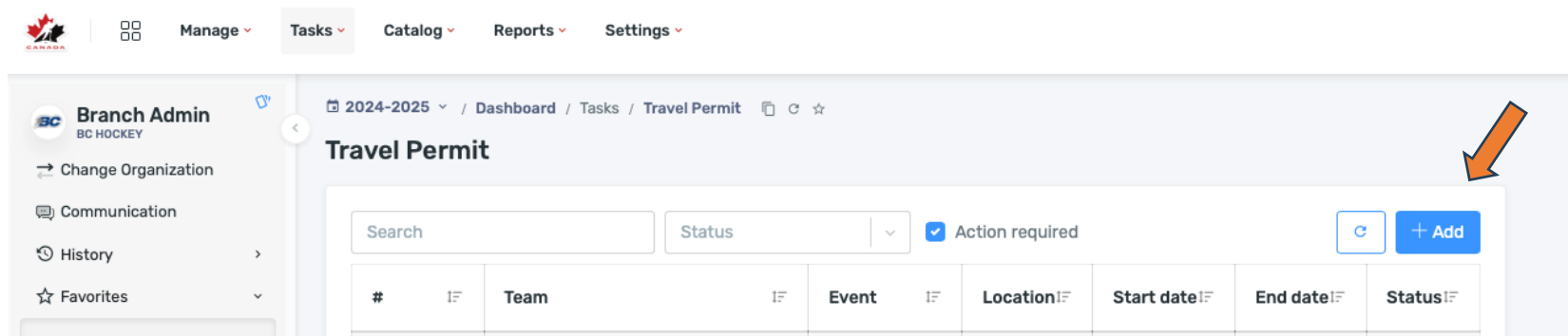
4. To print off your travel permits in the HCR click on the approved permit and a tool bar will populate on the right. Click the action button and there will be a print function.

5. Any questions please email info@bchockey.net