

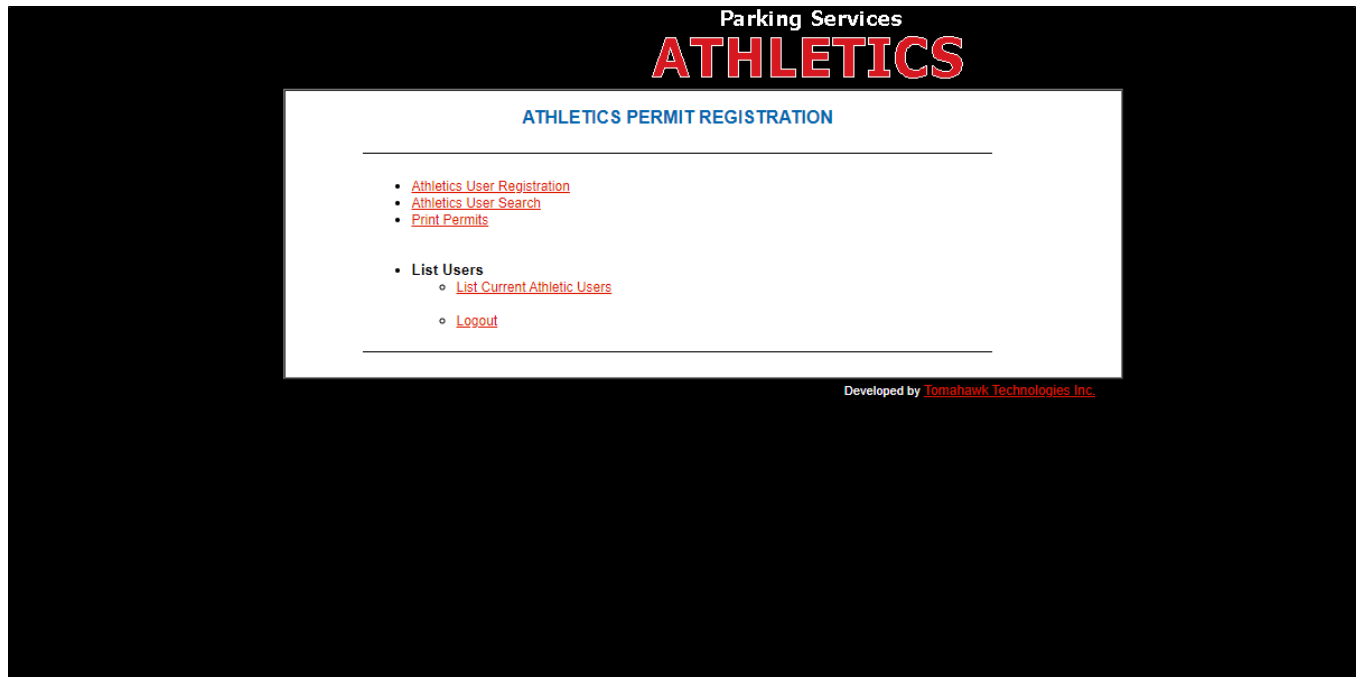
Athletics Module

This article will describe the **Athletics Module** where admins can register members, vehicles and purchase permits for Athletics user types.

- [Accessing the Athletics Module](#)
- [Registering an Athletics Member](#)
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Accessing the Athletics Module

The athletics module is a stand alone module that has its own specific url. It is not found in any of the typical menus. To access the module use your typical admin portal URL, but instead of using /admin, use the following url.
https://client_ID'.parkadmin.com/athletics



Registering an Athletics Member

To register an Athletics Member click on **Athletics User Registration**. The quick registration form will appear where you can enter the users information. Click **Submit Registration Information for Processing** to continue.

Parking Services
ATHLETICS

STEP 1 - QUICK REGISTRATION FORM

Personal Information

User Type: Athletics
* Username: tfox
* Password: XEDEUOOAEAQ
Email Address: tfox@tomahawk.com
Salutation: Mr.
* First Name: Tom
* Last Name: Fox
Phone: 613-225-0854 Please include area code
Street Address: 23 Riverview Rd.
City: Ottawa
Province: Canada
Postal Code: K2G5T6

Submit Registration Information for Processing...

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A confirmation screen will appear. If all information is correct click on **Information Correct** to continue.

Parking Services
ATHLETICS

STEP 2 - CONFIRM REGISTRATION INFORMATION

Please confirm Registration Information below.

Personal Information

User Type: Athletics
Username: tfox
Password: XEDEUOOAEAQ
Email Address: tfox@tomahawk.com

Salutation: Mr.
First Name: Tom
Last Name: Fox
Phone: 613-225-0854
Street Address: 23 Riverview Rd.
City: Ottawa
Province: Canada
Postal Code: K2G5T6

Information Correct | [Back](#)

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Registering the User's Vehicle

The user information will now appear with a prompt to associate a vehicle with the user's information.

Parking Services
ATHLETICS

REGISTER PARKING PERMIT

Personal Information

Mr. Tom Fox (tfox) ✉ 📱
23 Riverview Rd.
Ottawa, Canada
K2G5T6
613-225-0854

User does not have any vehicles.
[Associate a vehicle with this user](#)

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Click on Associate a vehicle with this user to add the user's vehicle information. Once you have completed the form click on **Add New Vehicle**.

Parking Services
ATHLETICS

REGISTER PARKING PERMIT

Personal Information

Mr. Tom Fox (tfox) ✉ 📱
23 Riverview Rd.
Ottawa, Canada
K2G5T6
613-225-0854

User does not have any vehicles.
[Associate a vehicle with this user](#)

Tomahawk - Google Chrome
demo.preview.parkadmin.com/athletics/newVehicle.aro

ADD NEW VEHICLE INFORMATION

Vehicle Status

Licence plate

Plate Type

Colour

Make

Type

Province

Year (4 digit)

Purchasing a Permit

The user's information screen will be updated and the admin will be prompted to assign a permit to this user.

Parking Services
ATHLETICS

REGISTER PARKING PERMIT

Personal Information
Mr. Tom Fox (tfox) ✉ 📍
23 Riverview Rd.
Ottawa, Canada
K2G5T6
613-225-0854

Associated vehicle(s)

Plate	Color	Year	Make
APVK123	Black	2019	Honda

[Associate another vehicle](#) with this user

Register a Permit:

- Register a regular permit in [Company Staff lot](#) for this user
- Register a Temp. permit in [Company Staff lot](#)
- Register a regular permit in [Green Lot East](#) for this user

Permit Records:

[Return to main menu](#)

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In our example we will issue a permit in the Company Staff Lot. Click on Purchase this Permit to complete the purchase process.

Parking Services
ATHLETICS

CONFIRM PARKING PERMIT REGISTRATION

Personal Information
Mr. Tom Fox (tfox) ✉ 📍
23 Riverview Rd.
Ottawa, Canada
K2G5T6
613-225-0854

Permit Information

Requested Lot: Company Staff lot
Semester: Jan 2022
Permit Total: \$30.00
Taxes: \$3.90

Total Owing: \$ 33.90

Please verify that the above information is correct.

[Return to main page](#)

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A confirmation will appear. The admin is able to print the users permit from this page.

Parking Services
ATHLETICS

PARKING PERMIT HAS BEEN REGISTERED

Requested Lot: Company Staff lot
Permit Number: STAFF1003
Permit Total: \$30.00
Taxes: \$3.90
Total Cost: \$33.90

You have successfully reserved the listed permit [[STAFF1003](#) 📄].
Transaction Completed Successfully.

[Return to main page](#)

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Athletics User Search

From the module you can search Athletic Users. They must have the user type Athletics to appear in this search. Click **Athletics User Search** to begin.

Parking Services
ATHLETICS

ATHLETICS PERMIT REGISTRATION

- [Athletics User Registration](#)
- [Athletics User Search](#)
- [Print Permits](#)
- List Users
 - [List Current Athletic Users](#)
 - [Logout](#)

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Enter the search criteria suggested onscreen and click **Search** to proceed. You can view user history by clicking on the gold **H**, you can email the user by clicking on the envelope icon, or you can get more user information by clicking on their user name.

Parking Services
ATHLETICS

USER SEARCH

Provide full or partial User name, Last name, Email address,
Student number or Employee number in order to retrieve profile.

USERNAME	FULL NAME	STU./EMP. No.
H <input checked="" type="checkbox"/> obennett	bennett, Paul	TU8456

Click on a header to change sort order.
 Click on a username to view the profile, vehicle and permit info.
 Click **H** to view system history.
 Click to send user a mail message.

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Permit Printing

The admin can print the users permit. To begin click on **Print Permits**.

Parking Services
ATHLETICS

VEHICLE HANG TAG PRINTING

Permit Lot:

and/or

Permit Text:

Partial Match Exact Match

Print	User Name	Parking Lot	Permit Number	Printed	Admin
<input checked="" type="checkbox"/>	obennett	Arena Lot North (Staff Only)	STAFF1000	N/A	N/A

* permits paid by Payroll Deduction are highlighted.

Do not print date
 Expiry Date:

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Select the **Permit Lot** and the **Permit Text** (permit number) and click on **Print Selected Hang Tag** to complete the process.

Parking Services
ATHLETICS

VEHICLE HANG TAG PRINTING

Permit Lot: [JM] - Arena Lot North (Staff Only) ▼
and/or

Permit Text:
 Partial Match Exact Match

Print	User Name	Parking Lot	Permit Number	Printed	Admin
<input checked="" type="checkbox"/>	pbennett	Arena Lot North (Staff Only)	STAFF1000	N/A	N/A

* permits paid by Payroll Deduction are highlighted.

Do not print date
 Expiry Date: Dec ▼ 31 ▼ 2022 ▼

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List Athletics Users

To get a list of all Athletics user type end users click on **List Current Athletic Users**.

Parking Services
ATHLETICS

ATHLETICS PERMIT REGISTRATION

- [Athletics User Registration](#)
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A list of all current users will appear. There is further information you can see from this screen.

Parking Services ATHLETICS

Semester Current Active Semesters Filter

ATHLETICS REGISTERED PERMIT USERS

USERNAME	FULL_NAME	PERMIT	LOT_NAME
<input checked="" type="checkbox"/> johndoe	Doe, John	500	Track And Field Lot
<input checked="" type="checkbox"/> Teddy	Adams, Teddy	501	Track And Field Lot
<input checked="" type="checkbox"/> pbennett	Bennett, Paul	STAFF1000	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> bobr1	Roberts, Bob	STAFF1001	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> mcomerton	Comerton, Mary	STAFF1002	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> foxtrot	Foxtrot, Tom	STAFF1003	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> Teddy	Adams, Teddy	STAFF1004	Arena Lot North (Staff Only)

Click on a username to view details.
Click on a header to change sort order.

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To see a user's details click on the username.

Parking Services ATHLETICS

Semester Current Active Semesters Filter

ATHLETICS REGISTERED PERMIT USERS

USERNAME	FULL_NAME	PERMIT	LOT_NAME
<input checked="" type="checkbox"/> johndoe	Doe, John	500	Track And Field Lot
<input checked="" type="checkbox"/> Teddy	Adams, Teddy	501	Track And Field Lot
<input checked="" type="checkbox"/> pbennett	Bennett, Paul	STAFF1000	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> bobr1	Roberts, Bob	STAFF1001	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> mcomerton	Comerton, Mary	STAFF1002	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> foxtrot	Foxtrot, Tom	STAFF1003	Arena Lot North (Staff Only)
<input checked="" type="checkbox"/> Teddy	Adams, Teddy	STAFF1004	Arena Lot North (Staff Only)

Click on a username to view details.
Click on a header to change sort order.

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The screen will refresh with a detail view of the user's information. You can view a list of vehicles and get details on them by clicking on the plate number. You may also add another vehicle to this users profile as well as print the permit hang tag from this screen.

Parking Services ATHLETICS

REGISTER PARKING PERMIT

Personal Information

Mr. Paul Bennett (pbennett)  
 123 Main Street
 Ottawa, Ontario
 K0A2X0
 Employee Number: TU8456

Associated vehicle(s)


Plate	Color	Year	Make
APVK189	Grey	2016	Ford
APVK122	Green	2017	Acura
ABC123	Black	2019	Asuna
AWXY410	Black		Honda
BCWR791	Brown		Chevrolet
BKTN876	Black		Eagle

[Associate another vehicle](#) with this user

Register a Permit:

- Register a Temp. Permit in [Arena Lot North \(Staff Only\)](#)

Permit Records:

- User has registered a regular permit: 51 

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By clicking on the permit number in **Current Athletics Users**, a pop-up will appear with permit details.

Parking Services ATHLETICS

Semester

ATHLETICS REGISTERED PERMITS


USERNAME	FULL NAME	PERMIT
 johndoe	Doe, John	500
 Teddy	Adams, Teddy	501
 pbennett	Bennett, Paul	STAFF1000
 bobr1	Roberts, Bob	STAFF1001
 mcomerton	Comerton, Mary	STAFF1002
 foxtrot	Foxtrot, Tom	STAFF1003
 Teddy	Adams, Teddy	STAFF1004

Click on a username to view details.
 Click on a header to change sort order.

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Tomahawk - Google Chrome
 demo.preview.parkadmin.com/athletics/permitInfo.aro?id=834

PARKING PERMIT INFORMATION

Permit Number: STAFF1000
 Lot Name: Arena Lot North (Staff Only)
 Require Access Card: No
 Allowed as 2nd Permit: Yes
 Cost: \$30.00 + \$3.90 tx.
 Current Status: Rented
 Current Renter: Bennett, Paul (pbennett) 

Payment Amount: \$33.90 (incl. tax)
 Process Date: Jan. 6, 2022
 Payment Method: Cash

[Close Window](#)

Click "Log Out" to exit the Athletics module.

Related Pages

- [Cancel Transaction](#)
- [Hang Tag Printing](#)
- [Performing Permit Rollovers](#)
- [Permit Delete API](#)
- [Permit Misuse Notification](#)
- [Permit Push API](#)
- [Permit States](#)
- [Permit Stats API](#)
- [Permit Update API](#)
- [Permits API](#)
- [Temporary Permit Printing](#)
- [User - Payments Tab](#)
- [Using Permit Proration](#)
- [Zebra Sticker Printers](#)