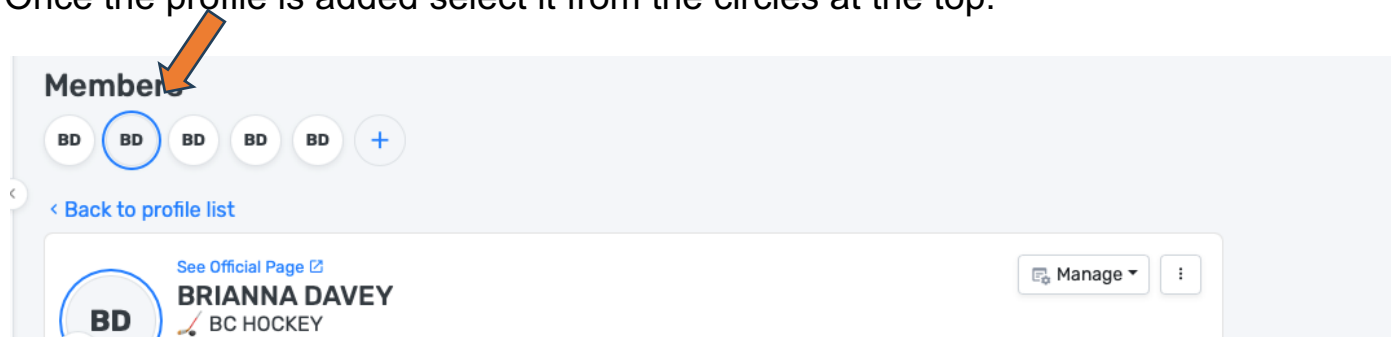# Travel Permit HCR Instructions

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

2. Your profile MUST be linked to your 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 to a secondary screen, select manage.
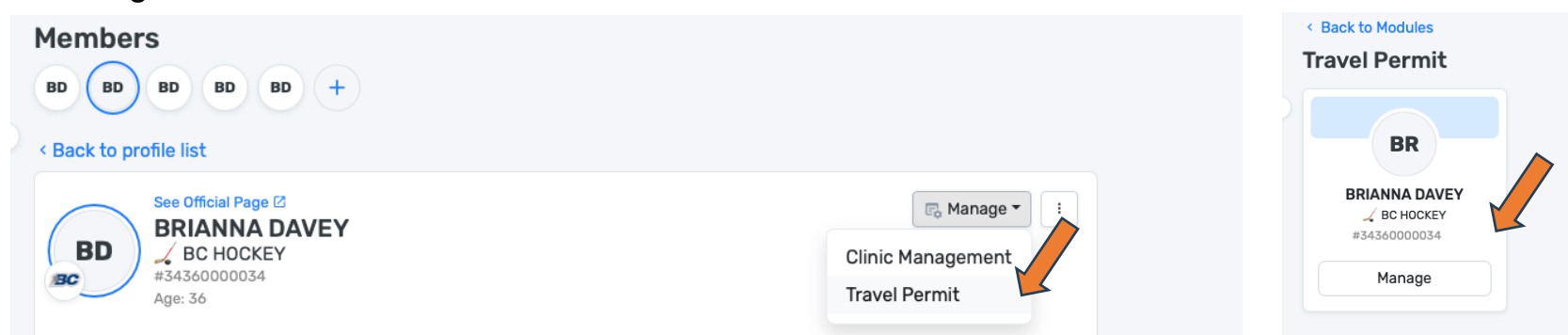
5. Once you're in Travel Permits you can click +Add.
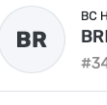
6. Follow the form and complete with as much information as you can.
   - The teams within your MHA should populate in the drop-down menu
   - Title – Please outline exactly what you are requesting the travel permit for:
     - Ie. U18 Team ABC vs U18 Team EFG
     - Ie. Pat Quinn Classic Tournament
   - Reference Number – this will be used by the district for your game numbers/ approval numbers
   - Notes – please put the Team HCR ID # of your team and the Team HCR ID # of the team you are playing, specific to exhibition requests along with arena and times for the game(s).
   - For tournaments add the Tournaments Sanction number.
   - A district may require you to upload the printed form, this is where you can upload any supporting documents.
   - 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 review a permit on the HCR

1. Log into the HCR
2. Go to Task toolbar and click travel permits, if there is a permit that requires your attention it will show up. If you want to see the permits that are linked to MHA but not requiring attention unclick the action required box.
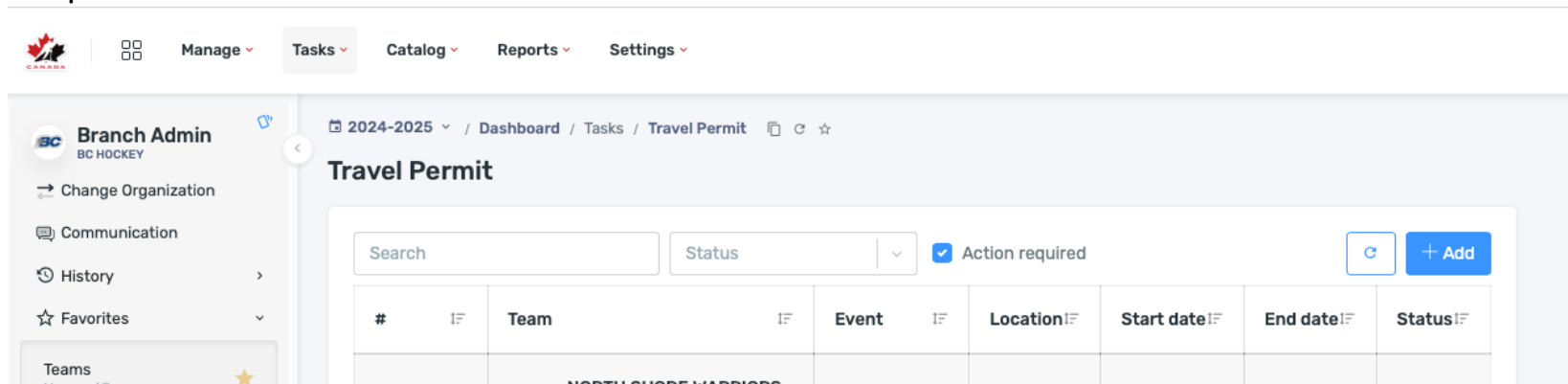
3. From here click on any permit and a tool bar will populate on the right side, this is where you will be able to approve or deny as well where you will be able to print the PDF.
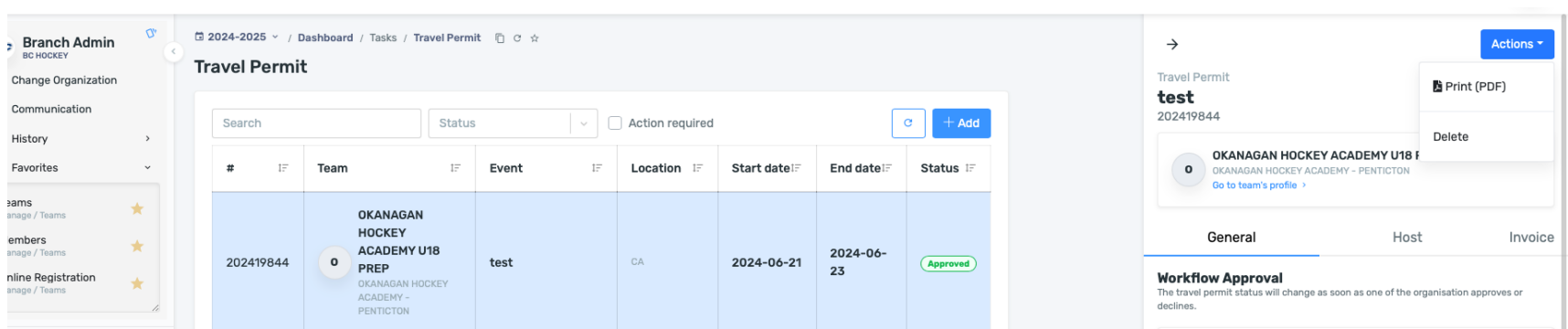
If you want to submit a permit through the HCR (if you have access) you would access it the same way as approving but click the Add+ instead and follow the same prompts as accessing it through your MyAccount.