



Why On-line Forms?

Cost Efficient

Time Efficient

Environment Friendly

Convenient

Submitting Applications*

1. Choose the appropriate Application Form (TAF, ATF, etc.)
2. Fill out the Form as per instructions*
3. If information is unknown, type "na" or "0" (for numbers)
4. Double-check information for accuracy
5. Hit "Click to Continue" button
6. Wait for the completed Application Form on-screen
7. Write down your Reference Number (top right on Form)
8. COACHES/MANAGERS - email this Reference Number to your Club Official for Approval
9. CLUB OFFICIALS – review Application via Administration and forward ID Number (e.g. TAF#) to District Association
10. DISTRICT ADMINISTRATORS – Use on-line Approval Form to process this Application

* As per instructions on each Form

The Application Process*

Applicant > Club > District > OSA (> CSA)

1. COACH/MANAGER – emails Reference Number to Club Official for Approval
2. CLUB OFFICIAL –forwards the ID Number of the Application to District Association for Approval or Change
3. DISTRICT ADMINISTRATOR – processes this Application via on-line Approval Form

* As per instructions on each Form

The Approval Process*

Applicant < Club < District < OSA (< CSA)

1. Applications are processed upon submission of the on-line Approval Form by the District Administrator
2. When Approvals from all required levels are on file, the Application Status is changed from "Pending" to "Approved"
3. "Approved" Applications are posted on the web when the Applications Database is up-dated (weekdays after 4pm)

* As per instructions on each Form

Correcting Applications *

*I made a mistake in the Application I submitted.
Do I have to submit another Application?*

1. Yes, submitting incorrect Applications generates false information in the Database so the Application cannot be approved
2. To ensure correct Applications are submitted, **FIRST** confirm that **ALL** the necessary information is correct, up-to-date and free of typos before submitting on-line
3. Club Administrators will return **ALL** incorrect Applications for re-submission by Applicant
4. District Administrators will only process correct Applications via the respective on-line Approval Form

* As per instructions on each Form

Accessing Applications *

*I only have the Application Number.
How do I retrieve my Application information?*

1. Click the Administration Link and select the # link
2. Input the Reference Number & click "Submit Query"
3. Click on the Link to retrieve the Application
(If no Link appears, then the Reference Number entered is wrong or the Application data did not reach the Database and is not on record)
4. File "Save As" for your records (or print a copy)

* As per instructions on each Form

Confirming Status *

How do I know when my Application is approved?

1. Click the Administration Link and select Approved # link
2. Input the Number & click "Submit Query"
3. Click on the Link to retrieve the Application
(If no Link appears, the Application is still Pending, the Number entered is wrong, or the Application data did not reach the Database and is not on record)
4. Approved Applications show "Approved" under SANCTION
5. File "Save As" for your records (or print a copy)

* As per instructions on each Form

Problems with Applications *

I'm having problems with the Forms and need help.

1. Click the [Webmaster](#) link at the bottom of any on-line Form and email your problem for prompt attention
2. Call 905-264-9390 xt 272 for telephone assistance

* As per instructions on each Form

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Related Information

1. [The Benefits of On-line Forms](#)
2. [How to use On-line Forms](#)
3. [On-line Approvals](#) (for Districts)
4. [Forum FAQ](#)

* As per instructions on each Form