

Application to Travel Form (ATF) - a.k.a. Travel Permit

Permits for team travel (ATF's) are processed through the Ontario Soccer Competition and Travel Management System (CTMS). The following instructions are provided to assist team officials who are not familiar with the process. If you encounter any difficulties, your Club Registrar or Administrator should be able to assist you.

Step 1. Go to <https://ctms.ontariosoccer.net/>

Click on **Login** (if you have a CTMS account) or click on **Register** (to create an account if you do not have one) at the top of the page.

Step 2. After you are successfully logged in, select **+ATF (Application to Travel Form)**.

Step 3. Fill in the form, including the Event Name. e.g. "Peterborough Challenge Cup for Boys".

Step 4. Click on **Save and Submit** at the bottom of the form. You can click on **My Applications** to see a list of the applications you have submitted. **Logout** from CTMS.

Step 5. Inform your Club Administrator that you have submitted an ATF that needs to be approved by your club and by your district association.

You will receive an email generated by CTMS when the travel application is approved by your club and another one when it is approved by your district association.

Step 6. When you are notified that your application to travel has been approved by your district log into CTMS and click on **My Applications**. Under Application Type select **ATF** and then click on **Search**. You should see a list of all your travel applications. The Status column should indicate **Approved By District** (earlier the status would have been Pending or Approved By Club).

Step 7. Click on the edit icon beside your Application ID number. The icon resembles an eye. Your Application to Travel form will be displayed.

Step 8. Click on **Print** at the top of the form and then select **Save as PDF** in the pop-up window.

Step 9. Select **Save File** to save the travel permit as a PDF file on your computer.

Step 10. Email a copy of the PDF file to the tournament host club.