

Individual Player Travel Permit Application



1 Navigate to <https://register.pwsaontario.com/Account/Login>

2 Login into your account

A screenshot of the P.W.S.A. Ontario login page. The page has a light blue background with a subtle diamond pattern. At the top, it says 'MEMBER REGISTRATION' in a small, dark font. Below that, 'LOG IN' is written in large, bold, black letters. Underneath, it says 'PLEASE ENTER YOUR EMAIL AND PASSWORD'. There are two input fields: the first contains the email address 'acote@softballontario.ca' and the second contains a series of dots representing a password. To the right of the password field is a link that says 'Forgot your password?'. Below the input fields is a green button with the word 'LOGIN' in white. At the bottom, it says 'New user? Sign up here' with a blue link.

3 Click "EVENTS"

Women's Association of Ontario

ACCOUNT ▾ SETTINGS ▾ MANAGE ▾ **EVENTS ▾** EVENT REGISTRATION ▾ REPORTS ▾ W

Last Name

State

Season

Active

4 Click "PERMITS"

Women's Association of Ontario

MY ACCOUNT ▾ SETTINGS ▾ MANAGE ▾ **EVENTS ▾** EVENT REGISTRATION ▾ REPORTS ▾ W

CREATE EVENT
EVENTS
PERMITS

Last Name

State

Season

Active

5 Click this checkbox.

PERMITS

Select	Item Name	Price
<input type="checkbox"/>	Individual and Team Travel Permit	30.00

[DOWNLOAD TRAVEL PERMIT APPLICATION FORM](#)
Email fully completed travel permit forms to Theresa Coleman at travelpermits@pwsaontario.com

6 Enter the quantity of travel permits needed

Price	Quantity	Sub Totals
30.00	0	0

Total Amount

[PROCEED TO CHECKOUT](#) [CANCEL](#)

Theresa Coleman at travelpermits@pwsaontario.com

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Click this button to download the travel permit application.

Please follow these details below:

The top left box remains blank and the roster sheet will only contain the player requesting the permits name.

All individual permits require a permission letter from coach and association president providing detail and dates

Individuals need a permit for each competition

PERMITS

Select	Item Name	Price	Quantity
<input checked="" type="checkbox"/>	Individual and Team Travel Permit	30.00	1

[DOWNLOAD TRAVEL PERMIT APPLICATION FORM](#)

Email fully completed travel permit forms to Theresa Coleman at travelpermits@pwsaontario.com



Provincial Women's
Softball Association of Ontario

76-7385 Magistrate Terrace
Mississauga, ON L5W 1W9

Email: info@pwsaontario.com

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Click "Email fully completed travel permit application to Theresa Coleman at travelpermits@pwsaontario.com"

Price	Quantity	Sub Totals
30.00	1	30

Total

heresa Coleman at travelpermits@pwsaontario.com

PROCEED TO CHECKOUT

CANCEL

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Click proceed to checkout

Quantity	Sub Totals
1	30

Total Amount: 30

PROCEED TO CHECKOUT

CANCEL

its@pwsaontario.com

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10 Click the checkout button

Description	Regular	Quantity	Discount	Total
(nda Cote)	\$30.00	1	\$0.00	\$30.00
			Sub Total	\$30.00
			Tax	\$0.00
			Grand Total	\$30.00

CHECKOUT

BACK

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11 Select either Credit Card or E-Transfer option. If you are selecting credit card, make sure you click the validate card option once you have inputted your card information before proceeding.

HOME MY ACCOUNT ▾ SETTINGS ▾ MANAGE ▾ EVENTS ▾ EVENT REGISTRATIO

PAYMENT

Payment Type

E-transfer Information

Name of Sender

Security Answer

12 If you select E-transfer, fill in the required information.

The screenshot shows a web interface with a dark green navigation bar at the top containing the following menu items: HOME, MY ACCOUNT, SETTINGS, MANAGE, EVENTS, and EVENT REGISTR. Below the navigation bar is a light gray header area. The main content area is titled "PAYMENT" in bold black text. Underneath, there is a form with two rows. The first row has a label "Payment Type" on the left and a text input field containing "e-Transfer" on the right. The second row is titled "E-transfer Information" and contains two input fields. The first field is labeled "Name of Sender" and has a vertical cursor and a small orange circle on its right side. The second field is labeled "Security Answer" and is currently empty.

13 Please send E-Transfer to payments@pwsaontario.com

14 Click proceed with payment.

A screenshot of a payment form. It features several empty input fields for card details. At the bottom, there are two buttons: 'PROCEED WITH PAYMENT' (highlighted with an orange circle) and 'CANCEL'.

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15 Once this is completed, click continue. If you have e-transferred, once the email transfer has gone through it will be updated on your profile, if you have paid by credit card it will show paid automatically on your profile. A receipt will be emailed to the email address associated with the account.

\$30.00	1	\$0.00	\$30.00
		Sub Total	\$30.00
		Tax	\$0.00
		Grand Total	\$30.00
		Amount Paid	\$0.00

A screenshot showing a payment summary table and two buttons: 'PRINT' and 'CONTINUE' (highlighted with an orange circle).

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If you are having any trouble, please send an email to info@pwsaontario.com or info@softballontario.ca