

Team Travel Permit Application



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

2 Login into your account

A screenshot of the PWSA Ontario Member Registration page. The page has a light pink background with a subtle diamond pattern. At the top, it says 'MEMBER REGISTRATION' in a small, dark font. Below that, the text 'LOG IN' is displayed in a large, bold, black font. 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, there 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, there is a link that says 'New user? Sign up here'.

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

7 Click this button to download the travel permit application.

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

8 Click "Email fully completed travel permit applications 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](#)

[CAN](#)

ice
/9
s.com

© 2024 Provincial Women's Softball Association of
Proudly hosted by [vDesktop Cloud](#)
and managed by [Crestline IT Services](#)

9 Click proceed to checkout

Quantity	Sub Totals
1	30

Total Amount: 30

hits@pwsaontario.com

PROCEED TO CHECKOUT **CANCEL**

© 2024 Provincial Women's Softball Association of Ontario All Rights Reserved.
Proudly hosted by [vDesktop Cloud](#)
and managed by [Crestline IT Services](#)

10 Click the checkout button

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

CHECKOUT **BACK**

© 2024 Provincial Women's Softball Association of Ontario All Rights Reserved.
Proudly hosted by [vDesktop Cloud](#)
and managed by [Crestline IT Services](#)

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.

The screenshot shows a web application interface with a green navigation bar at the top containing the following menu items: HOME, MY ACCOUNT, SETTINGS, MANAGE, EVENTS, and EVENT REGISTRATIO. Below the navigation bar is a section titled "PAYMENT". Under this section, there is a dropdown menu for "Payment Type" with "e-Transfer" selected. An orange circle highlights the "e-Transfer" option. Below the dropdown is a section titled "E-transfer Information" which contains two input fields: "Name of Sender" and "Security Answer".

12

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

The screenshot shows the same web application interface as above. The "Payment Type" dropdown is still set to "e-Transfer". In the "E-transfer Information" section, the "Name of Sender" input field is now highlighted with an orange circle, indicating it is the focus of the instruction. The "Security Answer" field remains empty.

13

Please send E-Transfer to payments@pwsaontario.com

14

Click proceed with payment.



The screenshot shows a payment form with three input fields. Below the fields are two buttons: 'PROCEED WITH PAYMENT' (highlighted with an orange circle) and 'CANCEL'.

© 2024 Provincial Women's Softball Association of Ontario All Rights Reserved.
Proudly hosted by [vDesktop Cloud](#)
and managed by [Crestline IT Services](#)

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



© 2024 Provincial Women's Softball Association of Ontario All Rights Reserved.
Proudly hosted by [vDesktop Cloud](#)
and managed by [Crestline IT Services](#)

16

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