How to Agree & Approve ITR (Intent to Register) for Team Contacts & Voters

You have been assigned as the Voter/Team Contact for team(s) in your association for new season. You will receive an email containing login instructions to ITSportsNet/Ivrnet. Please follow the step-by-step instructions outlined below.

ITR cannot be submitted to OWHA for approval until both the Voter and the Contact have agreed to the waiver and approve the team(s).

When you receive the email, there will be a link to the login page. The user id is your email address and if you do not have a password or forgot, click on “Forgot Password” and it will be emailed to you.

Once you login, select SETUP > Approve Contact/Voter.

If you are the Voter/Contact, you will see the team(s) listed.

1. **Team Contact:** Click on the “Select All” then “Agree and Approve All” box to agree to the waiver.
If you are both the Team Contact & the Voter, you must switch roles to Voter. Click on “Approve Voter”.

Click on the “Select All” then “Agree and Approve All” box to agree to the waiver as in step 1.

2. **For Voter ONLY**, you must indicate whether the competitive teams wish to be eligible for Provincial Championship. **If this field does not indicate YES, it will be assumed that the team does not wish to be eligible for Provincial Championship.**

If you have agreed and approved the ITRs, it will show “YES” under “ACCEPTED AS VOTER & WAIVER ACCEPTED”.

If you encounter any difficulties, please do not hesitate to contact the OWHA Registrar at registrar@owha.on.ca.