How to create Intent to Register (ITR):

1. Login > SETUP > Submit ITRs
2. You can select: “Clone ITR’s From Previous Season” – select teams (boxes on left) & select “Clone Without Voter and Contact”
3. “Add New” – complete Team Name & select Division Category Name from the dropdown box then ADD & BACK. The OWHA team number (TEAM CODE) will be assigned by the OWHA upon approval.

4. Click on “Select” on right to select the Team Contact & Voter.
5. Click on “Select Contact/Voter”. Type name, “Search” then “Select” the correct member.
6. If this member is the Team Contact for ALL teams, then select “Use this Contact/Voter for All Teams”. Otherwise, repeat the steps for each team.
7. Requested League – Please select the league from the drop down box. If teams in your association play in different leagues, you will have to complete this step for each ITR.

8. At this point, you will need to wait for the Team Contact & Voter to agree & approve before you can submit the ITRs for approval. When the Team Contact & Voter agree & approve, it will show YES and there will be boxes for you to select to submit the ITRs for approval. Select the boxes on left or “Select All” and click on “Submit for Approval”.

The meaning of the STATUS:

UNAPPROVED: Action is required by the Association Registrar to submit for approval
PENDING: Action is required by the OWHA Registrar to review
APPROVED: No action required

If you have any questions, please contact the OWHA Registrar at registrar@owha.on.ca.