

HOW TO APPLY TO HOST AN EXHIBITION GAME (AHEG) OR APPLY TO TRAVEL (ATF)

The Ontario Soccer Association uses the “CTMS” system for their application process now. If you do not have an account on “CTMS” as of yet, you can follow the steps below to register:

1. Go to <http://ctms.ontariosoccer.net>
2. Click “Register” (near the top right corner of the page)
3. For “District,” choose “Eastern Ontario Soccer”
4. For “Club,” choose “Russell S.C.”
5. Enter your information in the rest of the fields
6. Click the green “Register” button at the bottom
7. You will immediately be logged into your account and also receive a confirmation note to the e-mail you have provided

To apply for your Application to Host an Exhibition Game (AHEG):

1. Go to <http://ctms.ontariosoccer.net>
2. Login to your account
3. Click the button for “**AHEG (Application to Host Exhibition Game)**”
4. Fill out the form with the help of the following information:
 - The “**Host District**” (Eastern Ontario Soccer) and “**Host Organization**” (Russell S.C.) should be pre-populated
 - “**Host Team Name**” (Eg. Russell Raiders GU15) and “**Official Team Name**” (Eg. RussellSC F2010 EOSL T1)
 - “**Contact Name**” and the contact details shall be whoever is filling out the form
 - “**Team Roster Report**” is where you will upload the team’s roster
5. When completed, click “**Save and Submit**”
6. This application will now come to the club switchboard for approval
7. Upon club approval, the application will then appear on the EOSL’s switchboard for approval
8. When approved by the EOSL, an e-mail notification should come to the address that was entered on the application

To apply for an application to Travel (ATF):

1. Go to <http://ctms.ontariosoccer.net>
2. Login to your account
3. Click the button for “**ATF (Application to Travel)**”
4. Fill out the form with the help of the following information:
5. The “**Host District**” (Eastern Ontario Soccer) and “**Host Organization**” (Russell S.C.) should be pre-populated
6. “**Host Team Name**” (Eg. Russell Raiders GU15) and “**Official Team Name**” (Eg. RussellSC F2010 EOSL T1)
7. “**Jurisdiction**” select from the dropdown list
8. “**Contact Name**” and the contact details shall be whoever is filling out the form
9. “**Team Roster Report**” is where you will upload your team’s roster
10. When completed, click “**Save and Submit**”
11. This application will now come to the club switchboard for approval
12. Upon club approval, the application will then appear on the EOSL’s switchboard for approval

13. When approved by the EOSL, an e-mail notification should come to the address that was entered on the application

To find your approved form:

1. Go to <http://ctms.ontariosoccer.net>
2. Login to your account _____
3. Click "**My Applications**" on the left hand column
4. For "**Application Type**" choose "**AHEG**" or "**ATF**"
5. For "**Application Status**" choose "**Approved By District**"
6. Click "**Search**"
7. Your approved application will be listed
8. Click the icon that looks like an eye to open your application
9. Click "**Print**" near the top right corner (this will give you the option to print and/or create a PDF)

Reminder: For the team to be eligible to compete in competitions (eg. exhibition games, tournaments, etc.) designated for a specific "season" (Indoor/Outdoor), Player books/ID cards and Team Official books must be validated for the appropriate season.

The next pages provide examples of previously approved applications.

Application to Host Exhibition Game



Application ID :
Host District : Eastern Ontario Soccer
Host Organization : Russell S.C.
Host Team Name : Russell Raiders GU15
Gender : Female
Age Group : Under 15
Opposing Team From : Ontario Team
Host Team OSA Number : RussellSC F2010 EOSL T1
Contact Name :
Contact Phone Number :
Contact Email :
Season : Outdoor 2025
From Date : 2025-05-15
To Date : 2025-05-15
Field Name : RSC Field 2
City/Town : Russell
Visiting Team Name : OC U15 T2
Visiting Team OSA # : Ottawa City GU15R 2 - G15R
Visiting Club Name : Ottawa City Soccer Club
Visiting Team's District Association : EOSL
Waiver Agreement :
Notes :
Status : Approved By District

Application to Travel



Application ID :
District Name : Eastern Ontario Soccer
Organization Name : Russell S.C.
Team/Squad Name : Russell Raiders U14 Girls Red
Gender : Female
Age Group : Under 14
Jurisdiction : Within Ontario
Team OSA Number : Russell SC F2010 EOSL C2 Red
Contact Name :
Contact Phone Number :
Contact Email :
Destination City : Kingston
Destination Country : Canada
From Date : 2024-07-05
To Date : 2024-07-07
Season : Outdoor 2024
Event Name : Gaels Cup
Exhibition Games List :
Status : Approved By District