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Tournament Application  
User Manual



**QUEEN CREEK**  
**PARKS & RECREATION**

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# Tournament Application User Manual

## Getting Started

Welcome to the Town of Queen Creek Office - Tournament online permitting process. Please review the initial instructions on the homepage of [Eproval](#). To proceed with the application, an account is required.

### CREATE ACCOUNT



### Account Registration

Personal Information is collected for the purposes of processing your Special Event Permit, and will be distributed to City Stakeholders for the purposes of your permit. If you already have an account with us, please [log in](#).

All fields are required.

First Name

Last Name

### Account

An account must be created to apply for a Tournament. Once the account is created, select the account button at the top to open the drop-down option and select "Login".

A screenshot of the Town of Queen Creek's online permit application system homepage. The page has a dark blue header with a user profile icon in the top right corner. Below the header, there are two buttons: "LOGIN" and "CREATE ACCOUNT". A red arrow points to the "LOGIN" button. The main content area features a large image of the Town of Queen Creek sign, a "Login" form with fields for "Email (required)" and "Password (required)", and a "LOG IN" button. There are also links for "Forgot Password?" and "Create Account".

LOGIN

QUEEN CREEK PARKS & RECREATION

LOGIN CREATE ACCOUNT

LOGIN

Email (required)

Password (required)

LOG IN [Forgot Password?](#)

[Create Account](#)

Welcome to the Town of Queen Creek's Online Permit Application System. Our goal is to help create successful events of every size and scope and clearly define the expectations for producing an event in the Town of Queen Creek.

## Tournament Application User Manual

All new accounts must verify the associated email address. It is important to note that automated email notifications will be sent throughout the application process. Follow the prompts of the email to verify the account. After the account is created, enter the email and password to log in. If the password is forgotten, there is an option to reset it.



Welcome to the Town of Queen Creek's Online Permit Application System. Our goal is to help create successful events of every size and scope and clearly define the expectations for producing an event in the Town of Queen Creek.

A screenshot of a login form. It has a title 'Login' and two input fields: 'Email (required)' and 'Password (required)'. Below the fields are three buttons: 'LOG IN' (blue), 'Forgot Password?' (orange text), and 'Create Account' (orange text). A red arrow points to the 'Forgot Password?' link.

## Dashboard

The dashboard is the primary location to manage your applications

1. Find the dashboard using the menu navigation at the top
2. Create new applications
3. View existing applications
4. Check the status of applications

A screenshot of the 'eapproval' Applicant Dashboard. The top navigation bar has 'DASHBOARD' and 'APPLICATIONS' tabs. The main header says 'APPLICANT DASHBOARD' with a red arrow and the number '1' pointing to it. On the right is the 'QUEEN CREEK PARKS & RECREATION' logo. Below the header, there are two buttons: 'Create Application' (green) and 'Older Applications' (blue), with a red arrow and the number '2' pointing to the 'Create Application' button. A table titled 'My Applications' is shown below. A red arrow and the number '3' point to the first row of the table. A red arrow and the number '4' point to the 'Under Review' status in the second row of the table.

ID#	Application	Start Date	End Date	Last Updated	Status	Actions
1198	<a href="#">Block Party Application: Sun Valley</a>	Dec 23, 2024	Dec 23, 2024	Aug 06, 2024	Under Review	
1202	<a href="#">Intent to Apply: Sun Valley Parade</a>	Jan 01, 2025	Jan 01, 2025	Aug 05, 2024	Submitted	
1201	<a href="#">Intent to Apply: Intent to Apply</a>	N/A	N/A	Aug 05, 2024	Draft	

## Tournament Application User Manual

Selecting “Create Application” provides the option to select the type of permit to apply for. Tournament Permits will start by selecting the “Intent to Apply - Tournament”

### APPLICANT DASHBOARD



Welcome [redacted]

We noticed you do not have any active applications in your account. Click the button to the right to start a new application.


Visit the [Applications](#) page to duplicate an application or view your past applications.

[Create Application](#) ▾

- [Block Party Application](#)
- [Intent to Apply - Tournament](#)

Review the instructions, and select the large button at the bottom of the page to start the process.

### | INTENT TO APPLY - TOURNAMENT Intent to Apply - Tournament

Intent to Apply - Tournament 

[Click here to apply.](#)

# Tournament Application User Manual

## Application Basics

Applications are organized into sections for collecting information. Each section can be viewed on the left-hand “Application Menu”. The menu allows skipping between sections and completing them in any preferred order. Sections of the application that still need to be completed are indicated with an orange exclamation point (!). A gray box at the top of each section may provide additional information to assist with completing the application.

The screenshot shows the application interface for Queen Creek Parks & Recreation. At the top right is the logo for Queen Creek Parks & Recreation. On the left is a sidebar with two sections: 'APPLICATION TOOLS' and 'APPLICATION MENU'. The 'APPLICATION MENU' section lists four items: 'Host Organization', 'Contacts', 'Tournament Information', and 'Tournament Dates And Attendance'. Each item has an orange exclamation point icon to its left. A red arrow points from the 'APPLICATION' header to the 'APPLICATION TOOLS' section. Another red arrow points from the right side of the main content area to the 'Host Organization' section. The main content area is titled 'INTENT TO APPLY - TOURNAMENT: INTENT TO APPLY - TOURNAMENT' and 'Host Organization'. It contains a gray box with the following text: 'This section of the permit application is designed to identify the various participants in the permitting process.' Below this are three sub-sections: 'Host Organization', 'Chief Officer of the Host Organization', and 'Billing Contact', each with a brief description of their roles and responsibilities.

When a section is complete the orange exclamation point will change to a green check mark (✓).

The screenshot shows the 'APPLICATION MENU' section of the application. It lists four items: 'Host Organization', 'Contacts', 'Tournament Information', and 'Tournament Dates And Attendance'. The 'Host Organization' item has a green checkmark icon to its left, while the other three items have orange exclamation point icons. A red arrow points from the left side of the menu to the 'Host Organization' item.

## Tournament Application User Manual

Submitted applications and their statuses can be viewed under the Application Review tool

### APPLICATION REVIEW



#### APPLICATION TOOLS

- Application Review
- Application Status
- Manage Workflow
- Communication Log
- Activity Log
- Email Log
- Documents Log

INTENT TO APPLY - TOURNAMENT: INTENT TO APPLY - TOURNAMENT  
**Application Review**

**Softball Tournament**  
Friday January 31, 2025

● **Submitted** ←

Conditional Approval

Application Comments Details Related Applications

POST COMMENT

### Status Labels

The application status will be updated during the various stages of the application process.

The application status references the overall progress of the application. The options include:

- **Draft (Grey)**: The application has been started but not submitted.
- **Submitted (Brown)**: The application has been submitted, and additional changes cannot be made. Staff have not yet started the review process.
- **More Info Needed (Blue)**: Staff needs additional information, which may require sharing further documents or details.
- **Under Review (Orange)**: Staff reviews is in progress.
- **Declined (Red)**: The application has been denied.
- **Approved (Green)**: The application is approved and permitted.
  - **Tentatively Approved (Green)**: The reservation of space is tentatively confirmed, submission of the full application is still required.

The individual sections of an application will also use status labels. The options include:

- **Not Yet Reviewed (Brown)**: Staff representatives have not yet reviewed the section.
- **More Info Needed (Blue)**: Staff need additional information. A comment must be provided, or the section must be resubmitted (when applicable).
- **Under Review (Orange)**: Staff review in progress.
- **Declined (Red)**: A section of the application or event component has not been approved. The rest of the event may still be approved and receive a permit.
- **Approved (Green)**: The section is approved and will be noted on the permit.

## Tournament Permits

### Steps

Step 1 - Intent to Apply. The Intent to Apply provides a general overview of the event. Staff will review and tentatively approve the initial request. Completing this step will unlock the full application once approved by Town staff. The Intent to Apply can be submitted up to **one year** before the event.

#### APPLICATION TOOLS

- Application Review
- Application Status
- Manage Workflow
- Communication Log
- Activity Log
- Email Log
- Documents Log
- Duplicate Application
- Print Application
- Email Preferences
- Custom Reports

#### APPLICATION MENU

- ! Host Organization
- ! Contacts
- ! Tournament Information
- ! Tournament Dates And Attendance
- ! Tournament Location
- ! Tournament Details

#### TOURNAMENT APPLICATION: SOFTBALL TOURNAMENT

### Host Organization

This section of the permit application is designed to identify the various participants in the permitting process.

#### Host Organization

The host organization is the applicant and is legally and financially responsible for the special event and its related activities. A **host organization can be a non-profit tax-exempt organization, commercial entity or individual**. If the host organization is a 501(c) tax-exempt organization, a copy of its IRS Tax Exemption Letter must be provided as part of the permit application.

#### Chief Officer of the Host Organization

The Chief Officer of the host organization may be the President, Executive Director, or other authorized officer of the host organization and must have the authority to make planning, operational, and financial decisions on behalf of the organization.

#### Billing Contact

The host organization maintains ultimate liability for payment of all fees and costs assessed by the Town of Queen Creek. The host organization is required to contact the Town of Queen Creek to make a reservation for events held on Town-owned property. Any additional costs incurred after the initial reservation will be billed to the organization by the Town.

*All fields are required unless otherwise specified.*

#### HOST ORGANIZATION

Step 2 - Application. The Tournament Application will require additional information based on the responses provided in the event details. Specific details must be provided for each event component in the corresponding section. The deadline to submit the application is 30 days before the tournament.

## APPLICATION



#### APPLICATION TOOLS

- Application Review
- Application Status
- Manage Workflow
- Communication Log
- Activity Log
- Email Log

#### TOURNAMENT APPLICATION: SOFTBALL TOURNAMENT

### Tournament Information

*All fields are required unless otherwise specified.*

#### TOURNAMENT OVERVIEW

Tournament Name

Softball Tournament

Tournament Description

# Tournament Application User Manual

## Application Review

When the Application status is “Under Review,” Town staff are collectively in the process of reviewing the application.

APPLICATION REVIEW

QUEEN CREEK  
PARKS & RECREATION

APPLICATION TOOLS

- Application Review
- Application Status
- Manage Workflow

INTENT TO APPLY - TOURNAMENT: INTENT TO APPLY - TOURNAMENT

Application Review

Softball Tournament

Friday January 31, 2025

● Under Review

Under each section of the application, the departments that need to review it and their current status can be seen. Communication with the Town can be managed through comments.

Fire - SEP  
More Info Needed

Parks and Recreation Admin  
Not Yet Reviewed

Comments and Files:

*Parks and Recreation Admin* / Jul 03, 2024 10:08 AM  
Looks good!

*Administrator* / Jul 15, 2024 02:46 PM  
Please amend

POST COMMENT

## Tournament Application User Manual

### Permit

Once the application review is complete and approved, the permit will be issued. To view the permit, select the "Permits" tab.

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 Approved 



### Contact Us!

Contact the Sports Division with any questions regarding your Tournament Application.

Jeff Molner - Recreation Coordinator

[Jeff.Molner@QueenCreekAZ.gov](mailto:Jeff.Molner@QueenCreekAZ.gov)

Office: (480) 358-3703

Website: [QueenCreekAZ.gov/parkrentals](http://QueenCreekAZ.gov/parkrentals)

Facebook: [Facebook.com/QCRecreation](https://www.facebook.com/QCRecreation)

Queen Creek Parks and Recreation  
Library Recreation Annex  
(The entrance is on the SE corner of the QC Library building)  
21802 S. Ellsworth Road  
Queen Creek, AZ 85142  
Phone: (480) 358-3700

#### Business Hours

Monday-Thursday, 8 a.m. - 7 p.m.

Friday, 8 a.m. - 3 p.m.

Closed Saturday and Sunday

Queen Creek Recreation & Aquatic Center

22343 E. Ryan Rd.

Queen Creek, AZ 85142

## **Tournament Application User Manual**

### Business Hours

Monday-Friday, 5:30 a.m. - 9 pm

Saturday, 8 a.m. - 6 p.m.

Sunday, 10 p.m. - 4 p.m.