**Ticket Management System (TMS) GO Live Preparation Checklist**

* All users and managers complete TMS Ticket portal training - <https://ffr-training.articulate-online.com/5915838150>
* All users receive SSO login information by 21 September. If not notify your Manager to validate or add users. AIMS can change. support@AIMShelp.com or 844-697-4357
* Make sure you signed up for manager training or watch the video by 21 September. Recording will be loaded after 20 September 2018 onto manager’s update and <https://www.navymwr.org/resources/mtp>.
* All users including mangers, directors and accounting should log in by 21 September to ensure good to go. Ticket Portal System training shows how to log in.
* Update RecTrac with new TMS Price Codes if use. Have imports on Managers Update > TMS tab and MWR resources - <https://www.navymwr.org/resources/mtp>
* There are no changes to vendor direct. We will reach out to Disneyland for new users again in November.
* You will create your final vendor direct, prepaid and consignment invoice in Oracle for September sales October 5-10th
* Work with MTP Accounting to ensure all Oracle payments up to date to avoid being locked out of new TMS.
* Ensure all cancellations done in Oracle by midnight central time September 30th.
* Submit your TMS prepaid inventory to info\_mtp.fct@navy.mil by October 1st so no delays in WDW ticket shipments. This must be by individual barcode and in the approved spreadsheet sent out. If you do not keep stock of WDW, email info\_mtp.fct@navy.mil that you do not carry stock. All MTP WDW Orders will be shipped prior to September 30th and should be on your inventory.
* First WDW orders in TMS deadline will be October 2nd at 1600 Central Time.
* If you have Birch Aquarium or Fisherman Landing physical tickets in MTP, all physical tickets must be returned by October 4th. Ship to Millington address. Fisherman going eticket in TMS. New price code (same price) in TMS. Tickets arrive by August 28th, see email for details to NOT to confuse with old tickets
* Leslie had windows 10 issues for over 2 months and now just getting ability to sign MOAs. You should receive fully signed MOA by 21 September. If you were emailed asking to resend, thank you in advance. If we do not have a signed MOA by your installation by 24 September, your installation will be locked out of TMS until a signed MOA is received.

Ticket Portal Training: <https://ffr-training.articulate-online.com/5915838150>

SSO Log in URL: [https://sso.webcentral.navymwr.org](https://sso.webcentral.navymwr.org/)

Manager Recording: [**http://ffr-learn.adobeconnect.com/p539udknehgz/**](http://ffr-learn.adobeconnect.com/p539udknehgz/)