



**ATHLETIC ELIGIBILITY  
LIST SYSTEM  
(AELS)**

**INSTRUCTION MANUAL  
( INCLUDES OFSAA CHAMPIONSHIP  
REGISTRATION )**

# TABLE OF CONTENTS

INTRODUCTION	3
Benefits for schools	3
Security	3
Before you get started	3
Why the system is needed	3
System Summary	4
ACCESSING THE ADMINISTRATION SITE	5
ADMINISTRATION SITE	6
Welcome	6
Navigation Link: Schools	7
ADDING EDITING USERS	8
UPLOADING STUDENTS (OFSAA MASS UPLOAD)	10
ADDING /STUDENTS ONE AT A TIME	11
ADDING / EDITIING COACHES	15
ADDING / EDITING ELIGIBILITY LISTS	18
EXPORTING STUDENT AND COACH LISTS	27
REGISTERING FOR AN OFSAA CHAMPIONSHIP	28
A. Team Information	29
B. Media Information	30
C. Seeding Information (for team sports)	31
D. Game Results (for team sports)	32
E. Submit Registration	34
GENERATING PARTICIPATION STATISTICS	37
FTP OF SCHOOL LISTS: SCHOOL BOARD ONLY	38

Please note that schools will not be required to use the system to register for the following championships that already use the HYTEK program:

1. Cross Country
2. Alpine Skiing
3. Swimming
4. Nordic Skiing
5. Track & Field

This manual will explain how schools can use AELS to create, modify and update the eligibility lists of school teams. OFSAA staff has provided and will continue to provide training and in-service sessions. This is a vital system that we anticipate all schools will be using for their eligibility needs. OFSAA has responded to our members' needs and requests and made a considerable investment, so please support staff in the use of this valuable system.

## INTRODUCTION

### Benefits for schools

- Ability to track information about teams, student-athletes and coaches at the school level
- Track student-athlete involvement in sport throughout their high school career
- Track coach involvement in sport each year
- Create eligibility lists for school, local, regional competition
- Register for OFSAA championships

### Security

- OFSAA has purchased a security certificate that allows for increased security
- The website is secure and encrypted
- Every school will have their own unique User Name and Password
- Schools will only have access to their own school information
- OFSAA has a privacy policy and all information will not be used for any other purpose but for this database system
- At the school level, you will have to decide who will have access to your school system; you have the opportunity to create as many users for your school as required

### Before you get started

- The preferred website browser (program) is Microsoft Internet Explorer
- The preferred screen resolution is 1280 x 800
- The fields with asterisks (\*) are mandatory fields and must be completed to continue
- You can always use your browser navigation keys (back and forward) to navigate through the site

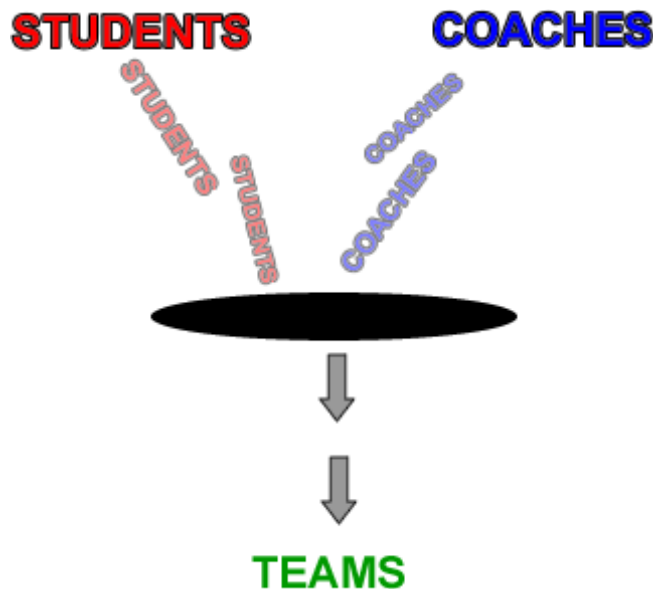
### Why this system is needed

- Each year, OFSAA requests participation numbers from each school in the province for use in their grant funding applications. Funding for the promotion of sports in the province is based on the programs and services offered by the sport organization as well as by the number of members that an organization has.
- Through the funding OFSAA is able to provide improved service to member schools and associations in the form of: Travel Grant funding, Try Day Opportunities, Enhanced Training Opportunities
- This program will aid in managing the athletic programs within your school
- Currently, each school is required to complete an eligibility list. This is done for every team and is completed manually by pen and paper.
- This data base system will allow schools to complete this information from any location in a secure online environment

## System Summary

- Each school in the province will receive their own database site in which they will be able to manage their the eligibility lists for their own school
- Each school has a User Name and a Password that is unique to only their school (contact your OFSAA Association Representative or the OFSAA office for your temporary User name and Password)
- You will be able to change both the User Name and the Password at your convenience; you will see how to do this later on in this instruction manual
- For all intents and purposes, this system is essentially an eligibility list manager. A school will be able to use this program to create eligibility lists for any athletic team that the school offers
- Schools will be able to print and/or email these eligibility lists to the appropriate local, regional, zone, or association convenor.
- Think of your database site as a melting pot. In order to create the end result (a team eligibility list) schools must add to elements into the system.

The first element to add to the system is the student-athletes, while the second element to add is the coaches (staff, students or community). As you will see, once a student or a coach is inputted into the schools' melting pot, they need only be inputted into the system once. You will be able to select students and coaches to add to an eligibility list.



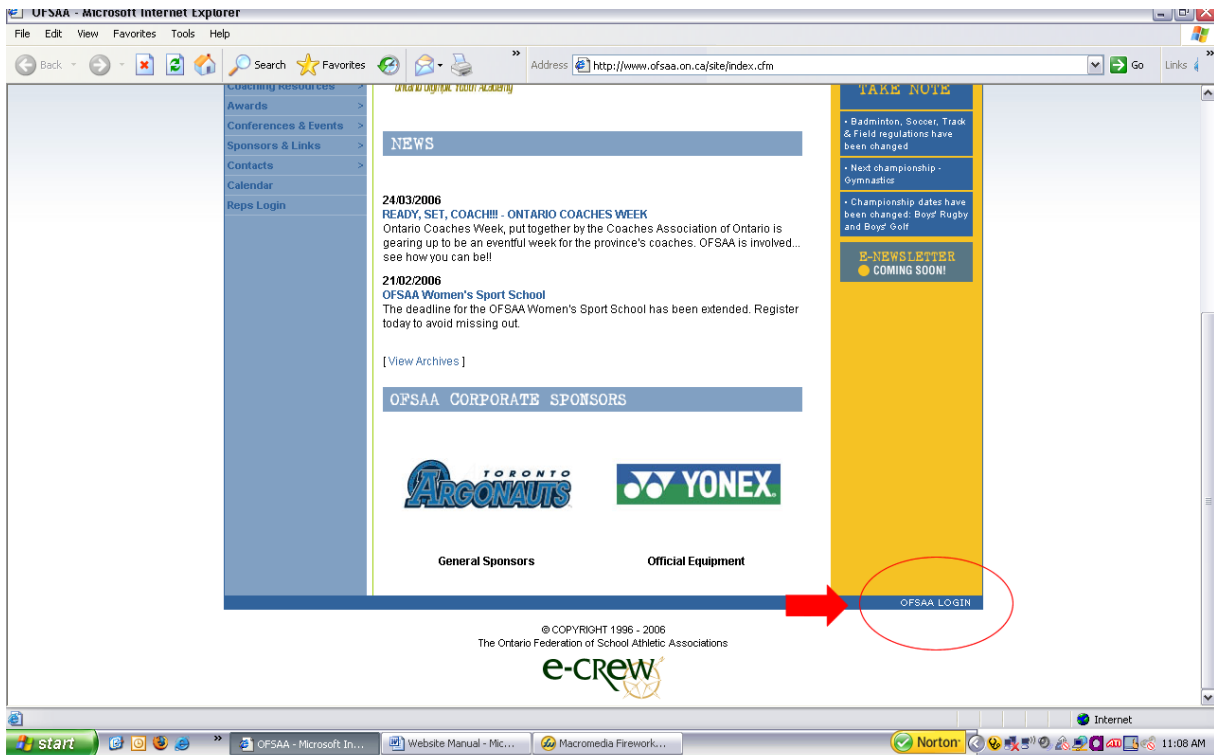
**If you have any question at any point, please feel free to ask your association representative or contact the OFSAA office directly.**

**Steve Sevor: (416) 426-7440    [steve@ofsaa.on.ca](mailto:steve@ofsaa.on.ca)**

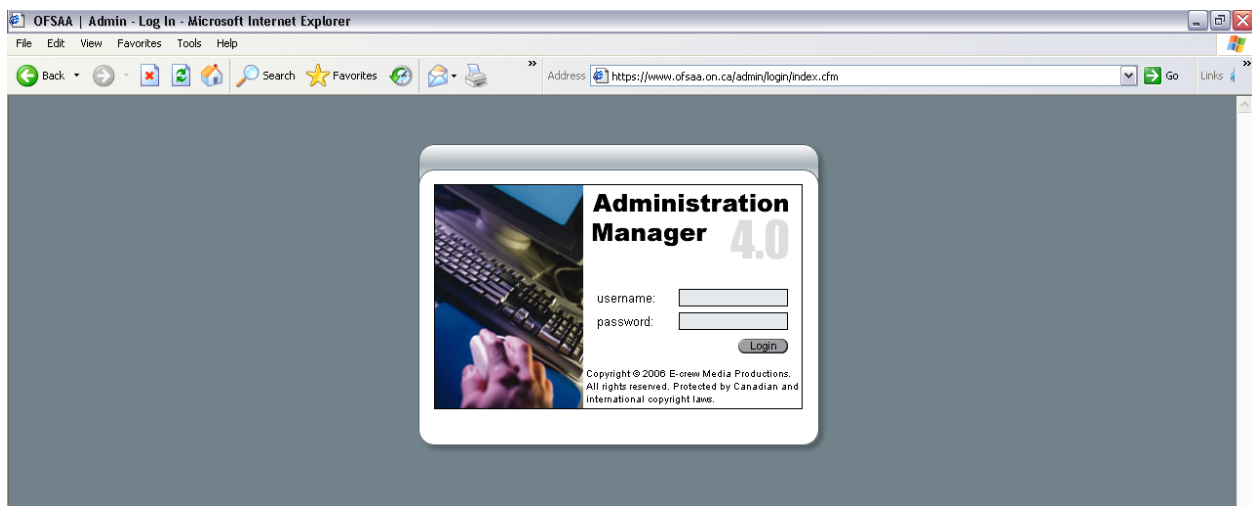
**This is a new process and we hope that this program will help schools in the facilitation of school sport.**

## ACCESSING THE ADMINISTRATION SITE

- You can access the website from anywhere that provides internet access.
- The access point is located at the bottom right hand side of the OFSAA website: [www.ofsaa.on.ca](http://www.ofsaa.on.ca)
- Click on the **OFSAA LOGIN** link.



- Once you click on the access point, it will bring you to the admin login page.

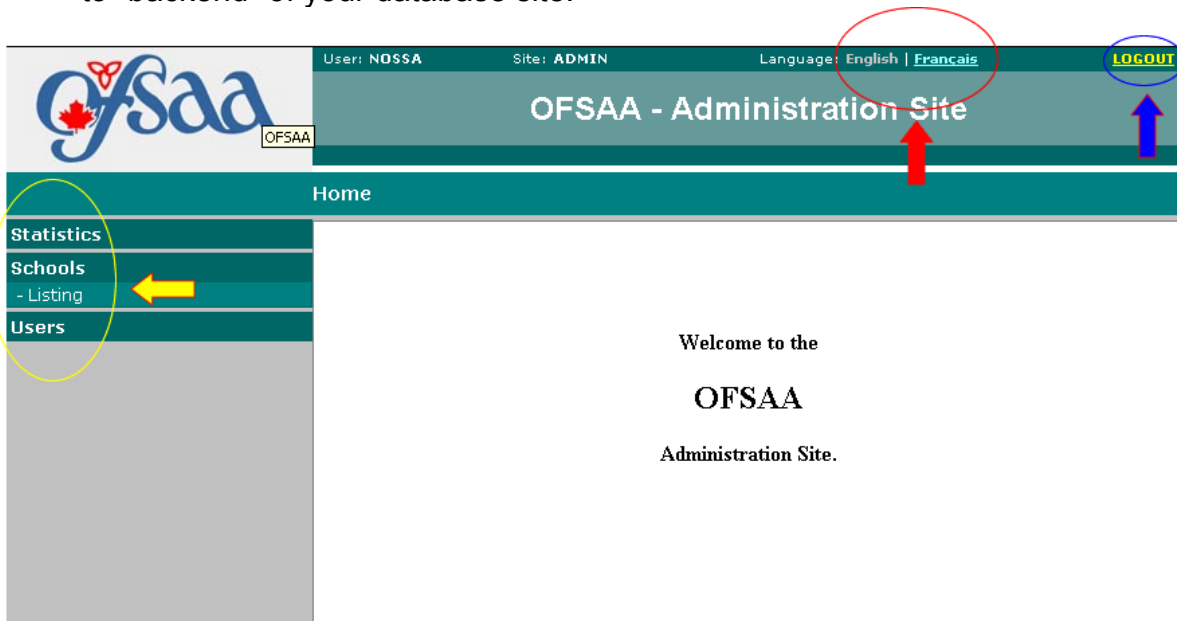


- Enter your Username and Password (please note that they are case sensitive).

## ADMINISTRATION SITE

### Welcome

- Once you have entered your user name and password, you will be brought to “backend” of your database site.



- The items on the left hand side are your navigation links of which you have access to

*Statistics      School Info      User Info*

- You will be able to add, modify, and edit content by clicking on the appropriate link.
- The white area on the right hand side will be where all the content is displayed.
- The system is available in French; simply click on the language button on the top for your preferred language.
- Once you have completed any changes, you must log out of the system. The logout button is found on the right hand side of the top banner.

**If you cannot see the logout button, you have two options:**

#### **OPTION #1**

- Click and hold the left mouse button on the area in the top banner next to **OFSAA ADMINISTRATION SITE**
- Drag your mouse to the right until you see the logout button.
- Release the mouse and click on the logout button.

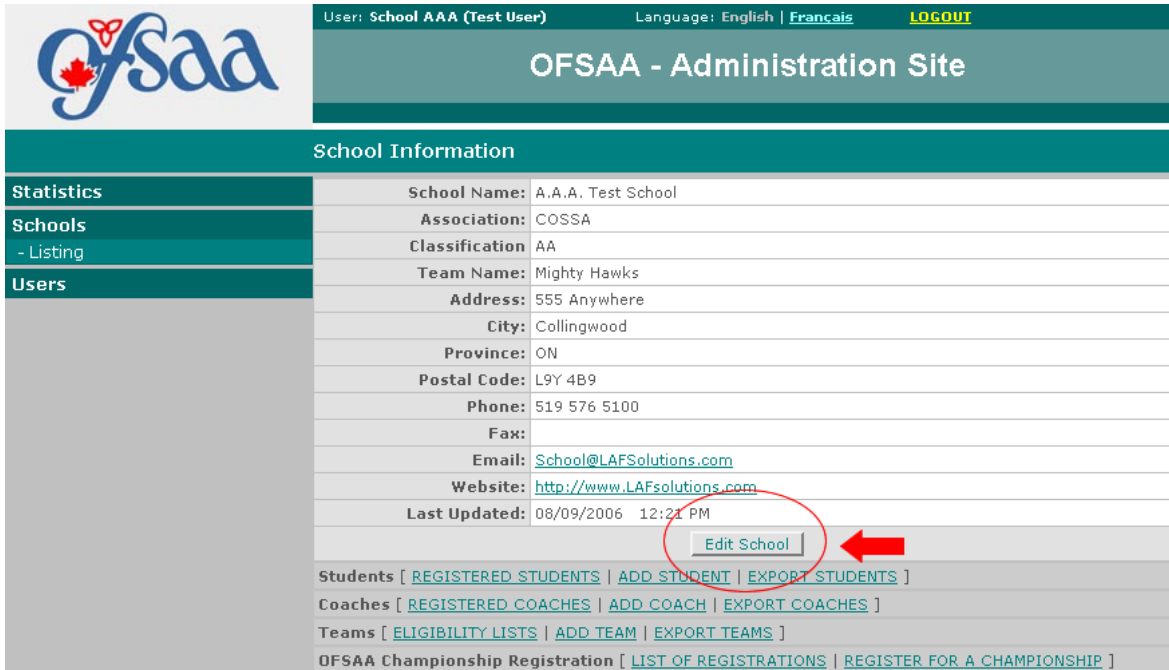
#### **OPTION #2**

- Change your screen resolution to view more of the area on your website.
- Once you have completed this, click on the logout button.

## ADDING/EDITING USERS

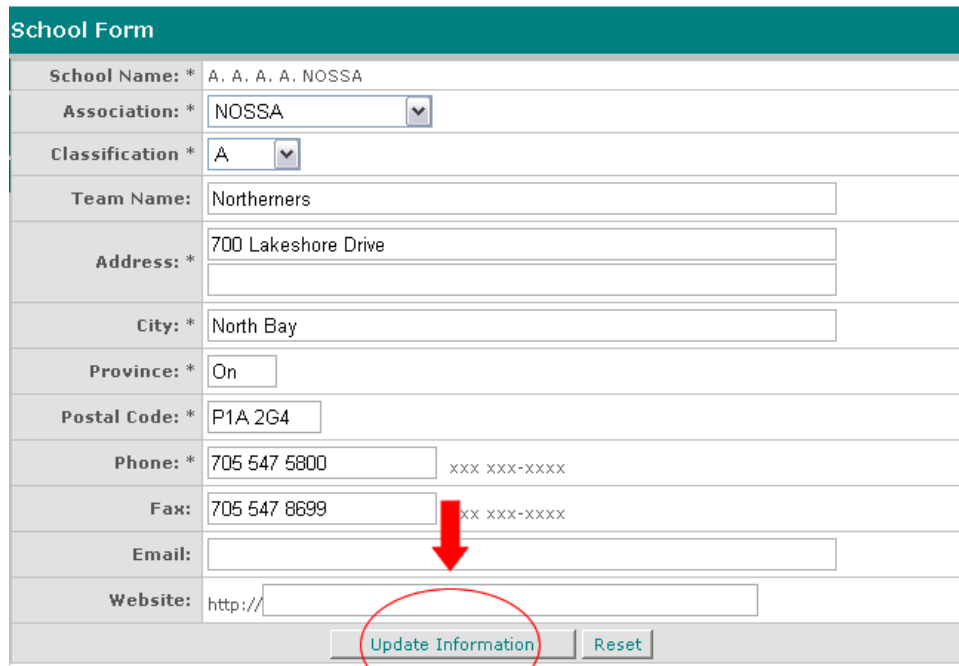
### [Navigation Link: Schools](#)

- The **SCHOOLS** link, lists the information associated with your school.
- Your school information has already been inputted; but, information many need to be added or edited.
- In order to do so, click on the **EDIT SCHOOL** button.



The screenshot shows the OFSAA Administration Site interface. At the top, there is a header with the OFSAA logo on the left and user information on the right: "User: School AAA (Test User)", "Language: English | Français", and a "LOGOUT" link. Below the header is a navigation menu with "School Information" selected. The main content area displays school details for "A.A.A. Test School". The details include: Association: COSSA, Classification: AA, Team Name: Mighty Hawks, Address: 555 Anywhere, City: Collingwood, Province: ON, Postal Code: L9Y 4B9, Phone: 519 576 5100, Fax: (blank), Email: School@LAFSolutions.com, and Website: http://www.LAFSolutions.com. The "Last Updated" date is 08/09/2006 12:21 PM. A red circle highlights the "Edit School" button, with a red arrow pointing to it from the right. Below the school information, there are links for "Students", "Coaches", and "Teams", and a link for "OFSAA Championship Registration".

- The following school form will appear,



The screenshot shows the "School Form" with the following fields and values:

School Name *	A. A. A. A. NOSSA
Association *	NOSSA
Classification *	A
Team Name:	Northerners
Address *	700 Lakeshore Drive
City *	North Bay
Province *	On
Postal Code *	P1A 2G4
Phone *	705 547 5800 xxx xxx-xxxx
Fax:	705 547 8699 xx xxx-xxxx
Email:	
Website:	http://

At the bottom of the form, there are two buttons: "Update Information" and "Reset". A red circle highlights the "Update Information" button, with a red arrow pointing to it from above.

- Complete the information in the fields.
- Once complete, click on the **UPDATE INFORMATION** button.

## ADDING/EDITING USERS


- You can add as many users that can have access to your school system.
- We suggest that only staff members have access to the system, not community coaches. Ultimately that will be a decision made by your school.
- On the navigation tree on the left hand side, click on the **USERS** link, then on the **Add User** link.
- In the main content area, the below form opens up.
- Fill out the required fields.
- Please note that when you are creating User Names and Passwords, they are case sensitive.
- Under User Types, even though it is the only option you must you must click on "School"
- Under Schools, even though it is the only option you must you must click on your "School".
- When the above steps are complete, click on the **ADD USER** button.

The screenshot shows the OFSAA Administration Site interface. At the top, there is a header with the OFSAA logo on the left and navigation links for 'User: NOSSA', 'Site: ADMIN', 'Language: English | Français', and a 'LOGOUT' button. Below the header is a teal banner with the text 'OFSAA - Administration Site'. The main content area is titled 'Users Form' and contains a form with the following fields:

Statistics	First Name:	Laura
Schools	Last Name: *	Peterson
Users	User Name: *	Laura
- Listing	Password: *	athletics
- Add User	Email:	
	Phone:	
	Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
	User Types:	School
	Schools:	A. A. A. A. NOSSA

At the bottom of the form, there is a button labeled 'Add User' which is circled in red. A red arrow points down to this button from the 'Schools' field.

- The below form gives a summary of the user.
- If any information changes, you have the ability to update the user at any time (click on the left hand side; then click on the USERS link; then click on the user in the main content area and make the necessary corrections).

		User: NOSSA      Site: ADMIN      Language: English   <a href="#">Français</a> <a href="#">LOGOUT</a>	
		<b>OFSAA - Administration Site</b>	
<b>Users Display</b>			
<b>Statistics</b>	<b>User Information</b> <a href="#">[EDIT]</a> <a href="#">[DELETE]</a>		
<b>Schools</b>	Name:	Laura Peterson	
<b>Users</b>	Phone:		
- Listing	Email:		
- Add User	Email:	Active	
	<b>User Access</b> <a href="#">[EDIT]</a>		
	Status:	School	
	Schools	A. A. A. NOSSA	
	Web Sites	ADMIN	

## UPLOADING STUDENTS (OFSAA MASS UPLOAD)

OFSAA has made every attempt to make AELS as user friendly and efficient as possible. Throughout this process, it is important to have the involvement your administration. With their involvement they will be able to see the benefit of the system as it relates to the administration of your school sport programs.

Each board and school will have their own policies and interpretations of general policies. Make sure that you clarify with the appropriate individuals to ensure that policies are being followed. OFSAA will work with any school board to ensure that the process is beneficial for our member schools; but also, respects the policies of the board or school.

### Mandatory Fields

- The easiest way to add students in the system is to provide the OFSAA staff with an excel file that lists your student-athletes and their pertinent details (must appear as listed below).
- From this file, the OFSAA staff can easily upload your students into the system without the need to manually input each student (This step is the most time consuming if done manually, but seamless if the file is sent to OFSAA).
- The information required for uploading can be generated into a spreadsheet file by performing a report or query with your Board/School specific database program (i.e. Trillium, Maplewood etc.)
- Dependant upon your school board, there may be an individual at the board level that can assist in obtaining the required information
- Using your school database program, select the students you wish to have uploaded into the system. Generate a report of your students and export it into an excel file. (This task will be made much easier if you have a way of identifying the student athletes within your school)

First Name	Middle Initial	Last Name	Date of Birth (dd/mm/yyyy)	Year of Grade 9 Entry	Gender
Steve	D	Sevor	21/11/1976	1990	M

- The completed list can be sent by your board representative to a secure FTP site.
- While not the most preferred method, individual schools can email the file directly to Assistant Director Steve Sevor ([steve@ofsaa.on.ca](mailto:steve@ofsaa.on.ca)) for uploading. Please indicate your school in the email subject line.
- For subsequent years, the only information that will need to be uploaded will be the incoming Grade 9 students, as the rest of the student body will already be in the system.
- As you will see on the next page, schools can add students (at any time) one at a time without going through the upload process.

### Optional Fields

- The information below can be added to your initial excel file, provided that your association requires this information on their eligibility forms. (Semestered schools would use the first two columns, while full year schools would use 3rd column)

# of courses: Semester 1	# of courses: Semester 2	# of courses : Full Year	# of Accumulated Credits

## ADDING STUDENTS ONE AT A TIME


- As mentioned earlier, schools are required to add students into their database.
- Once a student is inputted into the schools' database, they will be in the system for the remainder of their high school career.
- Schools can assign students to any team with a few easy clicks of the mouse.
- The system will automatically purge the student from your database based on the year or entry into grade nine.
- At any time, a school can add a student into their database
- To add a student to your database, click on the **ADD STUDENT** button under the School information page.

The screenshot displays the OFSAA Administration Site interface. At the top left is the OFSAA logo. The top navigation bar includes the user name 'School AAA (Test User)', language options 'English | Francais', and a 'LOGOUT' link. The main header reads 'OFSAA - Administration Site'. Below this is a 'School Information' section with a table of details for 'A.A.A. Test School'. A red arrow points to the 'Students' navigation link, which includes an 'ADD STUDENT' button.

School Information	
<b>Statistics</b>	<b>School Name:</b> A.A.A. Test School
<b>Schools</b>	<b>Association:</b> COSSA
- Listing	<b>Classification:</b> AA
<b>Users</b>	<b>Team Name:</b> Mighty Hawks
	<b>Address:</b> 555 Anywhere
	<b>City:</b> Collingwood
	<b>Province:</b> ON
	<b>Postal Code:</b> L9Y 4B9
	<b>Phone:</b> 519 576 5100
	<b>Fax:</b>
	<b>Email:</b> <a href="mailto:School@LAFSolutions.com">School@LAFSolutions.com</a>
	<b>Website:</b> <a href="http://www.LAFSolutions.com">http://www.LAFSolutions.com</a>
	<b>Last Updated:</b> 08/09/2006 12:21 PM
	<input type="button" value="Edit School"/>
	<b>Students</b> [ <a href="#">REGISTERED STUDENTS</a>   <a href="#">ADD STUDENT</a>   <a href="#">EXPORT STUDENTS</a> ]
	<b>Coaches</b> [ <a href="#">REGISTERED COACHES</a>   <a href="#">ADD COACH</a>   <a href="#">EXPORT COACHES</a> ]
	<b>Teams</b> [ <a href="#">ELIGIBILITY LISTS</a>   <a href="#">ADD TEAM</a>   <a href="#">EXPORT TEAMS</a> ]
	<b>OFSAA Championship Registration</b> [ <a href="#">LIST OF REGISTRATIONS</a>   <a href="#">REGISTER FOR A CHAMPIONSHIP</a> ]

- By clicking this button, you are now ready to input the necessary student information into the school database.

- The following student form now appears.

Student Form	
	* = required field.
School:	A. A. A. A. CWOSSA
First Name: *	Jack
Middle Initial:	
Last Name: *	Bauer
Date of Birth: *	08 03 1989 (dd/mm/yyyy)
Date of Grade 9 Entry: *	2002
Gender: *	<input checked="" type="radio"/> Male <input type="radio"/> Female
# of Courses/ Current Semester or Year:	Semester schools use Sem 1 and Sem 2 fields. Full year schools use the Total field.
Credit Info Sem 1:	4
Credit Info Sem 2:	4
Credit Info Total:	
Accumulated Total:	23
Transfer Information: (if applicable)	
Transfer Student:	In Province
Former School:	A.A.A. Test School - Collingwood
Transfer Date:	09 2005 (mm/yyyy)
Transfer Approval	<input checked="" type="checkbox"/> Approved By: Association
Appeal Section:	a(i) If b)ii is selected, which sports is the student ineligible:
Approval Date:	09 12 2005 (dd/mm/yyyy)
 <input type="button" value="Update Information"/> <input type="button" value="Reset"/>	

- The information listed on this page is commonly found on most local/regional/association eligibility lists.
- The top portion of the form is self explanatory.
- The bottom section of the form is to be used if the particular student is a transfer student and has been approved under specific transfer policies

### Transfer Information

For students that have transferred into your school from a different school, AELS will allow schools to add a student to their school while removing the student from the former school. Destination schools would still have to complete the transfer information, including selecting the “**APPROVED**” box. If the “**APPROVED**” box is not ticked off, the student will be in the system, but will **NOT** appear on the student drop down list when schools are forming their teams until the transfer has been approved and noted.

1. Transfer Student: If the student has transferred from another school please indicate via the drop down menu. The choices in the drop down menu are: In Province, Out of Province, Out of Country
2. Former School: Indicate the student’s former school, if student has transferred from within the province (the listing is alphabetical; type the first letter of the school to jump to the school beginning with that letter. For example, Sir Wilfrid Laurier, type the letter “s” and the list will jump

to the first school in the system with the letter “S”. Scroll down to find Sir Wilfrid Laurier among the list

3. Transfer Date: Indicate month and year of transfer
  4. Transfer Approval: Indicate if the transfer was approved by checking the box. Also indicate the highest level of which the transfer was approved (Local, Association, OFSAA).
  5. Appeal Section: Indicate the category of transfer appeal for which the transfer was approved.
  6. Approval Date: Indicate the date of approval by using the drop down menus.
- Once you have completed the fields, click on the **CONTINUE** button.
  - The form below shows the completed student information.

Student Information	
[ <a href="#">SCHOOL INFO</a>   <a href="#">STUDENT LIST</a>   <a href="#">ADD STUDENT</a> ]	
Personal Information	
School:	A. A. A. CWOSSA
Name:	Jack Bauer
Date of Birth:	08/03/1989
Year of grade 9 entry:	2002
Gender:	Male
Credits (S1:S2:Year:Accum):	4:4:0:23
Last Updated:	27/04/2006 - 7:24 PM
Transfer Information	
Transfer Student:	In Province
Transfer Date:	Sep 2005
Appeal Section:	a(i)
Approved:	Yes
Approved By:	Association
Approval Date:	09/12/2005
Team Information	
2006/2007	Badminton - A - Open - coed
2006/2007	Badminton - A - Open - coed
2006/2007	Basketball - AA - Junior - M
2006/2007	Basketball - AA - Senior - M
2006/2007	Cross Country Running - AA - Open - coed
2006/2007	Football - AAAA - Junior - M
2006/2007	Football - AA - Open - M
2006/2007	Hockey - AA - Senior - M
2006/2007	Tennis - AA - Open - coed
2006/2007	Wrestling - A - Open - coed
<input type="button" value="EDIT"/> <input type="button" value="Delete Student"/>	
[ <a href="#">SCHOOL INFO</a>   <a href="#">STUDENT LIST</a>   <a href="#">ADD STUDENT</a> ]	

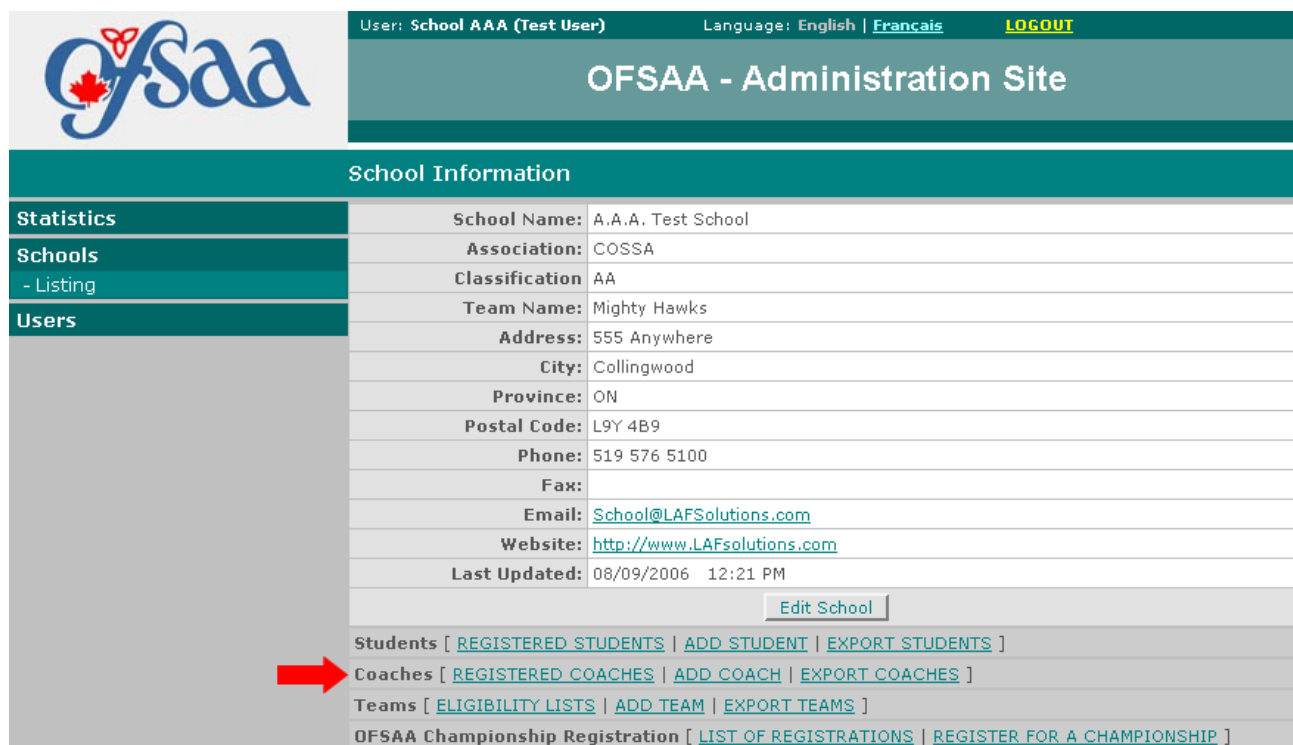
- If you were to refer to the heading Team Information at the bottom of the page, you will be able to keep track of the sports that each student has been involved in. Each time that a student is added to a team, that sport will be listed in the student profile.
- This feature will be useful for tracking athletic points.
- In addition to viewing sports for individuals , you can also export the student lists into an Excel file to view sport participation
- To view the list of students that you have in your school’s database, click the **STUDENT LIST** button on the bottom of the page

- The list of students is organized alphabetically by last name.
- Click on any student in your database to view the information on that student.

List of Students	
[ <a href="#">_ SCHOOL INFO</a>   <a href="#">_ ADD STUDENT</a> ]	
Student Name	Last Updated
<a href="#">Baker, Jen</a>	24/01/2006
<a href="#">Bauer, Jack</a>	27/04/2006
<a href="#">Bryant, Kylie</a>	24/01/2006
<a href="#">Cooey, James</a>	24/01/2006
<a href="#">Iven, Gurinder</a>	24/01/2006
<a href="#">Sharmar, Omar</a>	24/01/2006
<a href="#">Shoe, Trevor</a>	24/01/2006
<a href="#">Tavirs, Jacqueline</a>	24/01/2006
<a href="#">White, Jessica</a>	24/01/2006
<a href="#">Wise, Sue</a>	24/01/2006
<a href="#">Yip, Donald</a>	24/01/2006
[ <a href="#">_ SCHOOL INFO</a>   <a href="#">_ ADD STUDENT</a> ]	

## ADDING/EDITING COACHES

- As mentioned earlier, schools are required to add coaches into their database.
- Once a coach is inputted into the schools database, they will be in the system until you remove them from the database.
- Schools can assign coaches (whether the coach is a staff member, a student, or a community member) to any team with a few easy clicks.
- To add a coach to your database, click on the **ADD COACH** button under the School Information page.



The screenshot displays the OFSAA Administration Site interface. At the top, the OFSAA logo is on the left, and the user information 'User: School AAA (Test User)', language options 'English | Français', and a 'LOGOUT' link are on the right. Below this is a header for 'OFSAA - Administration Site'. The main content area is titled 'School Information' and contains a table of school details for 'A.A.A. Test School'. The table includes fields for Association (COSSA), Classification (AA), Team Name (Mighty Hawks), Address (555 Anywhere), City (Collingwood), Province (ON), Postal Code (L9Y 4B9), Phone (519 576 5100), Fax, Email (School@LAFSolutions.com), Website (http://www.LAFSolutions.com), and Last Updated (08/09/2006 12:21 PM). Below the table is an 'Edit School' button. At the bottom, there are navigation links for 'Students', 'Coaches', 'Teams', and 'OFSAA Championship Registration'. A red arrow points to the 'ADD COACH' link in the 'Coaches' section.

School Information	
<b>School Name:</b>	A.A.A. Test School
<b>Association:</b>	COSSA
<b>Classification:</b>	AA
<b>Team Name:</b>	Mighty Hawks
<b>Address:</b>	555 Anywhere
<b>City:</b>	Collingwood
<b>Province:</b>	ON
<b>Postal Code:</b>	L9Y 4B9
<b>Phone:</b>	519 576 5100
<b>Fax:</b>	
<b>Email:</b>	<a href="mailto:School@LAFSolutions.com">School@LAFSolutions.com</a>
<b>Website:</b>	<a href="http://www.LAFSolutions.com">http://www.LAFSolutions.com</a>
<b>Last Updated:</b>	08/09/2006 12:21 PM

[Edit School](#)

**Students** [ [REGISTERED STUDENTS](#) | [ADD STUDENT](#) | [EXPORT STUDENTS](#) ]

**Coaches** [ [REGISTERED COACHES](#) | [ADD COACH](#) | [EXPORT COACHES](#) ]

**Teams** [ [ELIGIBILITY LISTS](#) | [ADD TEAM](#) | [EXPORT TEAMS](#) ]

**OFSAA Championship Registration** [ [LIST OF REGISTRATIONS](#) | [REGISTER FOR A CHAMPIONSHIP](#) ]

- The following coach form now appears.

**Coach Form**

<b>Coach Type: *</b>	Staff Member
<b>First Name: *</b>	Catriona
<b>Last Name: *</b>	Le May Doan
<b>Home Phone (optional):</b>	xxx xxx xxxx
<b>Email:</b>	
<b>Gender:</b>	<input type="radio"/> Male <input checked="" type="radio"/> Female
<b>NCCP Qualification:</b>	CBET Equivalent - Level 5
<b>OFSAA Certification:</b>	Has coach completed a "Coaching In Ontario Schools Course?" <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Insert Coach</b>	

- Select the coach type (staff member, community coach or student).
- Most associations have policies that require same sex supervisors for teams. For the purpose of this system, please treat the same sex supervisor as a community coach.
- NCCP Qualification refers to the National Coaching Certification program.
- Once you have completed the required fields, click on the **INSERT COACH** button.
- The form below shows the completed coach information.

**Coach Information**

<b>Personal Information</b>	
<b>Type:</b>	Community
<b>Name:</b>	Cameron Diaz
<b>Phone:</b>	(905) 761-55
<b>Email:</b>	<a href="mailto:cameron@ofsaa.on.ca">cameron@ofsaa.on.ca</a>
<b>Gender:</b>	Female
<b>OFSAA Certification:</b>	Yes
<b>Last Updated:</b>	24/01/2006 07:30 PM
<b>Team Information</b>	
Soccer - Senior - Female	
Badminton - Open - coed	
<input type="button" value="Edit Coach"/> <input type="button" value="DELETE Coach"/>	
[ <a href="#">COACH LIST</a> ]	

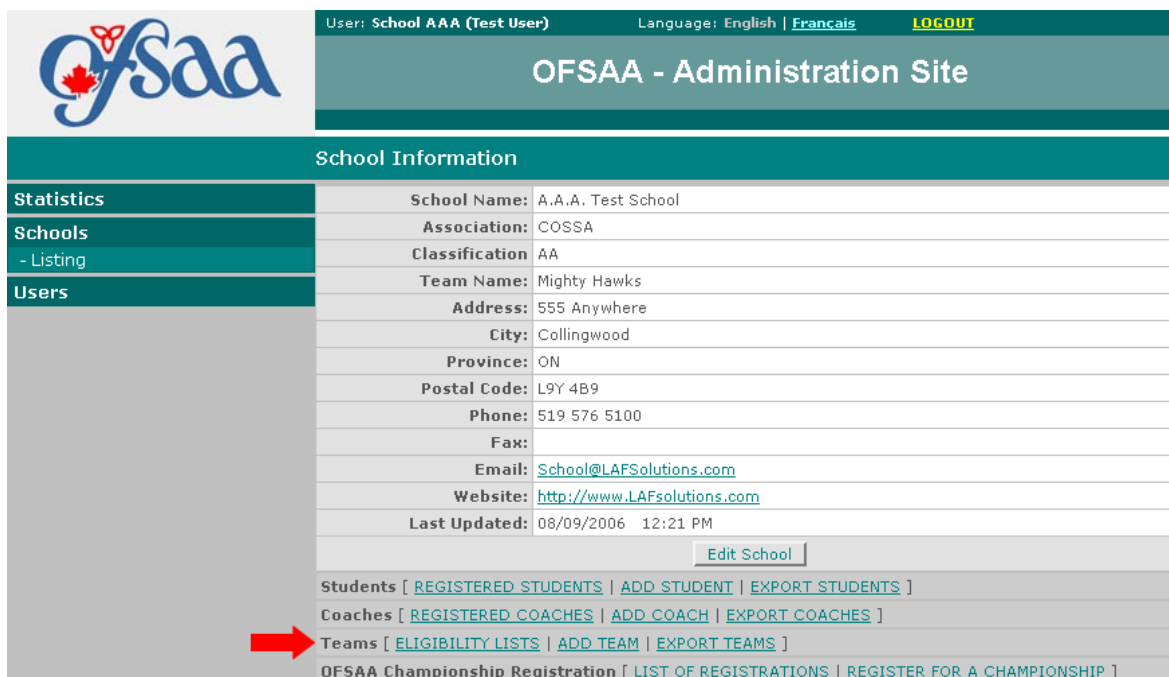
- Each time that a coach is added to a team, you will be able to keep track of the sports that that specific coach has been involved in.
- Refer to the previous page to export the entire coach list into an Excel file to view sport participation for coaches

- You can view the list of coaches that you have in your school's database by clicking on the **COACH LIST** button on the bottom of the page

List of Coaches			
[ <a href="#">_ SCHOOL INFO</a>   <a href="#">_ ADD COACH</a> ]			
Coach Name	Coach Type	Phone	Email
<a href="#">Cameron Diaz</a>	Community	(905) 761-55	cameron@ofsaa.on.ca
<a href="#">Tom Hanks</a>	Community	(905) 761-55	tom@ofsaa.on.ca
<a href="#">Patty Joe</a>	Staff	905-761-5540	patty@ofsaa.on.ca
<a href="#">Catriona Le May Doan</a>	Staff		
<a href="#">Bill Murray</a>	Staff	(905) 761-55	bill@ofsaa.on.ca
<a href="#">Peter Pan</a>	Staff	(905) 761-55	peter@ofsaa.on.ca
<a href="#">Jim Shaw</a>	Community	905-761-5540	jim@ofsaa.on.ca
<a href="#">Kate Winslet</a>	Staff	(905) 761-55	kate@ofsaa.on.ca
[ <a href="#">_ SCHOOL INFO</a>   <a href="#">_ ADD COACH</a> ]			

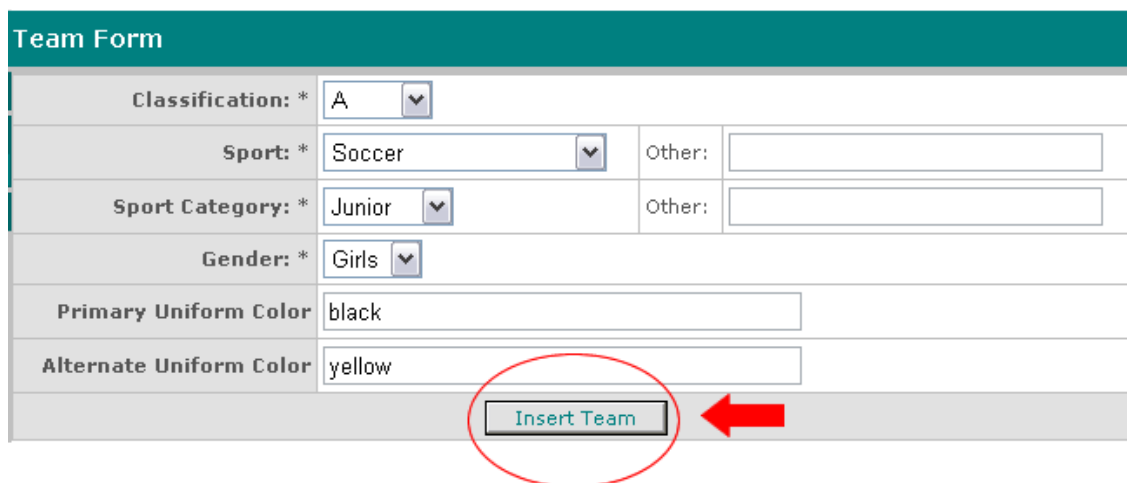
## ADDING/EDITING ELIGIBILITY LISTS

- Once you have added students and coaches into your database, you can now create an eligibility list.
- To create an eligibility list for a sport, click on the **ADD TEAM** button under the School Information page.



The screenshot shows the OFSAA Administration Site interface. At the top, there is a header with the OFSAA logo, user information (User: School AAA (Test User)), language options (English | Francais), and a LOGOUT button. Below the header is a navigation menu with links for Statistics, Schools - Listing, and Users. The main content area is titled 'School Information' and displays details for 'A.A.A. Test School'. The details include School Name, Association (COSSA), Classification (AA), Team Name (Mighty Hawks), Address (555 Anywhere), City (Collingwood), Province (ON), Postal Code (L9Y 4B9), Phone (519 576 5100), Fax, Email (School@LAFsolutions.com), Website (http://www.LAFsolutions.com), and Last Updated (08/09/2006 12:21 PM). Below the details is an 'Edit School' button. At the bottom, there are links for Students, Coaches, and Teams. A red arrow points to the 'ADD TEAM' link in the Teams section.

- The following team form appears.



The screenshot shows the 'Team Form' with the following fields:

Classification: *	A	Other:	
Sport: *	Soccer	Other:	
Sport Category: *	Junior	Other:	
Gender: *	Girls		
Primary Uniform Color	black		
Alternate Uniform Color	yellow		

At the bottom of the form is an 'Insert Team' button, which is circled in red with a red arrow pointing to it.

- Select the classification of the team or sport if different from the default school classification.
- Select the sport from the dropdown list. If the sport does not appear, simply type it in the adjacent 'other' field.
- Select the category for the team (Midget, Junior, Senior, Varsity, Open, Tier 1, Tier 2). If the category does not appear, simply type it in the adjacent 'other field'.

- Select the Gender of the team (Boys, Girls, Coed).
- If applicable insert the colour of the primary and alternate uniforms.
- Once you have completed the fields click on the **INSERT TEAM** button. The next step in creating the eligibility list is to select a coach from your database to add to the team.
- Click the **ADD TEAM COACH** button.

Team Information	
[ <a href="#">SCHOOL INFO</a>   <a href="#">Back to Team Listing</a>   <a href="#">ADD TEAM</a> ]	
Classification:	A
Sport:	Soccer
Category:	Junior
Gender:	Girls
Primary Uniform Color:	black
Alternate Uniform Color:	yellow
<input type="button" value="Edit Team"/> <input type="button" value="Delete Team"/> <input type="button" value="Print Team Roster"/> <input type="button" value="Email Team Roster"/>	
Team Coaches [ <a href="#">ADD TEAM COACH</a> ]	
There is no team coach information currently available.	
<ul style="list-style-type: none"> <li>• Female coach is required.</li> <li>• Staff coach is required.</li> </ul>	
Team Students [ <a href="#">ADD TEAM STUDENT</a>   <a href="#">EXPORT STUDENTS</a> ]	
There is no team student information currently available.	
[ <a href="#">SCHOOL INFO</a>   <a href="#">Back to Team Listing</a>   <a href="#">ADD TEAM</a> ]	

- Please be aware that you will receive warnings that remind you to have the correct members. For example, above you can see that the selected team is a Girls team; therefore a female coach is needed to satisfy the supervision requirements.

Team Coach Form	
<a href="#">Back to Team Info</a>	
Coach Name:	Cameron Diaz - Community ▼
Is Head Coach?	<input checked="" type="checkbox"/>
<input type="button" value="Add Coach"/>	

- Select a coach from your school database by clicking the down arrow.
- Click the **ADD TEAM COACH** button to continue.

- As you can see below, there remains a warning. The coach that was selected for this team is a community coach

**Team Information**


[ [SCHOOL INFO](#) | [Back to Team Listing](#) | [ADD TEAM](#) ]

<b>Classification:</b>	A
<b>Sport:</b>	Soccer
<b>Category:</b>	Junior
<b>Gender:</b>	Girls
<b>Primary Uniform Color:</b>	black
<b>Alternate Uniform Color:</b>	yellow

[Edit Team](#) | [Delete Team](#) | [Print Team Roster](#) | [Email Team Roster](#)

**Team Coaches** [[ADD TEAM COACH](#)]

Coach Name	Position	Type	Gender	
<a href="#">Cameron Diaz</a>	Head Coach	Community	Female	<a href="#">[Remove]</a>

- Staff coach is required. 

**Team Students** [[ADD TEAM STUDENT](#) | [EXPORT STUDENTS](#) ]

There is no team student information currently available.

[ [SCHOOL INFO](#) | [Back to Team Listing](#) | [ADD TEAM](#) ]

- You must ensure that there is a staff member associated with the team.

**Team Information**

[ [SCHOOL INFO](#) | [Back to Team Listing](#) | [ADD TEAM](#) ]


<b>Classification:</b>	A
<b>Sport:</b>	Soccer
<b>Category:</b>	Junior
<b>Gender:</b>	Girls
<b>Primary Uniform Color:</b>	Black
<b>Alternate Uniform Color:</b>	Yellow

[Edit Team](#) | [Delete Team](#) | [Print Team Roster](#) | [Email Team Roster](#)

**Team Coaches** [[ADD TEAM COACH](#)]

Coach Name	Position	Type	Gender	
<a href="#">Cameron Diaz</a>	Head Coach	Community	Female	<a href="#">[Remove]</a>
<a href="#">Catriona Le May Doan</a>	Assistant Coach	Staff	Female	<a href="#">[Remove]</a>

**Team Students** [[ADD TEAM STUDENT](#) | [EXPORT STUDENTS](#) ]

There is no team student information currently available. 

[ [SCHOOL INFO](#) | [Back to Team Listing](#) | [ADD TEAM](#) ]

- Another coach is added and the warning is removed.
- The next step to creating the eligibility list is to select the student-athletes from your database to add to the team.

*Please remember that transfer students may be added to your database; however, the student will **NOT** appear on the student drop down list when schools are forming their teams **UNTIL** the transfer has been approved and noted.*

- Click the **ADD TEAM STUDENT** button to continue
- The following screen appears
- On the left box you will see your alphabetical list of students
- To select the student, click on their name

**Team Student Form**

[Back to Team Info](#)

**Team Sport:** Soccer - Junior - F

**Students:**

- Baker, Jen
- baulcomb, laurie d
- Bryant, Kylie
- dunn, valerie a
- Fortier, Line
- Gravel, Shirley M
- Gray, Brenda
- King, Kory-Lynn E
- legassie, wendy l
- Potvin, Lise F
- Repei, Erma M
- Scott, Lynne »L
- siermachesky, sheila A
- Tavirs, Jacqueline
- White, Jessica

**Team Members:**

- If you would like to select multiple students, hold the Ctrl button as select through the list of students

**Team Student Form**

[Back to Team Info](#)

**Team Sport:** Soccer - Junior - F

**Students:**

- Baker, Jen
- baulcomb, laurie d
- Bryant, Kylie
- dunn, valerie a
- Fortier, Line
- Gravel, Shirley M
- Gray, Brenda
- King, Kory-Lynn E
- legassie, wendy I
- Potvin, Lise F
- Repei, Erma M
- Scott, Lynne »L
- siermachesky, sheila.A
- Tavirs, Jacqueline
- White, Jessica

**Team Members:**

[Add >>](#)

[<< Remove](#)

[Add Students](#)

- When you have selected all of the student-athletes, click on the **ADD** button in the center of the page to add them to the team
- Finally, click on the **ADD STUDENT** button to finalize your team

**Team Student Form**

[Back to Team Info](#)

**Team Sport:** Soccer - Junior - F

**Students:**

- baulcomb, laurie d
- dunn, valerie a
- Fortier, Line
- Gray, Brenda
- King, Kory-Lynn E
- legassie, wendy I
- Potvin, Lise F
- Repei, Erma M
- Scott, Lynne »L
- siermachesky, sheila.A
- Tavirs, Jacqueline
- White, Jessica
- Wise, Sue

**Team Members:**

- Gravel, Shirley M
- Baker, Jen
- Bryant, Kylie

[Add >>](#)

[<< Remove](#)

[Add Students](#)

- The list of students has now been added to your eligibility list

- As you can see, the position and uniform number does not appear on the list at this time. You can update this information at any time during the course of the season.
- If you would like to allocate uniform numbers and positions you must click on the student to edit their position and uniform number

Team Information				
[ <a href="#">SCHOOL INFO</a>   <a href="#">Back to Team Listing</a>   <a href="#">ADD TEAM</a> ]				
<b>Classification:</b>	A			
<b>Sport:</b>	Soccer			
<b>Category:</b>	Junior			
<b>Gender:</b>	Girls			
<b>Primary Uniform Color:</b>	Black			
<b>Alternate Uniform Color:</b>	Yellow			
<a href="#">Edit Team</a>   <a href="#">Delete Team</a>   <a href="#">Print Team Roster</a>   <a href="#">Email Team Roster</a>				
Team Coaches [ <a href="#">ADD TEAM COACH</a> ]				
Coach Name	Position	Type	Gender	
<a href="#">Cameron Diaz</a>	Head Coach	Community	Female	<a href="#">[Remove]</a>
<a href="#">Catriona Le May Doan</a>	Assistant Coach	Staff	Female	<a href="#">[Remove]</a>
Team Students [ <a href="#">ADD TEAM STUDENT</a>   <a href="#">EXPORT STUDENTS</a> ]				
Name	Position	Black Uniform #	Yellow Uniform #	
<a href="#">Jen Baker</a>				<a href="#">[Remove]</a>
<a href="#">Kylie Bryant</a>				<a href="#">[Remove]</a>
<a href="#">Shirley M Gravel</a>				<a href="#">[Remove]</a>
[ <a href="#">SCHOOL INFO</a>   <a href="#">Back to Team Listing</a>   <a href="#">ADD TEAM</a> ]				

- Once a student is selected from the team list, the following student form will appear

Team Student Form	
<a href="#">Back to Team Info</a>	
<b>Team Sport:</b>	Soccer - Junior - F
<b>Student Name:</b>	<input type="text" value="Bryant, Kylie"/>
<b>Position:</b>	<input type="text" value="Goalie"/>
<b>black Uniform #:</b>	<input type="text" value="1"/>
<b>yellow Uniform #:</b>	<input type="text" value="7"/>
<a href="#">Update Student</a>	

- Indicate their position if applicable; this may either be a position (as in team sports), or weight class (as in wrestling for example).
- Indicate their uniform number if applicable.
- Click the **UPDATE STUDENT** button to continue.

- Follow this process for each student.

**Team Information**

[ [SCHOOL INFO](#) | [Back to Team Listing](#) | [ADD TEAM](#) ]

**Classification:** A

**Sport:** Soccer

**Category:** Junior

**Gender:** Girls

**Primary Uniform Color:** Black

**Alternate Uniform Color:** Yellow

[Edit Team](#) | [Delete Team](#) | [Print Team Roster](#) | [Email Team Roster](#)

**Team Coaches** [ [ADD TEAM COACH](#) ]

Coach Name	Position	Type	Gender	
<a href="#">Cameron Diaz</a>	Head Coach	Community	Female	<a href="#">[Remove]</a>
<a href="#">Catriona Le May Doan</a>	Assistant Coach	Staff	Female	<a href="#">[Remove]</a>

**Team Students** [ [ADD TEAM STUDENT](#) | [EXPORT STUDENTS](#) ]

Name	Position	Black Uniform #	Yellow Uniform #	
<a href="#">Jen Baker</a>	Forward	2	2	<a href="#">[Remove]</a>
<a href="#">Kylie Bryant</a>	Goalie	1	7	<a href="#">[Remove]</a>
<a href="#">Shirley M Gravel</a>	Defence	7	8	<a href="#">[Remove]</a>

[ [SCHOOL INFO](#) | [Back to Team Listing](#) | [ADD TEAM](#) ]

- The student's position and uniform numbers have now been updated on the eligibility list  
***(If you choose not to enter the position and uniform numbers at this time, please note that this must be completed if you qualify for OFSAA championship)***
- Once you have completed the eligibility list, you have a few options: **PRINT** the completed roster or **EMAIL** the completed roster.
- Click on the appropriate button to perform your desired action.

- The following screen appears after the **PRINT TEAM ROSTER** button is selected.

School Information							
<b>School Name:</b>		A. A. A. CWOSSA					
<b>Association:</b>		CWOSSA					
<b>Address:</b>		700 Lakeshore Drive Kitchener, ON, L8J 3Z3					
<b>Phone:</b>		519 555 5800					
<b>Fax:</b>		519 555 8699					
<b>Email:</b>							
<b>Website:</b>							
School Team Information							
<b>Classification:</b>		A					
<b>Sport:</b>		Soccer					
<b>Category:</b>		Junior					
<b>Gender:</b>		Girls					
<b>Primary Uniform Colour:</b>		Black					
<b>Alternate Uniform Colour:</b>		Yellow					
Team Coaches							
Name		Phone:		Type		Position	
Cameron Diaz		905 761 6155		Community		Coach	
Catriona Le May Doan				Staff		Assistant Coach	
School Team Roster							
Name	Position	Black Uniform #	Yellow Uniform #	Year of Grade 9 Entry	Date of Birth	Credits (S1:S2:Year:Accum)	Transfer Section Cleared
Jen Baker	Forward	2	2	2001	05/01/1996	0:0:0:0	N/A
Kylie Bryant	Goalie	1	7	2001	01/01/1996	0:0:0:0	N/A
Shirley Gravel	Defence	7	8	2005	21/04/1990	0:0:0:0	N/A

**Coach Signature:** \_\_\_\_\_

**Athletic Director /Phys. ED Head Signature:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_

**Association Convenor Signature:** \_\_\_\_\_

[ **PRINT** ]

- The information regarding the school is imported into this print roster. This includes the school address, team name & colour, coaches, and student athlete information.
- There is also an area for signatures.
- Although the eligibility list can be emailed in advance, most associations still require a signature. Print off the form, have it signed by the appropriate individuals and then deliver the list to your association convenor at the pre-season coaches meeting.

- The following screen appears after the **EMAIL TEAM ROSTER** button is selected.

School Information							
<b>School Name:</b>	A. A. A. A. CWOSSA						
<b>Association:</b>	CWOSSA						
<b>Address:</b>	700 Lakeshore Drive Kitchener, ON, L8J 3Z3						
<b>Phone:</b>	519 555 5800						
<b>Fax:</b>	519 555 8699						
<b>Email:</b>							
<b>Website:</b>							
School Team Information							
<b>Classification:</b>	A						
<b>Sport:</b>	Soccer						
<b>Category:</b>	Junior						
<b>Gender:</b>	Girls						
<b>Primary Uniform Colour:</b>	Black						
<b>Alternate Uniform Colour:</b>	Yellow						
Team Coaches							
Name	Phone:	Type	Position				
Cameron Diaz	905 761 6155	Community	Coach				
Catriona Le May Doan		Staff	Assistant Coach				
School Team Roster							
Name	Position	Black Uniform #	Yellow Uniform #	Year of Grade 9 Entry	Date of Birth	Credits (S1:S2:Year:Accum)	Transfer Section Cleared
Jen Baker	Forward	2	2	2001	05/01/1996	0:0:0:0	N/A
Kylie Bryant	Goalie	1	7	2001	01/01/1996	0:0:0:0	N/A
Shirley Gravel	Defence	7	8	2005	21/04/1990	0:0:0:0	N/A

**Coach Signature:** \_\_\_\_\_

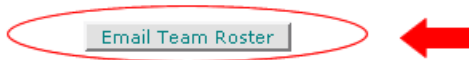
**Athletic Director /Phys. ED Head Signature:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_

**Association Convenor Signature:** \_\_\_\_\_

**Email To:**

**Email From:**



- In the Email TO: field, enter the email address(es) of the recipient(s).
- In the EMAIL FROM field insert your email address.
- Click the **EMAIL TEAM ROSTER** button to email the eligibility list.

## EXPORTING STUDENT AND COACH LISTS

- Schools have the ability to export the list of students/coaches that appear in the system
- Once the **EXPORT STUDENTS** or **EXPORT COACHES** button is selected, you will be able to open/save the exported excel document to the location of your choice
- Once you have exported the list, you may now manipulate the file for your own purpose
- This utility will come in handy for schools that record athletic points or letters
- This will allow you to quickly look at student sport involvement

The screenshot shows the OFSAA Administration Site interface. At the top, there is a header with the OFSAA logo, user information (User: School AAA (Test User)), language options (English | Français), and a LOGOUT link. Below the header is a navigation bar with "OFSAA - Administration Site". The main content area is titled "School Information" and contains a table with the following details:

<b>School Name:</b>	A.A.A. Test School
<b>Association:</b>	COSSA
<b>Classification:</b>	AA
<b>Team Name:</b>	Mighty Hawks
<b>Address:</b>	555 Anywhere
<b>City:</b>	Collingwood
<b>Province:</b>	ON
<b>Postal Code:</b>	L9Y 4B9
<b>Phone:</b>	519 576 5100
<b>Fax:</b>	
<b>Email:</b>	<a href="mailto:School@LAFSolutions.com">School@LAFSolutions.com</a>
<b>Website:</b>	<a href="http://www.LAFSolutions.com">http://www.LAFSolutions.com</a>
<b>Last Updated:</b>	08/09/2006 12:21 PM

Below the table, there is an "Edit School" button. Underneath, there are navigation links for "Students", "Coaches", "Teams", and "OFSAA Championship Registration". The "Students" and "Coaches" sections have links for "REGISTERED STUDENTS", "ADD STUDENT", "EXPORT STUDENTS", "REGISTERED COACHES", "ADD COACH", and "EXPORT COACHES". The "EXPORT STUDENTS" and "EXPORT COACHES" links are circled in red, and a red arrow points to them from the right.

You are able to perform the export command via two methods:  
Via your school main page. (see above: this option will export all of the students)

1. Via the team eligibility list. (see below: this option will export the list of students for that particular team)

The screenshot shows the "Team Information" page. At the top, there are navigation links: [ SCHOOL INFO | Back to Team Listing | ADD TEAM ]. The team details are as follows:

<b>Classification:</b>	A
<b>Sport:</b>	Soccer
<b>Category:</b>	Junior
<b>Gender:</b>	Girls
<b>Primary Uniform Color:</b>	Black
<b>Alternate Uniform Color:</b>	Yellow

Below the details are buttons: "Edit Team", "Delete Team", "Print Team Roster", and "Email Team Roster". The "Team Coaches" section has an "ADD TEAM COACH" link and a table:

Coach Name	Position	Type	Gender	
<a href="#">Cameron Diaz</a>	Head Coach	Community	Female	[Remove]
<a href="#">Catriona Le May Doan</a>	Assistant Coach	Staff	Female	[Remove]

The "Team Students" section has an "ADD TEAM STUDENT" link and an "EXPORT STUDENTS" link. The "EXPORT STUDENTS" link is circled in red, and a red arrow points to it from the right. Below it is a table of students:

Name	Position	Black Uniform #	Yellow Uniform #	
<a href="#">Jen Baker</a>	Forward	2	2	[Remove]
<a href="#">Kylie Bryant</a>	Goalie	1	7	[Remove]
<a href="#">Shirley M Gravel</a>	Defence	7	8	[Remove]

At the bottom, there are navigation links: [ SCHOOL INFO | Back to Team Listing | ADD TEAM ].

## REGISTERING FOR AN OFSAA CHAMPIONSHIP

Please note that schools **will not** be required to use the system to register for the following championships that already use the HYTEK program:

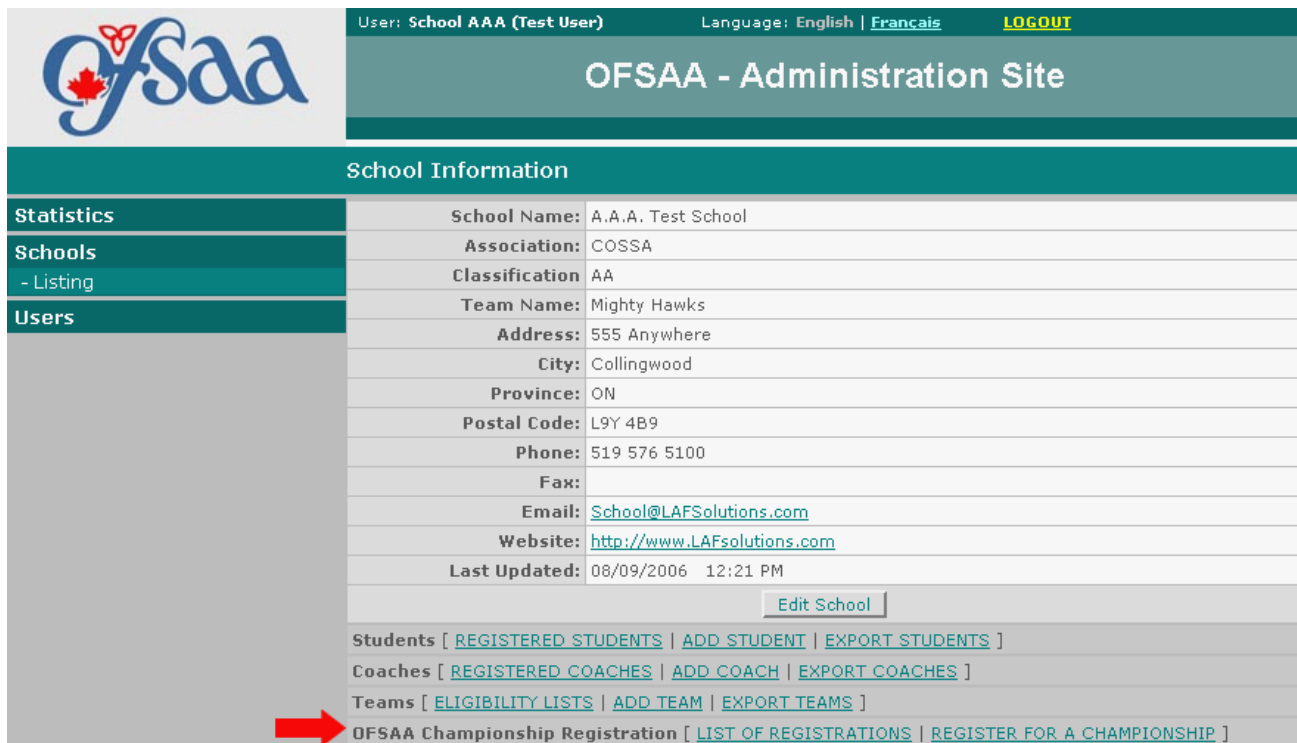
1. Cross Country
2. Alpine Skiing
3. Swimming
4. Nordic Skiing
5. Track & Field

***Before you register your team for an OFSAA championship, please finalize any information on the team eligibility list (i.e. adding/removing players, allocating position and uniform number) prior to commencing the registration process.***

The registration process will require you complete:

- A. Team information
- B. Media information
- C. Seeding information (for team sports)
- D. Game results (for team sports)

- To register for an OFSAA championship, click on the **REGISTER FOR A CHAMPIONSHIP** button under the School Information page.



The screenshot shows the OFSAA Administration Site interface. At the top, there is a header with the OFSAA logo on the left and user information on the right: "User: School AAA (Test User)", "Language: English | Francais", and a "LOGOUT" link. Below the header is a dark green bar with the text "OFSAA - Administration Site".

The main content area is titled "School Information" and contains a table with the following details:

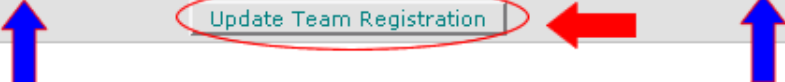
<b>Statistics</b>	<b>School Name:</b> A.A.A. Test School
<b>Schools</b>	<b>Association:</b> COSSA
- Listing	<b>Classification:</b> AA
<b>Users</b>	<b>Team Name:</b> Mighty Hawks
	<b>Address:</b> 555 Anywhere
	<b>City:</b> Collingwood
	<b>Province:</b> ON
	<b>Postal Code:</b> L9Y 4B9
	<b>Phone:</b> 519 576 5100
	<b>Fax:</b>
	<b>Email:</b> <a href="mailto:School@LAFSolutions.com">School@LAFSolutions.com</a>
	<b>Website:</b> <a href="http://www.LAFSolutions.com">http://www.LAFSolutions.com</a>
	<b>Last Updated:</b> 08/09/2006 12:21 PM

Below the table is an "Edit School" button. At the bottom of the page, there are several navigation links: "Students [ REGISTERED STUDENTS | ADD STUDENT | EXPORT STUDENTS ]", "Coaches [ REGISTERED COACHES | ADD COACH | EXPORT COACHES ]", "Teams [ ELIGIBILITY LISTS | ADD TEAM | EXPORT TEAMS ]", and "OFSAA Championship Registration [ LIST OF REGISTRATIONS | REGISTER FOR A CHAMPIONSHIP ]". A red arrow points to the "REGISTER FOR A CHAMPIONSHIP" link.

## A. Team Information

- The information from the eligibility lists will be transferred to the registration form.
- Select the school team that you wish to register.
- Select the event that you are registering for from the drop down list.
- Input the same sex supervisor, if applicable. If no other adult is required put your head coach.
- Indicate the name of your principal and the name of your association convenor.
- Indicate the number of banquet attendees.
- In order to continue with the registration, you must view and agree to OFSAA policies.
- Click **CONTINUE** to proceed.

Registration Form	
<b>School Information</b>	
School Name:	A. A. A. A. CWOSSA
Association:	CWOSSA
Classification:	AAAA
Address:	700 Lakeshore Drive
City:	Kitchener
Province:	ON
Postal Code:	L8J 3Z3
Phone:	519 555 5800
Fax:	519 555 8699
Email:	
Website:	
<b>Team Registration</b>	
	* = required field.
Team: *	Soccer - Junior - F
Event: *	- Select Event -
Same Sex Supervisor: *	Kate Winslet
Principal: *	Jack Johnson
Association Convenor: *	Wilma Klondike
No. of Banquet Attendees? *	
Terms: *	<input checked="" type="checkbox"/> I agree to the Transfer, Supervision and Privacy Policies [VIEW POLICY]
<a href="#">Update Team Registration</a>	



## B. Media Information

- Add as many media contacts as you wish, as this will help the championship committee in the promotion and reporting of the championship.
- In the first field, indicate the name and or department of the individual.
- Indicate the type of media from the drop down list (Print, Television, Radio).
- Complete the additional field and click the **INSERT MEDIA CONTACT** button to add the contact.

**Registration Media Form**

<b>Instructions:</b>	<b>Please enter all the media contacts for this registration.</b> 1. Fill in the information below and click [Insert Media Contact]. <b>Add as many as you like.</b> 2. When you are finished click [Continue].
	<b>*= required field.</b>
Name/Dept: *	<input type="text" value="Sudbury Star- Norm Mayer"/>
Press Medium: *	<input type="text" value="Print"/>
Telephone:	<input type="text" value="705 674 5275"/> xxx xxx xxxx
Fax:	<input type="text" value="705 674 6834"/> xxx xxx xxxx
Email:	<input type="text" value="editorial@thesudburystar.com"/>
<input type="button" value="Insert Media Contact"/>	
You have not entered any media contacts.	
<input type="button" value="Continue"/>	

- As you can see, the contact has been added to the registration.
- In order to add another contact, simply complete the fields again and click on the **INSERT MEDIA CONTACT** button.
- Once have entered all of your contacts, click on the **CONTINUE** button.

**Registration Media Form**

<b>Instructions:</b>	<b>Please enter all the media contacts for this registration.</b> 1. Fill in the information below and click [Insert Media Contact]. <b>Add as many as you like.</b> 2. When you are finished click [Continue].			
	<b>*= required field.</b>			
Name/Dept: *	<input type="text"/>			
Press Medium: *	<input type="text" value="- Select Press Medium -"/>			
Telephone:	<input type="text"/> xxx xxx xxxx			
Fax:	<input type="text"/> xxx xxx xxxx			
Email:	<input type="text"/>			
<input type="button" value="Insert Media Contact"/>				
<b>Media Contacts</b>				
Name/Dept:	Type	Phone	Fax	Email
<a href="#">Sudbury Star- Norm Mayer</a>	Print	705 567 5275	705 567 6834	editorial@thesudburystar.com
<input type="button" value="Continue"/>				

### C. Seeding Information (for team sports)

- The following page requires information that will be vital in the seeding of teams at the championship.
- Once you have completed the below field, please click on the **CONTINUE** button.

Registration Seeding Form	
<b>Team Seeding Information</b>	
	* = required field.
Season Record: *	<input type="text" value="38-5"/>
League Record: *	<input type="text" value="13-2"/>
Has your team represented your association at OFSAA in the past 3 years? If so list significant results in each of these years:	
Last year:	<input type="text" value="semifinalist"/>
Two years ago:	<input type="text" value="champion"/>
Three years ago:	<input type="text"/>
Association performance at OFSAA in the past 3 years (list highest finish only)	
Last year:	<input type="text" value="semifinalist"/>
Two years ago:	<input type="text" value="champion"/>
Three years ago:	<input type="text" value="champion"/>
<b>Team Composition:</b>	
# of Returning Starters: *	<input type="text" value="3"/>
# of Returning Players: *	<input type="text" value="5"/>
Junior team result for this year or last season:	<input type="text" value="association semi-finals"/>
National Players(s)/Position(s):	<input type="text" value="none"/>
Provincial Player(s)/Position(s):	<input type="text" value="none"/>
Where do you feel your team should be ranked? Why? (This is strictly used for information only).	
<input type="text" value="We feel that we should be ranked in the top half of the draw"/>	
<input type="button" value="Continue"/>	

#### D. Game Results (for team sports)

- The last section of registration requires schools to list their game results. This will again be used for seeding of teams in the championship.
- You may add as many results that you have. We encourage you to list all of your game results for more accurate seeding.
- Before you start this process make sure that you have your results in your possession.
- Select the game type: Tournament, Exhibition or League Play.
- Select your opponent from the drop down list. The list is arranged alphabetically. The city of the school is also attached to the list for higher accuracy, so make sure that you have selected the correct school.
- Select the game outcome: Win, Loss, Tie.
- Enter the score of the game.
- Once you have entered the information on that particular match, click on the **INSERT GAME RESULT** button.

Registration Game Form	
<b>Instructions:</b>	<b>Please enter all the game results for this registration.</b> 1. Fill in the information below and click [Insert Game Result]. Add as many as you like. 2. When you are finished click [Continue].
	<b>* = required field.</b>
<b>Game Type: *</b>	Tournament <input type="button" value="v"/>
<b>Opponent: *</b>	A.N. Myer S.S. - Niagara Falls <input type="button" value="v"/>
<b>Game Outcome (win, loss or tie): *</b>	Loss <input type="button" value="v"/>
<b>Score: *</b>	3-2
<input type="button" value="Insert Game Result"/> 	
You have not entered any game results.	
<input type="button" value="Continue"/>	

- As you can see below, the results that have been entered appear on the bottom of the page.
- In order to add another game result, simply complete the fields again and click on the **INSERT GAME RESULT CONTACT** button.
- Once have entered all of your game results, click on the **CONTINUE** button.

Registration Game Form					
<b>Instructions:</b>		<b>Please enter all the game results for this registration.</b> 1. Fill in the information below and click [Insert Game Result]. Add as many as you like. 2. When you are finished click [Continue].			
* = required field.					
<b>Game Type:</b> *	- Select Game Type - ▼				
<b>Opponent:</b> *	- Select Opponent - ▼				
<b>Game Outcome (win, loss or tie):</b> *	- Select Game Outcome - ▼				
<b>Score:</b> *	<input type="text"/>				
<a href="#">Insert Game Result</a>					
Game Seeding Result					
Game Type	Opponent	Association	Opponent Level	OutCome	Score
<a href="#">Tournament</a>	A.N. Myer S.S.	SOSSA	AA	Loss	3-2
<a href="#">Exhibition</a>	Sir Wilfrid Laurier H.S.	NCSSAA	A	Win	5-1
<a href="#">Continue</a>					

## E. Submit Registration)

- Congratulations!! You have now completed inputting the information for registration.
- The form that you see below lists all the relevant information for registration:
  - o The school address
  - o Team name & colour
  - o Coaches & student-athlete information
  - o Team registration information
  - o Media information
  - o Seeding information (for team sports)
  - o Game results (for team sports)
- Once you have completed the registration you have a few options: Submit the registration to the championship convenor, print the completed registration or delete the registration.

Registration Display					
<a href="#">Back to Registration Listing</a>					
<b>Instructions:</b>	1. Please review and edit any information for this registration. 2. When you are finished click [Submit Registration to Convenor]. * <b>Once submitted, the registration will be available for viewing only.</b>				
<b>School Information</b>					
<b>School Name:</b>	A. A. A. CWOSSA				
<b>Association:</b>	CWOSSA				
<b>Address:</b>	700 Lakeshore Drive				
<b>City:</b>	Kitchener				
<b>Province:</b>	ON				
<b>Postal Code:</b>	L8J 3Z3				
<b>Phone:</b>	519 555 5800				
<b>Fax:</b>	519 555 8699				
<b>Email:</b>					
<b>Website:</b>					
<b>Team Information</b>					
<b>Classification:</b>	A				
<b>Name:</b>	Lakers				
<b>Sport:</b>	Soccer- Junior - girls				
<b>Roster:</b>	<b>Name</b>	<b>Gender</b>	<b>Position</b>	<b>Black #</b>	<b>Yellow #</b>
	Jen Baker	F	attaquante	2	2
	Kylie Bryant	F	gardienne	1	7
	Shirley Gravel	F	defense	7	8
<b>Coaches:</b>	<b>Name</b>	<b>Type</b>	<b>Position</b>		
	Cameron Diaz	Community	Head Coach		
	Catriona Le May Doan	Staff	Assistant Coach		
<b>Registration Information</b> [ <a href="#">EDIT</a> ]					
<b>Event:</b>	Girls' AA Soccer - Championship				
<b>Same sex supervisor:</b>	Kate Winslet				
<b>Principal:</b>	Jack Johnson				
<b>Association Convenor:</b>	Wilma Klondike				
<b>No. of Banquet Attendees:</b>					
<b>Seeding Information</b> [ <a href="#">EDIT</a> ]					
<b>Season Record:</b>	38-5				
<b>League Record:</b>	13-2				
Has your team represented your association at OFSAA in the past 3 years? If so what year(s) and list significant results in each of these years:					
<b>Last year:</b>	semifinalist				
<b>2 years ago:</b>	champion				
Association performance at OFSAA in the past 3 years (list highest finish only)					
<b>Last year:</b>	semifinalist				
<b>2 years ago:</b>	champion				
<b>3 years ago:</b>	champion				
<b>Team Composition:</b>					
<b>Returning Starters:</b>	3				
<b>Returning Players:</b>	5				
<b>Junior team result for this year or last season:</b>	association semi-finals				
<b>National Players/Positions</b>	none				
<b>Provincial Players/Positions</b>	none				
<b>Rank Opinion</b>					
We feel that we should be ranked in the top half of the draw					
<b>Media Contacts</b> [ <a href="#">ADD MEDIA CONTACT</a> ]					
<b>Name</b>	<b>Type</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>	
<a href="#">Sudbury Star- Norm Mayer</a>	Print	705 556 5275	705 556 6834	<a href="mailto:editorial@thesudburystar.com">editorial@thesudburystar.com</a>	
<b>Season Game Results</b> [ <a href="#">ADD GAME RESULT</a> ]					
<b>Type</b>	<b>Opponent</b>	<b>Association</b>	<b>Opponent Classification Level</b>	<b>OutCome (win, loss, tie)</b>	<b>Score</b>
<a href="#">Tournament</a>	A.N. Myer S.S.	SOSSA	AA	Loss	3-2
<a href="#">Exhibition</a>	Sir Wilfrid Laurier H.S.	NCSSAA	AAA	Win	5-1
<a href="#">Submit Registration to Convenor</a> <a href="#">Print Registration</a> <a href="#">Delete Registration</a>					



- If the **PRINT REGISTRATION** button is selected, the entire registration form will pop up in a separate window. Click on the Print button at the base of the form to print a copy.

Championship Registration					
<b>School Information</b>					
School Name:	A. A. A. A. CWOSSA				
Association:	CWOSSA				
Address:	700 Lakeshore Drive				
City:	Kitchener				
Province:	ON				
Postal Code:	L8J 3Z3				
Phone:	519 555 5800				
Fax:	519 555 8699				
Email:					
Website:					
<b>Team Information</b>					
Classification:	A				
Name:	Lakers				
Sport:	Soccer- Junior - girls				
Roster:	Name	Gender	Position	Black #	Yellow #
	Jen Baker	F	attaquante	2	2
	Kylie Bryant	F	gardienne	1	7
	Shirley Gravel	F	defense	7	8
Coaches:	Name	Type	Position		
	Cameron Diaz	Community	Head Coach		
	Catrina Le May Doan	Staff	Assistant Coach		
<b>Registration Information</b>					
Event:	Girls' AA Soccer - Championship				
Same sex supervisor:	Kate Winslet				
Principal:	Jack Johnson				
Association Convenor:	Wilma Klondike				
No. of Banquet Attendees:					
<b>Seeding Information</b>					
Season Record:	38-5				
League Record:	13-2				
Has your team represented your association at OFSAA in the past 3 years? If so what year(s) and list significant results in each of these years:					
Last year:	semifinalist				
2 years ago:	champion				
Association performance at OFSAA in the past 3 years (list highest finish only)					
Last year:	semifinalist				
2 years ago:	champion				
3 years ago:	champion				
<b>Team Composition:</b>					
Returning Starters:	3				
Returning Players:	5				
Junior team result for this year or last season:	association semi-finals				
National Players/Positions:	none				
Provincial Players/Positions:	none				
<b>Rank Opinion</b>					
We feel that we should be ranked in the top half of the draw					
<b>Media Contacts</b>					
Name	Type	Phone	Fax	Email	
Sudbury Star- Norm Mayer	Print	705 556 5275	705 556 6834	<a href="mailto:editorial@thesudburystar.com">editorial@thesudburystar.com</a>	
<b>Season Game Results</b>					
Type	Opponent	Association	Opponent Classification Level	OutCome (win, loss, tie)	Score
Tournament	A.N. Myer S.S.	SOSSA	AA	Loss	3-2
Exhibition	Sir Wilfrid Laurier H.S.	NCSSAA	AAA	Win	5-1
Coach Signature: _____					
Athletic Director /Phys. ED Head Signature: _____					
Principal Signature: _____					
Association Convenor Signature: _____					

- Provided that you haven't submitted the registration to the convenor, you may go back to any of the areas of the registration to edit the information.

The screenshot shows the OFSAA Administration Site interface. At the top, there is a header with the OFSAA logo on the left and user/site information on the right: "User: NOSSA", "Site: ADMIN", "Language: English | Français", and a "LOGOUT" link. Below the header is a teal banner with the text "OFSAA - Administration Site".

The main content area is titled "Registration List". On the left side, there is a navigation menu with the following items: "Statistics", "Schools", "- Listing", and "Users".

The "Registration List" table has the following structure:

School Information		
A. A. A. A. NOSSA		
Registration List		
Event	Team:	Date Submitted
<a href="#">Boys' A/AA Hockey</a>	Hockey - Junior	
<a href="#">Girls' AA Soccer</a>	Soccer - Senior	

A red arrow points from the top of the table down to the "Date Submitted" column header. The "Date Submitted" column header and the two data rows below it are circled in red.

At the bottom of the table, there is a link: [\[ SCHOOL INFO \]](#)

## GENERATING PARTICIPATION STATISTICS

- If you are interested in examining participation statistics, simply click on the **STATISTICS** link in the navigation tree.
- You are able to generate queries on a number of overall reports (i.e. number of overall girls' participants).
- You may also generate reports that are specific to regional associations, sports, gender, students, or coaches.

The screenshot displays the OFSAA Administration Site interface. At the top, the OFSAA logo is on the left, and user information (User: NOSSA, Site: ADMIN, Language: English | Français) and a LOGOUT link are on the right. Below this is a navigation menu with links for Statistics, Associations, Schools, and Users. The main content area is titled 'Stats Form' and contains two sections:

- Overall Number Reports** (highlighted with a red circle):
  - Instructions:** To begin, select the information you would like to return, then click the [Search] button.
  - Search For:** A dropdown menu currently showing "-- Select --".
  - Buttons:** Search and Reset.
- Association to Sport Spreadsheet** (highlighted with a blue circle):
  - Instructions:** Enter info into one or more fields below then click the [Search] button. NOTE: The more fields you enter the less data you will receive back.
  - Search For:** A dropdown menu currently showing "-- Select --".
  - Association:** A dropdown menu currently showing "-- All --".
  - Sport:** A dropdown menu currently showing "-- All --".
  - Gender:** A dropdown menu currently showing "-- All --".
  - Buttons:** Search and Reset.

## FTP OF SCHOOL LISTS: SCHOOL BOARD REPRESENTATIVE

In order to FTP a file of students for school use in the AELS program, you must first generate a report of your students and export it into an **EXCEL** file. (This task will be made much easier if you have a way of identifying the student athletes within each secondary school). The below listed items **are required**:

School	First Name	Middle Initial	Last Name	Date of Birth (dd/mm/yyyy)	Year of Grade 9 Entry	Gender
Sir Wilfrid Laurier HS	Steve	D	Sevor	21/11/1976	1990	M

One file for the entire board would be preferred as opposed to individual files for each school. Once the EXCEL file has been saved on your computer, you can proceed to the FTP site.

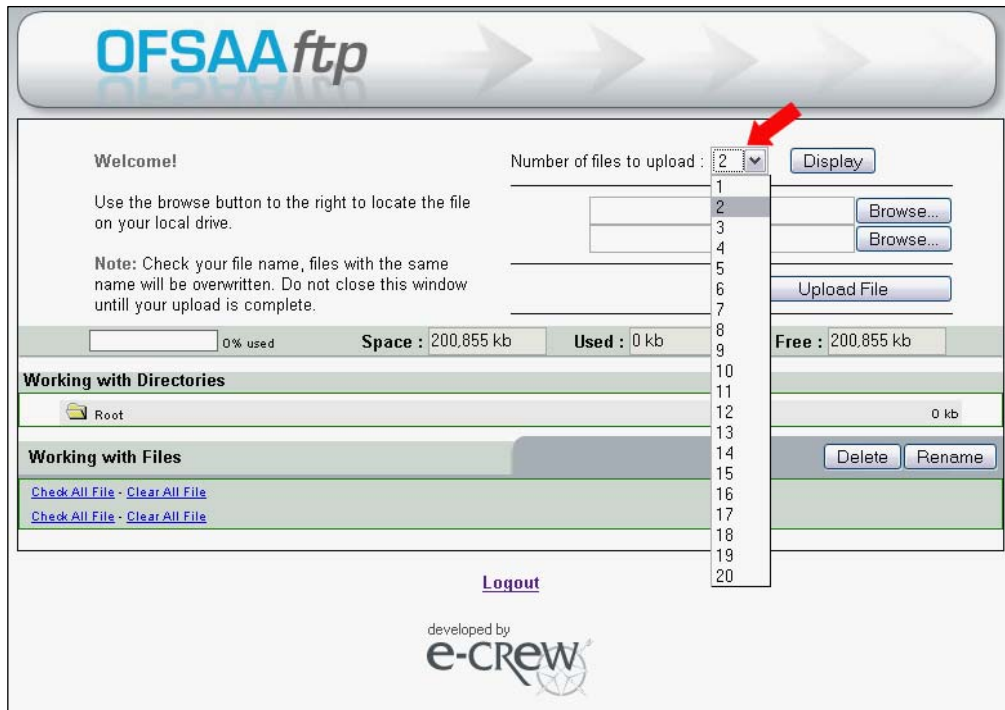


- You can access the OFSAA FTP from any location via the internet provided that you connected or have access to the internet. .
- The FTP address is as follows:  
**<http://www.ofsaa.on.ca/fileManager/>**
- 
- OFSAA staff will provide you with a unique login to the OFSAA FTP site  
**Contact: Steve Sevor** (OFSAA Assistant Director) for your login information  
Tel: (416) 426-7440 or [steve@ofsaa.on.ca](mailto:steve@ofsaa.on.ca) for your login information



- Enter your Username and Password (please note that login information is case sensitive).

- Once you have logged on to the FTP site you will see the following welcome screen
- As you can see below, you can upload up to 20 files at a time
- Select the number the number of files



- Click on BROWSE buttons to upload each file

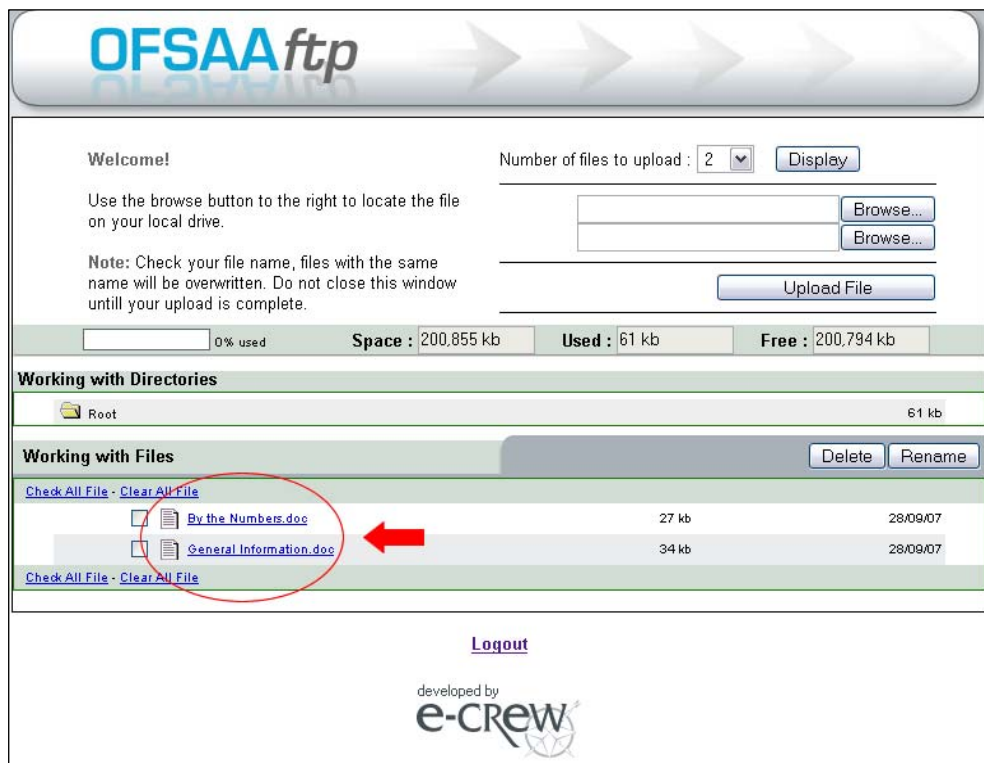


- Click on the upload file

- As you see below, you will get a confirmation message regarding the files



- To return main page, click on the **BACK TO FILE MANAGER** link
- Under the Working Files Section, you can see that the files have now been uploaded



- OFSAA staff can now upload the file to the AELS program for use by your member schools