

# **AELS Instructional Guide: OFSAA Team Registration**

The following is a simplified guide to using the AELS system and registering for a OFSAA team event. Should you have any problems using the system, please contact Shamus Bourdon at [shamus@ofsaa.on.ca](mailto:shamus@ofsaa.on.ca) or 416-426-7440.

## **Accessing the AELS Site**

- 1) Go to [www.ofsaa.on.ca](http://www.ofsaa.on.ca) at the top of the page you will find a link labelled “AELS Login”
- 2) You will be asked for a username and password. These will have been sent to someone identified as the AELS contact at your school

## **Forgot Your Password**

- 1) If your school is unable to locate their password you can click the “*request new password*” option on the AELS Login page. The system will then email a new password to the email associated with your school. If you use this function, it is important that you inform all other AELS users at your school of the new password
- 2) As an alternative, you can contact the OFSAA office and they can reset the password to a password of your choosing

## **Adding Students to your Database**

There are two ways in which this can be done: manually (one student at a time) or a mass upload.

### **Steps to Adding a Student Manually** (one at a time)

- 1) Click the **ADD STUDENT** button
- 2) Enter the Student’s First Name, Last Name, Date of Birth, Year of Entry into Grade 9, and Gender
- 3) Click the **SAVE** button

## **Editing Student Information**

- 1) Click “*Registered Students*” links on the right hand side of your home page
- 2) Using the search bar, type in the name of the student you would like to edit and click the **SEARCH** button
- 3) The name of the student should appear. Under the “Action” heading, click the **EDIT** button
- 4) You can now make changes to your student. Click the **SAVE** button once completed

## **Steps to Add a Coach**

- 1) Click the **ADD COACH** button
- 2) Complete the information boxes
- 3) Click the **SAVE** button

**Note: You must create students and coaches that are not already in the database prior to creating a team.**

## **Creating a Team**

- 1) Make sure all the coaches and students you want to include on the team have been added to the database (see **Adding Coaches** and **Adding Student** section)
- 2) Click the **ADD TEAM** button
- 3) Enter all the team information and click the **SAVE** button
- 4) The next page will ask you to select your coaches. In the textbox, type the name of the coach and select the coach once the full name appears. Make sure to click the check box if they are a “head coach”
- 5) If you have more coaches, click the **ADD ANOTHER COACH** button. Once all coaches have been added, click the **SAVE** button
- 6) The next page will ask you to select your students. In the textbox, type the name of the student and select the student once the full name appears. You can also include other information such as uniform number and position
- 7) Click the **ADD ANOTHER STUDENT** button for additional roster members
- 8) Once all your students are added click the **SAVE** button

## **Editing Team Information: If needed prior to an OFSAA registration.**

- 1) Click the “*Teams*” link on the right hand side of the home page
- 2) To change information about the team itself, not the coaches or athletes (i.e. sport, uniform color, etc.) click the **EDIT** button under the “Action” column
- 3) To change team member information click directly on the team name **NOT** the **EDIT** button.
- 4) This brings you to your Team’s page
- 5) To add, delete, or change team member information (i.e. jersey number) click the **EDIT ROSTER** link
- 6) To add, delete, or change the team coaches click the **EDIT COACHES** link

## **Printing Eligibility Lists: Required for registration purposes.**

Save the team as a PDF and print to obtain appropriate signatures.

### **Saving as a PDF:**

- 1) Click “*Teams*” on the right side of the home page
- 2) Click on the PDF VERSION button
- 3) Click “Save” when asked if you’d like to “Open” or “Save” the file
- 4) You can now save the eligibility lists to your computer
- 5) Using your computer’s email system, you can now attach the PDF eligibility list and email to your recipients

## Registering and Managing OFSAA Registrations

If your team qualifies for OFSAA, please make sure to visit the specific OFSAA Championship website for registration instructions under “for coaches” as not all OFSAA Championships use AELS for registration.

- 1) Once you have created your TEAM (see Creating Team instructions above), click the **REGISTER FOR OFSAA EVENT** button on the right of your homepage
- 2) Complete the required information
- 3) If your registration is complete and ready to be submitted, click the **SUBMIT** button. This will send your registration to the Championship Convenor (you will not be able to edit the registration after this point without having to re-submit the entire registration)
- 4) Submitted registrations will appear under your “Registrations” section with the date the registration was submitted.
- 5) Registrations that have been created but not submitted can be edited at any time by clicking on the “Registrations” link on the right of the homepage and then clicking on the “edit” function beside the registration event name
- 6) A confirmation email will be sent to the email address listed in the “Head Coach Email” field.