TABLE OF CONTENTS

1. Signing into S1........................................................................................................p.3-4
   • First time users
   • “forgot my password”
2. How to register all your students into the S1 system.......................................p.5-6
   • An entire grade or school
   • For less then 15 students
3. How to register a team to a league......................................................................p.7
4. How to add a coach(es)......................................................................................p.8
   • How to assign a coach to a team
5. How to register players onto a team......................................................................p.9-12
   • How to add additional information (ex: jersey numbers)
   • How to register individuals for swimming
   • How to register individuals for track & field
6. How to print a scoresheet.....................................................................................p.13
   • How to print scoresheets for a volleyball tournament
7. How to input the score a scoresheet after a match...........................................p.14
   • Ethical Points
   • Athlete Presence
SIGNING INTO S1

FOR FIRST TIME USERS

FOR ELEMENTARY SCHOOLS

1. Assign someone at your school to be the “School Representative”.
   ❖ The School Representative will be responsible for the following.
   a) Registering all your students into the S1 system
   b) Registering teams for GMAA Playdays on the S1 system
   c) Assigning coaches to each team
   d) Registering players to each team.

2. Once an individual has been assigned to the role, contact the GMAA office
   and we will send you a link by email to set up your password.
   ❖ Please note that your username will be your email address, and you
   have 24 hours to activate your account.

FOR HIGH SCHOOLS

S.A.C Reps

a) The S.A.C Rep will automatically be assigned as “School Representative” by
the GMAA office
   ❖ The School Representative will be responsible for the following.
   a) Registering all your students into the S1 system
   b) Registering teams to leagues
   c) Assigning coaches to each team
   d) Registering players to each team.

b) If you are a new S.A.C Rep, contact the GMAA office and we will send you a
   link by email to set up your password.
   ❖ Please note that your username will be your email address, and you
   have 24 hours to activate your account.
High School Coaches

1. Once your S.A.C Rep has assigned you to your team on the S1 system. You will receive a link by email to set up your password.
   - Please note that your username will be your email address, and you have 24 hours to activate your account.
   - Make sure to check your junk mail, as the email may be sent there.

   "FORGOT MY PASSWORD"

If you forget your password, contact your SAC Rep and they will send you a link by email to reset your password.
HOW TO REGISTER ALL YOUR STUDENTS INTO THE S1 SYSTEM.

For more than 15 students

1. Ask your secretary for an excel sheet with the students first name, last name, and permanent code (each in a separate column).

   *If you have already done this the year prior, you will only have to ask your secretary for the kindergarten and grade 7 students.

2. Once you have the excel sheet.
   a) The School Representative must log into their S1 Account
   b) On your main page select “Upload Data (Registrar Only)” and a excel sheet will download.
   c) Open the excel sheet, and there will be two tabs on the bottom, select “Athletes”
   
   d) Copy and paste all the permanent codes, first and last name in the appropriate column. Once you do that, their gender and birthday will fill out automatically.

   ❖ The rest of the columns stay blank
e) “A” and the “Institution” must be present next to all the students. The easiest way to do this is to copy the “A” and the Institution, select all the cells under and paste.
f) Save the document on your computer.
g) Go to “Actions” on the top right of screen and select “Upload Data”

h) Select the file and hit save changes!
   *It normally takes up to 24 hours for your students to show up.

For less then 15 students

a) Under the “action” tab on the top right of your screen, select “add a student athlete”
b) Enter their permanent code
c) Assign them to the correct team.
HOW TO REGISTER A TEAM TO A LEAGUE

a) Under the “action” tab on the top right of your screen, select “register a team to a league”

I. Region- GMAA
II. Discipline- the sport you are registering a team into
III. Sector- LEAVE BLANK
IV. Division- LEAVE BLANK
V. Category- Bantam, Midget or Juvenile
VI. Gender- Men or Women
VII. Select the team

Register a Team to a League

<table>
<thead>
<tr>
<th>Region</th>
<th>GMAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline</td>
<td>Basketball</td>
</tr>
<tr>
<td>Sector</td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Bantam</td>
</tr>
<tr>
<td>Gender</td>
<td>Men</td>
</tr>
</tbody>
</table>

Leagues

Basketball B Boys D3
Basketball B Boys D3
Basketball B Boys D4 Level 1
Basketball B Boys D4 Level 2

Cancel   Save changes
HOW TO ADD A COACH

1. Under the “action” tab on the top right of your screen, select “add a coach”
   I. Fill in all the coach’s information, the more information you enter the easier it will be for other coaches to get in contact with your coach. (ex: schedule changes).

2. Once the coach is added you can assign them to a team.
   *ASSIGNING A COACH TO A TEAM IS NOW MANDATORY*
   I. Select list of teams on your main page and click the team you would like to assign the coach to.
      - List of Students-Athletes
      - List of Coaches
      - List of Teams
      - List of External Sports Facilities
      - Games Calendar
   II. Under the “action” tab, select “coach selection”
   III. Select the coach
      ❖ If your coach does not show up, deselect the box in the top left (ex: Coaches who’ve coached Basketball only)”
HOW TO REGISTER A PLAYER TO A TEAM

1. Once you have added all the students to your S1 account (See page 3), select list of teams on your main page and click the team you would like to register the players to.

2. Under the “action” tab, select “athlete selection”

3. Select all the athletes.
   
   - If an athlete does not show up;
     
     I. Unselect “Athletes who've played 'Soccer' only”
     II. The athlete may be a transfer, if that is the case, email the office the student’s permanent code and we will transfer the student.
HOW TO REGISTER FOR SWIMMING

* Make sure to give yourself ample time to do this!!*

1. Register all 6 teams to a league (swimming).
   - Bantam Girls & Boys
   - Midget Girls & Boys
   - Juvenile Girls & Boys
2. Register all swimmers and coaches into their correct team.
   ❖ Swimmers cannot swim up a category.
3. Once all teams and players are registered, you must confirm which swim meet you will be attending and register each swimmer into their individual events.
   a)
4. You must register for relay for the championships only.
   * under actions make sure to list all the swimmers who are participating in the relay in the correct order.
HOW TO REGISTER FOR TRACK & FIELD

* Make sure to give yourself ample time to do this!!*

1. Register all 6 teams to a league (Indoor or Outdoor Track & Field).
   - Bantam Girls & Boys
   - Midget Girls & Boys
   - Juvenile Girls & Boys

2. Register all athletes and coaches into their correct team.

3. Once all teams and players are registered, you must confirm which track meet you will be attending and register each athlete into their individual events.
HOW TO PRINT A SCORESHEET

1. On your main page select “games calendar”.

   - List of Students-Athletes
   - List of Coaches
   - List of Teams
   - List of External Sports Facilities
   - Games Calendar

2. Next to the game you would like to print game sheet for, select the 3 dots on the far right and select “generate game sheet”.

3. If you want to print the scoresheets for all 6 games in a volleyball tournament, select “matchs pour lesquels institution est responsable” in the top right of the screen.
HOW TO INPUT THE SCORE AND SCORESHEET AFTER A MATCH

1. Under the “action” tab on the top right of your screen, select “dashboard”.  
2. Click on the game and follow the steps.  
   - Make sure you take a picture or scan the scoresheet ahead of time and save it on your computer.  
   - Make sure the ethical points are correct before continuing to the next step  
   - Step 3 is now mandatory; the presence of each athlete must be recorded.  
3. Please note that you only have 18 hours from the start of the match to enter the score and 72 hours to upload the scoresheet before a fine will be given.