



ExNet Online Registration Help Guide

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Introduction

ASAA online registration has been in place for three years now and feedback from our member schools has been mostly positive. It was designed to save our member schools time and money and, with few exceptions, it has proven to do so.

With online registration, student information is securely entered through the ASAA website (no special software needed) and once the information is entered into the database, it will remain there for all three years of a student's eligibility. Team registrations are easy. Schools just need to add coach information and select their team from among the schools list of athletes entered in the database. That's all there is to it.

While online registration was created to save your school time and money, it also benefits your zone and the ASAA. Previously, both your zone secretary and the ASAA office would manually double and triple check the eligibility of students for schools. ExNet online registration will not allow ineligible students to be added to team rosters, protecting the integrity of the eligibility process.

Other benefits of ExNet include:

- The ability to produce roster printouts for use in local tournament programs.
- The ability to generate accurate participation numbers for funding/government purposes.
- The ability to provide lists of eligible athletes to zone and provincial tournament hosts to prevent ineligible students from competing in ASAA activities.

This manual is meant to guide users of ExNet through the registration process. Please refer to it as needed and share it with anyone who is asked to register teams throughout the year. If problems do arise that this manual does not address, please don't hesitate to contact the ASAA office at 780-427-8182.

What do I need before I start?

- User ID and Password (check with your principal or athletic director if you don't know these)
- Coach work phone number, NCCP levels, and an emergency contact number (mandatory)
- Team advisor home phone number (if the coach is a non-teacher coach)
- The following information for each student athlete:
 1. First and last name
 2. Birth date
 3. Current grade
 4. Year the student entered grade 10
 5. Alberta student number (from Alberta Learning – SIRS)
 6. number of instructional minutes per semester
 7. uniform number*
 8. height*
 9. position*

* not mandatory nor applicable to all sports

ASAA Online Registration Policy and Deadlines

SECTION IV – ACTIVITIES D. Athlete Registration pages 50-51, ASAA Policy Handbook 2005/06

D. Athlete Registration

1. The principal of the high school shall be provided with a password to access ExNet, the ASAA's online registration system. The onus of responsibility rests on the principal for confirmation of the required eligibility qualifications.
2. A school cannot register more than one team per category or classification in each activity for ASAA provincial competition.
3. Registrations for all sports must be submitted online at www.asaa.ca. Registration deadlines are as follows:
If the deadline falls on a Saturday, Sunday or statutory holiday, the deadline remains in effect.

Sport	Deadline	Min. # of students required	Deadline to add students
Golf	12-Sep	1	Zone tournament
X-Country	5-Oct	1	Zone meet
Volleyball	15-Oct	6	1-Nov
Football	15-Oct	12 primary school 1 secondary school	1-Nov
Basketball	15-Dec	5	15-Feb
Wrestling	1-Feb	1	15-Feb
Curling	22-Jan	4 per category	8-Feb
Cheerleading	22-Jan	4 small/coed 13 large	8-Feb
Badminton	15-Apr	1	Zone tournament
Track & Field	15-May	1	Zone meet
Rugby		TBD at the 2005 Annual Planning Meeting	

Track and Field: Zones must submit their team list using the Hy-Tek disk provided by the ASAA. Deadline for submission is the Tuesday prior to provincials at 12:00 p.m.

4.Late Registrations:

Golf, Cross Country, Badminton, Track and Field:

Team registrations after the online registration deadline and before the respective zone tournament deadline will be accepted subject to the late registration policy below. Additional students will be accepted after the respective zone tournament deadline subject to the late registration policy.

Volleyball, Football, Wrestling, Curling, Cheerleading, Basketball, Rugby:

Team registrations after the online registration deadline and player additions after the additional student deadline will be accepted subject to the late registration policy.

Late Registration Policy

A school that misses a registration deadline (team registration deadline, adding players deadline, or school registration deadline) can appeal to the ASAA for acceptance of a late registration following the guidelines set out in SECTION VI - APPEAL PROCEDURE, pages 60-64. All players listed on late registrations should meet all eligibility requirements of the ASAA effective on the date of the registration deadline. If the late registration is approved, then a penalty of \$150 per player to a maximum of \$500 per team will be levied and confirmation of payment (e.g., photocopy of the cheque) must be received by the ASAA office prior to the late team or player registration being accepted. Fifty per cent of all late registration fees collected from schools within a zone will be remitted to that zone. The other 50 per cent will be allocated to the ASAA endowment fund annually. A late registration form can be found online at www.asaa.ca.

Note: For the purposes of late registrations, golf, curling and wrestling team registrations are each considered one team even if they have male and female members (i.e., the most a school can be penalized for these sports is \$500)

Note: In the event of a late school registration (i.e., after October 10) being accepted, the late registration fee of \$500 would be required in addition to annual zone and ASAA membership fees.

Definitions

ExNet

ExNet is the functional name of the software used to power the ASAA online registration system.

Joint School Teams

In the event an ASAA member school is unable to provide a team in the team sports of basketball, volleyball, cheerleading, curling and football (please refer to page 85), individual students from a school may participate with another ASAA member school team within their zone. Schools are not required to send all of their students to the same school to form a joint school team. A school, however, cannot receive students for a specific team from more than one school (except in football - see page 85). Participation with another member school can only occur with the mutual consent of the two principals, the athletic directors and the respective zone. The combined populations of the two schools will determine at which classification level the team will compete in that sport only and the ASAA must be notified of such participation.

Online registration for Joint School Teams

When registering a joint school program, the primary school must first register their team using the online registration program, selecting the name of the secondary school before the secondary school can add players. **Primary schools must not add the students from the secondary school onto their own eligibility list.**

Note: Insurance and liability issues involving students from one school playing for another school are the responsibility of the member schools involved and their local school jurisdictions.

Primary School

If teams are formed using the joint school policy, one of the schools will be the primary school. This school should be the school where practices occur; the school where the coach is based at; or the school with the majority of athletes on the team. In the ExNet registration process, the primary school is responsible for registering the team and for indicating which team (or teams in football) it is combining with. The primary school **must not** register athletes from the secondary school in its database in order to put them on the team.

Secondary School

If teams are formed using the joint school policy, schools that are not the primary school will be classified as the secondary school. The primary school must register the team first and select the secondary school before the secondary school can add students to the roster. **The secondary school is still responsible for registering its student athletes in its database and placing them on the team roster.** These schools will not be able to edit any of the team information.

ASN

The Alberta Student Number (ASN) is a nine-digit number assigned to each student by Alberta Learning. For security purposes, the ASN is used in the ExNet registration process when entering each student into a school's database. The ASN must be typed exactly as shown in the example (xxxx-xxxx-x).

Key Indicators

Green Bar

The appearance of a green "success" bar indicates you have been successful in entering and saving information into the database.

Red Bar

The appearance of a red bar indicates there is a problem with the information you have entered. The text in the red bar will indicate where the problem lies, and will direct you in correcting the problem.

Yellow Bar

Once the roster has been created, a yellow bar will appear where sufficient instructional minutes have not been added. Simply click in the appropriate boxes) and enter the minutes for all students as required.

REGISTRATION PROCESS

TIP *Italicized words* in the process below indicate links or buttons to click on.

Login

1. Go to www.asaa.ca and click on *Online Registration* in the menu on the right hand side of the page.
2. Type in the User ID and password provided by the ASAA to your school's principal (see p.11 for more information on User ID, Password and Security).

TIP Both the password and User ID are case sensitive and must be typed in exactly as provided.

3. Click on the *Login Now* button

For future reference, you may wish to hand write your username and password in the boxes below. Remember to guard this information as student information is private and should not be available indiscriminately.

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Main Menu

Each page in ExNet will have a series of boxes indicated by a yellow title bar. The Main Menu page has two boxes: School Information Box (your school name will be the title) and the Main Menu Box.

School Information Box

This box can be found at the top of every page in ExNet. This information will be used by the ASAA to produce the school directory, therefore it is imperative that this information to be as complete and accurate as possible.

1. Click on *Edit School Information*
2. Update fields as necessary – the email address is extremely important, as we will send reminders and bulletins to the email address listed.

TIP Information can be changed at anytime throughout the year and should be to ensure current contact information is always available.

3. Click on the *Save School Information* button. A green “success” box will appear. Click on the *Main Menu* link to continue the registration process.

Main Menu Box

This box will list a series of links, enabling school membership registration, sport registration and some reports.

School registration – October 10th deadline

1. Click on *School Enrollment Registration*
2. Enter your student population as of September 30 in the box. Count only those students who are eligible for ASAA activities (see Section III – Eligibility, pages 37-43 of 2005/06 ASAA Policy Handbook). If your school is on the cusp of moving to a higher classification, please complete option two on the school enrollment registration screen to reflect the number of students your school is not including in the overall count.
3. Click on the *Save School Population* button. A green “success” box will appear and a fee schedule will appear. Please send a cheque in the appropriate amount to your zone secretary. Click on the *Main Menu* link to get back.

Athlete/Team Registrations

Until you register your school enrollment figure, the only sports that will appear on the ASAA activities list will be golf and cross-country. Classification for golf is based on the prior year's school population number, while cross-country classification will be determined as soon as you register your school enrollment.

The basic process for registering athletes for all sports is the same and is outlined below. Some sports will have special requirements and these are described below where appropriate.

1. Click on *Sport Registration* from the Main Menu.
2. A list of sports will appear. Click on the sport you would like to register for. If the link says *Create Team Registration*, no portion of the registration process has been completed. If the link says *View Team Registration*, you have already entered at least the coaches information (step 3 below).
3. The second box of the next screen will indicate the sport you are registering for:
 - a) For golf, football, volleyball and basketball, you will be given the opportunity to opt up. Click the appropriate button. If you are already in the highest classification, or for the other sports, this option will not be available.
 - b) Does your team intend to participate in ASAA provincials? Click yes or no. (Clicking no makes your team ineligible for provincial competition and the ASAA will not count your team's registration when it determines wildcard berths.)

If registering golf, cross-country, wrestling or badminton - skip sections c) and d)

If registering football – skip section c)

c) **Joint School Registration** (volleyball, curling, cheerleading, basketball)

In the event an ASAA member school is unable to provide a team in the team sports of basketball, volleyball, cheerleading, curling and football (please refer to page 85), individual students from a school may participate with another ASAA member school team within their zone. Schools are not required to send all of their students to the same school to form a joint school team. A school, however, cannot receive students for a specific team from more than one school (except in football - see page 85). Participation with another member school can only occur with the mutual consent of the two principals, the athletic directors and the respective zone. The combined populations of the two schools will determine at which classification level the team will compete in that sport only and the ASAA must be notified of such participation.

Online registration for Joint School Teams

When registering a joint school program, the primary school must first register their team using the online registration program, selecting the name of the secondary school before the secondary school can add players.

Primary schools must not add the students from the secondary school onto their own eligibility list.

Note: Insurance and liability issues involving students from one school playing for another school are the responsibility of the member schools involved and their local school jurisdictions.

TIP Primary Schools should ensure that they include all coach and school advisor info when completing step e below, regardless of which school the coach is from. The secondary school will not be able to add or edit this information.

Go to e) below.

d) **Joint School Registration** (football)

There is no limit to the number of schools that can combine to form one team in football. The primary school (see definition p.5) will choose all schools that it is combining with from the pull-down menu. The joint population of all schools will automatically be calculated, changing the school classification if necessary. Once the primary school registration is complete (up to step 4), the secondary school (see definition p.5) will be able to view (not create) their team registration. Secondary schools skip step three of the registration process.

TIP In order to select multiple schools, you must hold down the control button on your keyboard while making the selections.

e) Enter the name of the head coach, along with emergency phone, work phone numbers and NCCP levels. If the coach is a non-teacher coach, enter the information for the school advisor. If you are a primary school with a joint team [see c) or d) above], enter in all coach information, regardless of what school the coaches are from.

If applicable, enter the names of all assistant coaches and their NCCP levels. Having this information helps the ASAA plan for medal and t-shirt orders and clarify information published in the yearbook.

f) Click on the *Save your coach information* button. You will be taken to the sport roster screen.

4. The information you have just entered is now in the second white box. This information can be edited at any time should there be any changes or additions. For joint schools [see 3.c) and 3.d) above], only the primary school will be able to edit this information.

Further down the screen you will see a blank roster for the appropriate sport. To add names to the roster, click *Add/Remove Eligible Students to this Roster*.

5. You are now in the “Eligible Students” screen. All students that are entered into your school database will be listed here for as long as they are eligible to participate in ASAA activities (grades 10-12 and grade 9 in 1A schools). If the students you wish to add to the team you are registering (i.e., the team you clicked on in step two above) are listed here, put checkmarks in the boxes beside their names and click *Save Roster Selections*. Go to step seven below. If there are no students listed here, or not the ones you wish to add, click on one of the *Add students to your school* (choose from add one or add multiple) links.

6. a) Enter all information requested. Ensure that the birth date and Alberta Student Number fields are entered exactly as in the examples provided. (Birthdate must be in the following format: 12-Sep-1987, and the ASN must be in the following format: 1234-5678-9; otherwise the information will not be saved.)

b) Click on the *Save Student Information* button. If you have entered erroneous information, or a student is ineligible, a red message bar will come up, indicating which entry field is causing problems. If all student info has been accepted, a green bar will appear. Either continue to enter student information (follow steps 6a-b) or choose to *Add the student(s) to your roster* (go to step 7).

Note: If after hitting save, all the information is still on the screen, there is an error message that appears at the top of the screen. Remember to scroll up to read the message.

TIP You must click the *Save Student Information* button or your information will not be saved. Also, this screen may time out, so do not leave it half finished – when you come back the information may be gone.

TIP We do not recommend trying to add more than 5-10 students at one time.... if this information is somehow lost before it saves, you will need to retype it all.

7. Once you have students in your “Eligible Students” list, you can add them to your roster. Click in the “Active” box beside each name you want to add then click on the *Save Roster Selections* button.
8. a) You will now be back at the roster screen (same as step 4) with the coach information, but now the students you have added to the roster will be listed. Add in the necessary instructional minutes. Uniform, height, and position are

all optional fields, but be sure to enter this information as per the example (5' 1" is entered as 5.01, 5' 10" is entered as 5.10). Once all this information is complete, click on the *Save Roster* button.

b) If an error has occurred, a red bar will indicate which field is problematic. Once everything is acceptable, a green bar will appear. Your registration is now complete and an email confirmation will be sent to the email address listed in your school information box.

c) To remove a student from the roster, click on the *Add/Remove Eligible Students to this Roster* link then uncheck the box beside the student's name. Be sure to click on the *Save Roster Selections* button.

TIP From this roster screen, you can print off a copy for your records by selecting *Printer Friendly Version of this screen*. Select *Printer Version of Program Roster* for a roster you can use in programs, newsletters, or notice boards.

9. Click on *ExNet Main Menu* in either the header or footer. This will take you back to the main screen.

10. Repeat the above procedures for all sports by the required deadlines.

Late Registrations

Late registrations are allowed but are subject to financial penalty (see p.4). ExNet will not allow you to register teams and athletes late. You must complete a late registration form (found online at www.asaa.ca under forms and publications) and send it to your zone secretary for approval. Include all of the student's information necessary for registration (including the sport you want to register the athlete for). If the zone secretary approves the late registration, he or she will fax the form to the ASAA office and we will register the student for you.

Ineligible Students

a) When entering student data, you may be informed through an error message that a student is already entered under a different school. If this student has transferred to your school, see information on transfers (see p.10).

b) If ExNet is not accepting a birth date or Alberta Student Number – please double check that this information is correct before contacting the ASAA.

Adding Students from Out-of-Province

If you have a student coming to your school from out of Alberta or Canada, please email or fax the student's information (name, birthdate, grade, year entered into grade 10, instructional minutes and sport to be played) and we will register the student for you.

View Composite Reports

This link from the Main Menu will allow you to view the population and classification of all other registered schools and teams in the province. Search by zone and/or by activity.

Logout

It is important to Logout once you have completed each session. To logout, click on the *Logout Now* link in the top right of any screen.

TIP Logging out from any screen in which you've entered new information is not recommended. Be sure to Save if possible (using a save button) before logging out.

Other ExNet Features

Email Confirmation/Notification

The ASAA will send out deadline and program reminders to schools throughout the year so it is important that schools keep the email address listed in the school information section at the top of each page in ExNet as current as possible.

Print Roster for Records

If you'd like to keep a hard copy of the sport registration for your records, click on the *Printer version of this screen* link from any roster screen (any screen that lists the instructional minutes of your athletes). From the Main Menu, click on *Sport Registration*, *View Team Registration*, and then *Printer Version of this screen*.

Print Roster for Programs

In order to print off a roster for publications (such as programs, bulletin boards etc.), click on the *Printer Version of Program Roster* link. From the Main Menu, click on *Sport Registration*, *View Team Registration*, and then *Printer Version of Program Roster*.

Copying Rosters into Excel or Word Documents

Rosters in ExNet can be copied and pasted into Excel or Word documents.

Automatic Aging of Students

Each September all students in your school database will automatically age one year. Grade levels will be increased by one, and those students who were in grades 9 (for 1A schools), 10, or 11 will still be in your school database as grade 10, 11, and 12 students. You will not need to re-enter their student information. Students who were in grade 12 the previous year will not be in your school database, but their information will be kept on file by the ASAA.

Transfer of Students

As ExNet keeps track of individual students via their ASN number, students who move or transfer schools will also need to be moved or transferred in the ExNet system. Contact the ASAA directly for assistance.

Security

Although technical data about the Encryption Software used with ExNet is available for those who are interested, this document will only outline the less technical aspects of the security methods in place for ASAA online registration.

Personal Information Protection Act

In compliance with the Personal Information Protection Act, all information provided to the ASAA through ExNet is treated with the utmost confidentiality. The schools will have written permission from parents/guardians of the athletes to distribute their personal information to the ASAA. This information will only be provided to ASAA zone secretaries and provincial championship hosts for non-commercial activities as defined in the Personal Information Protection Act. Some information may appear in media publications supported by the ASAA.

Prior to online registration, this personal information was sent out to our host schools to allow them to compare the registered eligible students against the roster the teams were bringing to the championships. Hosts (zone and provincial) will now have access to student lists through ExNet for this purpose, however only the students names and school information will be accessible – not confidential information such as the Alberta Learning Number (ASN), the number of instructional minutes, birth date, or year of entry into Grade 10.

Principal's Signature = Password

Previously, school principals signed a declaration on each registration form that the information listed for each student was correct. While the principals cannot "sign" an online form, security measures are in place. A User ID and Password were sent to the principal of each member school in a separate document. This password has been entrusted to the principals to distribute as they see fit. For our purposes, any information sent to the ASAA via ExNet using a password will be assumed to be verified and true.

With each school account, an email address is attached. This email acts as another level of security. Only someone emailing BCG ExNet support from the address attached to the school will have access to the username and password of that school through an automatic verification system.

Verification of Student Information

Another form of security is the automatic verification system ExNet uses to check eligibility of student athletes at the time of registration. This system works by ensuring that data entered into specific fields is correct.

ASN

ASN numbers are created using a specific formula. All nine numbers of the ASN fit into the formula, and when tested by ExNet, are verified as valid or invalid numbers. In this way, only legitimate ASN numbers can be used when entering students into your school database.

The second use of the ASN is in tracking students. As this number is constant through a student's schooling (unlike a name which may have variations as in Mike or Michael; or may be changed legally), it can be used to verify whether student Mike Smith registered in one school, is the same Michael Smith that a second school is trying to register. If the ASN numbers match, the new registration will be rejected, and the school will need to contact the ASAA.

Other Fields of Entry

Other fields of entry regarding eligibility such as age (birthdate), and the number of years since entering grade 10 will only allow for certain values. Once the student is entered into your school database, these values cannot be changed. Prior to online registration, it was possible for a student's year of entry into grade 10 to change on each different registration form submitted, theoretically extending a student's eligibility for one or two years. As we did not enter the information from each form into a database, we had no way of cross-referencing each student's information. Although the occurrence rate of this abuse was extremely minimal, the potential was there. Now, this information cannot be changed, and the students "age" automatically each year as indicated under Automatic Aging on p.10 above.

Frequently Asked Questions

Login

Do I need any special software to register my teams?

No. You must simply be connected to the Internet and log on to www.asaa.ca.

Where do I find my school login and password?

For security reasons, these have been sent directly to the principal of each school. These were first mailed out in January of 2002 for use with the basketball registration pilot project, and were mailed again in August 2002. If this information has been misplaced, please have your principal or athletic director contact the ASAA to receive the information once again.

School Enrollment Registrations

Which students do I include in my school enrollment figure?

Only include those students in grades 10-12 who registered for grade 10 within the past three years and are under 19 as of September 1 (a student who becomes 19 on September 1 shall remain eligible for the entire school year). Also, students must be registered in a minimum of 800 instructional minutes per week (for which Alberta Learning credits are granted) during the time of activity.

As a 1A school (or Tier IV school in football), I can use grade 9 students for golf (team), volleyball, curling, cheerleading, basketball and football. Do I need to include grade 9 students in my school count?

No. Only include eligible students from grades 10-12 in your school population count as of September 30.

Do I count home-schooled students attached to my school?

Only count home-schooled students attached to your school if you are planning to allow these students access to your athletic teams. If you will allow even one student to participate, you must include all home-school students attached to your school in the population count.

If we allow a student taking virtual schooling to participate on our team, do we count that student?

Yes, you would need to include that student in your count, however you would not need to count other virtual schooled students not registered in your school.

Athlete/Team Registrations

Why do you ask for a coaches NCCP Levels, and is this information mandatory?

Having data of this nature on file is useful for many reasons: we are often asked how many of our coaches are certified in the NCCP program; it enables us to see what the needs of our coaches are in terms of ongoing training; and it serves as a reminder that the ASAA encourages professional development for high school coaches.

Why am I unable to edit any of the coach information on my team?

Your school has likely been chosen as a secondary school (under the Joint School Usage policy) for the sport you are trying to register athletes for. Only primary schools are able to edit this information. This will be indicated in the joint activity info box on the roster page of your registration.

Adding Students to the Roster

How do I remove a student from my roster?

From the roster screen (the screen showing instructional minutes of athletes), click on the *Add/Remove Eligible Students to this Roster* link. You will be taken to the page that lists all students in your school database. Click on the checkmark in the box beside the name of the student you wish to remove from your roster. Then click on the *Save Roster Selections* button.

Some of the athletes I would like to add to my roster are not listed in our school database. How do I add students?

Follow steps five and six under Athlete/Team Registrations on page 8.

Why is there a minimum number of students necessary to validate a sport roster?

Because there are two steps to registering a sport online (providing coach information and creating a roster), we need to be able to tell when a team is registered completely for competition. By indicating a minimum number of athletes necessary, ExNet can then determine when a registration is complete. This means, however, that if a school does not register a coach and the required minimum number of players by the deadline, the late registration policy will apply if the school wants to participate in that activity. For some sports, the numbers have been taken from the sport's rules (i.e., volleyball rules state you need eight students on a roster, while basketball rules state you need to start a game with five players) and for other sports we have used common sense (i.e., individual sports such as badminton and wrestling only require one student to be registered by the deadline).

Once the required number of students has been registered by the deadline, a school can add players to the roster up until the Additional Students Deadline for each sport (see page 4).

Adding Students to the School Database

The paper registration process did not ask for the Alberta Student Number (ASN). Why is this needed now?

The ASN is a unique identifier for all students. By having this number be part of the registration requirements, ExNet can notify the school and the ASAA if a duplicate student information is being entered. This prevents two schools from entering the same student into ExNet, and helps ensure that the transfer policy can be enforced as intended.

I have a long list of students to enter. Can I leave the information I have entered and come back later to finish?

No. For security reasons, ExNet is designed to timeout if left for a period of inactivity. Be sure to always complete the student you are working on and click the *Save Student Information* button before leaving. You should see a green "success" bar indicating the student(s) information has been saved.

Why is it necessary to enter the birthdate as indicated in the example?

Because the birthdate figures into the student verification process in ExNet, we needed a format that would not be confused (i.e., 02/04/02 vs. 04/02/02).

Does spelling of a student's name matter?

Yes. These rosters as printed in ExNet are often used as the official names for ASAA programs, yearbooks, results, etc.

How can I edit student information once it has been saved?

In order to maintain the integrity of the eligibility policy, schools are unable to edit student data once it has been saved. If an error has been made, simply email, fax, or phone the ASAA office and the error will be corrected. Verification may be required in instances where the error occurs in the birthdate or the grade just to ensure the eligibility policy is being upheld.

How can I remove a student from our school database?

Schools cannot remove students from the database. Because of the transfer policy, the ASAA needs to be aware of all the schools the student participates in ASAA activities. If a school were able to remove students, this function of ExNet could not exist.

Students who finish their three years of eligibility or who turn 19 before September 1 will be removed from your school database automatically.

Logout

Do I need to Logout every time I leave ExNet?

This is not a requirement, but it is a good idea for security reasons.

Miscellaneous

Do I need to send anything to my zone secretary?

You do not need to send any registration information to your zone secretary as he/she can access your registration directly online. However, you will need to send your membership cheque (comprising the ASAA fee and the zone fee) directly to your zone secretary.

How secure is the information we enter in ExNet?

The information is protected by encryption and fall under the parameters of PIPEDA. No personal information will be given out to third parties.

Who do I contact for help?

Any problems or questions regarding online registration can be directed to the ASAA directly at info@asaa.ca or 780-427-8182. You can also use the support@bcgcanada.com email link in the footer of each ExNet page. BCG will inform the ASAA of all of your concerns. If you have questions regarding the eligibility of players or need approval to combine schools for a joint school team, please contact your zone secretary.