

## **ASAA Sport Registration System - User Manual**

This guide is to help walk you through ASAA's Sport Registration System. If you have further inquiries that this manual does not address, please don't hesitate to contact the ASAA office at 780-427-8182.

### **Features and benefits of ASAA's Sport Registration System:**

- Easily manage your school's teams and athletes
- Access to reports
- Transfer and Appeals
- Ranking

### **Athlete Registration , ASAA Policy Handbook D. Athlete Registration**

- All athletes must be registered in the Sport Registration System to be considered eligible for competition against other eligible athletes from ASAA member schools; this includes Jr and Sr Varsity teams. Registration of athletes/teams must occur regardless of whether the team plans to enter provincial competition. A list of registered teams will be posted on the ASAA website and sent to all zone secretaries after the registration deadline. Teams that do not appear on this list are not eligible to compete against ASAA member schools until such time that team registration takes place. Teams on the ineligible list that continue to compete without registering will be subject to sanctioning at the discretion of the Executive Committee.
- The principal of the high school shall be provided with a password to access Sport Registration System. The onus of responsibility rests on the principal for confirmation of the required eligibility qualifications.
- A school cannot register more than one team per category or classification in each activity for ASAA provincial competition.
- Registrations for all sports must be submitted online at [www.asaa.ca](http://www.asaa.ca) by midnight of the date indicated.
- 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 Handball:**

- 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 VII - APPEAL PROCEDURE, pages 67-71. All players listed on late registrations shall 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 registration deadline will be levied and confirmation of payment (i.e., late registration form signed by school administration confirming that payment will be forwarded to the ASAA office) 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 or related initiatives annually. A late registration form is available at [www.asaa.ca](http://www.asaa.ca) under the Forms and Publications tab

In the sports in which the registration deadline and opt-up deadlines are the same, the school may register their team late (with appropriate penalty) but may not opt-up from their school's classification. For sports in 4 which the opt-up deadline is after the registration deadline, teams may register late, through the normal late registration process, and may opt-up before the opt-up deadline in that specific sport. If registration has not taken place by the opt-up deadline, then the team may still register late, but shall not be permitted to opt-up from their school's classification.

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.

Sport Online Registration Deadlines can be found on your use landing page:

## Registration Deadlines

Sport

- Any -

Sport	Registration Deadline	Min # of Students Deadline
Cross Country	5 Oct 2015 - 11:59pm MDT	11 Oct 2015 - 11:59pm MDT
Team Handball	22 Mar 2016 - 11:59pm MDT	15 Apr 2016 - 11:59pm MDT
Curling	22 Jan 2016 - 11:59pm MST	8 Feb 2016 - 11:59pm MST
Football	1 Oct 2015 - 11:59pm MDT	15 Oct 2015 - 11:59pm MDT
Golf	12 Sep 2015 - 11:59pm MDT	21 Sep 2015 (All day)
Volleyball	1 Oct 2015 - 11:59pm MDT	15 Oct 2015 - 11:59pm MDT
Badminton	15 Apr 2016 - 11:59pm MDT	22 Apr 2016 - 11:59pm MDT
Wrestling	22 Jan 2016 - 11:59pm MST	8 Feb 2016 - 11:59pm MST
Basketball	15 Dec 2015 - 11:59pm MST	8 Feb 2016 - 11:59pm MST
Track & Field	15 May 2016 - 11:59pm MDT	29 May 2016 - 11:59pm MDT
Cheerleading	22 Jan 2016 - 11:59pm MST	8 Feb 2016 - 11:59pm MST
Rugby	1 May 2016 - 11:59pm MDT	15 May 2016 - 11:59pm MDT

### Definitions

#### Joint School Usage

In the event an ASAA member school is unable to provide a team (either junior or senior varsity) in the team sports of basketball, volleyball, cheerleading, curling, team handball, football and rugby, individual students from a school may participate with another ASAA member school team within their zone. In football only, joint teams can cross zone boundaries. Schools are not required to send all of their students to the same school to form a joint school team.

In rugby only, students in member schools, regardless of classification, are eligible to participate on an interschool team for the purpose of touring, up to and during designated spring breaks. Students from the designated schools cannot be excluded from the tour; process must be an open invite to students in all schools involved, not selective. A written account of the nature of the national/international tour must be submitted to the ASAA Executive one month prior to the departure.

A school, however, cannot receive students for a specific team from more than one school (except in cheerleading, football and rugby). Participation with other member schools can only occur with the mutual consent of the principals, the athletic directors and the respective zone(s). The combined populations of the two (or more where appropriate) schools will determine at

which classification level the team will compete in that sport only and the ASAA must be notified of such participation.

Note: Once a student from a secondary school plays on a joint school team (with the primary school), they are attached to that team in that sport for the remainder of their high school career. An exception is that if the student's own school creates a team, they would have to play for their own school team.

### **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).


## **Registration Process**

### **How to login to Sport Registration System:**

1. Go to [www.asaa.ca](http://www.asaa.ca) and select the Sport Registration Login button
2. Type in the User ID and password provided by the ASAA to your school's principal (see p.10 for more information on User ID, Password and Security).
  - a. Both the password and User ID are case sensitive and must be typed in exactly as provided.
3. Once you login you will land on your user dashboard where you will see a Toolbar with all the action items you can complete within the Sport Registration System

Note: A message will appear on your dashboard if your school has not registered for the school you and will direct you to a form for School Enrolment Registration.

TEAMS COACHES STUDENTS TRANSFERS & APPEALS SCORES TOOLS USERS

 Your school still needs to register for the new school year. Please fill out [this form](#) at your earliest convenience.

The system will automatically calculate your school’s enrolment fee based on your school’s enrolment.

## School Enrollment Registration

Year/Class	1A 1-99	2A 100-299	3A 300-799	4A 800-1199	4A 1200+	Jr. High
ASAA Fee	\$300	\$300	\$300	\$300	\$300	\$35
+\$1/student cap	\$75	\$225	\$375	\$675	\$750	
Total Maximum	\$375	\$525	\$675	\$975	\$1050	
AIAAA Fee	\$50	\$50	\$50	\$50	\$50	\$50
Coach Education Fee	\$30	\$40	\$50	\$60	\$60	

This table appears in the current ASAA Handbook

### Add a Team

Please note you must add coaches to your school before you can add a team. You can visit the coach section to see what coaches are currently assigned to your school.

1. Select “Teams” in the menu
2. Select the “Add Team” button
3. Select the appropriate Sport and classification from the “Sport Declaration” dropdown
4. If your team wants to opt-up please select the “opt-up” checkbox
  - a. Select the classification your team is opting up to in the “Opt Up Classification” dropdown field
5. Select the head coach from the “Head Coach” dropdown. This field will automatically populate with coaches that belong to your school
6. Add additional coaches if applicable (there is the ability to add multiple
7. Add the staff advisor to the “Staff Advisor” field

8. Add the staff advisor contact number to the “Staff Advisory Phone” field
9. If you team intends to attend Provincials then please select the checkbox
10. Select the “Acknowledge Instructional Minutes”
11. To upload a Team Photo select the “Choose File”
  - a. Select the desired photo
12. If you team will comprise of students from more than one school then select the “Joint Team” checkbox
  - a. Type the name of the secondary team in the “Secondary Teams” field, the system will auto-populate with schools that exist in the system
  - b. Add another if applicable
13. Select “Save Team”

## Edit Roster

Please note: You must first add students to your school through the online student add form, or through the student importer in order to find your students in this field.

1. To edit a team roster select “Edit Team Roster” on your team’s landing page

## Teams

**Adding coaches:** you must **add coaches** to your school before adding teams. You can visit the **coaches** section to see what coaches are currently assigned to your school.

[+ Add Team](#)

Gender: 
 Sport: 
 Category: 
 School year: 
[Search](#)

Sport	Category	Gender	Created			
Volleyball	1A	Boys	2016-Aug-26	<a href="#">View</a>	<a href="#">Edit Team Details</a>	<a href="#">Edit Team Roster</a>

2. To add additional player so your team’s roster add the player’s name in the ‘Student’ field
3. Add the team member’s position in the “Position” field
4. Add the player’s height
5. Add the player’s uniform number
6. Add another player if applicable
7. “Save”

## Add a Coach

*Please note you cannot create a team unless one of your coach’s has a valid Bylaws and Policies Course Completion Code.*

1. Select “Coach” in the menu
2. Select “Add Coach” button
3. Add the coach’s details to the applicable fields
4. Select the “Coach type” from the dropdown field
5. Add the Concussion Course Completion Code to the field
  - a. Completion Codes are found on your certificates at [www.schoolcoach.ca](http://www.schoolcoach.ca)
6. Add the Bylaws and Policies Course Completion Code to the field
7. Save

### Add a Student

1. Select “Add Single Student” button
2. Add the student’s ASN to the “Alberta Student Number” field
3. Add the student’s first name to the “First Name” field
4. Add the student’ last name to the “Last Name Field
5. Add the student’s middle name to the “Middle Name” field if applicable
6. Select the student’s gender
7. Add the student’s date of birth by picking the date in the calendar widget or writing the name in the format YYYY-MM-DD
8. Select the student’s grade from the “Grade” dropdown field
9. Select the student’s “Year of Entry into Grade 10” from the dropdown field
10. “Save Student”

### Add Multiple Students

1. Select “Students” in the main menu
2. To add multiple students you must download the CSV file template

## Import Students

**Bulk Import**

Import **CSV** files with one or more of these columns: Alberta Student Number (####-####-#), First Name, Last Name, Middle Initial, Date of Birth (YYYY-MM-DD), Gender (M/F), Grade, Year of Entry into Grade 10.

- Columns are mandatory and values in these columns are considered unique: only one entry per value in one of these column will be created.
- [Download a template](#)

**File**

No file chosen

3. Columns in the template are mandatory and values in these columns are considered unique: only one entry per value in one of these column will be created.
4. Once the CSV template is populated, select “Choose File” and upload the file

5. Select "Begin Bulk Import"

## Transfer and Appeals

### How to Submit a Transfer

1. Select "Transfer and Appeals" in the main nav
2. Select "Transfer a Student"
3. Enter the student's ASN
  - a. Verify that the student's information is correct
4. Add the "Student/Parent Contact Email"
5. Select their "Reason for Transfer" from the dropdown field
  - a. Depending on the reason for transfer certain documents are required
  - b. Supporting documents can be added by selecting the "Document Type" and uploading a file using the attachment field
  - c. If there are more than one supporting document you can add multiple by selecting "Add Another Item"
6. Select the sports the student needs to be registered for in the "Teams to be Registered For" checkboxes
7. Enter the student's present address fields and any previous addresses in the appropriate fields
8. Save
  - a. This will send an email to the "student/parent contact email", notifying them of the student's transfer. They can then login and add additional documents as well as their written rationale
  - b. Once the required documents and have selected the "Complete" checkbox at the bottom of the form, an email is sent to the sending school who then can log in and view the form to either approve or deny the transfer
    - i. If student is denied by the sending school there is also a text area for their reason of denial
    - ii. If student is approved then the student is moved to the school and an email is sent to ASAA, the student/parent email, as well as both schools notifying them of a successful student
    - iii. The receiving school will receive the details to add the student to the required teams as outlined in the transfer
  - c. If student is denied then an email is sent to the Compliance Officer who can then log in and give their approval or denial, with an uploaded compliance decision document
  - d. If Compliance Officer approves the student than an email is sent to all parties and the student is transferred to the school
    - i. The receiving student will then move the student to any of the teams outlined in the transfer

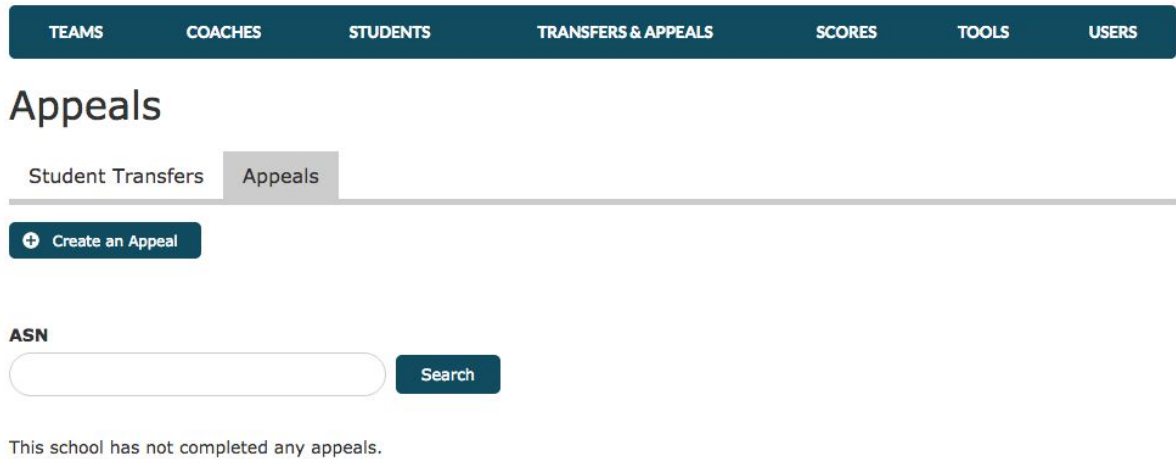


- e. If Compliance Officer denies the transfer an email is sent to all parties notifying the transfer was unsuccessful and student must now apply through the appeals process


## How to Submit an Appeal

*Please note you must notify your zone secretary before starting the appeals process*

1. Select “Transfer and Appeals” in the main nav
2. Select the “Appeals” tab



The screenshot shows a web interface for submitting appeals. At the top, there is a dark blue navigation bar with white text for 'TEAMS', 'COACHES', 'STUDENTS', 'TRANSFERS & APPEALS', 'SCORES', 'TOOLS', and 'USERS'. Below this, the 'Appeals' section is active, with a sub-tab for 'Appeals' selected over 'Student Transfers'. A dark blue button with a white plus icon and the text 'Create an Appeal' is positioned below the tabs. Underneath, there is a search section labeled 'ASN' with a white input field and a dark blue 'Search' button. At the bottom of this section, a message reads: 'This school has not completed any appeals.'

3. 
4. Select “Create an Appeal”
5. Review the note at the top of the page to make sure you can complete the appeal 10 days before the next hearing date
6. Select the “Appeal Type” from the dropdown field
  - a. Based on the appeal type certain documents are required
7. If your appeal type involves a student enter the student’s ASN
  - a. Verify the student’s details are correct
  - b. Add the “Student/Parent Contact Email” address
8. Enter the contact’s phone number
9. Add any required documents and any supporting documents
  - a. Supporting documents can be added by selecting the “Document Type” and uploading a file using the attachment field
  - b. If there are more than one supporting document you can add multiple by selecting “Add Another Item”
10. If the Executive Director denied your initial request, upload a “Letter of Appeal” to EAC
11. If a requested hearing is necessary check the “Checkbox to Request a Special Hearing”
12. Save
  - a. This will send an email to ASAA, the zone reps, and the Student/Parent contact email if one has been provided
  - b. Student/Parent can then login and add additional documents

- c. Once all required documents have been added they will select the “Complete”checkbox which will send an email to the Executive Director and any committee members notifying them of the appeal and hearing date

### **Scores**

1. Select “Scores” from the main nav
2. Select “Enter Game Results”
3. Select the sport
4. Select the Gender
5. Enter the Date and Time
6. Select the “Game Type” from the dropdown field
7. Add the Score for “Team 1” and select whether they were home or away
8. If it is an ASAA school then select the school name, if it is a non-ASAA school then enter the name of the school in the “ASAA School” field and select the “Classification”
9. Add the Score for “Team 2”
10. Save

### **View Game Results**

1. Select “Scores” from the main nav
2. Click “View Game Results” under Basketball or Volleyball
3. The filters can be used to narrow the results down

### **Team Record/ Team Versus Team Comparison**

1. Select “Scores” from the main nav
2. Select “Team Record/Team Versus Team Comparison” under Basketball or Volleyball
3. Select a Gender
4. Select Team One
5. You can select up to four teams to compare
6. Once teams have been selected click on “Compare/View Teams”
7. The records will then display

### **Tools**

1. Select “Tools” in the main nav
2. “General Inquiries” form can be used to send ASAA requests such as a deadline missed, eligibility questions or for help using the system
3. Reports can be found under the “CSV Export” tab

### CSV Exports

- [Students Participating by Grade and Gender](#)
- [Yearly Student Participation](#)
- [Multi-sport Athletes](#)

4.

### Users

1. Select “Users” in the main nav
2. This will display all the users associated with your school

### Rankings

Please note this only applies to users who have the “Rankers” or Commission roles

### Basketball or Volleyball Ranker

1. From the login you can view or update the regional rankings and your classifications

### Regional Rankings

1. From your homepage select a ranking period below “View/Update Your Ranking”



[Open Registration System](#)

## Basketball Rankings

- **[View/Update Your Rankings](#)**
  - [First Ranking 2016](#)
- **[View Cumulative Rankings](#)**
  - [First Ranking 2016](#)
- **[View Game Results](#)**
- **[Team Record or Team vs. Team Comparison](#)**

2.

3. From here you will see a list of schools of all the teams that have played your sport this year within the ranking period
4. In the Ranking Column, enter the rank of the school from 1 to 10
  - a. You can enter more than 10 numbers in order to shift teams up to the top of the list, but only your top 10 will be considered.
5. Hit "Submit" to save your list

### **Classification Level Ranking**

1. From your homepage select the ranking period under "View/Update Your Ranking"
2. Select the link "Classification Level Ranking"
3. In the Ranking Column, enter the rank of the school from 1 to 15
  - a. You can enter more than 15 numbers in order to shift teams up to the top of the list, but only your top 15 will be considered.
4. Hit "Submit" to save your list

### **View Cumulative Ranking**

1. Select the Ranking Period under "View Cumulative Ranking"
2. This will display the rankings of all the other rankers and cumulative rank

### **Commissioner Role**

The Commission Role can review the cumulative ranking for each classification and can override the final ranking.

### **Zone Secretaries**

1. The zone secretary role can view the list of teams within their zones
2. Under the "Late Registration" tab they can view all the late registrations whether a school, team or athlete
  - a. Select "Edit" to approve or deny late registrations
3. Appeals tab displays a list of all the appeals within the zone and their status whether they are pending or completed
4. Coach Export tab exports downloads a csv of all the coaches details in that zone
5. Student Export let's you select a year and exports student details in your zone with a CSV export