

SPORT. EDUCATION. PRIDE.

IRSEQ®

GMAA

S1 USER GUIDE

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.

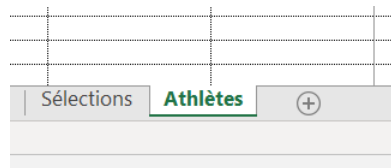
HOW TO REGISTER ALL YOUR STUDENTS INTO THE S1 SYSTEM.

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”

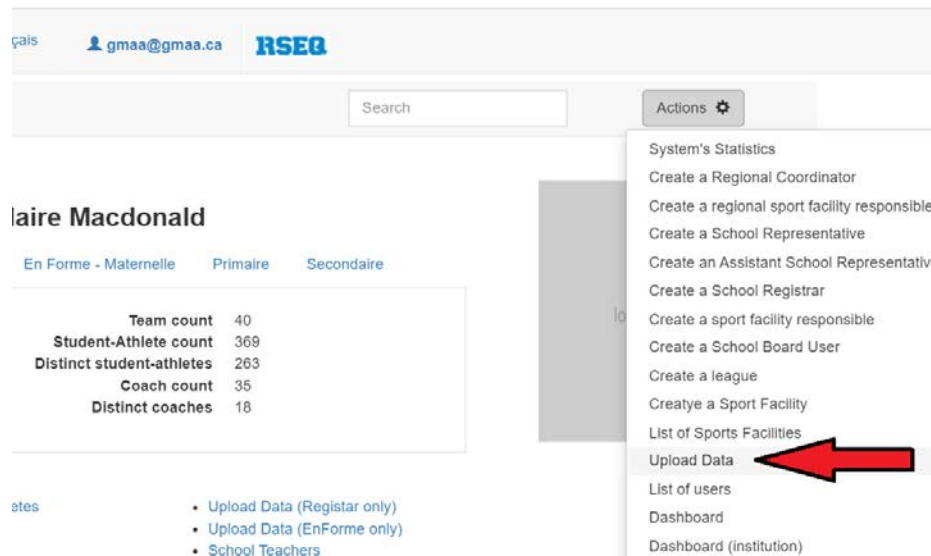


- d) Copy and paste all the permanent codes, first and last name in the appropriate column. Once you do that, their gender and birthday will fill out automatically.

❖ The rest of the columns stay blank

Fiche	Institution	Code Permanent	Clé institution	Prénom	Nom	Sexe	Date naissance	Code langue
A	MACD	ELDA6735638		Bob	Smith	Féminin	1961-09-05	

- 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 than 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.

