

SPORT. EDUCATION. PRIDE.

IRSEQ®

GMAA

S1 USER GUIDE

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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”

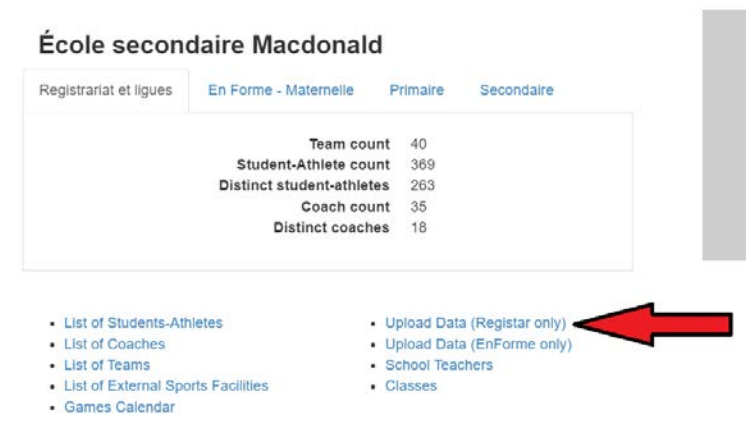
If you forget your password, contact your SAC Rep and they will send you a link by email to reset your password.

The screenshot shows the S1 system interface. At the top, there are navigation links for Home, About, Contact Us, Français, and a user profile for gmaa@gmaa.ca. Below this, there are filters for the year (2020-2021), GMAA, and Softball. The main content area displays user details for Userid 12555, including Username (academ@lbpearson.ca), Role Name (Coach), Region (4 - GMAA RSEQ CA), Region Name (Greater Montreal), Institution Name (Lindsay Place High School), Creation Date (2019-06-27 09:49:55), Password Changed Date (2019-06-27 09:49:55), Last Failure, and Nb of Failures (0). Below the user details is a table titled 'Institutions pour cet utilisateur' with columns for Code, Institution, and Actions. The table contains one entry for LPHS (Lindsay Place High School) with an 'x' in the Actions column. To the right of the user details is an 'Actions' dropdown menu with the following options: System's Statistics, Create a Regional Coordinator, Create a regional sport facility responsible, Create a School Representative, Create an Assistant School Representative, Create a School Registrar, Create a sport facility responsible, Create a School Board User, Create a league, Create a Sport Facility, List of Sports Facilities, Upload Data, List of users, Dashboard, Dashboard (institution), Production Reports, Remove this user, Rename this user, Change role, Change Institution, and Reset password. A red arrow points to the 'Reset password' option.

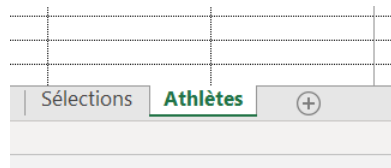
HOW TO REGISTER ALL YOUR STUDENTS INTO THE S1 SYSTEM.

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”

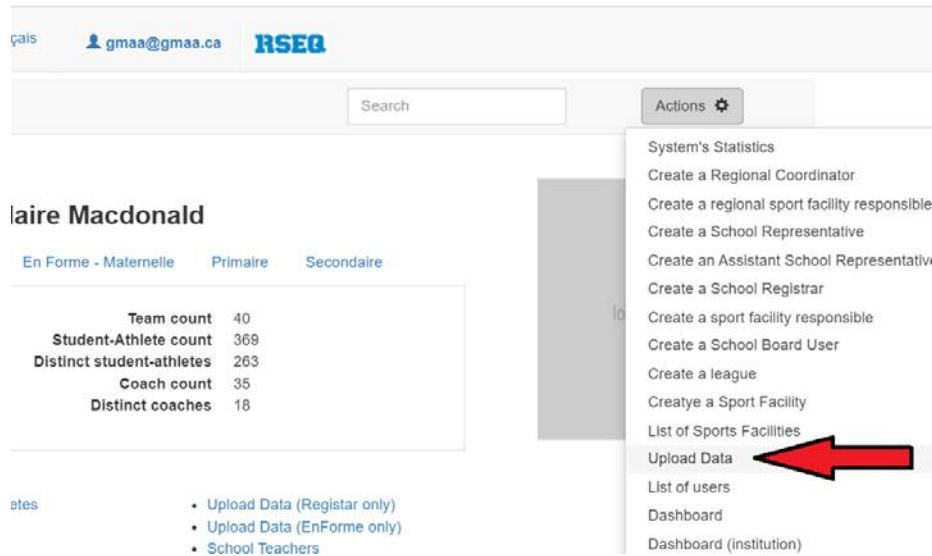


- d) Copy and paste all the permanent codes, first and last name in the appropriate column. Once you do that, their gender and birthday will fill out automatically.

❖ 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	

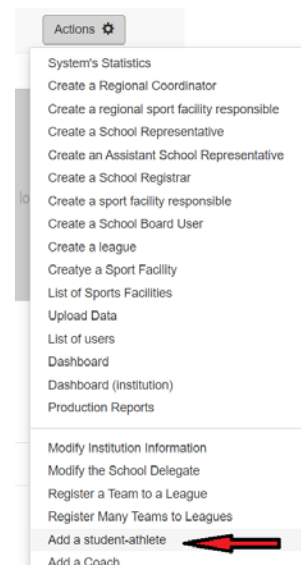
- e) "A" and the "Institution" must be present next to all the students. The easiest way to do this is to copy the "A" and the Institution, select all the cells under and paste.
- f) Save the document on your computer.
- g) Go to "Actions" on the top right of screen and select "Upload Data"



- 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.



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

Region	<input type="text" value="GMAA"/>
Discipline	<input type="text" value="Basketball"/>
Sector	<input type="text"/>
Division	<input type="text"/>
Category	<input type="text" value="Bantam"/>
Gender	<input type="text" value="Men"/>

Leagues	<input type="text" value="Basketball B Boys D3"/> <input type="text" value="Basketball B Boys D3"/> <input type="text" value="Basketball B Boys D4 Level 1"/> <input type="text" value="Basketball B Boys D4 Level 2"/>
---------	--

Actions

- System's Statistics
- Create a Regional Coordinator
- Create a regional sport facility responsible
- Create a School Representative
- Create an Assistant School Representative
- Create a School Registrar
- Create a sport facility responsible
- Create a School Board User
- Create a league
- Create a Sport Facility
- List of Sports Facilities
- Upload Data
- List of users
- Dashboard
- Dashboard (institution)
- Production Reports

- Modify Institution Information
- Modify the School Delegate
- Register a Team to a League**

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).

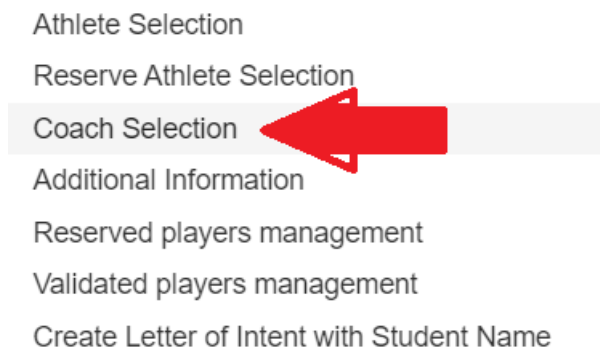
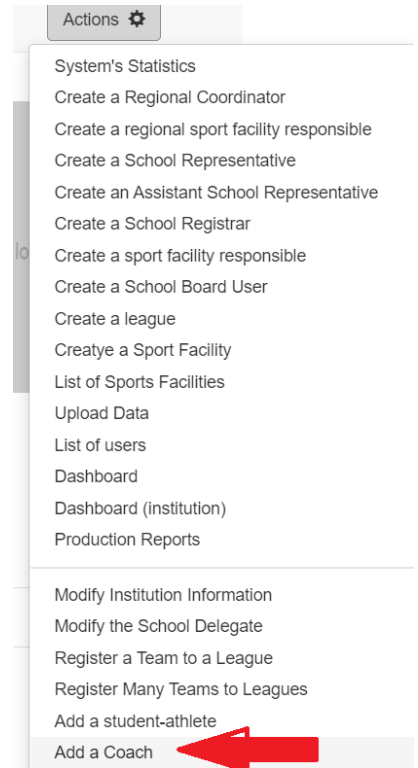
2. Once the coach is added you can assign them to a team.

ASSIGNING A COACH TO A TEAM IS NOW MADATORY

- 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”)



Coach Selection

Coaches who've coached 'Basketball' only

Filter results			
Last Name	Prénom	Email	>
Alexander	Ian	ialexander@lbpearson.ca	
Chang	Chris	cchang04@lbpearson.ca	
Dunne-Fox	Patrick	pdunne-fox02@lbpearson.ca	
Maither	Amanda	amaither@lbpearson.ca	

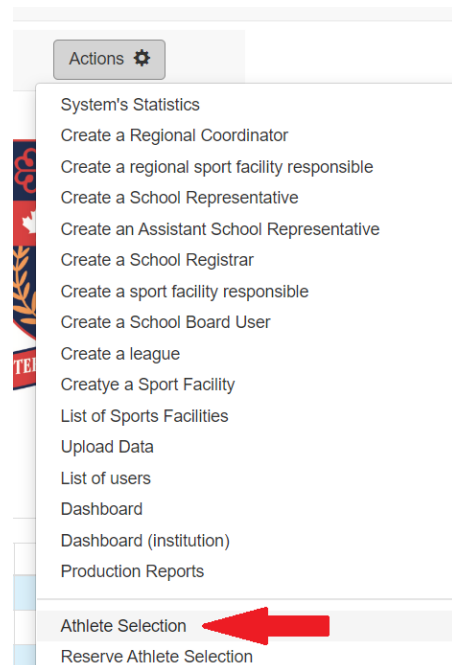
HOW TO REGISTER A PLAYER TO A TEAM

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.

- [List of Students-Athletes](#)
- [List of Coaches](#)
- [List of Teams](#) 
- [List of External Sports Facilities](#)
- [Games Calendar](#)

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.



Athlete Selection

- Athletes in eligible age brackets only
- Athletes who've played 'Soccer' only
- Include athletes of the opposite sex

Le filtre s'est fait sur les dates de naissance entre 2005-10-01 et 2018-01-01, inclusivement.

Cancel Save changes

Filter results				
Last Name	Prénom	Permanent Code	Student Key	>
Chang	Joonfnyun	CHAJ65100502	CHAJ65100502	
Liu	Xuefeng	LIUX81050600	LIUX81050600	

Team Athletes				
<	Last Name	Prénom	Permanent Code	Student Key
	Akinubi	David	AKID80011000	AKID80011000
	Andre	Julien	ANDJ93030600	ANDJ93030600
	Belledent	Tommy-Edouard	BELT66030702	BELT66030702
	Benner	Jameson	BENJ82010607	BENJ82010607
	Briscoe	Jesse	BRJL65090603	BRJL65090603
	Cecere	Evan	CECE68100503	CECE68100503
	Gomes	Marcus	GOMM85110605	GOMM85110605
	Hanzhan	Matthew	HANM83120605	HANM83120605

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)

[Athlètes](#)
[Entraîneurs](#)
[Événements](#)
[Documents](#)
[Params de championnat D2](#)

Choisir	Jour	Date	Événement	Inscription Du	Inscription Au	Participe	Plus
<input checked="" type="checkbox"/>	Dim	2017-04-09	Championnat provincial	2017-03-01	2017-04-07 16h0	<input checked="" type="checkbox"/>	Modifier la participation -

[Données de votre équipe pour l'événement -Championnat provincial-](#)
[Rapport de délégation de cette équipe -](#)

[Épreuves par athlète](#)
[Athlètes par épreuve](#)
[Relais](#)

• Cliquez sur la ligne d'un athlète pour voir ses épreuves et/ou en ajouter

Nom	Prénom	Dossard	Individuel	Relais
Ber	Dylane		0	0
C	Lydia		1	0
Fi	Maxime		1	0
Gr	Ariane		1	0
La	Florence		0	0

b)

- Cliquez sur la ligne d'un athlète pour voir ses épreuves et/ou en ajouter

Nom	Prénom	Dossard	Individuel	Relais
Ber	Dylane		3	0
Co	Lydia		1	0
Fil	Maxime		1	0
Gr	Ariane		1	0
La	Florence		0	0

Épreuves pour l'athlète Dylane Bernier			
Épreuve	Heure approx.	Performance de référence	Plus
50m libre		36.25	...
200m libre		2:35.00	...
100m 4NI		1:25.00	...
Masquer »		Ajouter une épreuve »	

Ajout d'une épreuve à l'athlète Dylane Bernier

Épreuve: 100m dos

Performance de référence: 0 : 0 : 0
mm ss 1/100

Ajouter cette épreuve à l'athlète

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.

Épreuves par athlète

Athlètes par épreuve

Relais

Épreuve	Participe	Performance de référence	Actions
4 x 50m 4 nages	<input type="checkbox"/>		

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.

Athletes Coachs Meets Documents

Choose	Day	Date	Meet	Registration From	Registration To Au	Participates	Plus
<input checked="" type="checkbox"/>	Wed	2020-02-12	Boys Indoor Track & Field	2019-06-17	2020-02-12 23h59	<input type="checkbox"/>	Modify team's participation »

Données de votre équipe pour l'événement «Boys Indoor Track & Field» • School delegation report (all categories) »

Épreuves par athlète Athlètes par épreuve Relais

• Click on an athlete's line to see his/her events and/or add one event.

Name	First Name	Bib Number	Track	Field
Costello	Aidan		0	1
Scotte	Morgan		3	1

Épreuves pour l'athlète Aidan Costello		
Épreuve	Heure approx.	Performance de référence
Shot put		
Masquer »		

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
- Upload Data (Registrar only)
- Upload Data (EnForme only)
- School Teachers
- Classes



2. Next to the game you would like to print game sheet for, select the 3 dots

Selection from: 2020-02-10 Selection to: 2020-03-31 Matches pour lesquels l'institution est responsable

Calendrier des matchs des équipes de l'institution

Ligue	#	Date	Heure	Visiteur	Résultat	Receveur	Endroit	Plus
Basketball C M D4 Level 2 B • P-045	P-045	Wed 2020-02-12	16:00	4B- JFKHS	32 - 55	1A- MACD	École secondaire Beaconsf...	⋮
Basketball J M D4 Level 1 D • P-011	P-011	Thu 2020-02-13	15:00	3rd place C/D- JFKHS	55 - 56	2nd place A/B-PCHS	Pierrefonds Community Hig...	⋮
Futsal C M D4 Level 2 A • M095	M095	Mon 2020-02-17	16:00	MMA	3 - 4	JFKHS	École secondaire John F. ...	⋮

Générer la feuille de match



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 “matches pour lesquels institution est responsable” in the top right of the screen.

Selection from: 2020-02-10 Selection to: 2020-03-31 Matches pour lesquels l'institution est responsable

Calendrier des matchs des équipes de l'institution

Ligue	#	Date	Heure	Visiteur	Résultat	Receveur	Endroit	Plus
-------	---	------	-------	----------	----------	----------	---------	------



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.

Rapport de match

Match


Étape 1
Scores
Requis pour: 2020-09-08 08:00
[Cliquez pour détails »](#)

Étape 2
Sanctions
Requis pour: 2020-09-10 16:00
[Cliquez pour détails »](#)

Étape 3
Presence
Requis pour: 2020-09-08 08:00
[Cliquez pour détails »](#)

Étape 4
Score sheet scan
Requis pour: 2020-09-09 16:00
[Cliquez pour détails »](#)

	Équipe visiteuse MACD	Équipe receveuse MACD 2
L'équipe a déclaré forfait	<input type="checkbox"/>	<input type="checkbox"/>
Pointage final	<input type="text"/>	<input type="text"/>
Points d'éthique	<input type="text" value="2"/>	<input type="text" value="2"/>
Sanctions in this game?	<input type="checkbox"/>	



Rapport de match

Match

Étape 1
Scores
Requis pour: 2020-09-08 08:00
[Cliquez pour détails »](#)

Étape 2
Sanctions
Requis pour: 2020-09-10 16:00
[Cliquez pour détails »](#)

Étape 3
Presence
Requis pour: 2020-09-08 08:00
[Cliquez pour détails »](#)

Étape 4
Score sheet scan
Requis pour: 2020-09-09 16:00
[Cliquez pour détails »](#)

Présence • MACD	
Pr.	
<input type="checkbox"/> No	Nom et prénom *

*: R indique un joueur de réserve

Présence • MACD 2	
Pr.	
<input type="checkbox"/> No	Nom et prénom *

*: R indique un joueur de réserve

