S1 USER GUIDE

TABLE OF CONTENTS

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.

<mark>"FORGOT MY PASSWORD"</mark>

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 then 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 (Registar Only)" and a excel sheet will download.
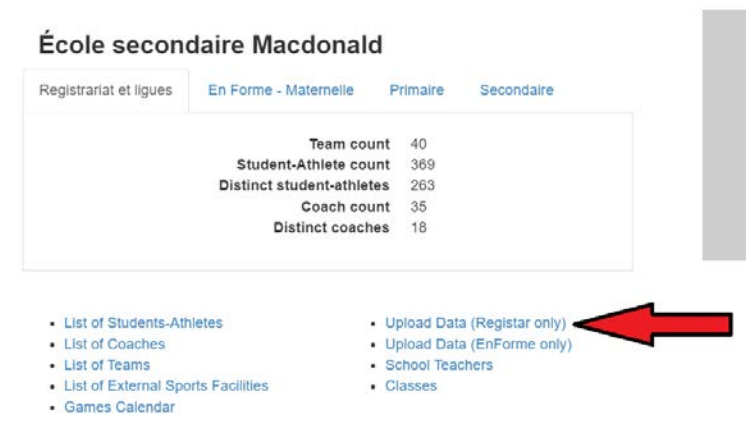
   c) Open the excel sheet, and there will be two tabs on the bottom, select "Athletes"
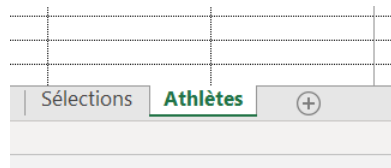
   d) Copy and paste all the permanent codes, first and last name in the appropriate column. Once you do that, their gender and birthday will fill out automatically.

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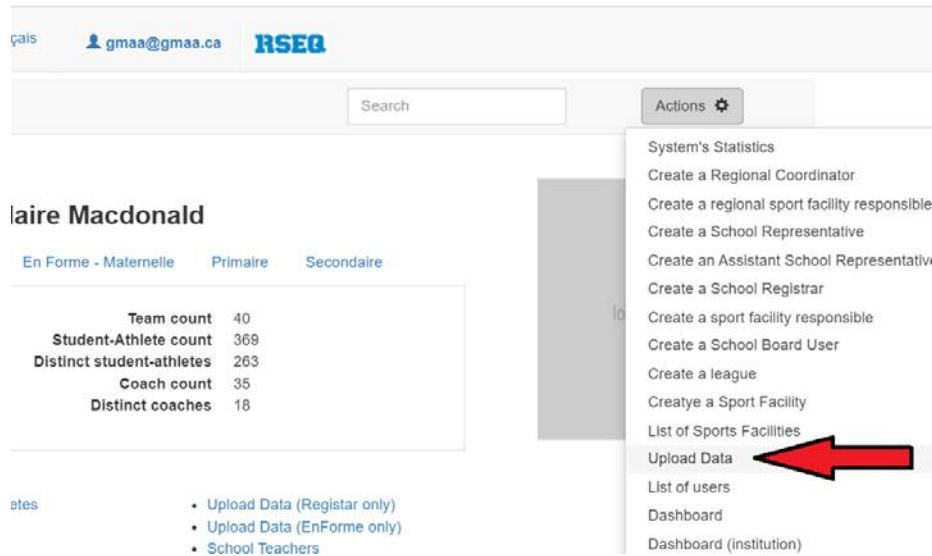
h) Select the file and hit save changes!
   *It normally takes up to 24 hours for your students to show up.

For less 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.
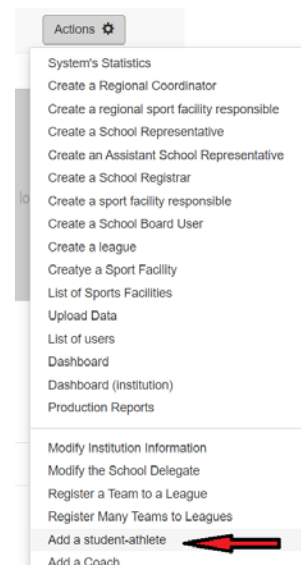
HOW TO REGISTER A TEAM TO A LEAGUE

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

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
Creatye 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

Register a Team to a League

Region	GMAA
Discipline	Basketball
Sector	
Division	
Category	Bantam
Gender	Men

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).
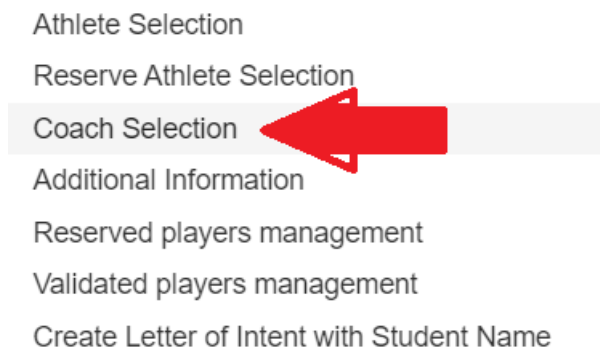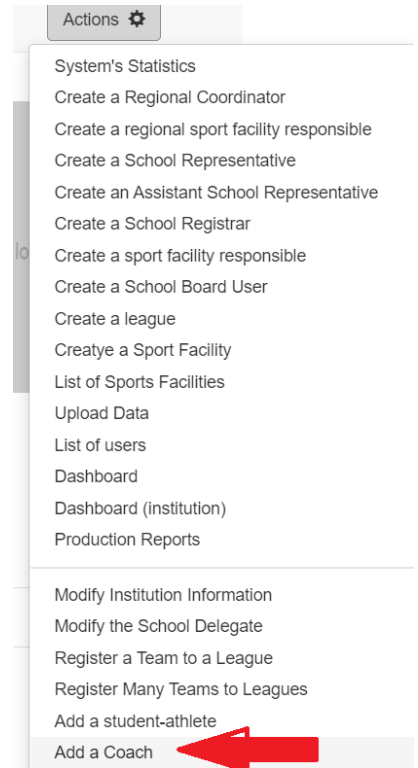
2. Once the coach is added you can assign them to a team.
   ASSIGNING A COACH TO A TEAM IS NOW MADATORY
    I. Select list of teams on your main page and click the team you would like to assign the coach to.
        - List of Students-Athletes
        - List of Coaches
        - List of Teams
        - 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")

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
Creatye 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
Register Many Teams to Leagues
Add a student-athlete
Add a Coach

Athlete Selection
Reserve Athlete Selection
Coach Selection
Additional Information
Reserved players management
Validated players management
Create Letter of Intent with Student Name

Coach Selection

☑ Coachs 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

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
Creatye a Sport Facility
List of Sports Facilities
Upload Data
List of users
Dashboard
Dashboard (institution)
Production Reports

Athlete Selection ←
Reserve Athlete Selection

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.
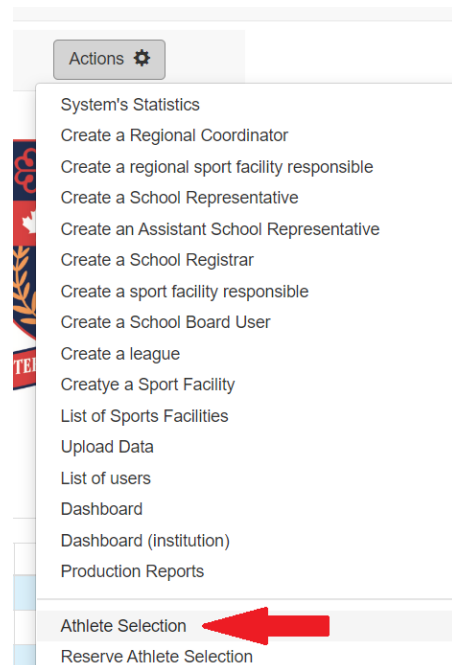
Athlete Selection

☑ 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	Joonhyun	CHAJ65100502	CHAJ65100502	
Liu	Xuefeng	LIUX61050600	LIUX61050600	

Team Athletes

<	Last Name	Prénom	Permanent Code	Student Key
	Akinnubi	David	AKID80011000	AKID80011000
	Andre	Julien	ANDJ93030600	ANDJ93030600
	Belledent	Tommy-Edouard	BELT66030702	BELT66030702
	Benner	Jameson	BENJ82010607	BENJ82010607
	Briscoe	Jesse	BRIJ85090603	BRIJ85090603
	Cecere	Evan	CECE68100503	CECE68100503
	Gomes	Marcus	GOMM85110605	GOMM85110605
	Hanrahan	Matthew	HANM83120605	HANM83120605

HOW TO REGISTER FOR SWIMMING

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)

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	☐		✎

HOW TO REGISTER FOR TRACK & FIELD

<mark>* Make sure to give yourself ample time to do this!!*</mark>

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".

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 responsible" 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.