

# AELS INSTRUCTIONS

## To create a team eligibility list ...

Go to [www.ofsaa.on.ca](http://www.ofsaa.on.ca) and scroll to the bottom right of the Home Page  
Click on OFSAA LOGIN

1. Use username and password to access school site.
2. Click on Schools (navigation bar on left).
3. If you have not used the system, you must add students. Click on ADD STUDENT. Fill in required fields for each student you are adding. Remember to add transfer info for transfer students. When all students have been added click on SCHOOL INFO.
4. Option for coaches Click on ADD COACH. Fill in info, click on insert coach. Add all coaches. When done, click on SCHOOL INFO.
5. Click on ADD TEAM (2nd line from bottom under School Information).
6. Fill in info on Team Form Page. Click on INSERT TEAM.
7. Click on ADD TEAM COACH. Select coach from dropdown list. Click on ADD COACH. Repeat until all coaches for team have been added. Be sure one coach is designated head coach.
8. Click on ADD TEAM STUDENT. Click on Student's name Click on Add. Repeat until all students on team have been added. Click on ADD STUDENTS.
9. If you want to add position and uniform number click on student's name. Fill in position and/or number. Click on UPDATE STUDENT.

## To Register for an OFSAA Championship

1. Click on REGISTER FOR A CHAMPIONSHIP.
2. Fill in info required.
3. Print a copy for signatures.
4. Click on SUBMIT TO CONVENOR.