

AIMS Registration

Program Registration U13-U18

1. Login into AIMS
2. Click on “Program Registration” button
3. Select the correct Season and create a Program name
(Current Year- UageGender - Birth Year – League)
(IE: 2018 U17G 2000 EMDSL DIV 1)

4. Select Correct Gender
5. Select Correct OSA Classification

OS CLASSIFICATIONS for OUTDOOR MINI U4-U12

YOUTH U13-U18 (competitive or Rec)
SENIOR U19+ (competitive or Rec)

OS CLASSIFICATIONS FOR INDOOR: MINI INDOOR U4-U12

YOUTH INDOOR U13-U18
SENIOR INDOOR U19+

6. Select Correct Age Group
7. Save
8. Exit from Program Registration section

Team Registration

1. Click on “Create/Edit Team” button
2. Create a Team with a distinct name as follows:
 - a. [Current year] (Club Name) [U# Gender] (League) (Division)
 - i. Eg. 2018 ABC Club U17M EMDSL DIV1
3. Make sure the 3 criteria from Program to Team match

Program Gender = Team Gender, Program Classification = Team

Classification and Program Age Group = Team Age Group

4.Exit from “Create/Edit Team”

Player Registration

1. Click on “Registration of Individuals” button
2. Look up a player

IMPORTANT must see if player already has an OS # to do this:
First Name - type in player first letter of first name only (Sally – type S)
Last Name – type in players first letter of last name only (Jones – type J)
Enter DOB
CLICK – Search Entire Database

If Person already has OS #

Click box SELECT

Click Box PLAYER REGISTRATION

Select from Drop Down Menu Correct – PLAYER PROGRAM
- OSA CLASSIFICATION
- SEASON

Drop Down Menu “STATUS” choose Active

Click Save and Proceed

Click Save

If Person does not have an OS #

Click Box “Add New Registrant”

Complete all personal information

Then register them as above

3.Repeat the above step until all players are registered

4.Exit from “Player Registration” and go back to the main page

Team Allocation

- ii. Go to “Allocate to Teams”
- iii. Select Season
- iv. Select Program
- v. Select Team
- vi. Click “Search / Refresh” button, a list of players will be presented
- vii. Select Players to be registered on the team from the left hand panel by clicking right arrow, this places them onto the selected team

HOW TO ADD A COACH

- STEPS:
- Registration of Individual
 - Click “OTHER REG”
 - Select Role “Team Official”
 - Select “Season”
 - Ignore green box in middle of screen
 - Bottom of screen Team Drop Down – Select correct Team
 - Position – Click Role – H. Coach or A Coach or Manager
 - Click “ADD”
 - Click “Save
 - Click OK

Team Rosters

Click on “Reports” button

Select Team Roster.rpt option from Select Report dropdown Select the appropriate Season from the Season dropdown

Select Team from the Team selection dropdown

Click Generate

ReportOnce the Team Roster Report is generated, click on Export

Type a name in Filename textbox

Select the format the report is generated in

Click Continue

Click on the link to download the report onto your local computer

