

HOW TO DO A DATA EXPORT ON AIMS FOR GRASSROOTS POOLED PLAYERS

Steps:

- 1-Login into AIMS
- 2-click Data Export
- 3-click ROLE – PLAYER
- 4-click correct Season
- 5- Click correct Program
- 6- Click Status ACTIVE
- 7- click Export
- 8- click “Here to Download”
- 9- the file will come up as an “CSV” file. Convert it to EXCEL and delete unnecessary fields.

FIELDS REQUIRED ARE:

OS ID

First Name

Last Name

Date of Birth

Registration From Date

Registration To Date

*** on Excel sheet please type in Club Name, Team Name in AIMS, Age and

Gender****