

## Using AIMS to Register Your Pools of Players and Coaching Staff.

Set up a program i.e. U11 Boys Pool  
Set up a team named for the program pool.  
i.e. U11 Boys Pool

Register your players to the **program only**. Pooled players may only have **one** registration.

Register your coaching staff to the **'team'**. Be sure to change the season to the current season and place on the correct team. Print a copy of the team roster that shows only the coaching staff and submit the coach books with this roster along with the coach/manager registration form that indicates they have the correct volunteer screening for the team they are coaching.

To print the player report go to **Data Export**.

Under **Role** select **Player**  
Season **Current Season**  
Select the **Program** and the **Status (active)**

The report will print in a .csv file. You can then convert it as an Excel file and **delete the information not required**. Save the Excel file.

We require:

### **By Program**

OSA#  
Gender  
Birthdate  
Name  
Address  
City  
Postal Code Phone  
No.  
Role: player  
Program  
Classification  
Registration From Date Registration  
To Date

Insert a new column in front of the first column. Place the number 1 beside the name of the first player, number 2 beside the name of the next player and number 3 beside the name of the third player. Place your cursor over the cell with the number 1 and drag down over the second and third cells to highlight them. Then take the cursor (with the cells still highlighted) and place it over the small blue box in the lower right hand corner of the third box. Drag the cursor down the column to the name of the last player. This will fill in the number of players that are listed in the file.

Please use the Header option with your club name and the age pool.

**Example: EMSA United SC (YEAR) U11 Boys Pool**

**NEW: You can also adjust the size of the cells and the printing so the information can be read.**

**Highlight the grid and select Format > Row > Height. A pop up box will appear and you can adjust the row height to fit your needs. The font in those selected cells (rows) can also be adjusted. Make sure your columns are wide enough to include the changes. In the top bar (marked A,B,C etc) double click on the width indicator (the bar that separates the columns) it will automatically adjust to the width required. Save the document.**

You will bring two copies of the file to the office (with books if required) and we will stamp your copy and ours. The date stamped by our office will be the date the players are eligible to play in festivals/games.

Similarly, addition of players will be highlighted and stamped by our office to indicate the date of eligibility.

By submitting the pool of players to our office **the club is confirming that the players listed meet the minimum requirements for registration as set out by the OSA** and that these players were not previously registered to play club soccer in another country.

The submission of the coaching staff registrations indicates that the club has completed the proper volunteer screening for that coach/manager for the team type. Coach books that require updating for coaching certification **must** include copies of the new certificates to be verified.

Please keep in mind that since this is a new process the instructions may change as we go forward.