



AIMS

Registration

User's Manual

OSA's Administration & Information Management System (AIMS)

Revised February 1, 2010

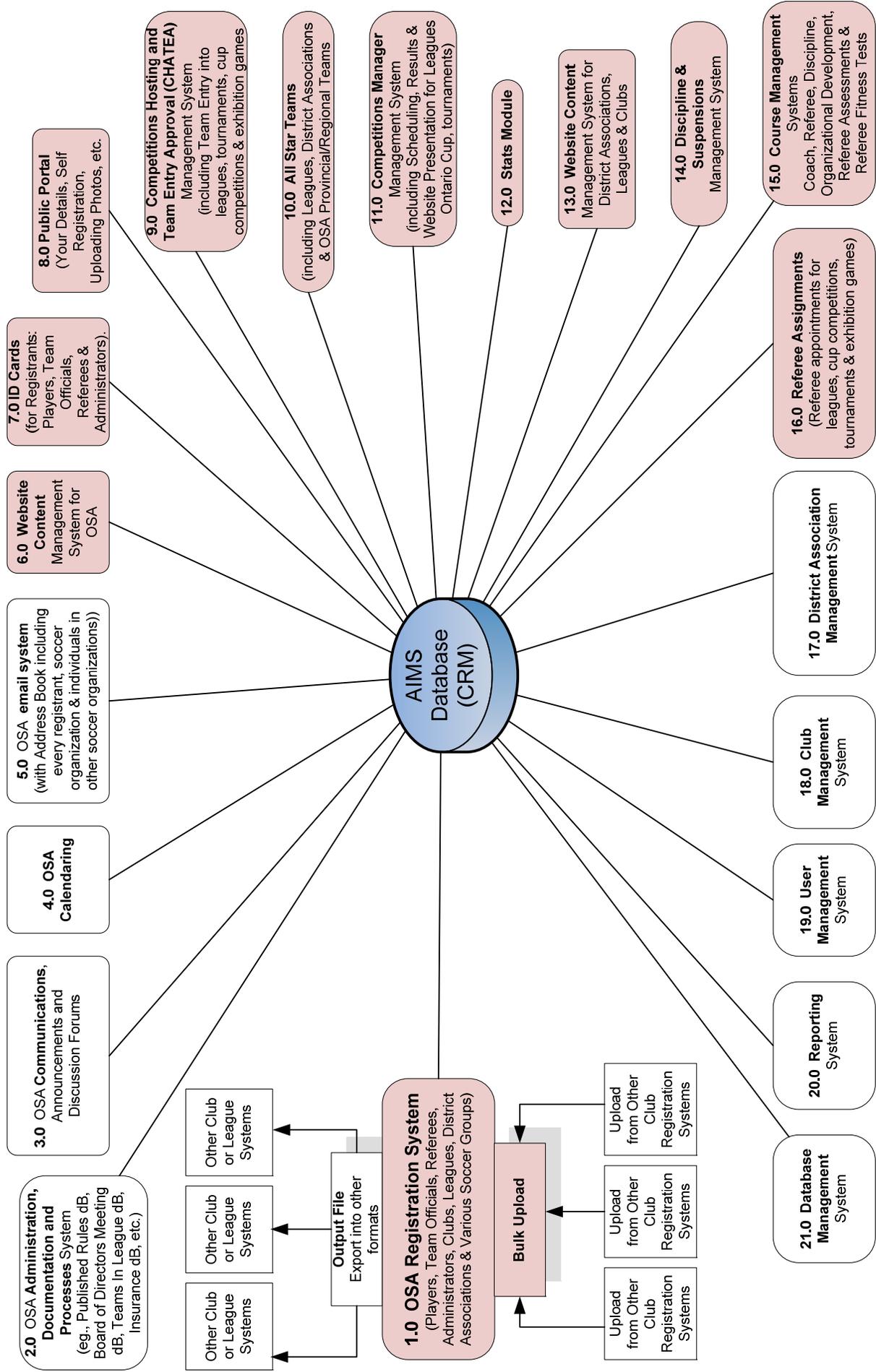


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Technical Support Information

District AIMS support person:

Name:
Phone:
Email:
Aimshelpdesk@soccer.on.ca

AIMS Help Desk:

Literature:

Manual for Users (specific to each Module)
User Guide (complete system manual)

Websites:

<http://www.ontariosoccer.net/Administration/Administration-and-Information-Management-System.aspx>

How To Start

This Sandbox Portal is for training purposes only. Minor changes and additional functionality will exist in the live site which would only be used with 'live' data.

Step 1.

<http://www.ontariosoccer.net/Administration/Administration-and-Information-Management-System.aspx>

Step 2.

Follow the AIMS Home Page & AIMS Website Portal link:

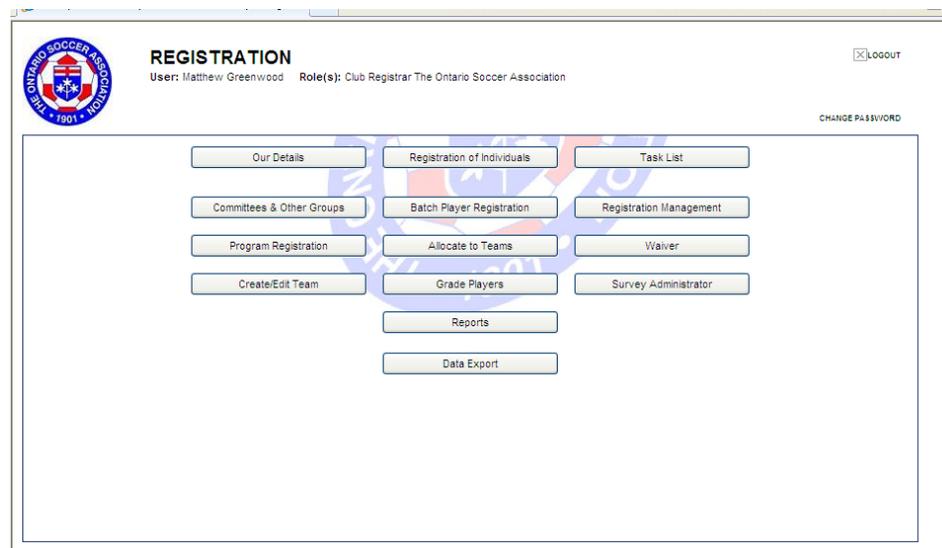
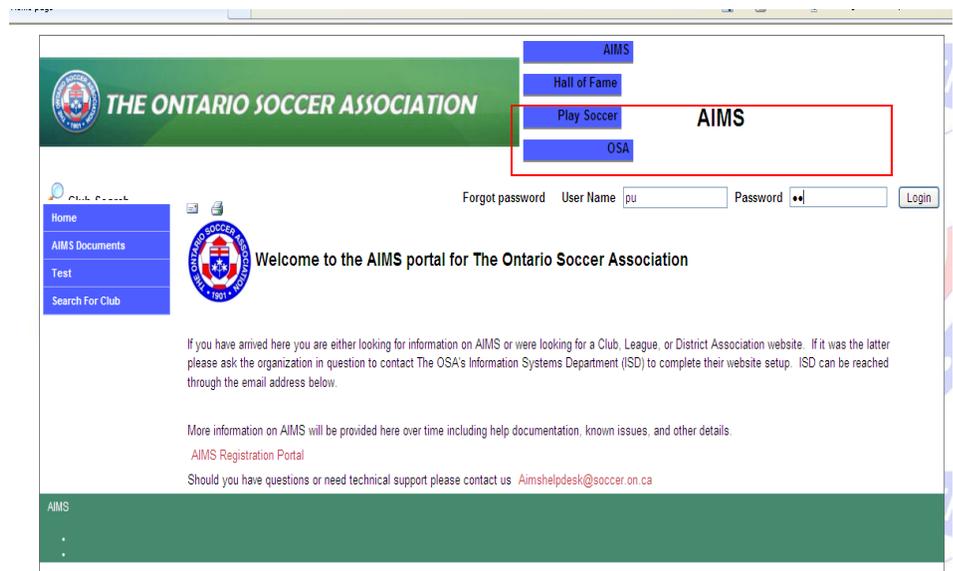
aims.ontariosoccer.net

Step 3.

In the top right hand corner you will enter:

User Name: pu

Password: pu (case sensitive).



Step 4.

You will now be able to view the Main Menu for AIMS registration

Note

Screen Views may appear slightly different depending on the web browser being used.

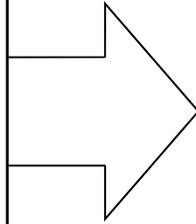
An AIMS Club styled website can be accessed on completion of a Registration Training Session and signing the User Agreement provided by your District Association



Page Layout for Manual

Function Notes:

identifying
information
provided on the
Screen Shot.



Screen Shot: taken
directly from the webpage
you will be working
within.



Area for your
own notes!



Introduction: To the area you will be
working in.

Navigation: How to get to this specific
area from the Registration Menu.

Process: A prompt to each process that
can be run from this page and how this
can be done.



Overview of Registration Workshop

The most important portal in AIMS, is Registration. This portal is the place to conduct and complete your organization's registration, registration of individuals, organize your registrations by placing players and team officials on teams, update their contact information, and create reports.

The information from this portal is provided to the central database and parts of it are shared with the larger system providing details to other portals. For example, teams and team members in the Competitions portal are ready for scheduling and reports from this portal will link those members to the Discipline portal. Suspensions will affect registration and competition, and so on.

Learning Objectives for Candidates

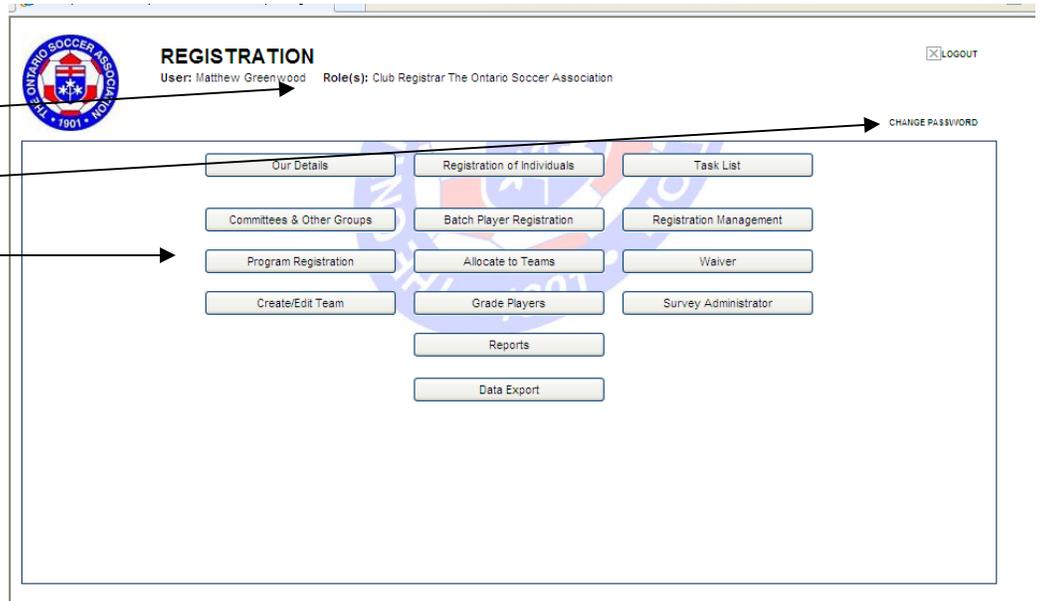
- As an instructor for the AIMS Registration Module it is important that the learners understand what they will be able to achieve by the end of the workshop. At every opportunity learners should be encouraged to practice within the portal.
- Instructors will be provided with a script to demonstrate the functionality of each area.
- Emphasize to learners that by the end of the session they will be able to:
 - Register members to a club
 - Set up programs
 - Register Players, Coaches, and Administrators
 - Set up teams and assign personnel to teams
- Learners can use the shaded margin to write any additional notes they feel are necessary. For Instructors this shaded area will hold key information and commonly asked questions that may prove useful during each session.
- Refer the Users regularly to the page in the manual
- Instructors will be provided with a script for practical application
- Learning can be tested at the end of each section by a brief question and answer session at the end of each page.
- Encourage learners to ask questions or ensure they know where to go if they have questions in the future. This information is available at the front of their User Manual.



The Registration Portal

Function Notes

1. Username and Roles
2. Logout and Change Password links
3. Registration Main Menu



Tips:

- In the Main Menu of the Registration Portal, if you hold your cursor over a function button, you see the "Hover Text" which provides more information about the function performed when clicking on that button.
- Press F11 to increase the view displayed on your monitor.

Introduction

The Main Menu is your central point from which all areas of the Registration Portal can be accessed. Refer to the image and bullets below to understand where different areas of the CMS are located.

How to access the Registration Portal

Follow the instruction on Page 2, 'How To Start'.

Process

- After logging into the Registration Portal you may:
 - Start a registration process
 - Change your password
 - Logout of the database



Our Details

Function Notes

1. Organization's "Contact Details"
2. Secondary Address
3. Setting "Default Address"
4. Save button
5. Exit button



Tips:

This is the starting point for users to begin uploading data. It is ESSENTIAL that you understand the importance of correct data when entering information for your club. The connectivity between each portal (Inside Cover) means that incorrect data affects the integrity of the database.

Keep mailing addresses, phone numbers and email addresses up-to-date. The OSA will need to communicate to Clubs and Leagues by regular mail and email and these addresses will be pulled from here.

Club Search

Home
AVFC
Club Link
Page 1
Forum
My Details
My Organisations
Website Editor
Play - Registration
Membership
Competitions
Teams
Events

Ontario Soccer Association
1901

REGISTRATION
User: peterboro user Role(s): Club Registrar

Logged in as: Peterboro User [Logout]

Our Details

Number	Building Name	Number	Building Name	Office	Local Number
	Knights Of Columbus Bldg	1		613 635 - 7765	
Address 1	170 Ellis Ave			Fax	
Address 2					
Address 3				Website	www.soccer-northeastern.com
* City	PEMBROKE			Email Address	sne@soccer.on.ca
* Province	Ontario		Ontario		
* Postal Code	K8A 1B3				
Country	Canada		Canada		
Type	Office				
	<input type="checkbox"/> Set this as our default address				<input checked="" type="checkbox"/> Set this as our default address

Exit Save Details

Introduction

This will explain how to update the contact details for your organization

How to access this Function

From the Registration Portal click on the 'Our Details' button

Process

1. Make the appropriate changes to your organization's contact details by updating each field
2. You may provide a secondary address
3. Set the 'Default Address' by clicking the appropriate box
4. Click on the 'Save Details' button
5. Click on the 'Exit' button



Program Registration (Mandatory)

Function Notes

1. Club's Current Programs
2. Program Type
3. Add New Programs Button
4. Complete other fields
5. Save button
6. Exit button

REGISTRATION
User: Matthew Greenwood Role(s): Club Registrar The Ontario Soccer Association

Program Registration
Show All Records

	Program Name	Valid From	Valid To	Type	Min persons	Max persons	Season	Price	OSA Classification
Edit	Provincial Referee	2009-04-01	2010-03-31	Referee	0	500	Referee 2009 [455]	130.00	SR
Edit	Thursday Footy	2008-10-01	2009-12-31	Player			Outdoor 2009 (id=450)		SR
Edit	OSA Test	2008-10-01	2009-12-31	Player			Outdoor 2009 (id=450)		SR
Edit	OSA Test 2	2008-10-01	2009-12-31	Player			Outdoor 2009 (id=450)		SR

Page 1 of 1 < Prev > < Next > Total Records 4

[Exit](#) [Add New](#)



Add Program Registration

Program Name:

Type:

Season:

Price:

OSA Classification:

Minimum Persons:

Maximum Persons:

Age Group:

Valid From:

Valid To:

Available to Web

[Exit](#) [Save](#)

Tips:

- Program Registration is mandatory in order to register players.
- In ITSoccerNet, "Programs" were known as "Categories" and the program description was limited to the category name. In AIMS, the Program description includes:
 - Program Name
 - Type
 - Season
 - Price
 - OSA Classification
 - Age Group
- "Minimum Persons" and "Maximum Persons" are optional fields and relevant for Self Registration
- If there is no Price, you must still enter "0"
- Each program can be linked to the club website through the "Available to Web" check box.

Introduction

- Program Registration can be done for the following programs:
 - Player Registration
 - Other Organization Activities
- In future, Program Registration will be categorized as 'Player' or 'Other'.
- By creating a program for Player Registration, the AIMS system will automatically populate the applicable fields within the Player Registration process.

How to access this Function

From the Registration Portal click on 'Program Registration'.

Process

1. Review the list of programs to see which programs are already registered.
2. Click on the "Add New" button to add a new program.
3. Completion of all fields is mandatory except for "Minimum Persons" and "Maximum Persons".
4. If you are registering a player, you must choose "Player" in the drop down menu for "Type". This will allow player registration to be linked to this Program later on.
5. After completing all mandatory fields, click on "Save" button.
6. When you have completed all of your program registrations, click on "Exit" button.



Create/Edit Teams

Function Notes

1. List of teams in club
2. Edit button
3. Create New Team button
4. Exit button



Tips:

- Programs and the Teams must be in place before Players and Team Officials can be assigned to them
- Teams do not have to be created season after season as in previous registration systems, they can be updated to reflect the current teams change in age or left alone to be reused again with a new group of players.
- Deletions should only be used for teams created in error
- The Team Type is being removed.
- You can sort the teams by clicking on the "Name" heading.

Name	Number	Type	Status	Pro/Am	Classification	Age Group	Gender	League/Level/Division
My team	TD2110-M01	Club	Delete	AMATEUR	What is Classification purpose	Standard by OSA ?????	Mixed	
yourteam	TD2110-M01	Club	Active	AMATEUR	TTest classification	Under-10	Mixed	
AAA Youth U12	AAA12	Club	Active	AMATEUR	TTest classification	Under-12	Male	
Hatrick	12232323	Club	Active	AMATEUR	Senior Competitive TEST	Over 30	Male	
North Stars	333	Club	Active		Senior Recreational	Standard by OSA ?????	Female	
North Stars A	122323	Club	Active	AMATEUR	Senior Recreational	Over 30	Male	
Bombers	dec15	Club	Active	AMATEUR	Junior Competitive TEST	U12	Male	
C Team		Club	Pending	AMATEUR	Senior Competitive TEST	Over 35	Mixed	
azzurri	2722	Club	Active	AMATEUR	Senior Competitive TEST	Over 35	Male	
PHSA		Tournament	Pending		Senior Recreational	Over 30	Male	

Introduction

This will explain how to create and edit teams for your organization

How to access this Function

From the Registration Portal click on the 'Create/Edit Team' button.

Process

1. Review the list of existing teams within your club.
2. Select "Edit" or "Delete" as necessary. If you select 'Delete' it will only change the status to 'Delete' but will not actually delete the team.
3. Click on the 'Create New Team' button if you need to add a team, a new window will open:
 - Fill in the 'Name' and 'Registration Number' fields
 - * Note: Team Names should be individualized by using the second portion of the "registration number" field rather than the "team name" field. For instance, all teams with a club could be called "XX S.C. Flying Eagles" and then the birth year 1999 boy's team could be coded as (registration number)- 99b. This distinction would then stay in place for the entirety of that team's playing career with the club.
 - The 1st box of the Registration Number is the Club Type and Club Number.
 - The 2nd box is the Individual number as defined by the Club (i.e. 99b)
 - Select from the drop down lists to choose the "Team Type", 'Classification', 'Age Group', 'Gender'.
 - Click the 'Save' button
 - Click on "Exit" button when complete.



Registrant Registration Process



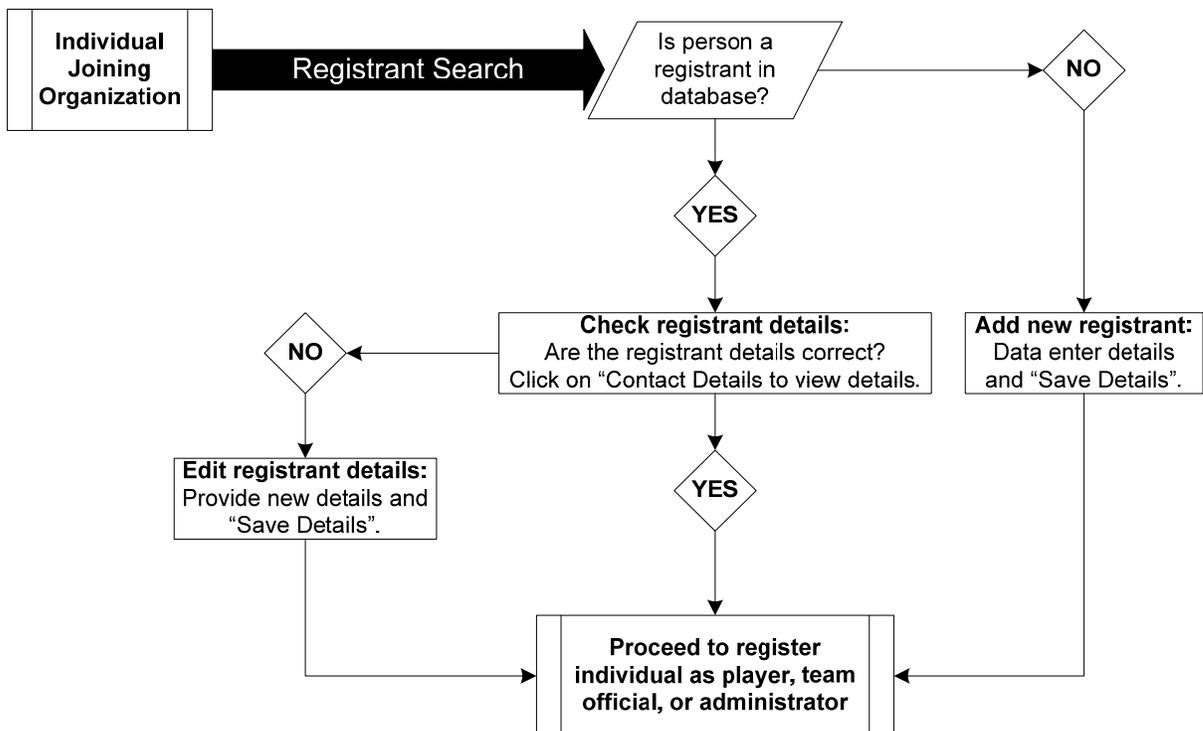
REGISTRATION

User: Matthew Greenwood Role(s): Club Registrar The Ontario Soccer Association

LOGOUT

CHANGE PASSWORD

Our Details	Registration of Individuals	Task List
Committees & Other Groups	Batch Player Registration	Registration Management
Program Registration	Allocate to Teams	Waiver
Create/Edit Team	Grade Players	Survey Administrator
Reports		
Data Export		



Registrant Registration (Search)

Function Notes

1. Last name of person
2. Select gender
3. Search button
4. Exit button



Tips:

- Instead of clicking the Search button simply press the Enter key on your keyboard to activate the search
- Press Tab to move between fields rather than pointing and clicking your mouse to advance from one field to the next
- In the training environment you can perform a search by last name only. In the live environment a local search (ie., the Club's dB) will consist of any one of first name, last name, known as, or dob. A search all (ie., the entire OSA dB) will consist of either an exact match of the OSA Registration Number + dob OR an exact match of the first initial (or more), last name + dob.

Introduction

This area allows you to search for an individual by Name, Date of Birth or OSA Registration Number.

How to access this Function

Select the 'Registration of Individuals' option from the Registration Portal.

Process

1. Type in last name of person being registered.
2. Select "Gender" (NOTE: If the person is a female, make sure that you change the gender to "Female").
3. Click on the "Search" button
 - If registrant's record is found, click the 'Select' button next to the matching member
 - If search result is "No Records Found", click on the 'Add New' button to add a new member to the database
 - Key in person's data and then click on "Save" button to register new Registrant
4. When completed, click on the "Exit" button.



Add New Registrant Registration

Function Notes

1. Results of search for individual
2. Add New Registrant button
3. Back button to start new search
4. Exit button
5. Complete all applicable fields
6. Save Details
7. Exit



REGISTRATION
User: Mark Cristante Role(s): Club Registrar zzzBeaches S.C.

Search Registrant Select Registrant Registrant Details Search Club Select Club Registration Details Finish

Search Results
No records found

Exit Add New Registrant Back Next

Search Registrant Select Registrant Registrant Details Search Club Select Club Registration Details Finish

Title * First Name Middle Name * Last Name Known As
Hugo Boss

* DOB 2001-12-12 Gender Male Status Active PH# Type Amateur Update Details

Registration History Non Playing Roles Contact Details

* Address 1 7601 Martin Grove Road Home Local Number
Address 2 Work 505 - 2649 Ext
Address 3 Cell
City Vaughan Fax
Province Ontario Email Address
Postal Code L4L 9E4 Residential District
Country Canada Save Details Close Exit
Type Home Save the player details

Introduction

If, after searching, you do not find the registrant you are seeking you can add a new registrant to the database

How to access this Function

From the Registration Portal select 'Registration of Individuals'.

Process

1. Complete Search as per page 10.
2. If the individual is not registered in the organization's database, the "search result" will be "No Records Found"
3. Click on the "Add New Registrant" button.
4. Complete all required fields.
5. Click on 'Save' button
6. To exit function, click on the "Exit" button



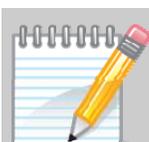
Edit Registrant Registration Details

Function Notes

1. Personal Details
2. Buttons for Non-Playing Roles, Contact Details, and Update Details
3. List of registrations (changes depending on selection in Function 2, above)
4. Action buttons (Exit, Attach, Back, Clear, New Role, and New (player registration))
5. Contact Details
6. Save button after editing details

The screenshot shows the 'REGISTRATION' web application. At the top, there's a navigation bar with 'Search Registrant', 'Select Registrant', 'Registrant Details', 'Search Club', 'Select Club', 'Registration Details', and 'Finish'. Below this is a 'Registration History' table with columns: Club Name, Season, Program, Received, Eligible, Expiry, Status, and Cancelled. The table shows one record for 'Peterborough City' in 'Summer Season' as a 'Recreational Player' with a status of 'Active'. Below the table are buttons for 'Non Playing Roles', 'Contact Details', and 'Update Details'. At the bottom of the page are buttons for 'Exit', 'Attach', 'Back', 'Clear', 'New Role', and 'New'.

The screenshot shows the 'Contact Details' form for a registrant. It includes fields for 'Title', 'First Name', 'Middle Name', 'Last Name', 'Known As', 'DOB', 'Gender', 'Status', 'OHP No', and 'Type'. Below these are fields for 'Address 1', 'Address 2', 'Address 3', 'City', 'Province', 'Postal Code', and 'Country'. There are also fields for 'Home', 'Work', and 'Cell' phone numbers, along with 'Fax' and 'Residential District'. At the bottom right, there are buttons for 'Save Details', 'Close', and 'Exit'.



Tips

Telephone numbers will jump across boxes automatically so you don't need to tab across.

Stress the importance of keeping each registrant's contact details up to date. Once fully operational, the AIMS program will offer a communications system that has the potential to reach every registrant in the database regarding competitions, discipline, surveys, etc.

Introduction

The information for each registrant should be reviewed and updated. This will explain how that is accomplished.

How to access this Function

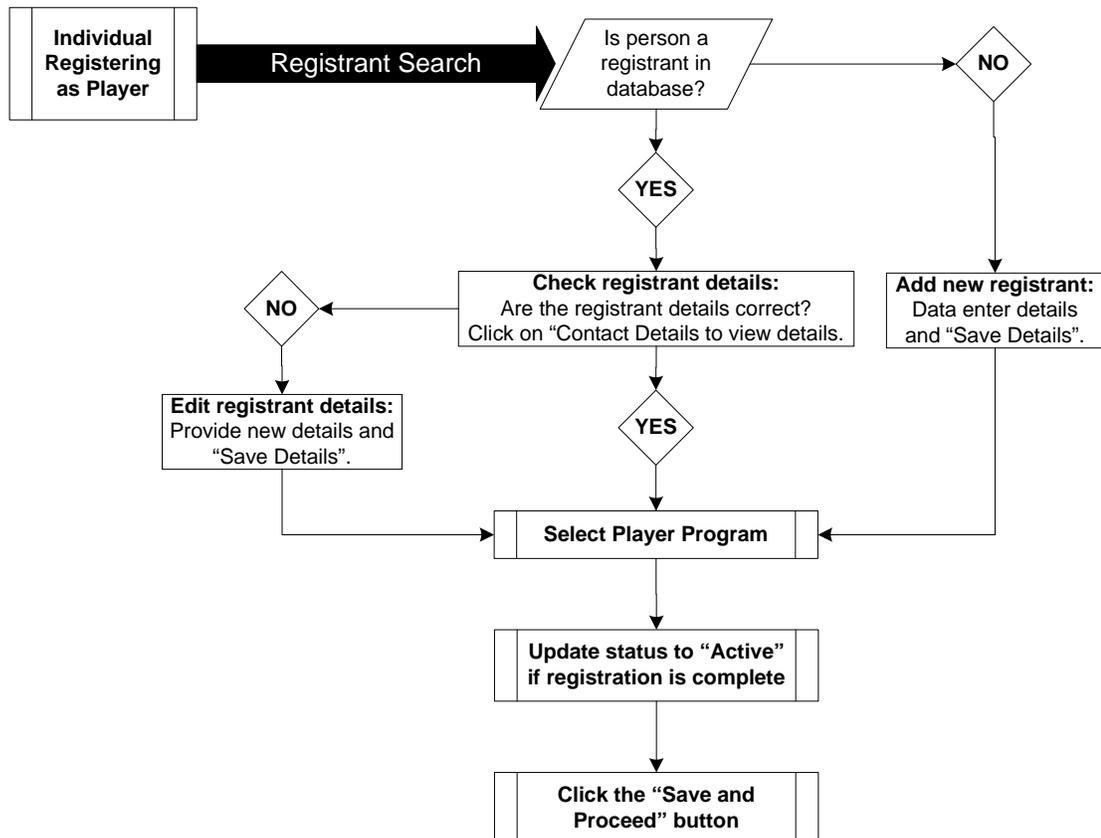
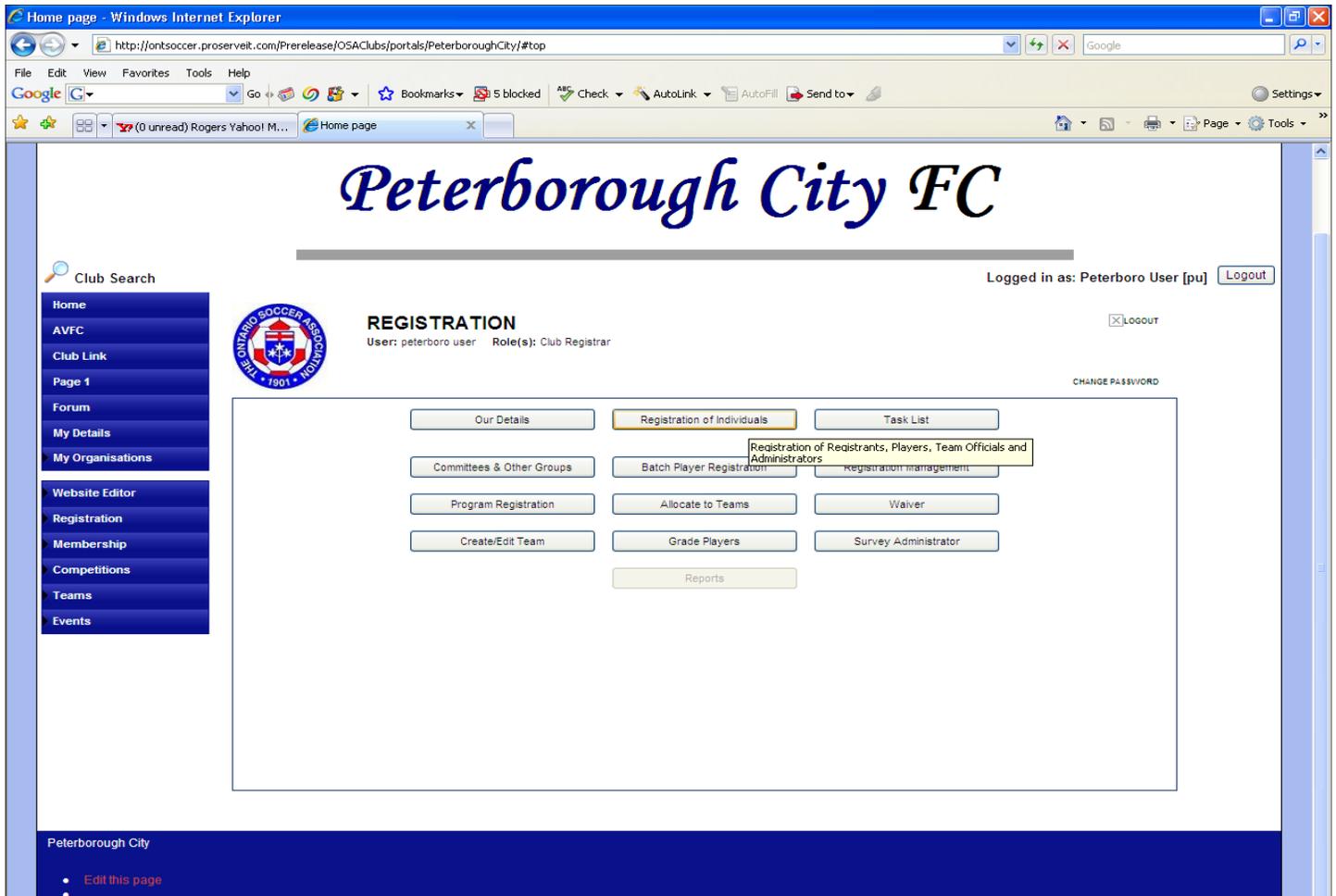
After adding a new registrant or after selecting the correct registrant from a list of names you will be presented with a page listing Personal Details and the individuals registration history. You will need to click on the Contact Details button. If you added the registrant this step is most likely unnecessary.

Process

1. Enter "Personal Details" for new registrant or update "Personal Details" for existing registrant.
2. Review registrant's record by clicking on buttons for: Non-Playing Roles, Contact Details, and Update Details
3. Access and review the previous registrations of registrant.
4. Options available for next step: Exit, Attach, Back, Clear, Other Reg and Player Reg)
5. If registering new registrant or editing existing registrant, enter or revise the "Contact Details".
6. Click on "Save" button after entering details or editing details.



Player Registration Process



Register as Player

Function Notes

1. Player registration button
2. Player Program Field
3. Check boxes for documents required for registration
4. Clear, Back, Save & Proceed Buttons
5. Registration, Effective From and Effective To dates
6. Summary of Registrant
7. Status button
8. Exit button



Tips:

If you are registering a new registrant as a player you must complete and save the Player Registration in order for the new Registrant Registration to be saved. If there is data missing in the Player Registration it is better to set the Status as 'Pending' rather than just exit.

Checking the "Documents Received" box may be useful in order to check the reason why players may not have been assigned to a team.

Club Name	Season	Program	Received	Eligible	Expiry	Status	Cancelled
Whitby Iroquois S.C. 0525	Outdoor 2009 (id=450)		2009-05-28	2009-05-28	2009-12-31	Active	
Salem Indoor Soccer League 0539 [449]	Indoor 2008-2009		2008-11-06	2008-11-06	2009-05-31	Active	
Whitby Iroquois S.C. 0525	Outdoor 2008 [447]		2008-05-21	2008-05-21	2008-12-31	Inactive	

Introduction

This will explain the process for registering a registrant as a player.

How to access this Function

From the 'Search Results' window select the individual to be registered and click on the 'Player Registration' button.

Process

1. Perform a Registrant Search as per page 10
2. If person not in database, register as New Registrant as per page 11
3. Select the Registrant and click on 'Player Registration' button
4. Select 'Player Program' - 'OSA Classification' and 'Playing Season' will automatically update.
5. Optional: click the check boxes in the Documents Received area for your own records. These do not affect the business rules of the database but provide the Club User with a good checklist of documents required and received for registration.
6. The Registration, Effective From, and Effective To dates are updated automatically.
7. Update the 'Status' to 'Active' if registration is fully completed.
8. Click 'Save and Proceed' button to continue, or clear, or go back to previous screen.
9. View registration summary after registration is saved.
10. When completed, click on the "Exit" button.



Batch Player Registration

Function Notes

1. Filter menus (Gender, Birth Year, Season, Program and Team) to refine visible players
2. List of Players
3. Select players being registered in batch
4. Select Season and Program to which players are being registered
5. Back button
6. Re-Register button
7. Exit button



Introduction

This will explain the process for registering a returning group of players into a new season

How to access this Function

From the Registration Menu click on the Re-Register Players button. Select the organization to which the players will be registered.

Process

1. Select from the filters (gender, birth year, from season) to select a specific group of players to be registered as a batch.
2. View the list of players selected based on the above filters.
3. Click the check box on the left side to select the registrants that you would like to register as a player using batch player registration.
4. Select the 'To Season' and 'To Program' that will refine the Classification and Teams to which you would like to register the selected registrants.
5. Click on "Back" button to go back to previous view.
6. Click the Re-Register button to complete the process (If there is a problem an exception report will be generated immediately and provide you with an update of the issues arising.)
7. When completed, click on the "Exit" button.

Tips:

An individuals names will appear more than once if they have multiple registrations within the Club and the filters don't affect each registration.

If there are problems with any of the registration an exception report will be generated immediately and provide you with an update on what issues came from your registrations in the form of a CSV file which will open in Excel or other spreadsheet/database programs.



Allocate Players to Teams

Function Notes

1. Drop down menu of Teams
2. Filters to identify available players
3. Move Player buttons
4. Players already assigned to the selected team
5. Available players
6. Check box to select players to be registered



Tips:

This is where the programs that were created earlier in the manual will help to simplify the registration process. This is because after selecting the season and program, the system will automatically filter to only those players whom are of age for the particular program and team. This will save a great deal of time in locating the players available to be added to the teams.



REGISTRATION

User: Mark Cristante Role(s): Club Registrar

LOGOUT

Season: Outdoor 2009 (id=450) Program: Under 12 Boys Rec Status: Active Team: Aston Villa

Role: Player Gender: Male Birth Year: 1997 to Open Search / Refresh

Show previously allocated

Player(s) to be Allocated					Player(s) Allocated to Aston Villa			
	Name	DOB	Registration	Allocation		Name	DOB	Registration
<input type="checkbox"/>	Komar Test [3000536]	1997-05-04	2009-05-09 YR (2322777)	None	-->>			
<input type="checkbox"/>	Testmark Testmark [3000556]	1998-05-04	2009-09-11 YR (2323433)	None	<<--			

Introduction

This will explain the process for assigning a group of players to a team.

How to access this Function

From the Registration Portal click on the Allocate to Teams button

Process

1. Use the filters (Season, Program, Gender, Status & Birth Year) to narrow the list of players to the group that you wish to assign to team.
2. Use the filters to select the team to which players will be assigned.
3. View the players eligible to be assigned to team.
4. Click the check box to the left of each player that you wish to assign to this team .
5. Click on the appropriate 'move' button to move/remove players to or from team.
6. View players assigned to team.
7. Click on Validate Residency button to see that your non-senior teams meet residency requirements
8. Click the Exit button when complete



Team Official Registration Process



REGISTRATION

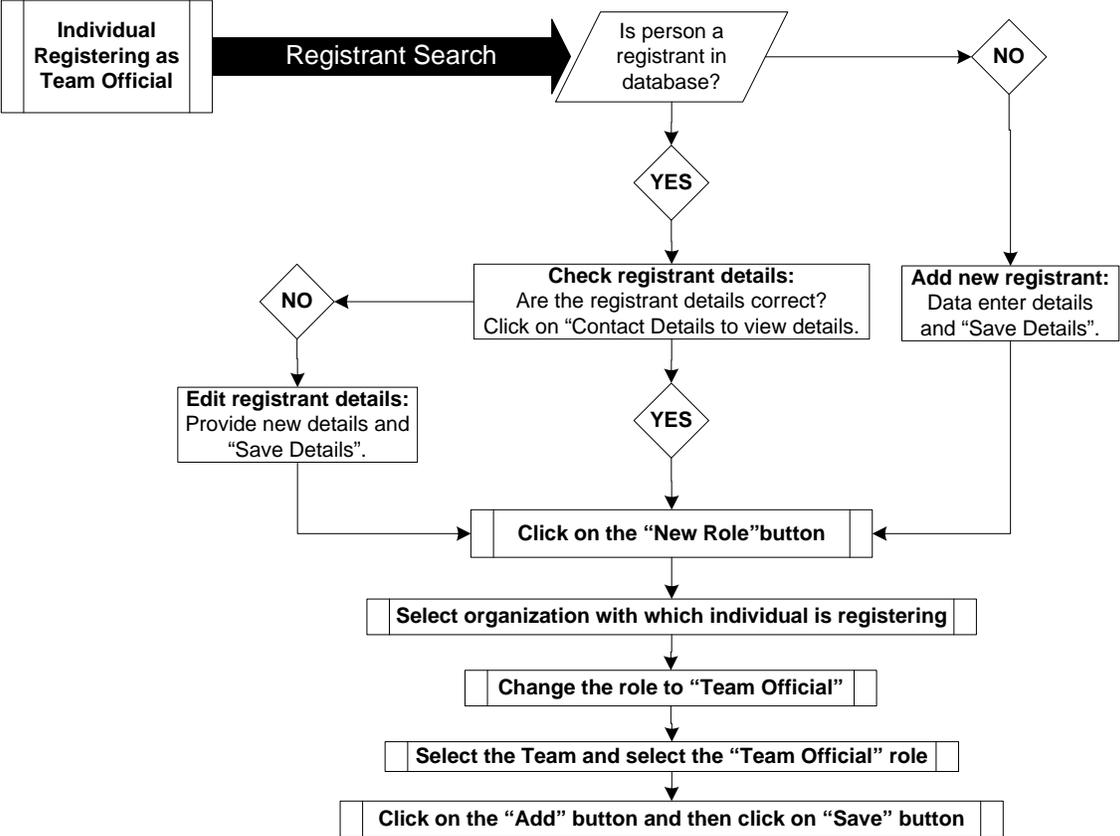
User: Matthew Greenwood Role(s): Club Registrar The Ontario Soccer Association

LOGOUT

CHANGE PASSWORD

The screenshot shows a dashboard with the following menu items:

- Our Details
- Registration of Individuals (highlighted)
- Task List
- Committees & Other Groups
- Batch Player Registration
- Registration of Registrants, Players, Team Officials and Administrators (highlighted)
- Program Registration
- Allocate to Teams
- Waiver
- Create/Edit Team
- Grade Players
- Survey Administrator
- Reports
- Data Export



Register as Team Official

Function Notes

1. Registration Season
2. Non Playing Role
3. Allocation To Teams History
4. Team Allocation
5. Role on Team
6. Add button
7. Save button
8. Back button
9. Exit button



Peterborough City FC

Club Search

Home

Club Link

Details

Organisations

Registration

Members

Applications

Teams

Logged in as: Peterboro User [Logout]

REGISTRATION

User: peterboro user Role(s): Club Registrar

OSA Reg No: 2662288 First Name: R. Bruce Last Name: Henderson DOB: 1946-05-03 Club Name: Peterborough City

Registration

Role: Team Official Season: 2008 Summer Season Effective From: 2008-08-01 Effective To: 2009-06-30 Status: Active

Program: Intro to Soccer Waiver Signed

Allocate to Team

Team	Role	Status
<input type="checkbox"/> Robruce United	Player	Active
<input type="checkbox"/> Peterborough City 1st	Player	Active

Page 1 of 1 < Prev > < Next > Total Records: 2

Team: Toronto FC Role: Team Head Coach Add Delete

Exit Back Save

Introduction

This will explain the process for registering an individual as a Team Official (including Coach, Assistant Coach, Manager and Assistant Manager)

How to access this Function

From the Registration Portal click 'Registration as Individual' and then search for the individual. The 'Registration Details' view now allows you to either view 'Non Playing Roles' or to add an 'Other Reg'.

Process

After clicking on the 'Other Reg' box to add a new non playing registration and after selecting the Organization to which this individual will be registered:

1. Select the season to which this registration will apply
2. Change the Role to 'Team Official'
3. View Registrant's "allocation to teams" history
4. Identify the Team to which this role will be added
5. Select the role on the team of: Team Head Coach, Assistant Coach, Team Manager or Assistant Manager
6. Click on the 'Add' button (to remove a role check the box and click 'Delete' button)
7. Click on the "Save" button to save "Team Official" registration.
8. Click on the "Back" button if you want to go back to previous view.
9. When completed, click on the "Exit" button.



Reports

Function Notes

1. Current or future season
2. 24 hours in advance
3. Default District
4. Default to your Club
5. Teams available from within your Club
6. 'Generate report' button
7. Report View
8. Export Team Roster into A specific format



Select Report: Team Roster.rpt Exit Export

Set Report Parameters

Season: Indoor 2009-2010

Date: 24 Sep 2009

District: Hamilton and District Soccer Associac

Club: Saltfleet Go-Ahead S.C. (6860)

Team: startek u7 boys (348954)

Generate Report

Select Report: Team Roster Exit Export

Set Report Parameters

Season: Outdoor 2009 (d=450)

Date: 8 Oct 2009

District: Durham Region Soccer Association

Club: Ajax Adult Rec. S. C. 0592 (6253)

Team: B

Please Specify Filename and Format for Export

Filename:

Format: PDF (.pdf)

Continue Cancel

Select Report: Team Roster.rpt Exit Export

Set Report Parameters

Season: Outdoor 2009 (d=450)

Date: 8 Oct 2009

District: Durham Region Soccer Association

Club: Ajax Adult Rec. S. C. 0592 (6253)

Team: Blue (48545)

Generate Report

[Team Report Blue](#)

This will explain the process for creating a variety of Reports and a Team Roster.

How to access this function

From the Registration Portal click on the 'Reports' button

Process

1. From the 'Select Report' drop down menu identify the type of Report you want to run
2. Different reports require different levels of information. If an option is 'greyed out' then this is defaulted based on your User Level
3. For Team Rosters identify:
 - The Season
 - The Date (**IMPORTANT:** AIMS recognizes that Players aren't eligible to play until the day after they have registered so set the 'Date' for tomorrow)
 - Select your District
 - Select your Club
 - Select the Team from the dropdown options
4. A report will be generated showing Team Officials, Players and Effective Date when you click Generate Report
5. Click Export to export the report into another format; ie. Word, PDF, Excel etc. A box will appear for you to name the file and pick a format, then click continue.
6. Click on the Report Name you just created to continue to export.



Committees and Other Groups

Function Notes

1. List of existing Committees, Task Forces, Advisory and Steering Groups
2. New group entry field
3. Status of new group
4. Save button
5. Edit button
6. Exit button



Tips:

In this section the term Groups will be used to mean; Committees, Task Forces, Advisory and Steering Groups.

The groups must be setup before registering the Administrators as they are assigned into these groups as part of their registration.

Marking a group as 'deleted' doesn't mean it will be removed when you exit out of the Registration portal. It is a 'soft delete'.

An inactive group should not be deleted but marked as 'Inactive' which will mean an individual cannot be added to it.

The list of groups can be sorted by name and status.

REGISTRATION
User: peterboro user Role(s): Club Registrar

Committees, Task Forces, Advisory and Steering Groups

Name	Status
abc	Delete
bbc	Delete
Board of Directors	Active
cbc	Inactive
Charonics Committee	Active
Club Ex Committee	Active
Coaching qualification review	Active
Computer Ad	Active
Computer Advisory Group	Active
ddd	Inactive

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Exit

Name: _____
Status: _____
Cancel Save

Introduction

This will explain how to add Administrative groups to your organization such as Committees, Task Forces, etc

How to access this Function

From the Registration Portal click on the 'Committees and Other Groups' button.

Process

1. Review the list of groups (Committees, Task Forces, Advisory and Steering Groups). The groups can be viewed by name or by status by clicking on the heading name.
2. Enter group name for new committee/group.
3. Set the 'Status' of new committee/group.
4. Click on the 'Save' button to add a new group
5. To Edit group name click on the 'Edit' button next to that group and then update the details and click the 'Save' button
6. Click the 'Exit' button when complete



Administrator Registration Process



REGISTRATION

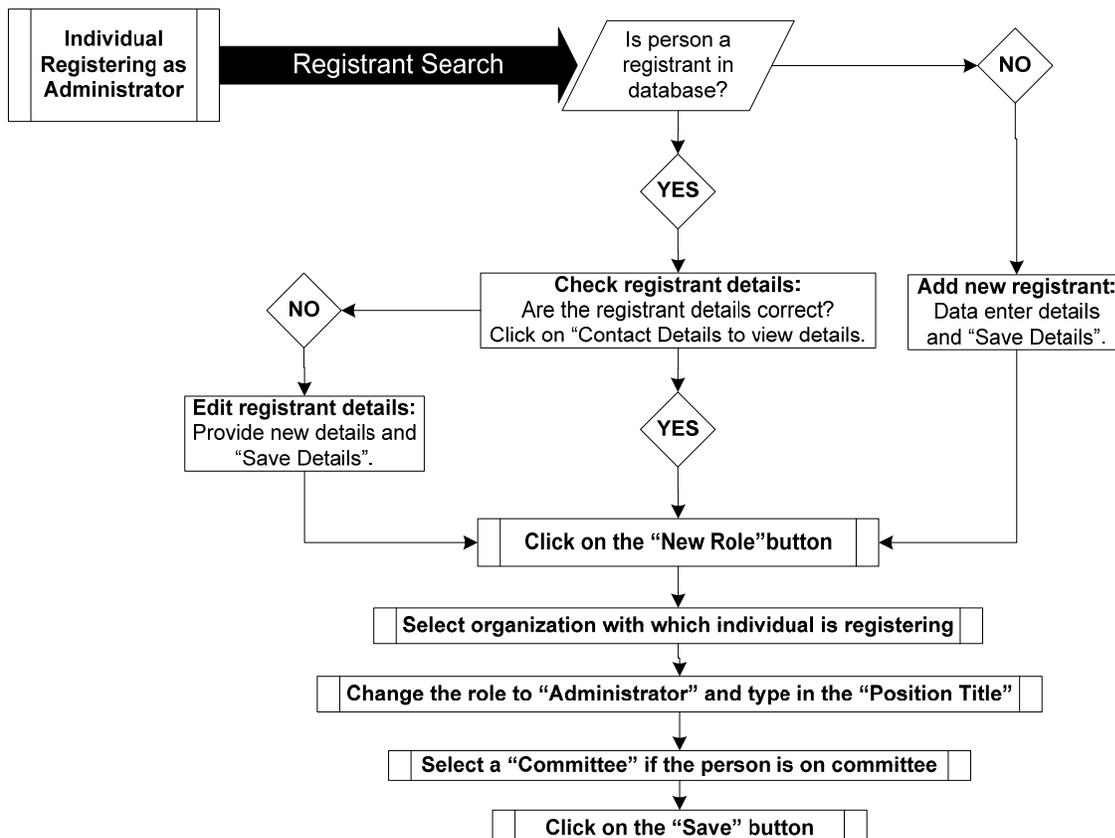
User: Matthew Greenwood Role(s): Club Registrar The Ontario Soccer Association

[Logout](#)

[CHANGE PASSWORD](#)

The screenshot shows a registration interface with the following menu items:

- Our Details
- Registration of Individuals (highlighted)
- Task List
- Committees & Other Groups
- Batch Player Registration
- Registration of Registrants, Players, Team Officials and Administrators (highlighted)
- Program Registration
- Allocate to Teams
- Waiver
- Create/Edit Team
- Grade Players
- Survey Administrator
- Reports
- Data Export



Register as Administrator

Function Notes

1. Administrator Role
2. Effective From and Effective To Fields
3. Position Title
4. Committee Selection
5. Add, Delete, and Switch View buttons
6. Back and Save buttons
7. Exit button



Introduction

This will explain the process for registering a registrant as an Administrator

How to access this Function

From the Registration Portal select 'Registration an Individual'. From the resulting search for an individual the 'Registrant Details' window will open. Click on the 'New Role' button

Process 1—Add a Role

1. Change the Role field to Administrator.
2. Update the Effective Dates of registration, if necessary.
3. Fill in the position title of the person in this role.
4. Select a Committee/Group in the Committee field pull down, if necessary.
5. Click on the "Add" button to add this role or "Delete" button to delete this role.
6. Click on the "Save" button to save the record or the "Delete" button to delete record.
7. When completed, click on the "Exit" button.

Tips:

Committees and Groups need to be setup prior to completing this task.

In training the User must select an organization to register as an administrator but in live environment the administrator registration will go directly to the club.

DO NOT choose Coach from the Role drop down menu. Coaches should be registered under Team Official. Refer to Page 18.

'Switch View' allows you to tab between Committees/Groups and Education.



Grading Players

Function Notes

1. Filters to limit players visible
2. Grade to be assigned
3. Available players to grade
4. Check box to select players to receive that grade.
5. Players that have been graded
6. Move Player Buttons
7. Exit button



Club Search

Home
AVFC
Club Link
Page 1
Forum
My Details
My Organisations
Website Editor
Player Registration
Membership
Competitions
Teams
Events

REGISTRATION
User: pu Role(s): Club Registrar
Logout

Search

Season: 2006 Summer Season
Team: All
Role: Player
Birth Year: 1982
Gender: Male
Show Ungraded:

Assign Grade
Grade: A

Select Individuals

	First Name	Last Name	DOB	Grade
<input checked="" type="checkbox"/>	Mark	Cristante	05/08/1982	
<input type="checkbox"/>	Mark	Cristante	05/08/1982	
<input checked="" type="checkbox"/>	Nicolas	hulot	03/08/1982	

Remove First Name Last Name DOB Grade

----->>
<<-----

Total Individuals 3
Total Individuals 0

Exit

Introduction

This will explain the process to rate the ability of your players.

How to access this Function

From the Registration Portal click on the Grade Players button

Process

1. Select from the filters (season, team, birth year and gender) to limit the group of players being graded.
2. Select a Grade you wish to assign to these players.
3. View the players available to be graded.
4. Click the check box next to each player that you wish to grade.
5. View the players who have already been graded (if any).
6. Click the appropriate arrow to grade players receiving this grade.
7. Click Exit button when you have completed your grading.

NOTE: The process can be repeated as often as required.



Task List

Function Notes

1. "Type" Drop down menu filter
2. Show All Records button
3. Registrant list with pending Data
4. Go button to Select record
5. Refresh Button
6. Exit Button



Peterborough City FC

REGISTRATION
User: peterboro user Role(s): Club Registrar

Logged in as: Peterboro User Logout

Task List

Search Results
Type: Complete Registration
Show All Records:

	Type	OSA Reg No	First Name	Last Name	Club Name	Received	Date Eligible	Expiry Date	Status
<input type="checkbox"/>	Registration Pending	2662055	Bobby	Day	Peterborough City	2008-06-10	2008-06-10	2008-07-15	Pending
<input type="checkbox"/>	Registration Pending	2662056	Edward	Day	Peterborough City	2008-06-10	2008-06-10	2008-07-15	Pending
<input type="checkbox"/>	Registration Pending	2662058	George	Day	Peterborough City	2008-06-10	2008-06-10	2008-07-15	Pending
<input type="checkbox"/>	Registration Pending	2662067	Tony	Day	Peterborough City	2008-07-01	2008-06-18	2008-07-15	Pending
<input type="checkbox"/>	Registration Pending	2662077	Mark	Cristante	Peterborough City	2009-03-31	2008-11-24	2009-03-31	Pending
<input type="checkbox"/>	Registration Pending	2662077	Mark	Cristante	Peterborough City	2009-03-31	2008-11-24	2009-03-31	Pending
<input type="checkbox"/>	Registration Pending	2662085	oooooooo	oooooooooooo	Peterborough City	2008-07-01	2008-07-07	2009-06-30	Pending
<input type="checkbox"/>	Registration Pending	2662091	test22	test22	Peterborough City	2008-10-04	2008-10-03	2009-03-31	Pending
<input type="checkbox"/>	Registration Pending	2662099	aaaaaaaa	aaaaaaaaaaaa	Peterborough City	2008-08-01	2008-11-26	2009-06-30	Pending
<input type="checkbox"/>	Registration Pending	2662101	aaaaaaaaaaaa	vvvvvvvvvv	Peterborough City	2008-07-01	2008-07-08	2009-06-30	Pending

Page 1 of 4 < Prev > < Next > Total Records: 39

Introduction

This section will allow you to review all pending registrations. You will be able to categorize your search and then make changes to remove an individual from this list. The Task List allows you to review the total number of pending applications you have. Clubs should review this regularly to check information that needs updating.

How to access this Function

From the Registration Portal click on 'Task List'. You will be presented with a two drop down filters to limit search results.

Process

1. Select the type of pending registration records to be viewed.
2. Tasks can all be viewed regardless of type or date by checking the 'Show All Records' box in both filters.
3. Review list of "pending" registrations.
4. An individual can be reviewed by checking the 'Go' box to the left of their name.
5. You have the option of refreshing view.
6. When completed, click on the "Exit" button.

If you select to "Go" to a record (as per 4 above):

- You are now in an individual registration (as in Page 15):
- Select Player Program and Classification & Playing Season updates automatically.
- The Registration, Effective, and Termination Dates will be updated automatically.
- Optional: click the check boxes in the Documents Received area for your own records, these do not affect the business rules of the database.
- Update the Status to Active if registration is ready to proceed
- Click the Save and Proceed button to continue



Registration Management

Function Notes

1. Searchable Fields
2. Search button
3. Search results
4. Select individual to update record
5. After record is updated, click on the "Save and Proceed" button



Club Name	First Name	Last Name	Age	DOB	Status	Club Name	Registered	Date Started	License Date	Registration Date	Status
Peterborough City	Matthew	Greenwood	14	2003-03-21	Active	Peterborough City	2008-03-21	2008-03-21	2008-03-21	2008-03-21	Active
Peterborough City	Matthew	Greenwood	14	2003-03-21	Active	Peterborough City	2008-03-21	2008-03-21	2008-03-21	2008-03-21	Active

Introduction

This area allows you to search for a specific individual and review their registration.

How to access this Function

From the Main Menu click the "Registration Management" button.

Process

1. Type in last name of registrant to do search. (Criteria needed to search will be based on your User level)
2. Click on "Search" button
3. View "Search Results" to locate registrant whose record you wish to update.
4. Click on "Select" button to the left of the name of the registrant whose record you wish to update.
5. After completing the update to record, click on the "Save and Proceed" button.



Terminology

There are certain phrases or titles that have changed from IT SoccerNet to the new AIMS Program. Please familiarize yourself with the new terminology below. Where possible The OSA has been able to retain former phrases and titles.

ITSoccerNet Terminology

AIMS Terminology



has been changed to:

Program Registration



has been changed to:

Create/Edit Team



has been changed to:

Batch Player Registration



has been changed to:

Registration of Individuals



Personal Information

has been changed to:

Our Details



Terminology

There are additional phrases that may be new to users of AIMS

Void-	This is a registration that was never valid at any point, possibly due to error made at time of entry
Cancelled-	This is a registration that was at some point valid, but now has to be cancelled for some reason
New- (Registration of Individuals)	This is a New Player registration
New Role- (Registration of Individuals)	This is used to set up a new Non-Playing Role
Update Details-	Needs to be chosen if you decide to update any field in the top portion of the Individuals Registration
Contact Details-	Needs to be used if you wish to view/ amend the individuals contact details, including Address, Phone Number etc.
Registrant-	A person whose record is in The OSA database and has been assigned an OSA Registrant Number
Active registrant-	A Player, team official, administrator or Referee who is registered for the current season
Mixed-	A team classification which permits both male and female players
Status-	This indicates the status of the registration record and includes: Active, Inactive, Pending, Duplicate and Delete
Classifications-	<ul style="list-style-type: none">Mini Soccer OutdoorMini-Soccer IndoorMini-Soccer FutsalYouth Outdoor CompetitiveYouth Outdoor RecreationalYouth IndoorYouth FutsalSenior Outdoor CompetitiveSenior Outdoor RecreationalSenior Outdoor Recreational (5-a-Side)Senior IndoorSenior Futsal