



Entering School Roll- Including AES

1. Go to www.gicaasports.com, select 'LOGIN' from the tabs.
2. Once on the Login page, select 'Schools' from the 3 choices. Then select Login, and type in your login information.
3. Select 'Add School Enrollment' from the menu on the left.
4. Click the link 'Add New Records'. Once on that page you will select the number of records you would like to enter (Between 1-99). On your initial entry for the school, you may have to go through this process multiple times in order to enter entire school roll.
**The system automatically advances students to their proper grade each year, so you are welcome to enter as many grades as you would like to prevent having to do mass entries each year.*
5. Once you have entered school roll, select submit. All the entered names of enrolled students will now be visible and you will be able to select them onto your team rosters.
6. When entering AES students, use the same procedures as above, making sure to select 'YES' to their AES status. After clicking Submit, select 'AES Forms' from the Menu on the left.
7. On this page, you will see all the AES students you entered. From here it is a one time, 3-Step process to sanction the AES Students.
 - a. Step-1: Select the 'EDIT' button for each student. Enter their AES info (Home address, Home School organization if any, previous schools associated with if any).
 - b. Step-2: Scan the students Birth Certificate and Proof of Grade (transcript, grade report, etc.). Once those are scanned, you can select the 'Upload' button and upload each of those respective files for each student.
 - c. Step-3: If all the documentation is present and checks out, the GICAA will approve the AES student and they will then appear as part of your school roll. Also, once approved student will be visible and you will be able to select them onto your team rosters.
** Three times per year (Fall, Winter, Spring) the GICAA will approve all AES students for that season. This date is marked on the GICAA calendar on the website as the "AES Addition Deadline."*
*** You are not required to wait until the season in which that AES student participates. You can enter them all at the beginning of the year if you would like, provided that you have all their information and documentation. **Please note that any AES student missing information or documentation past the "AES Addition Deadline" will become ineligible until the next seasons "AES Addition Deadline."***
**** Just like enrolled students, this process for AES students will only need to be done one time. Once an AES student is approved by the GICAA, they will show up on the school roll, and will automatically advance grades like an enrolled student.*



Entering Rosters- Including AES

1. Go to www.gicaasports.com, select 'LOGIN' from the tabs.
2. Once on the Login page, select 'Schools' from the 3 choices. Then select Login, and type in your login information.
3. Select 'Add/Edit Rosters' from the menu on the left.
4. Select the sport you would like to enter a roster for. If a sport is missing you must add it through the 'Edit My Sports Users' option on the menu on the left.
5. Once you have selected your sport you can add players by selecting 'Add to Roster' next to the player you wish to add. Then simply add a jersey number (if necessary) and click submit. The player is now added to the list.
6. If an AES player does not appear on the Student Roll list to select from, it means that the player is awaiting approval from the league. Please ensure that you have submitted all necessary information under the 'AES Forms' before contacting the league office.
7. If instead of reading 'Add to Roster' it reads, 'No more AES players can be added', it means that you have either exceeded the 50% rule (if applicable) or have reached the sport specific roster limit found in the manual.