



## **Entering School Roll- NO AES**

1. Go to [www.gicaasports.com](http://www.gicaasports.com), select 'LOGIN' from the tabs.
2. Once on the Login page, select 'Schools' from the 3 choices. The 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 will now be visible and you will be able to select them onto your team rosters.

## **Entering Rosters- NO AES**

1. Go to [www.gicaasports.com](http://www.gicaasports.com), select 'LOGIN' from the tabs.
2. Once on the Login page, select 'Schools' from the 3 choices. The 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.