ATHLETIC ELIGIBILITY LIST SYSTEM (AELS)
MANDATORY SEPTEMBER 2010

Benefits for schools
- Ability to track information about teams, student-athletes and coaches at the school level
- Track student-athlete involvement in sport throughout their high school career
- Track coach involvement in sport each year
- Create eligibility lists for school, local, regional competition
- Register for OFSAA championships

Each board and school will have their own policies and interpretations of general policies. Make sure that you clarify with the appropriate individuals to ensure that policies are being followed. OFSAA will work with any school board to ensure that the process is beneficial for our member schools; but also, respects the policies of the board or school.

Mandatory Fields

- The easiest way to add students in the system is to provide the **LOSSA Athletic Coordinator – Gina Waduck** with an excel file that lists your students both student-athletes and non-participants and their pertinent details.
- Using your school database program (ex. ESIS), select the students you wish to have uploaded into the system. Generate a report of your students and export it into an excel file. (sample below)

First name	Middle Initial /Name	Last Name	Date of Birth dd/mm/yyyy	Year of Gr. 9 Entry	Gender
Gina	D	Waduck	21/11/1990	2005	F
John	G	Smith	01/01/1992	2007	M

- The completed list can be sent by your board representative to a secure FTP site (OFSAA).
- For subsequent years, the only information that will need to be uploaded will be the incoming Grade 9 students, as the rest of the student body will already be in the system.
- As you will see below, schools can add students one at a time without going through the upload process.

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ADDING STUDENTS ONE AT A TIME
- As mentioned earlier, schools are required to add students into their database.
- Once a student is inputted into the schools' database, they will be in the system for the remainder of their high school career.
- Schools can assign students to any team with a few easy clicks of the mouse.
- The system will automatically purge the student from your database based on the year or entry into grade nine.
- At any time, a school can add a student into their database
- To add a student to your database, click on the **ADD STUDENT** button under the School information page.

- By clicking this button, you are now ready to input the necessary student information into the school database.
- The following student form now appears.

Student Form

	*= required field.
School:	A. A. A. A. CWOSSA
First Name: *	Jack
Middle Initial:	
Last Name: *	Bauer
Date of Birth: *	08 03 1989 (dd/mm/yyyy)
Date of Grade 9 Entry: *	2002
Gender: *	⦿ Male ○ Female
# of Courses/ Current Semester or Year:	Semester schools use Sem 1 and Sem 2 fields. Full year schools use the Total field.
Credit Info Sem 1:	4
Credit Info Sem 2:	4
Credit Info Total:	
Accumulated Total:	23
Transfer Information: (if applicable)	
Transfer Student:	In Province
Former School:	A.A.A. Test School - Collingwood
Transfer Date:	09 2005 (mm/yyyy)
Transfer Approval	☑ Approved By: Association
Appeal Section:	a(i) If b)ii is selected, which sports is the student ineligible:
Approval Date:	09 12 2005 (dd/mm/yyyy)
	Update Information Reset

- The information listed on this page is commonly found on most local/regional/association eligibility lists.
- The top portion of the form is self explanatory.
- The bottom section of the form is to be used if the particular student is a transfer student and has been approved under specific transfer policies
- Once you have completed the fields, click on the **CONTINUE** button.
- The form below shows the completed student information.

ADDING/EDITING USERS
- You can add as many users that can have access to your school system.
- We suggest that only staff members have access to the system, not community coaches.
- On the navigation tree on the left hand side, click on the **USERS** link, then on the **Add User** link.
- In the main content area, the below form opens up.
- Fill out the required fields.
- Please note that when you are creating User Names and Passwords, they are case sensitive.
- Under User Types, even though it is the only option you must you must click on "School"
- Under Schools, even though it is the only option you must you must click on your "School".
- When the above steps are complete, click on the **ADD USER** button.

OFSAA - Administration Site

Users Form

First Name:	Laura
Last Name: *	Peterson
User Name: *	Laura
Password: *	athletics
Email:	
Phone:	
Status:	⦿ Active ○ Inactive
User Types:	School
Schools:	A A A A NOSSA

Add User

**Should you need to have your password re-set or have questions please contact Gina Waduck – LOSSA Athletic Coordinator @ The Durham District School Board.
Ph: (905) 666-6937   Email: waduck_gina@durham.edu.on.ca**