

## How to Qualify your Team for Provincials on the SRS

1. Go to your team viewing page in the SRS and click "Edit"
2. While editing your team, select the "Qualify for Provincials" checkbox. The SRS will then auto-populate with your team's photo, logo and the athletes names in order on the photo (if you've already done this). If you have not, it will require you to include a team photo and your athletes in order (note: football does not need to name the athletes). These will go in the program and yearbook!

JV Team

Please note that JV teams are not eligible for Provincials though you may include athletes from this team also in your provincial team where applicable.

Intend to attend Provincials

Check this on if your team intends to compete in the Provincial tournament if qualified.

Qualified for Provincials

Check this on if your team has qualified to compete in the Provincial tournament.

### Team Photo \*

REMOVE

The maximum number of media items have been selected.

### TEAM MEMBERS IN PHOTO



To include the player names alongside the above image in the Year Book, we require a list of players in the photo, ideally top left to bottom right, by row. We understand this can be tedious, but appreciate your assistance.

3. Before finalizing your roster, you will also need to add your team logo/crest and colours. In order to add or edit this section go to your schools edit page and edit it for the whole school.

### Team Logo / Crest

BRANDING

Name:

This crest/logo, name, and colours will be display wherever this team is referenced (eg: Rankings, Championship Brackets, etc).

Uniform Colours:

Your team requires a logo/crest. Please update the team branding options in your school profile as soon as possible.

4. After entering that information you may scroll down and select the “Provincials” checkbox to select the coach and support staff that will be attending Provincials.

## Coaches & Support Staff

COACHES

### Coach

COACH



Provincials

5. After entering the coach and support staff information, please scroll down to the Team Members section and select the “Provincials” checkbox to select which athletes will be going to provincials for your team.

### Team Members

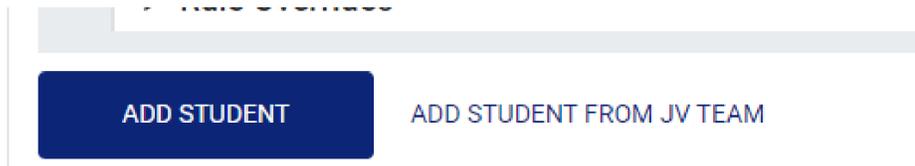
Once your team has qualified for Provincials, please ensure that you select the 'Provincials' checkbox next to the students, coaches, and support staff that are attending provincials only.

TEAM MEMBERS

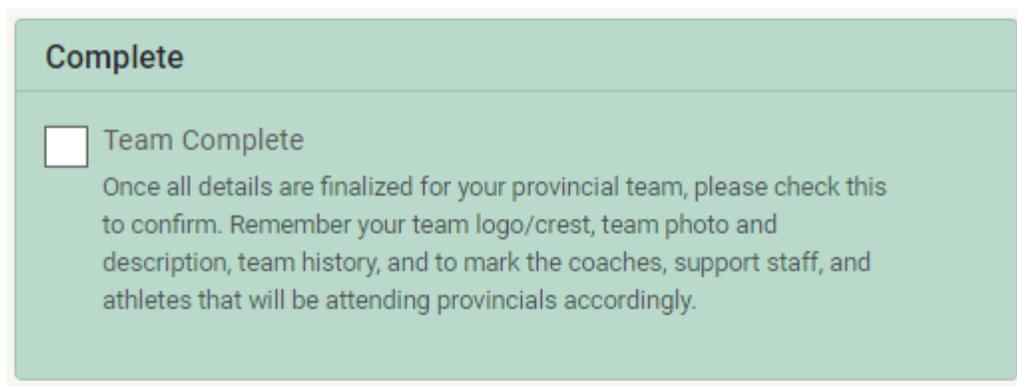
Student ⋮

STUDENT

6. If you need to add JV athletes for provincials, scroll down and select “Add Student From JV Team”. This will bring up a list of your JV Students from your sport and let you select them to go to provincials. **Note that only SRS registered JV students can be added without incurring a \$150 late registration fee.**

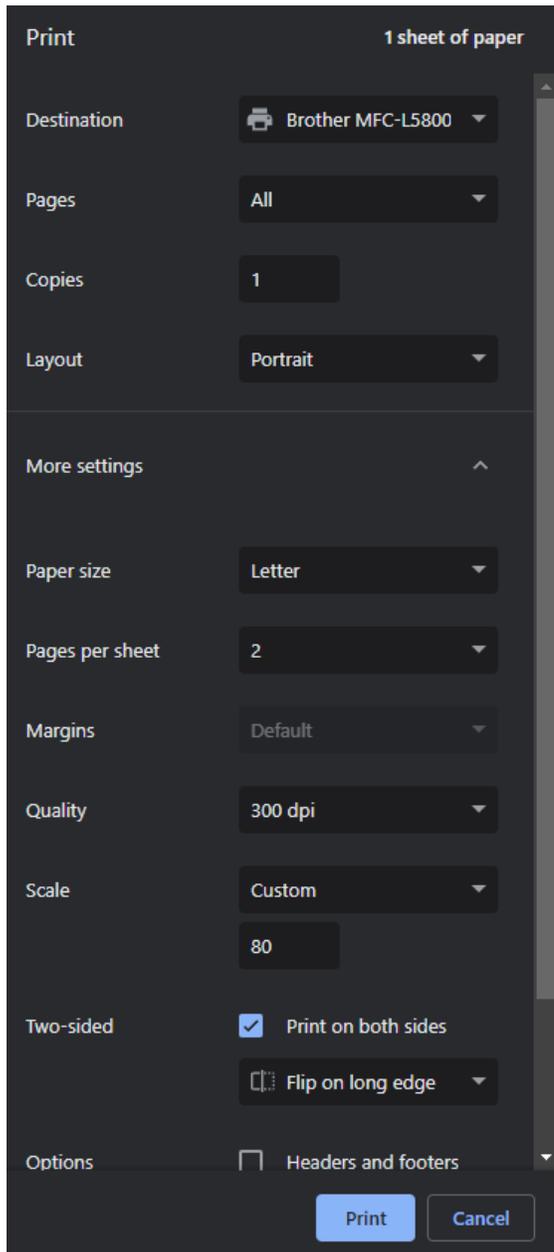


7. Once you are done filling out all the info, please double check that you have everything completed before you check this “Complete” checkbox which means your team is ready for provincials!



### **Printing or Saving your Roster on pdf**

1. After filling out and saving your team's roster go to the view your roster and hit (Ctrl P or Cmnd P for Mac) this goes to print or save the page as a pdf.
2. Select whether you would like to print or save as a pdf.
3. Select 2 pages per sheet to have your roster be most likely to print on one sheet.
4. Set a custom scale of 80%
5. If you're printing, have it set to print on both sides.



**Football specific instructions for finalizing rosters: you are required to have your roster sent to your opposing team's [head coach](#) and have [meghan@asaa.ca](mailto:meghan@asaa.ca) and [mitchell@asaa.ca](mailto:mitchell@asaa.ca) cc'd on the email.**