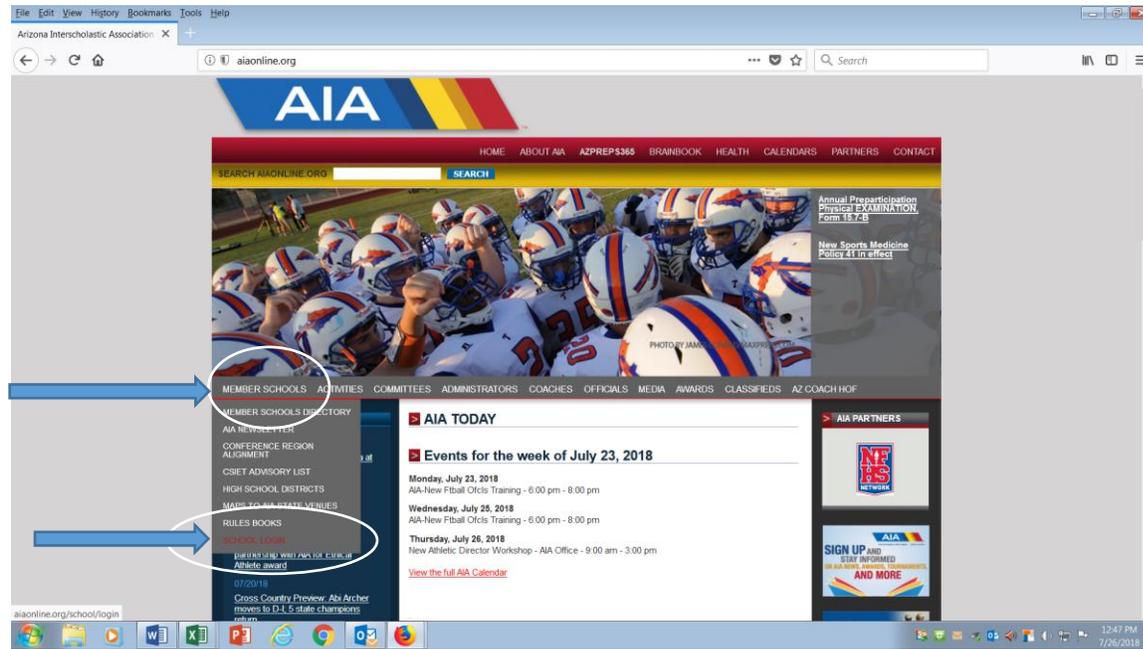Your school **Athletic Director** will need to complete the following steps to set-up your account:

Log in under *Member Schools* tab, *School Login* - on the AIA website: www.aiaonline.org
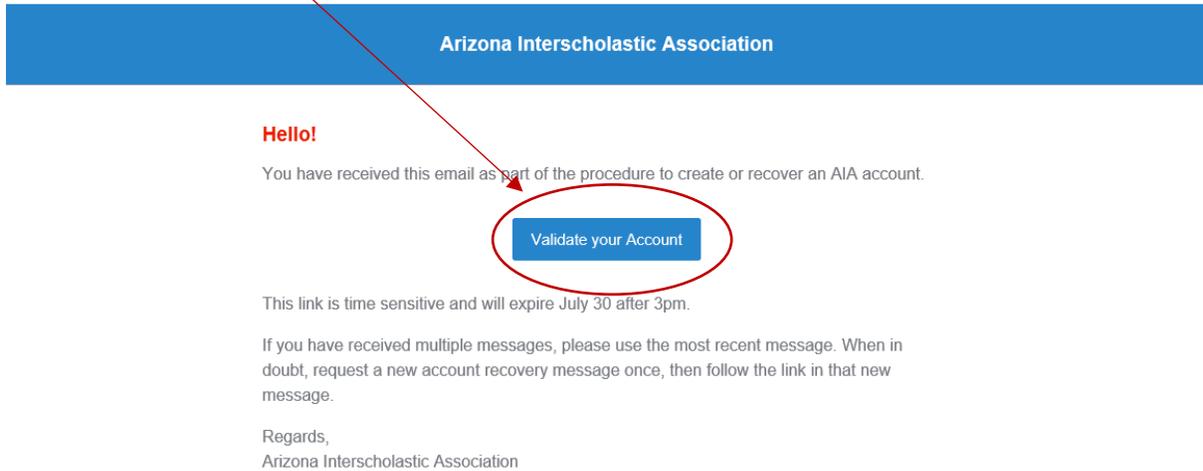

From here:

1. Click on *School Contacts* page
2. Choose *Activity* (Badminton)
3. Click on *email link for coach* (make sure the email address is correct)
4. Click on *Send Invite*

Step-by-step process for the **Coach** to enter rosters

Once your school Athletic Director sends the invite email, you will receive an email from the **AIA Staff** with the memo line reading: **AIA Account Invite**. The email will look like this:

Click on the *Validate your Account* link

Arizona Interscholastic Association

Hello!

You have received this email as part of the procedure to create or recover an AIA account.

Validate your Account

This link is time sensitive and will expire July 30 after 3pm.

If you have received multiple messages, please use the most recent message. When in doubt, request a new account recovery message once, then follow the link in that new message.

Regards,
Arizona Interscholastic Association

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1. Type your email address in the **Email field**. **Field**.

2. Pick a password and type it in the **New Password** **Field**.

Recover Account Information

Your account rec... is almost complete. Please verify your email address one more time a... a new password.

Email Address

Email

New Password

Confirm Password

Reset Password

3. Type the same password in the **Confirm Password Field**.

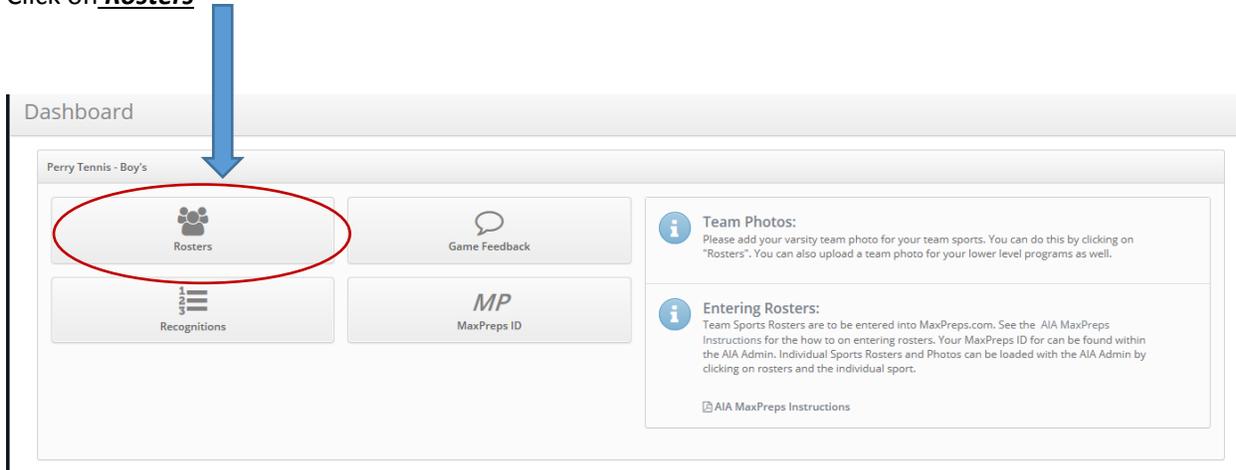**4.** Click on **Reset Password**.

Once you set up your account, this is how you will log in.   www.aiaonline.org
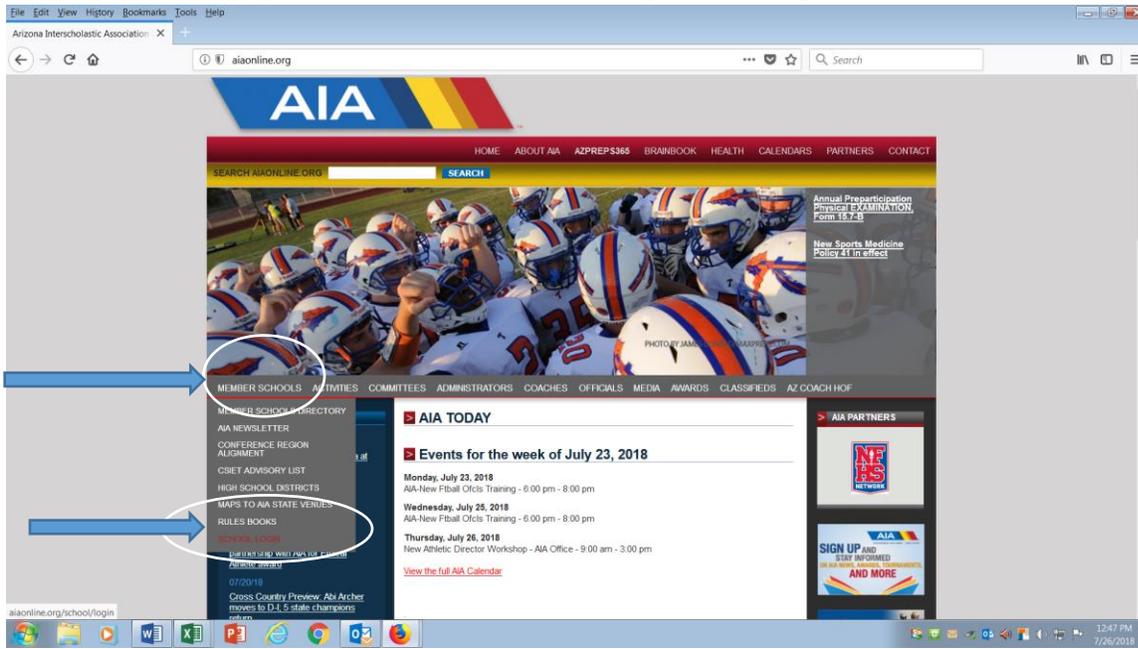
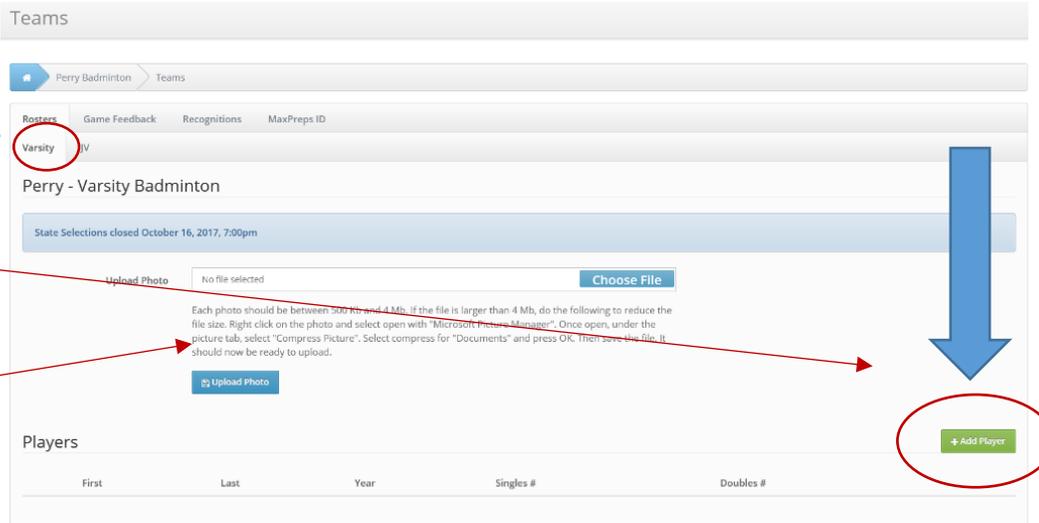1. Click on **_Member Schools_** to get dropdown menu

2. Click on **_School Login_**

Click on **_Rosters_**

Teams

Rosters   Game Feedback   Recognitions   MaxPreps ID

Varsity   JV

Perry - Varsity Badminton

State Selections closed October 16, 2017, 7:00pm

Upload Photo   No file selected   Choose File

Each photo should be between 500 Kb and 4 Mb. If the file is larger than 4 Mb, do the following to reduce the file size. Right click on the photo and select open with "Microsoft Picture Manager". Once open, under the picture tab, select "Compress Picture". Select compress for "Documents" and press OK. Then save the file. It should now be ready to upload.

📤 Upload Photo

Players   ➕ Add Player

First   Last   Year   Singles #   Doubles #

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1. **Click on VARSITY Tab**

2. **Click on +ADD PLAYER**

If you would like to add a photo, upload here

Teams

Rosters   Game Feedback   Recognitions   MaxPreps ID

Varsity   JV

New Player

First Name   Birdie

Last Name   Smasher

Year   Freshman

Singles #   3

Doubles Team #   3

💾 Save   Cancel

1. Fill in player first name

2. Fill in player last name

3. From dropdown menu, fill in player's current grade level

4. From dropdown menu, fill in player's singles rank

5. From dropdown menu, fill in player's doubles rank

6. **CLICK SAVE**

REPEAT FOR YOUR ENTIRE VARSITY ROSTER

If you would like to enter your JV team, you can include them with varsity roster or repeat the above process using the **_JV_** tab.

This is the same way you will enter or confirm your **TEAM STATE** roster for post-season play. (Available in October).