



New Brunswick Interscholastic Athletic Association

Online User Manual

September 2014



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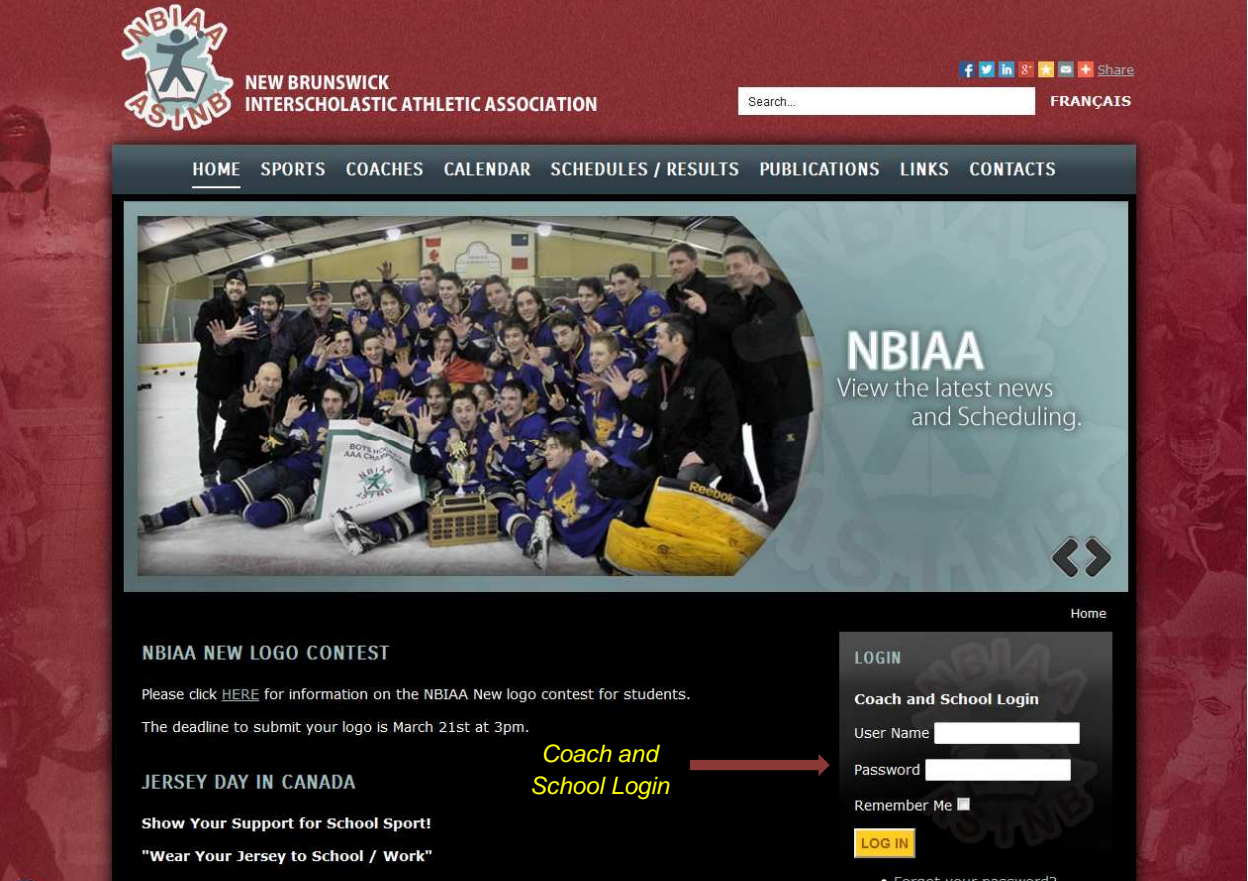
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1.

1. Coach and School Login



NBIAA ASINB
NEW BRUNSWICK
INTERSCHOLASTIC ATHLETIC ASSOCIATION

Search... FRANÇAIS

HOME SPORTS COACHES CALENDAR SCHEDULES / RESULTS PUBLICATIONS LINKS CONTACTS

NBIAA
View the latest news
and Scheduling.

Home

NBIAA NEW LOGO CONTEST
Please click [HERE](#) for information on the NBIAA New logo contest for students.
The deadline to submit your logo is March 21st at 3pm.

JERSEY DAY IN CANADA
Show Your Support for School Sport!
"Wear Your Jersey to School / Work"

Coach and School Login

User Name

Password

Remember Me

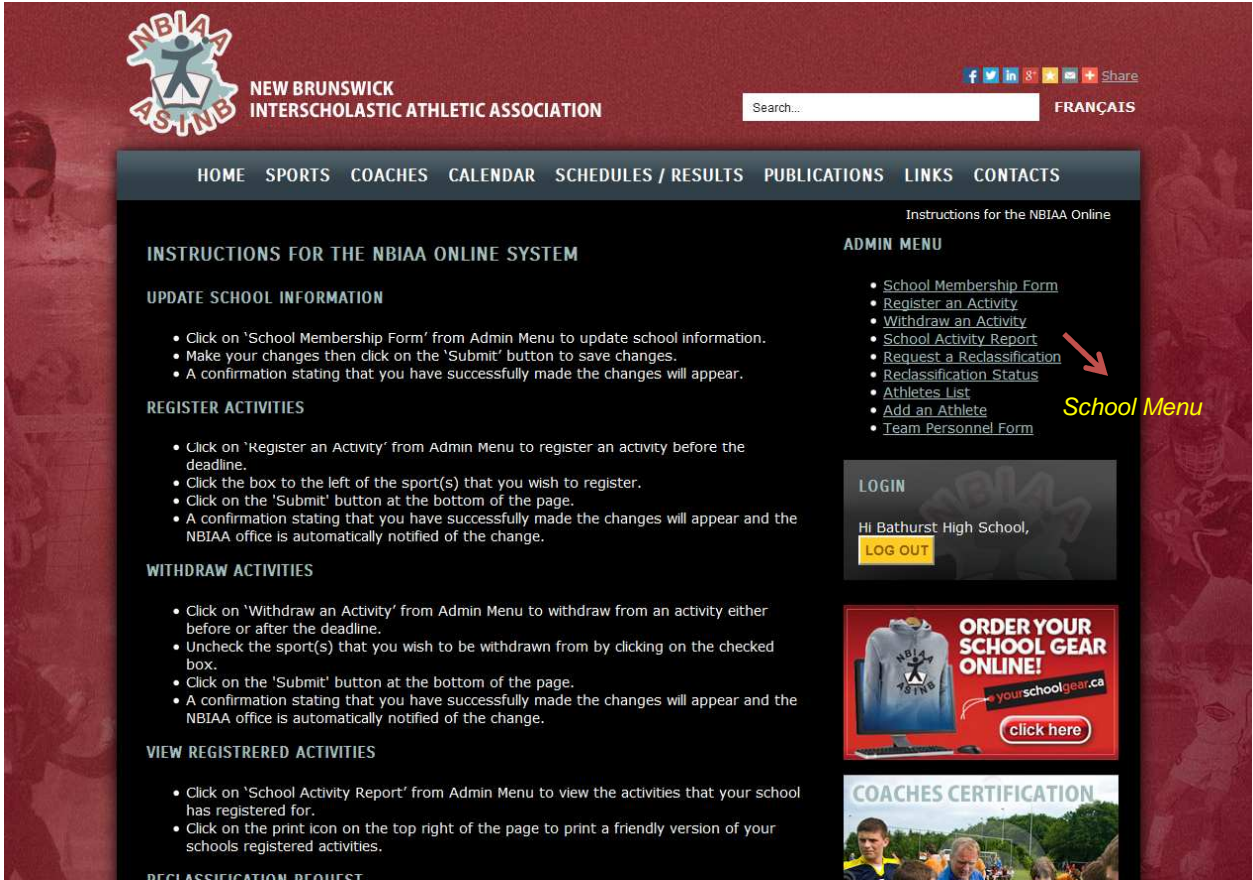
LOG IN

[Forgot your password?](#)

Figure 1 NBIAA ASINB Home Page (Login Module)

2. School Administrator/Representative Menu

The menu shows up once the user is logged into his account.



The screenshot shows the website interface for the New Brunswick Interscholastic Athletic Association (NBIAA). At the top left is the NBIAA logo. To its right is the text "NEW BRUNSWICK INTERSCHOLASTIC ATHLETIC ASSOCIATION". On the far right, there are social media icons and a "Share" button. Below this is a search bar and the text "FRANÇAIS". A navigation menu contains links for HOME, SPORTS, COACHES, CALENDAR, SCHEDULES / RESULTS, PUBLICATIONS, LINKS, and CONTACTS.

The main content area is titled "INSTRUCTIONS FOR THE NBIAA ONLINE SYSTEM". It is divided into several sections:

- UPDATE SCHOOL INFORMATION**
 - Click on 'School Membership Form' from Admin Menu to update school information.
 - Make your changes then click on the 'Submit' button to save changes.
 - A confirmation stating that you have successfully made the changes will appear.
- REGISTER ACTIVITIES**
 - Click on 'Register an Activity' from Admin Menu to register an activity before the deadline.
 - Click the box to the left of the sport(s) that you wish to register.
 - Click on the 'Submit' button at the bottom of the page.
 - A confirmation stating that you have successfully made the changes will appear and the NBIAA office is automatically notified of the change.
- WITHDRAW ACTIVITIES**
 - Click on 'Withdraw an Activity' from Admin Menu to withdraw from an activity either before or after the deadline.
 - Uncheck the sport(s) that you wish to be withdrawn from by clicking on the checked box.
 - Click on the 'Submit' button at the bottom of the page.
 - A confirmation stating that you have successfully made the changes will appear and the NBIAA office is automatically notified of the change.
- VIEW REGISTERED ACTIVITIES**
 - Click on 'School Activity Report' from Admin Menu to view the activities that your school has registered for.
 - Click on the print icon on the top right of the page to print a friendly version of your schools registered activities.
- RECLASSIFICATION REQUEST**

On the right side, there is an "ADMIN MENU" section with the following links:

- School Membership Form
- Register an Activity
- Withdraw an Activity
- School Activity Report
- Request a Reclassification
- Reclassification Status
- Athletes List
- Add an Athlete
- Team Personnel Form

A red arrow points to the "School Activity Report" link, which is labeled "School Menu". Below the admin menu is a "LOGIN" section showing "Hi Bathurst High School," and a "LOG OUT" button. There is also a promotional banner for "ORDER YOUR SCHOOL GEAR ONLINE!" with a "click here" button. At the bottom right, there is a "COACHES CERTIFICATION" section with a photo of people.

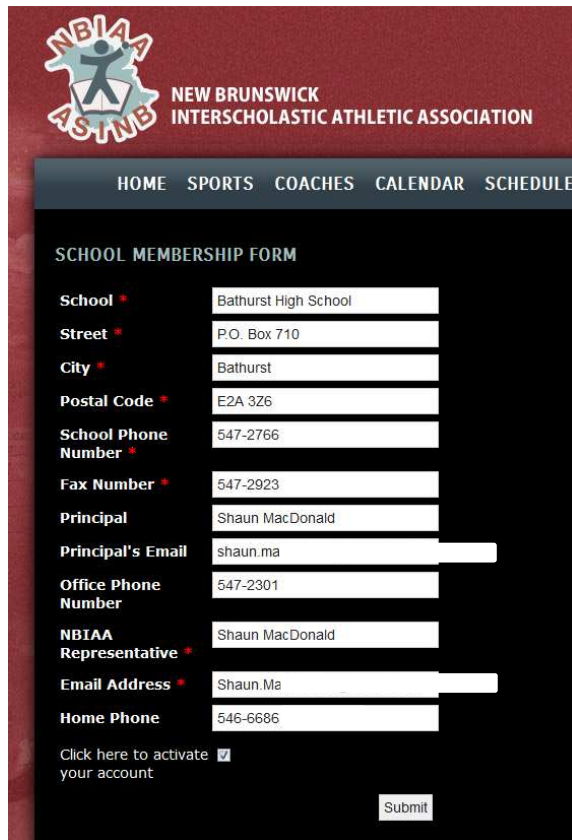
Figure 2 School Menu

2.1. Update School Information

2.1.1. Click on 'School Membership Form' from Admin Menu to update school information.

2.1.2. Make your changes then click on the 'Submit' button to save changes.

2.1.3. A confirmation stating that you have successfully made the changes will appear.



The screenshot shows the 'SCHOOL MEMBERSHIP FORM' on the website of the New Brunswick Interscholastic Athletic Association (NBIAA). The form is set against a dark background and contains the following fields and values:

Field	Value
School *	Bathurst High School
Street *	P.O. Box 710
City *	Bathurst
Postal Code *	E2A 3Z6
School Phone Number *	547-2766
Fax Number *	547-2923
Principal	Shaun MacDonald
Principal's Email	shaun.ma
Office Phone Number	547-2301
NBTAA Representative *	Shaun MacDonald
Email Address *	Shaun.Ma
Home Phone	546-6686

Below the form fields, there is a checkbox labeled 'Click here to activate your account' which is checked. A 'Submit' button is located at the bottom right of the form area.

Figure 3 School Membership Form

2.2. Register Activities

2.2.1. Click on 'Register an Activity' from Admin Menu to register an activity before the deadline.

2.2.2. Click the box to the left of the sport(s) that you wish to register.

2.2.3. Click on the 'Submit' button at the bottom of the page.

2.2.4. A confirmation stating that you have successfully made the changes will appear and the NBIAA office is automatically notified of the change.

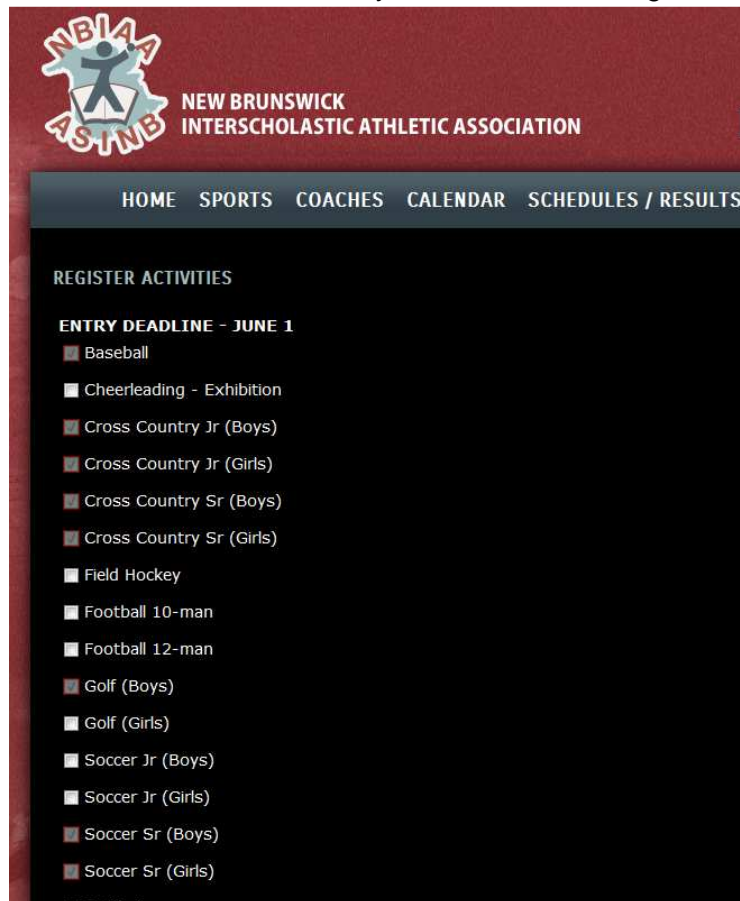


Figure 4 Register Activities

2.3. Withdraw Activities

- 2.3.1. Click on 'Withdraw an Activity' from Admin Menu to withdraw from an activity either before or after the deadline.
- 2.3.2. Uncheck the sport(s) that you wish to be withdrawn from by clicking on the checked box.
- 2.3.3. Click on the 'Submit' button at the bottom of the page.
- 2.3.4. A confirmation stating that you have successfully made the changes will appear and the NBIAA office is automatically notified of the change.

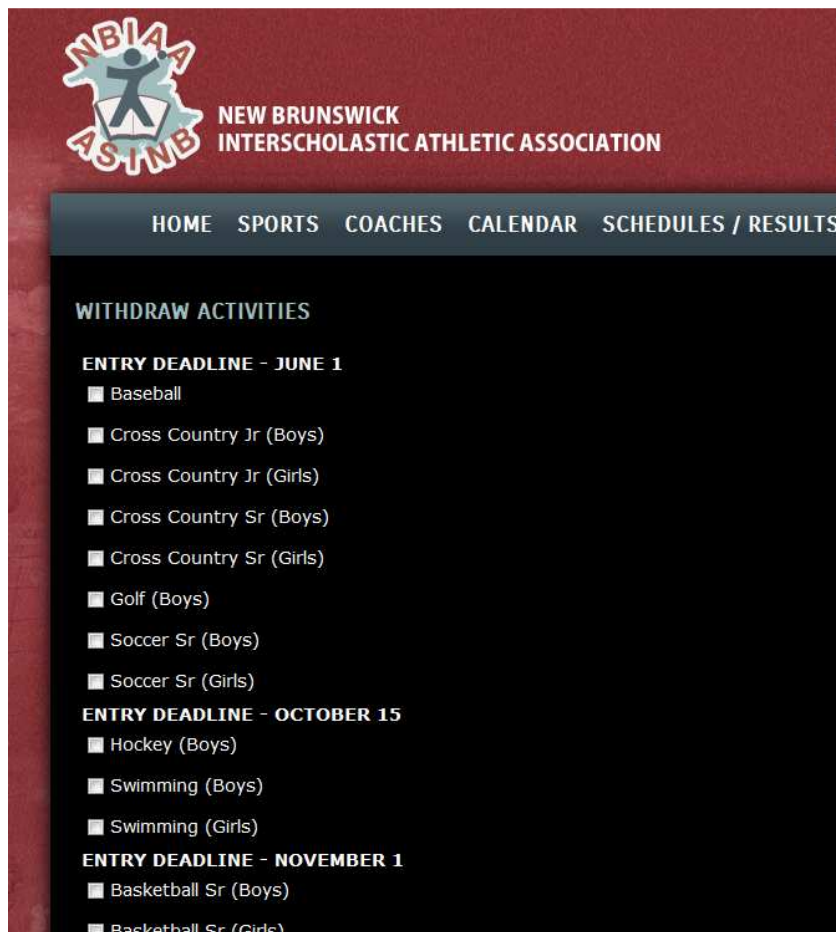
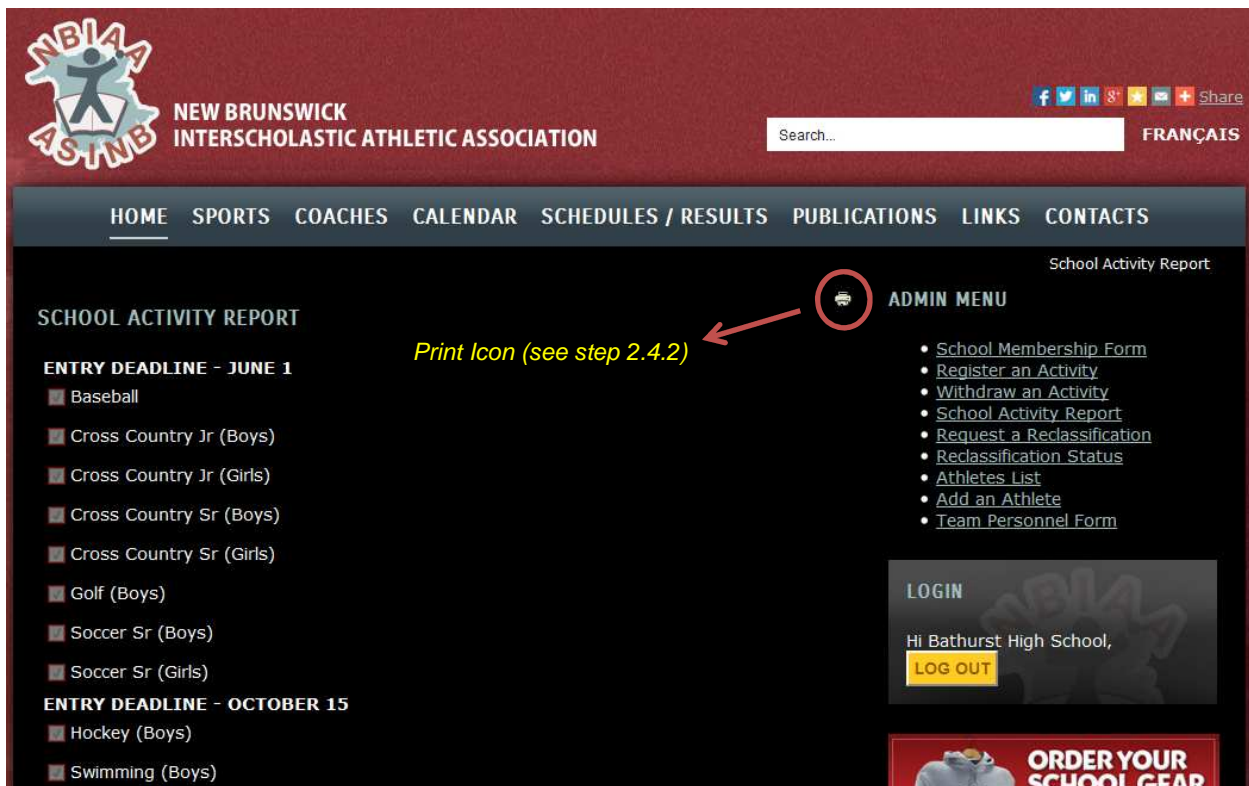


Figure 5 Withdraw Activities

2.4. View Registered Activities

2.4.1. Click on 'School Activity Report' from Admin Menu to view the activities that your school has registered for.

2.4.2. Click on the print icon on the top right of the page to print a friendly version of your schools registered activities. (see Figure below)



NBIAA
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HOME SPORTS COACHES CALENDAR SCHEDULES / RESULTS PUBLICATIONS LINKS CONTACTS

SCHOOL ACTIVITY REPORT

ENTRY DEADLINE - JUNE 1

- Baseball
- Cross Country Jr (Boys)
- Cross Country Jr (Girls)
- Cross Country Sr (Boys)
- Cross Country Sr (Girls)
- Golf (Boys)
- Soccer Sr (Boys)
- Soccer Sr (Girls)

ENTRY DEADLINE - OCTOBER 15

- Hockey (Boys)
- Swimming (Boys)

ADMIN MENU

- [School Membership Form](#)
- [Register an Activity](#)
- [Withdraw an Activity](#)
- [School Activity Report](#)
- [Request a Reclassification](#)
- [Reclassification Status](#)
- [Athletes List](#)
- [Add an Athlete](#)
- [Team Personnel Form](#)

LOGIN

Hi Bathurst High School,
LOG OUT

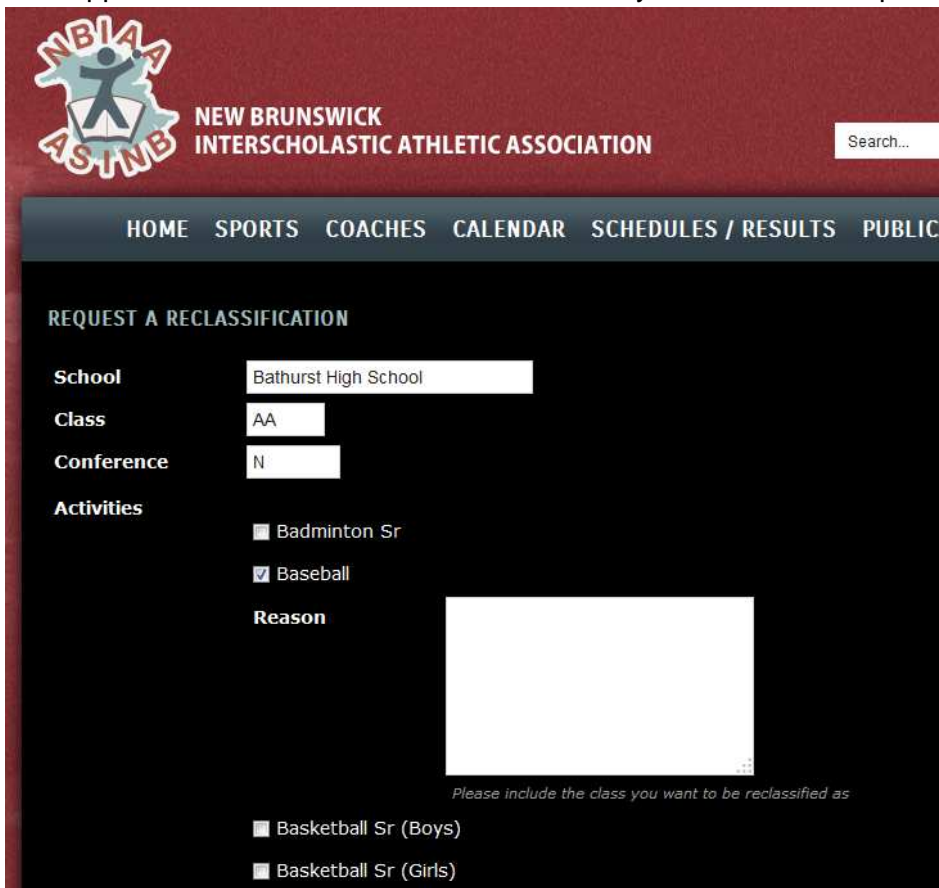
ORDER YOUR SCHOOL GEAR

Print Icon (see step 2.4.2)

Figure 6 School Activity Report

3.1 Reclassification Request

- 3.1.1 Click on 'Request a Reclassification' from Admin Menu to send a request to the NBIAA office.
- 3.1.2 Click the box to the left of the sport(s) that you wish to reclassify indicating the reason why you want to be reclassified.
- 3.1.3 Click on the 'Submit' button at the bottom of the page.
- 3.1.4 A confirmation stating that you have successfully made the changes will appear and the NBIAA office is automatically notified of the request.



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HOME SPORTS COACHES CALENDAR SCHEDULES / RESULTS PUBLICA

REQUEST A RECLASSIFICATION

School Bathurst High School

Class AA

Conference N

Activities

- Badminton Sr
- Baseball
- Basketball Sr (Boys)
- Basketball Sr (Girls)

Reason

Please include the class you want to be reclassified as

Figure 7 Reclassification Request Form

3.2 View Reclassification Status

3.2.1 Click on 'Reclassification Status' from Admin Menu to view the status of your request(s).

3.2.2 Status can be Pending, Approved or Denied.



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HOME SPORTS COACHES CALENDAR SCHEDULES / RESULTS PUBLICA


RECLASSIFICATION STATUS

DATE	SPORT	REASON	STATUS
Jul 02 2014	Badminton Sr	Budget, distance, competition	Approved
Jul 02 2014	Hockey (Boys)	Budget, distance, competition	Approved
Jul 02 2014	Soccer Sr (Boys)	Budget, distance, level of competition	Approved
Jul 02 2014	Soccer Sr (Girls)	Budget, distance, competition	Approved
Jul 02 2014	Volleyball Sr (Boys)	Budget, distance, competition	Approved
Jul 02 2014	Volleyball Sr (Girls)	Budget, distance, competition	Approved
Jul 02 2014	Track & Field	Budget, distance, competition	Denied

Figure 8 Reclassification Status

3.3 Add an Athlete

- 3.3.1 Click on 'Add an Athlete' from Admin Menu to enter a new athlete.
- 3.3.2 Enter the athlete information then click on the 'Submit' button.
- 3.3.3 A confirmation stating that you have successfully made the changes will appear.



NBIAA
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HOME SPORTS COACHES CALENDAR SCHEDULE

NEW ATHLETE FORM

First name *

Last name *

Date of Birth (YYYY-MM-DD) *

Year Entered Grade 9

Gender * Male/Garçon Female/Fille


Figure 9 New Athlete Form

3.4 Update Athlete Information

- 3.4.1 Click on 'Athletes List' from Admin Menu to update athlete information.
- 3.4.2 Click on 'Update' link of the athlete you wish to update.
- 3.4.3 Make your changes then click on the 'Submit' button to save changes.
- 3.4.4 A confirmation stating that you have successfully made the changes will appear.

3.5 Delete Athlete(s)

- 3.5.1 Click on 'Athletes List' from Admin Menu to delete athlete(s)
- 3.5.2 Click on 'Delete' link of the athlete you wish to delete.
- 3.5.3 A prompt box stating, "Are you sure you want to delete this athlete?" will appear then click 'OK' to delete the athlete.



ATHLETES		<i>Update Link</i>	<i>Delete Link</i>
Name	Date of Birth		
Arseneau Michaela	1997-01-03	Update	Delete
Assaff Allison	1998-02-16	Update	Delete
Aubie Andrew	1996-07-20	Update	Delete
Aubie Josh	1997-04-13	Update	Delete
Audet Keegan	1995-02-12	Update	Delete
Beaton Olivia	1999-11-15	Update	Delete
Bernier Jessica	1996-12-13	Update	Delete
Bertin Jamie	1995-04-10	Update	Delete
Bishop Isaiah	1996-11-15	Update	Delete
Blackmore Davis	1998-09-24	Update	Delete
Branch-O'Brien Cody	1998-10-23	Update	Delete
Bruce Eric	1994-07-21	Update	Delete

Figure 10 Athlete List

3.6 Add, Edit and View Team Personnel

- 3.6.1 Click on 'Team Personnel Forms' and all the activities you have signed up for will be displayed in order to 'Add', 'Edit' or 'View' a team list.
- 3.6.2 'Add' will appear if a team list has not yet been submitted. 'Edit' will appear when a team list has been submitted and changes can be made prior to that sports deadline. 'View' will appear when a team list has been submitted and changes can no longer be made because it is past that sports deadline.
- 3.6.3 Click on 'Add' to submit that sports team list.
- 3.6.4 A list of every athlete in your school will appear alphabetically by their last name.
- 3.6.5 You can add an athlete by scrolling through the list and clicking on the box to the left of their name.
- 3.6.6 Be sure to enter the athletes' current grade and all mandatory information.
- 3.6.7 Click on the 'Submit' button to enter the list.
- 3.6.8 A confirmation box stating that you have successfully made the changes will appear.

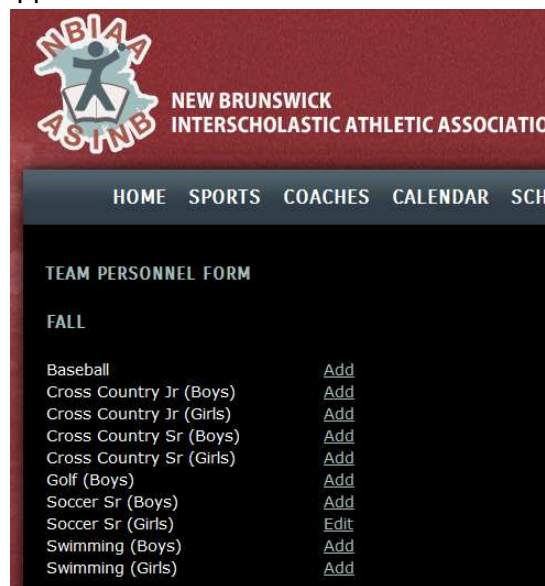



Figure 11 Team Personnel Form (Add, Edit, View)



NEW BRUNSWICK INTERSCHOLASTIC ATHLETIC ASSOCIATION

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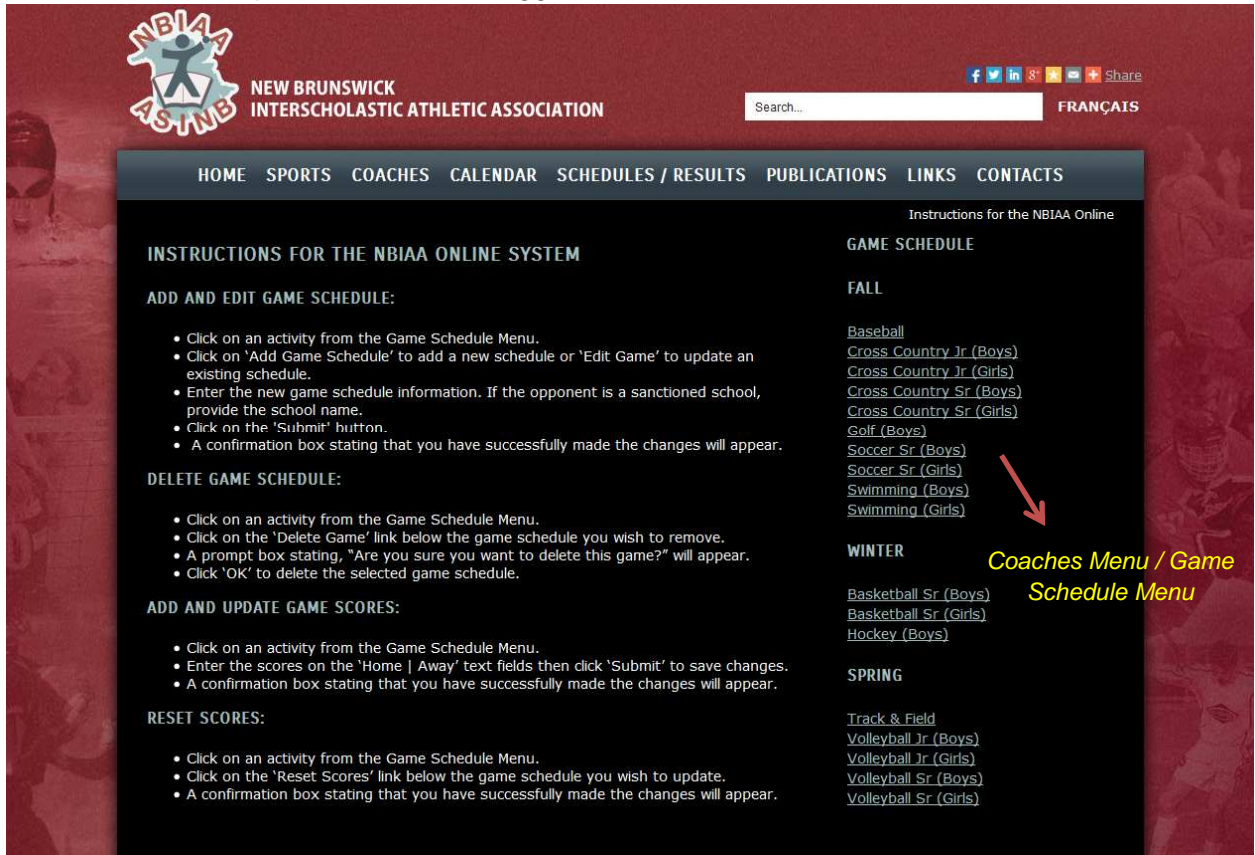
Playing?	Name	Grade	Jersey #	YE Grade 9	DOB
<input type="checkbox"/>	Adam, Daley	<input type="text"/>	<input type="text"/>		1997-09-17
<input type="checkbox"/>	Adam, Mallais	<input type="text"/>	<input type="text"/>		1998-12-10
<input type="checkbox"/>	Adam , Stever	<input type="text"/>	<input type="text"/>		1997-06-22
<input type="checkbox"/>	Alex, Stever	<input type="text"/>	<input type="text"/>		1997-06-22
<input type="checkbox"/>	Alexandra, Erb	<input type="text"/>	<input type="text"/>		1996-07-12

Please note: If you have more than one coach, please separate with a comma.

Figure 12 Team Personnel Form – Athlete

4 Coaches Menu

The menu shows up once the user is logged into his account.



The screenshot shows the website interface for the New Brunswick Interscholastic Athletic Association (NBIAA). At the top, there is a navigation bar with links for HOME, SPORTS, COACHES, CALENDAR, SCHEDULES / RESULTS, PUBLICATIONS, LINKS, and CONTACTS. Below the navigation bar, the page is divided into two main columns. The left column contains instructions for the online system, including sections for adding, deleting, and updating game schedules. The right column contains a 'GAME SCHEDULE' section with sub-sections for FALL, WINTER, and SPRING. Each sub-section lists various sports and their corresponding links. A red arrow points to the 'COACHES' link in the 'FALL' section, which is highlighted in yellow. A yellow text label 'Coaches Menu / Game Schedule Menu' is placed next to the arrow.

NEW BRUNSWICK INTERSCHOLASTIC ATHLETIC ASSOCIATION

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HOME SPORTS COACHES CALENDAR SCHEDULES / RESULTS PUBLICATIONS LINKS CONTACTS

Instructions for the NBIAA Online

INSTRUCTIONS FOR THE NBIAA ONLINE SYSTEM

ADD AND EDIT GAME SCHEDULE:

- Click on an activity from the Game Schedule Menu.
- Click on 'Add Game Schedule' to add a new schedule or 'Edit Game' to update an existing schedule.
- Enter the new game schedule information. If the opponent is a sanctioned school, provide the school name.
- Click on the 'Submit' button.
- A confirmation box stating that you have successfully made the changes will appear.

DELETE GAME SCHEDULE:

- Click on an activity from the Game Schedule Menu.
- Click on the 'Delete Game' link below the game schedule you wish to remove.
- A prompt box stating, "Are you sure you want to delete this game?" will appear.
- Click 'OK' to delete the selected game schedule.

ADD AND UPDATE GAME SCORES:

- Click on an activity from the Game Schedule Menu.
- Enter the scores on the 'Home | Away' text fields then click 'Submit' to save changes.
- A confirmation box stating that you have successfully made the changes will appear.

RESET SCORES:

- Click on an activity from the Game Schedule Menu.
- Click on the 'Reset Scores' link below the game schedule you wish to update.
- A confirmation box stating that you have successfully made the changes will appear.

GAME SCHEDULE

FALL

- [Baseball](#)
- [Cross Country Jr \(Boys\)](#)
- [Cross Country Jr \(Girls\)](#)
- [Cross Country Sr \(Boys\)](#)
- [Cross Country Sr \(Girls\)](#)
- [Golf \(Boys\)](#)
- [Soccer Sr \(Boys\)](#)
- [Soccer Sr \(Girls\)](#)
- [Swimming \(Boys\)](#)
- [Swimming \(Girls\)](#)

WINTER

- [Basketball Sr \(Boys\)](#)
- [Basketball Sr \(Girls\)](#)
- [Hockey \(Boys\)](#)

SPRING

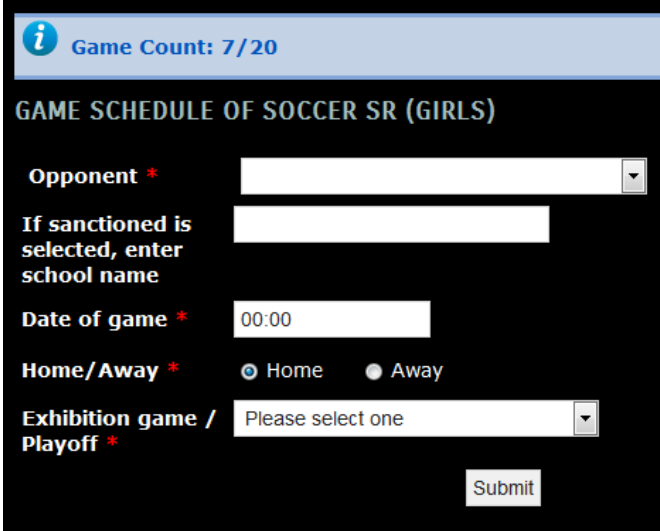
- [Track & Field](#)
- [Volleyball Jr \(Boys\)](#)
- [Volleyball Jr \(Girls\)](#)
- [Volleyball Sr \(Boys\)](#)
- [Volleyball Sr \(Girls\)](#)

Coaches Menu / Game Schedule Menu

Figure 13 Coaches or Game Schedule Menu

4.1 Add and Edit Game Schedule

- 4.1.1 Click on an activity from the Game Schedule Menu.
- 4.1.2 Click on 'Add Game Schedule' to add a new schedule or 'Edit Game' to update an existing schedule. *(see images below)*
- 4.1.3 Enter the new game schedule information. If the opponent is a sanctioned school, provide the school name. Text fields with * (red asterisks) are required fields.
- 4.1.4 Click on the 'Submit' button.
- 4.1.5 A confirmation box stating that you have successfully made the changes will appear.



i Game Count: 7 / 20

GAME SCHEDULE OF SOCCER SR (GIRLS)

Opponent *

If sanctioned is selected, enter school name

Date of game *

Home/Away * Home Away

Exhibition game / Playoff *

Figure 14 Game Schedule Form

i Game Count: 7 / 20

GAME SCHEDULE OF SOCCER SR (GIRLS)

Opponent *

If sanctioned is selected, enter school name

Date of game *

Home/Away *

Exhibition game / Playoff *

- Sanctioned school
- Bernice MacNaughton High School
- Blackville School
- Bonar Law Memorial School
- Caledonia Regional High School
- Campobello Island Consolidated School
- Carleton North High School
- Central NB Academy
- Cité-des-Jeunes-A.-M.Sormany
- Dalhousie Regional High School
- École Aux Quatre Vents
- École L'Odysée
- École Marie-Esther
- École Marie-Gaétane
- École Mathieu-Martin
- École Sainte-Anne
- École Samuel-de-Champlain
- École Secondaire Assomption
- École Secondaire Népisiguit

Figure 15 New Game Schedule with Sanctioned school

4.2 Delete Game Schedule

- 4.2.1 Click on an activity from the Game Schedule Menu.
- 4.2.2 Click on the 'Delete Game' link below the game schedule you wish to remove.
- 4.2.3 A prompt box stating, "Are you sure you want to delete this game?" will appear.
- 4.2.4 Click 'OK' to delete the selected game schedule.

4.3 Add and Update Game Scores

- 4.3.1 Click on an activity from the Game Schedule Menu.
- 4.3.2 Enter the scores on the 'Home | Away' text fields then click 'Submit' to save changes.
- 4.3.3 A confirmation box stating that you have successfully made the changes will appear.

4.4 Reset Scores of Matches

- 4.4.1 Click on an activity from the Game Schedule Menu.
- 4.4.2 Click on the 'Reset Scores' link below the game schedule you wish to update.
- 4.4.3 A confirmation box stating that you have successfully made the changes will appear.



Reset Scores of Matches (see step 4.4.2)

Edit Game Schedule (see step 4.1.2)

Add and Update Game Scores (see step 4.3.2)

Delete Game Schedule (see step 4.2.2)

Jul 23 2014 8:45 AM	Regular Game	League	Bathurst High School	0	0	James M.Hill High School
Reset Scores Edit Game Delete Game						

Figure 16 List of Game Schedules