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](http://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**

1. **Type your email address in the Email field.**
2. **Pick a password and type it in the New Password Field.**
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**
1. Click on VARSITY Tab

2. Click on +ADD PLAYER

If you would like to add a photo, upload here

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).