

# AIA Spiritline

Traditional

Show Cheer, Co-Ed Cheer, Pom, Jazz, Hip Hop

## Registration Instructions

Must be completed by the head coach prior to the entry deadline.

Entry Deadline is December 5th @ 12:00 pm


*\*if you are having issues registering, please see the final slide for assistance*


# Accessing the AIA Dashboard

- Log into your aiaonline.org account - must be the account/email your AD used in the Dashboard
- If you are a new coach, work with your AD to obtain access.
- Assistant coaches who created an account for the exam/course will not have access to register.

Sign in to your AIA account

**Welcome to the new AIA Admin.**  
Your password will be exactly the same as it was before. For some of you that had multiple logins in the old system, all logins have been merged into one. Try any of your previous passwords from the old system. If you have difficulty logging in, use the "Forgot Password" link to recover your password.

 Email Address

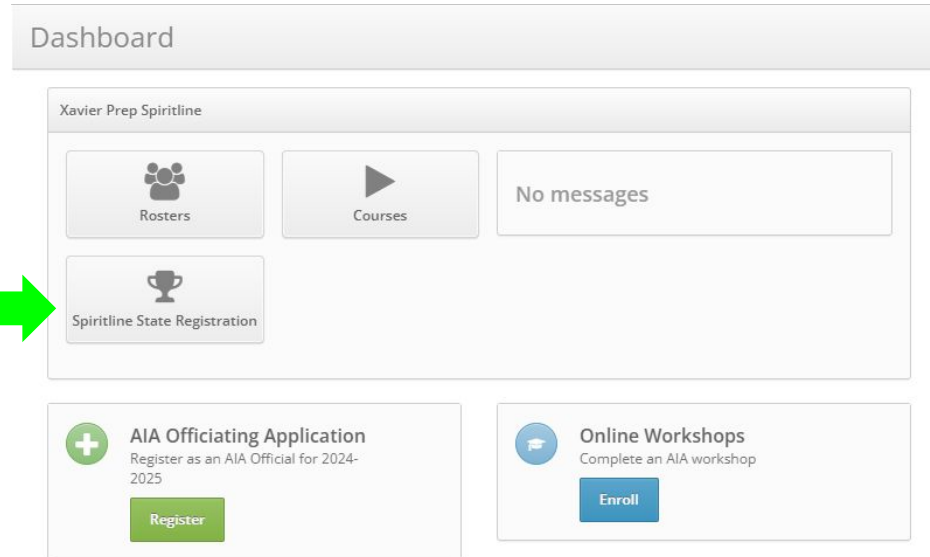
 Password

[Login](#)

[? Forgot Password](#)

# Accessing the Registration Page

Once logged in, click on the “Spiritline State Registration” button.



The screenshot shows a dashboard interface for "Xavier Prep Spiritline". At the top is a grey header bar labeled "Dashboard". Below it is a white box titled "Xavier Prep Spiritline" containing three buttons: "Rosters" (with a group of people icon), "Courses" (with a play button icon), and "Spiritline State Registration" (with a trophy icon). A large green arrow points from the left towards the "Spiritline State Registration" button. To the right of these buttons is a white box with the text "No messages". Below the "Xavier Prep Spiritline" box are two more white boxes. The left one is titled "AIA Officiating Application" with a green plus icon and a "Register" button. The right one is titled "Online Workshops" with a blue graduation cap icon and an "Enroll" button.

# Select the Category

Cheer Teams - Select All-Girl Show Cheer or Co-Ed Show Cheer

Dance Teams - If you plan to compete in 2 categories, Pom must be one of the categories. For example, you cannot compete in Jazz & Hip Hop. Once you complete your first registration, you will start from the beginning and register for a 2nd category (if applicable).

## Traditional Cheer

Closes at noon, December 5th

All-Girl Show Cheer

Register All-Girl Show Cheer Team

Coed Show Cheer

Register Coed Show Cheer Team

## Traditional Dance

Closes at noon, December 5th

Pom

Register Pom Team

Jazz

Register Jazz Team

Hip Hop


Register Hip Hop Team

# Registering your Team - Head Coach & Assistant Coaches

Complete all information fields & press submit.

New Registration

Category **Game Day – Cheer**  
📅 Registration closes at noon, October 3, 2024.

Team Photo  **Choose File** No file chosen

JPG or PNG (Min. 400x320px).  
A photo is not required to submit your registration. You may upload a photo later (even after the deadline).

Head Coach

Head Coach **Emily Stephens** ▼

Name **Emily Stephens**

Email **em@example.com**

Cell Phone **(123) 446-7890**

Assistant Coaches

Only coaches that have completed all coaching requirements can be added to this registration.

Assistant Coaches	<b>Barry Sollenberger</b> bsollenberger@example.com	Head Coach (POM)	✖
	+ Patricia Brown		

**Note** - you will not be able to register an assistant coach who has not taken the NFHS Exam and the Online Course. Both can be taken through the Dashboard. Click for those instructions. <https://aiaonline.org/files/18372/24-25-coaching-requirements-certifications.pdf>

# Registering your Team - Choreographers/Skills Coaches, Roster Counts

Complete all information fields & press submit.

## Choreographers and Skill Coaches

List any skill coaches or choreographers that will be attending competition with your team

Choreographer/Skill Coaches

**Korey O'Grapher**

SMC Cheer

Choreographer



+ Add Choreographer / Skill Coach

## Roster Counts

Number of Participants 21

Number of Female Participants

16



Number of Male Participants

5



Number of Alternates

7



**Note** - A choreographer/skills coach may only register with one team. If more than one team registers the same name, the team who registered the name of the choreographer/skills coach first (registration is time stamped) will be the team that person is permitted with.

**Note** - You *can* compete with less participants that you registered for, but cannot compete with more. The number you register for (even if that # goes down) will determine your category size (i.e. small or large). Reminder, 1 boy means you are Co-Ed.

# Registering your Team - Final Submission

Complete all information fields & press submit.

Submit for Cheer

Agree To Terms

I hereby acknowledge that the AIA Spiritline State Championship is governed by the Arizona Interscholastic Association Bylaws, National Federation Spirit Rules and the official AIA Spiritline Tournament Guide. I understand that these rules and regulations must be followed at the AIA Spiritline State Championship.

I have reviewed and understand the National Federation safety guidelines as identified in the National Federation Spirit Rules Book. I will use my best efforts to ensure that I, my assistant coaches, and my squad will adhere to safety, conduct, and sportsmanship guidelines.

I further acknowledge and understand that all decisions made by the panel of judges at the AIA Spiritline State Championship are final.

By submitting this form, I acknowledge the contents of this agreement and that my entire coaching staff is in compliance with the AIA Bylaws.

✓ Update Cheer Registration

Cancel

**Note** - it is important that you read & understand the terms you are agreeing to. These terms will be sent to all AD's as well.

**Note** - attesting that *“the entire coaching staff is in compliance with the AIA Bylaws”* means all coaches have taken the NFHS Exam & AIA Online Course. Registering an assistant coach as a choreographer/skills coach will result in disqualification.

# Registering your Team - Submit a Team Photo

If you have not already done so, upload your team photo. You can come back and upload a photo at a later date. Any team registration without a photo 2-weeks prior to the event will not have a photo in the program.


Update Registration

Category Game Day - Cheer

Team Photo

No file chosen

JPG or PNG (Min. 400x320px).

 Please upload a team photo for the State Championship Program.

Head Coach

Head Coach Barry Sollenberger


Name Barry Sollenberger

Email bsollenberger@example.com

Cell Phone (123) 456-7890

Assistant Coaches

Only coaches that have completed all coaching requirements can be added to this registration.

Assistant Coaches **Patricia Brown** Assistant Coach - Pomline   
pbrown@example.com

+ Emily Stephens



**Note** - The photo does not need to be professionally taken. Snap a team photo on the sideline. :) We would love to get as many team photos as possible in our program!



# Verifying Your Registration Has Been Submitted

After successfully completing your registration, when you click on the “Spiritline State Registration” button again, you should see a green “Complete” box.


You should also receive a verification email. **Save this email as your proof of entry!**

## Traditional Cheer

Closes at noon, December 5th

### Traditional Cheer - Coed Show Cheer

Emily Stephens



- ✓ Registered November 16, 2024
- ✓ Completed coach information
- ✓ Team photo uploaded

[✓ Complete](#) [Review](#)

---

## Traditional Dance

Closes at noon, December 5th

### Pom

[Register Pom Team](#)

---

### Jazz

[Register Jazz Team](#)




# Registering a 2nd Category

Dance Teams - Start the process over and select the next category you intend to compete in. All of the same steps & guidelines apply.

### Traditional Cheer

Closes at noon, December 5th

**Traditional Cheer - Coed Show Cheer** Emily Stephens ✓ Complete Review



- ✓ Registered November 16, 2024
- ✓ Completed coach information
- ✓ Team photo uploaded


---

### Traditional Dance

Closes at noon, December 5th

Pom

[Register Pom Team](#)



Jazz

[Register Jazz Team](#)

**We are excited to see your teams shine at the Traditional State Championships!!**



# Having Issues? Check these things...

## **The option to register is not showing up when I log-in...**

You *must* use the account/email that is in the Dashboard. It should be the same email your AD entered into the Dashboard and that you receive official AIA emails too. If you created a separate account where you took the exam/course, you will not see the option to register. Email Emily and Annie. State your name & school and that you need took the exam/course on a different account. We should be able to merge them together.

## **Your assistant coach(es) are not there to add to your registration...**

That means they did not take the NFHS Exam and/or the Online Course. The link to those instructions are on slide 5. It could also mean they did not select your school when they enrolled into the course.

## **But I was able to add my assistant coach to the Game Day registration, why are they not showing up now?**

In the first few days of Game Dayr registration being open, we realized it was allowing assistant coaches to be added who took just the exam and/or the course, not both. We fixed the glitch, but allowed those assistant coaches to stay registered to avoid confusion. For Traditional registration, the system will NOT allow a coach to be added who has not take both the NFHS Exam and the Online Course. Again, see slide 5 for the link to those requirements.

*If after checking all above, you still have a question, email both Emily and Annie! Be sure to email BOTH of us please.*