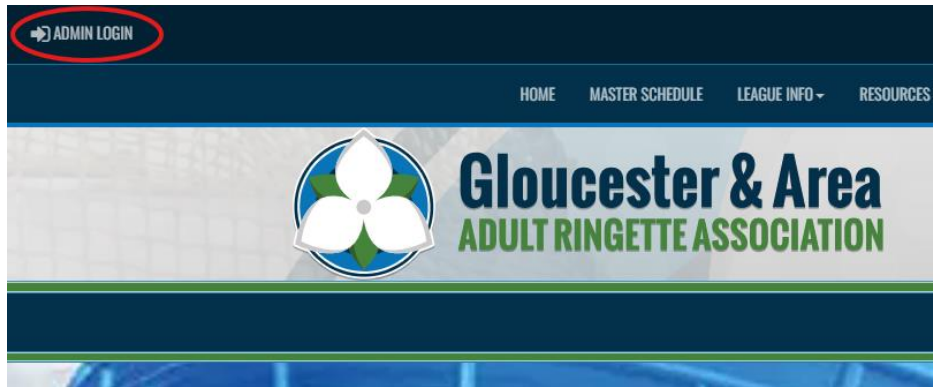
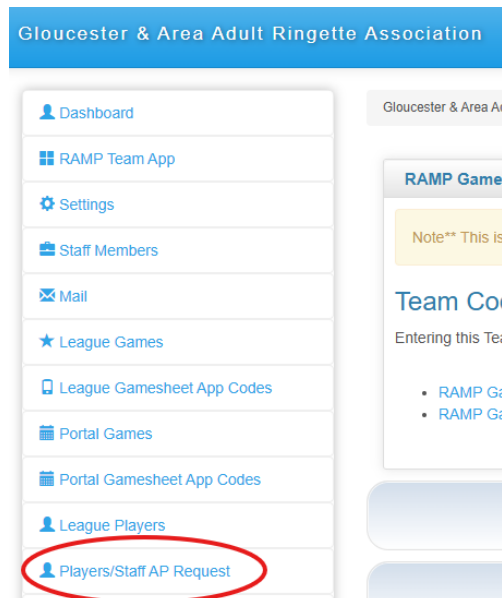


Adding Spares

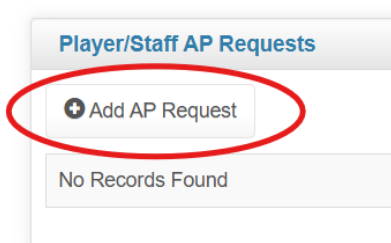
1. Go to the GAARA website (www.gaara.ca).
2. Click on **ADMIN LOGIN** in the top left corner.



3. Enter your Team username and password and click on **LOGIN**.
4. In the menu on the left-hand side, click on **Players/Staff AP Request**.



5. Click on **+ Add AP Request**



- Under the **Division** dropdown, select the appropriate division.
- Under the **Team To Request Player/Staff From** dropdown, select the team the spare is from.
- Under the **Player/Staff** dropdown, select the player who is sparing.

Gloucester & Area Adult Ringette Association

Gloucester & Area Adult Ringette Association / 2025-2026 / BB / Ice Queens

Player/Staff AP Request

League
Gloucester & Area Adult Ringette Association

Season
2025-2026

Division
All

Team To Request Player/Staff From
Select a Team

Player/Staff

Start Date
09/21/2025

End Date
09/21/2025

Approve ☒

*Max of 4 days

Note:

Submit Cancel

- Under **Start Date** and **End Date**, enter the date of the one game only. (**NOTE:** Do not select a date range as the player will automatically be added to all the games in that date range.)

Start Date
09/21/2025

End Date
09/21/2025

- DO NOT** uncheck **Approve**.
- Click on **Submit**.

The player will now appear on your roster in the Game Sheet app for that specific game.