

STEP-BY-STEP INSTRUCTIONS TO APPLY FOR ALL ARMY SPORTS ON-LINE

Once submitted, applicants must track their application to ensure it arrives at the Army Sports Office

Double click on web site address: <https://armysports.cfsc.army.mil>.

You will see a sign-on screen.

Sign on using your AKO user name and password.

Sign on again using your AKO e-mail address (this is a one-time identification sign-on – you will never see this screen again).

You will then receive a message saying that your information has been updated...just click O.K.

Click on whatever you're interested in (sport dates, standards, selection criteria, etc.).

When you are ready to actually apply, click on Application and select "submit a new application". If you already have an application on file then select Application and click on "view my applications."

Select from the drop-down what sport you want to apply for, and what event are you applying for (i.e., Trial Camp, Armed Forces, CISM, etc.). Note: with most sports, you will start with Trial Camp, but some sports are by application only and do not have a Trial Camp, so you need to identify what you are applying for.

FYI - most fields are required on the application; if you do not input your information correctly, it will not let you go to the next screen.

When moving back and forth through the application screens, you should always use the back button at the bottom of each screen.

Note: You can stop at any time during the application process and "finish later." You can then log back on later and finish your application.

Click "Apply Here"

Fill out all items on Part 1 – when complete, select "continue"

Fill out all items on Part 2 – when complete, select "continue"

Fill out all items on Part 3 – when complete, select "continue"

Fill out all items on Part 4 – when complete, select "continue"

Fill out all items on Part 5 – when complete, select "continue"

The last step in Part 5 is to type your full name (first and last name is needed). Note: Please be sure that you have included all the information you want to be considered...any personal results, newspaper clippings, etc., should be faxed to the Sports Specialist for your sport. Then click submit.

When you click "submit" your application goes to your commander. The program should take you back to a log-on screen; you can either minimize the screen if you want to go back in and check your application progress, or click on the x at the top right of your screen to exit the browser.

After your "submit" your application, you should immediately receive an e-mail note verifying that your application has been sent to your commander.

Even though your commander should receive an e-mail letting him know that he has a document requiring action concerning one of his Soldiers, we recommend that you alert your commander that he has your email application; this will help expedite the process. He should then log onto the Army On-Line Application web site and click on "approvals" where he will be able to review and approve/disapprove your application.

After you have submitted your application, you should log back into the web site periodically and check on it. It will show you where your application is and what stage it is in (for example, approved by commander, awaiting sports director review). When the application is received at the Army Sports Office, you will receive an acknowledgement e-mail note verifying receipt.

After selections have been made by the Army Sports Office, a selection message is sent out through the Installation Management Agency (IMA) to the installations for athlete notification. Athletes that are not at an installation will receive notification within 24 hours after IMA notification (Army National Guard and Reserve Soldiers will receive this notification directly).

If you have any problems during the application process, please use the drop down menu "contact us" to contact a sports specialist at the DA Sports Office.