

Tournament Sign-up Directions for AES

1. Log in to your AES account @ www.advancedeventsystems.com. (You will only have one account with AES this season!) If you don't have one, set one up. Keep your login info safe as I cannot access it!
2. In the **Club Director** section, click on **Clubs**. The teams you have added should be listed. If necessary, add the teams that are not there using the blue **Add Team** button.
3. Click on **Enter Event** (on the left tool bar).
4. Choose the **Location** (Washington or Idaho) for the tournament you wish to enter.
5. If you would like to list the tournaments by age group, you will need to choose **Junior Volleyball** for the **Tournament Class**. (If you don't mind having all the tournaments listed together, you can leave the **Tournament Class** set at **All**.)
6. Leave **Tournament type** set to **All**.
 - If you would like to see tournaments listed by **age group**, choose the appropriate **Age Group** you would like from the drop-down menu. (**There may be a couple additional tournaments show up in the wrong age group as well as their own because of a glitch in the system ...just ignore them. ☺)
 - If you would like the tournaments to show up in **chronological order**, click on the word **Date** in the **Date** column of the tournament listings.
7. Click on the name of the tournament you wish to enter.
8. Click the **BLUE REGISTER TEAMS** button. This should show all of your teams that are eligible (age-appropriate) for this tournament. **If you don't see all of your teams, you need to add them!
9. Choose the **Division** from the drop-down menu (12 Girls, 14 Girls, 16 Girls, 18 Girls) for the team(s) you wish to enter into this tournament. **PLEASE NOTE: YOU MAY REGISTER AS MANY **ELIGIBLE** TEAMS AS YOU'D LIKE BY CHOOSING THE DIVISION FOR EACH TEAM, BUT REMEMBER THAT SOME TOURNAMENT DIRECTORS RESERVE THE RIGHT TO ONLY ALLOW A CERTAIN NUMBER OF TEAMS (same age-group) FROM THE SAME CLUB INTO THEIR TOURNAMENT.
10. Click the **Update** button.
11. Next you should see the team(s) you entered in this tournament listed in the "Teams" area.
12. For each team entered, click the **Build Roster** button (written in red) in the **Roster** column. Click the Continue button. Repeat Step 12 for each team you signed up for this tournament.
13. Click the **Continue** button. This will bring you to the Registration Confirmation page. ****IF YOU STILL HAVE MORE EVENTS THAT YOU WANT TO ENTER, START AGAIN AT #3!****

After you are done entering tournaments, and you have heard back from the tournament director concerning your team's status, you need to print out the tournament entry form and send this form, along with the payment to the address on the form. TOURNAMENT ENTRY FEES ARE DUE WITHIN 7 DAYS OF SIGN-UP. If a tournament director DOES NOT receive payment within this time, he/she will attempt to contact you before dropping your team(s) from the tournament(s). Many tournament directors will contact you when they receive your payment, but it doesn't hurt to check with them after sending payment.

You can also view your status on AES, but since some tournament directors are new at using this system, the message from the tournament director will serve as the FINAL confirmation. If there is a discrepancy between what you see on AES and what your message from the tournament director said, CONTACT THE TOURNAMENT DIRECTOR immediately to make sure everyone's on the same page!

To view your status for tournaments online, log in to your AES account if you are not already logged in.

Click on **My Events** (in the Club Director section on the left tool bar).

This will list all the tournaments for which your team(s) is registered. For each tournament you wish you check the status, click on **My Teams** (in red).

In the STATUS column, you will see one of the following words: YES, PENDING, or NO.

**PENDING can mean that your team is waitlisted OR that the tournament director hasn't marked the tournament yet and that all teams are still listed as pending. THE FINAL CONFIRMATION COMES FROM THE CLUB DIRECTOR AND YOU SHOULD BE NOTIFIED WITHIN THE HOUR DESIGNATED FOR THAT AGE-GROUP'S SIGN UP TIME.

PRINTING ENTRY FORMS

- Log in to your AES account if you aren't already in there.
- Click on **Clubs** on the left tool bar.
- Then, click on **My Events** on the left tool bar.
- Click on the red **My Teams** link that is in the same row as the tournament for which you wish to print the entry form. (Depending on your computer settings, you may need to enable pop-ups from this site and it may ask you if you want to display nonsecure items—click yes.)
- Check the box of the team(s) for which you'd like to print an entry form, then click the blue Print Entry Form button.
- The entry form in pdf format should pop up. Print this form, and mail it with the entry form to the tournament director. **IF YOU WOULD LIKE TO CHANGE THE CONTACT INFORMATION, PLEASE DO IT MANUALLY ON THE ENTRY FORM. THAT WAY, THE TOURNAMENT DIRECTOR CAN UPDATE HIS/HER RECORDS AND SEND UPDATES/CORRESPONDENCE TO THE APPROPRIATE REPRESENTATIVE.