



AES Event Registration Instructions:

Important Notes Before Using AES

1. Go to [Advanced Event Systems](#) and enter your Username and Password if your club is already setup in our system. If you are a **NEW CLUB DIRECTOR for an EXISTING club** contact the AES support to change over the club director information. **DO NOT CREATE A NEW ACCOUNT!!!!** If you've forgotten your login credentials, use the Forgot Password or Support option.
2. If you are a **NEW CLUB** to AES, click Register in the upper right corner and select - [Create Club Director](#)
 - a. Fill out Create Club Director Account form. Retain your Username and Password for future use.
 - b. You will be asked to enter a CLUB CODE, which is your 5 alpha code that is an abbreviation of your club name. USAV Clubs your Region has your club code.

Add Teams to Your Club:

1. Click **Add Team** button and fill out the form. To edit an existing team name, click the team name, make your edits and click Update.
 - a. ****Rank** is the rank of that team within your club within a specific age group. If you only have 1 team in that age group Rank is always 1. If you have three teams, the best team is ranked 1, and the third team is 3.

Quick Links: [Club Info](#) [Teams](#) [USAV Data Import](#) [Staff](#) [Players](#) [Enter Event](#) [My Events](#) [Manage Club Users](#) [Verified Users](#)

2011 AES Club Test - Team List

[Add Team](#)

| Team List | | | | | |
|-----------|-------------------------|---------------|-------------|-------------------------|--------------------------|
| | Team Name | Division Type | Team Code | Results | Delete |
| 1 | aes 16s | 15 & Under | fj5aeste1we | Results | <input type="checkbox"/> |
| 2 | AES 16s | 16 & Under | fj6aeste1we | Results | <input type="checkbox"/> |
| 3 | AES 17s | 17 & Under | fj7aeste1we | Results | <input type="checkbox"/> |
| 4 | AES 18s | 18 & Under | fj8aeste1we | Results | <input type="checkbox"/> |

****The minus (-) or plus (+) sign on the tabs minimize or expand areas throughout site.**

Quick Links: [Club Info](#) [Teams](#) [USAV Data Import](#) [Staff](#) [Players](#) [Enter Event](#) [My Events](#) [Manage Club Users](#) [Verified Users](#)

2011 AES Club Test - Team Info

Team Information

Team Name: * (Maximum of 21 characters)
Team Code: fj8aeste2we (Team Code auto-created based on selection)
Gender: *
Division Type: *
Team Rank: * (Rank is 1 unless you have more than one team in this age group)

[Update](#)

[View Team Results](#)

Adding Players/Staff to Your Club:

1. If your club is USAV Affiliated and you use Webpoint – take advantage of the USAV Data Import option. Click the USAV Import Link, enter Webpoint U & P, and ALL active data will import directly from Webpoint.

2011 AES Club Test - USAV Data Import

Contact USAV

For Club Directors in regions using the national registration system, enter Webpoint Username & Password.

For Club Directors in regions not using the national registration system, a Username and Password will be assigned upon written and approved request through the regional office to the national office.

Enter USAV Username & Password

Username:
Password:

Login

USAV Notes:

Club membership data will be imported into AES, to include (1) all current junior members, and (2) all current members with a current background screening.

- A current member is an individual with proper registration and payment to the region.
- A current background screening is one that has been processed and cleared, with an expiration date of October 31 of the current season or next season.

2. If your club is not affiliated with USAV or does not use Webpoint, click the Players tab to add players manually. Or, use the Sample CSV file to get your data, save, and use the import player feature. It's critical that the data you have in your CSV file matches the parameters on the Import Player page.
 - a. Add staff – same as Players but use the Staff Import example.

Enter Event:

1. Click [Enter Events](#) – use the filter options to filter event list - Click **Event Name** to begin
2. Verify the event requirements by division – click **REGISTER TEAMS**
3. Associate division selection with team - Click **UPDATE**
4. Click Build Roster if a roster is required for entry OR check the box to bypass Build Roster if the Tournament Director has that feature turned on.

Quick Links: [Club Info](#) [Teams](#) [USAV Data Import](#) [Staff](#) [Players](#) [Enter Event](#) [My Events](#) [Manage Club Users](#) [Verified Users](#)

2011 AES Club Test - Team Registration

Select Event > Register Team > Select Divisions > Build Roster > Confirmation > Payment

If Roster Required for Entry is NO you have the choice to bypass the build roster option by selecting Register without Roster or Click Build Roster link. If Roster Required for Acceptance is YES you will need to build your roster prior to the cutoff date

Teams

| | Code | Name | Division | Roster Required For Entry | Roster Required for Acceptance | Roster Close Date | Roster | Register Without Roster |
|---|-------------|---------|----------|---------------------------|--------------------------------|-------------------|------------------------------|-------------------------------------|
| 1 | fj8aeste1we | AES-18s | 18 Club | No | Yes | 9/26/2012 | Build Roster | <input checked="" type="checkbox"/> |

Register

a. Build Roster – First review Requirements

- Staff and Players - Assign staff from the drop-down menu (head coach, assistant coach...etc..). You can copy a roster from a different event OR add players by putting a check mark next to the players name or use the Add Player Search that will auto-fill once you start typing, pulling eligible players from player list.

b. Click **Update Roster** - AES will validate that your roster meets the event requirements. If it doesn't, a message will appear indicating corrections are needed.

5. Click **Continue** once the event roster is complete.

6. Click **Continue**

7. Confirmation page – Click **Continue**

8. Payment Page. Put a check mark next to team name and print the entry form. If the pay online option is turned on put a check mark next to your team, click **Pay Now**, **Pay by Credit** or **Google Checkout**

Updating event rosters once registered. Click **My Events** and a list of events will appear showing teams within your club for which you are currently registered.

Quick Links: [Club Info](#) [Teams](#) [USAV Data Import](#) [Staff](#) [Players](#) [Enter Event](#) [My Events](#) [Manage Club Users](#) [Verified Users](#)

2011 AES Club Test - Current Events

| Current Events | | | | | | | |
|----------------|--|-----------------|------------|------------------------|----|--------------------------|---------------------------------|
| | Name | Type | Date | Location | St | My Teams | My Reservations |
| 1 | 2011 Brad's final test | Two Day Format | 5/23/2012 | orlando | FL | My Teams | My Reservations |
| 2 | AES Beach Demo | Full Day Format | 12/24/2011 | Ultimate Sports Center | NY | My Teams | My Reservations |
| 3 | TEST 2011 AES Demo 2 | Two Day Format | 9/25/2012 | Gym plus | NY | My Teams | My Reservations |

9. Click My Team to access event roster, print entry form and/or pay online:

Quick Links: [Club Info](#) [Teams](#) [USAV Data Import](#) [Staff](#) [Players](#) [Enter Event](#) [My Events](#) [Manage Club Users](#) [Verified Users](#)

2011 AES Club Test - TEST 2011 AES Demo 2 - Payment

Each Team is placed into a 'PENDING' status until all the registration requirements are met. i.e. Payment received, roster requirements met(if applicable), and any additional items specified from the Tournament Director.

To print your official entry form put a checkmark next to the team(s) and click Print Entry Form. If Google Checkout is activated put a checkmark next to the team(s) and click the Google Checkout link.

| Payments | | | | | | | | | | | |
|----------|--------------------------|-------------|---------|----------|------------------------|-------------------------|---------------------------|----------|------|------------|-----------|
| | Entry Form | Code ▲ | Name | Division | Roster | Housing | Questions | Accepted | Paid | Amount Due | Entry Fee |
| 1 | <input type="checkbox"/> | fj6aeste1we | AES 16s | 18 Club | Roster | Housing | Questions | Pending | No | \$100.00 | 100.00 |
| 2 | <input type="checkbox"/> | fj7aeste1we | AES 17s | 18 Club | Roster | Housing | Questions | Yes | No | \$100.00 | 100.00 |

| Amount Due | |
|------------|--|
| Total | |
| \$200.00 | |

[Pay Now*](#) [Pay By Credit](#) [Print Entry Form**](#)

10. When you login to modify event rosters, you can edit from the Team Page or under Manage Events.