

# Tournament Sign-up Directions for AES

1. Log in to your AES account @ [www.advancedeventsystems.com](http://www.advancedeventsystems.com). Keep your login info safe as I cannot access it! Click on "CLUB INFO" (in the top Quick Links section) and update the information to reflect your current information.
2. Now, click on **Teams**. Here you will add any new teams you have for this season, using the red "Add Team" button. The teams you have already added should be listed.
3. Next, Click on **Enter Event**
4. Choose the **USA Region** to Evergreen -- 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.
5. Click on the name of the tournament you wish to enter.
6. Click the **Red 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 (see step 3)!**
7. 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.**
8. Click the **Update** button.
9. You will see an option to "Build Roster" written in red. **YOU DO NOT NEED TO BUILD A ROSTER on sign-up day for Evergreen Region tournaments! So instead- click the, REGISTER WITHOUT ROSTER box.**
10. **Then hit the red REGISTER button.**
11. If the correct team shows up in the "Teams being Registered" Box, Click the **Continue** button at the bottom, which will bring you to a team registration confirmation page. This is your receipt. If everything looks correct, you can print the receipt if you wish at the bottom of the screen (**red** button).
12. Click the **Complete Registration** button. This will bring you to the Payment page. From here you can open, save, and print your Official Entry form into the tournament. (You can also wait to print all your entry forms until after you are finished registering for all your tournaments... see instructions below).
13. **REGIONALS, POWER LEAGUE & ERVA BID TOURNAMENT CAN BE PAID ONLINE THROUGH THE PAYMENT PAGE ON AES.**
14. **\*\*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 **email 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 ACCEPTED 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.
- Then, click on **My Events**
- 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 non-secure 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.**
- Sign and mail the entry form/fee to the address at the bottom of the entry form. **\*\*If there is no address, contact the tournament director for the information!\*\***