



2016-2017 AES Event Registration Instructions:

What's New?

1. Search Option to Simplify Event Entering – select event affiliation (USAV – then region, AAU, JVA, or other)
2. Registration With Delayed Roster Submission - Tournament Directors have the option to allow teams to enter an event without a roster, and later enter the roster by a specific date.

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



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](#)

3. Faster Event Roster Creation – If a tournament director requires a roster for entry and you have more than 50 players eligible in your club for that division, simply enter the name to speed the process of adding players to your event roster.
4. Copy Roster – This feature still exists, if you build the roster during the registration process or login later via the [My Events](#) → [My Teams](#) option.

Important Notes Before Using AES to Simplify your Next Event

1. Go to [Advanced Event Systems](#) and enter your Username and Password if your club is already setup in our system. If you've forgotten your login credentials, use the Forgot Password or Support option.
2. If you're new 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.

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2011 AES Club Test - Team List

[Add Team](#)

Team List					
	Team Name	Division Type	Team Code	Results	Delete
1	aes 15s	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.

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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	6/23/2012	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 xxxxxx	Questions	Pending	No	\$100.00	100.00
2	<input type="checkbox"/>	fj7aeste1we	AES 17s	18 Club	Roster	Housing xxxxxx	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.