

AES Steps for USAV Juniors Club Directors

**If you get off path at any time please reach out to USAV staff at membership@usav.org*

Step 1: Create your club in AES

★ **DO: Set up a new club once you have your approved Region club name and code**

- If your club code is unknown, please reach out to your region for that information.
- Make sure this information matches your club information in SportsEngine identically.

★ **DON'T: Create a new club to become admin**

- If you are inheriting an existing USAV club you already have a club code and likely already have your club in AES; have a former admin transfer admin status. If that is not possible, reach out to your region or USAV to gain administrative access.

★ **DO: Sign in with your SportsEngine account username and password**

- Do not use 1 login, make sure each admin has administrative rights from their SportsEngine account username and password. **Please do not share admin usernames and passwords*

Note: You must have an eligible USAV membership assigned to your club to complete some administrative work in AES.

Step 2: SportsEngine Integration

★ **DO: Integrate with SportsEngine**

- From the "Info" tab under the "CLUB DETAILS" section, you'll find "**Add SportsEngine Integration.**" This will link your SE HQ and AES to accomplish the next steps.
- If you have created a 24-25 Season in the Season Management section in SportsEngine you can click "**Add Season Management Integration**" on the same page as SE integration. Please do not click here yet if you have not created a season.

Step 3: USAV Import

★ **DON'T: Use USAV Import until you have integrated with SportsEngine.**

- You will get a notification when the import is complete (you can view this by clicking the "bell" in the upper right-hand corner by your profile name)
- This alert will also tell you if there are problems and/or which members imported successfully.

**Note: See the Troubleshooting section for help with verifying members after import*

Step 4: Rosters & Verification

★ **DO: Use the pairing function to integrate your USAV Season Management rosters from SE to AES**

- If you have already built your rosters in your SportsEngine Season Management for this season, you can pair those rosters in AES by entering the specific team you are pairing and clicking "**Select a Team to integrate with SportsEngine.**" found in the "Teams" section under the "CLUB DETAILS" navigation panel

★ **DO: Understand what requirements are needed for Roster Verification:**

- Rostered player and staff members need to have:
 - A full Region/USAV membership, An eligible membership (eligibility found in SportsEngine account), and club assignment matching your club.

*There are many great resources from AES in the Help Center. We recommend looking through the "Search for help sections" there, however, if you need direct support, have time sensitive issues, or have questions, please reach out to USAV at membership@usav.org

AES Steps for USAV Juniors Club Directors

**If you get off path at any time please reach out to USAV staff at membership@usav.org*

Troubleshooting for failed imports

Question: I have errors in my import, how can I resolve these and get my members verified.

Answer:

There are 2 reasons members fail to import, please read through all of this to see if the member fits in either category.

1. The alert shown in red at the top of the import report means the member was unable to verify. The reasons for this are:
 - a. The member does not have the correct full Region/USAV membership.
 - i. Please have the member obtain the correct membership.
 - b. The member does not have an eligible Region/USAV membership.
 - i. Please have the member update their eligibility requirements.
 - c. The member does not have the correct club assignment.
 - i. Utilize the direct club assignment process and have the member accept the request.
2. Alert shown at bottom of the import report (often not seen because it's at the bottom) means the member has a duplicate account in your AES "MEMBERS" directory.
 - a. Search the athlete or staff member (found in the "MEMBERS" section)
 - b. Click on the "USAV section of the unverified member (the one without the green check mark) making sure that entry line remains pink.
 - c. Click remove player (at the bottom right-hand corner)
 - i. Error message when trying to remove duplicate account entries means that member MAY be on a locked roster.
 1. For quick rostering procedures just utilize the verified account on the upcoming roster
 2. If none of the accounts are verified please return to issue #1 of the imports troubleshooting and verify the 3 requirements for verification.

Question: I am still having issues that I can't currently solve

Answer: Please reach out to the USAV membership department for help at membership@USAV.org

*There are many great resources from AES in the Help Center. We recommend looking through the "Search for help sections" there, however, if you need direct support, have time sensitive issues, or have questions, please reach out to USAV at membership@usav.org