Instructions for Registering for USAV Open National Championships

Contents

Create a Club

1. Go to the AES website: https://www.advancedeventsystems.com/
2. If you are new to AES click on Sign In in the upper right-hand corner of the page, and then enter in your email address and then password on the next page to create an account:
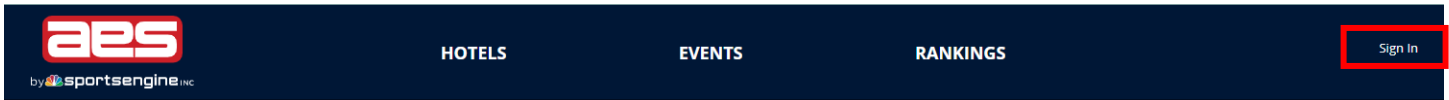
*NEW TO 2022: SportEngine owns AES, so you will use the same login information between SportEngine (used for purchasing your membership) and AES (used for club management)

3. Enter all your information, click Create account, and a confirmation email will be sent to you.
4. Use the link in the email to verify your account, and login to AES.
5. Once logged in, you will create your Club name and will need to select which region you are associated with:

6. Click continue to fill out your club's information, then click Create Club once complete.

Your club has now been created in AES, and you can register for events!

TIPS:

- You will be asked to enter a Club Code, which is your 5 alpha code that is an abbreviation of your club name. *USAV affiliated clubs get a unique club code from their region, non-USAV affiliated can enter any code.*

- If you receive a message stating the Club Code is already in use, please contact AES Support as it is likely your club already exists. AES support can help get you setup quickly. (https://www.advancedeventsystems.com/support)
- If your club already exists in AES, then click Sign In in the upper right corner and enter your username and password.
- Having issues logging in?

  - Use the Forgot Password tool to have your password emailed to you.

  - Use the Forgot Username tool if you are unable to remember your username.

  - Still having issues logging on? Please contact AES Technical Support: https://www.advancedeventsystems.com/support

Create a Team

Before you register for an event, you will need to create a team.

1. Click on Teams from the left-hand navigation bar
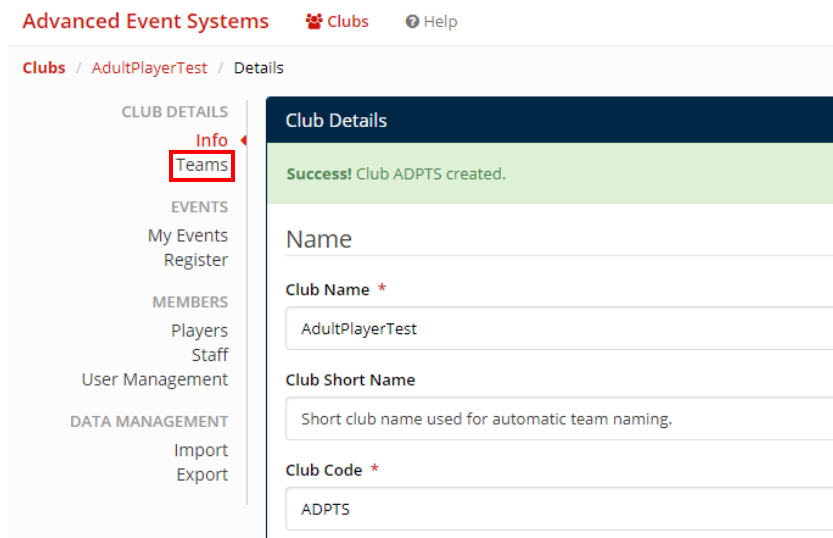
2. Click Add Team on the bottom right of the screen
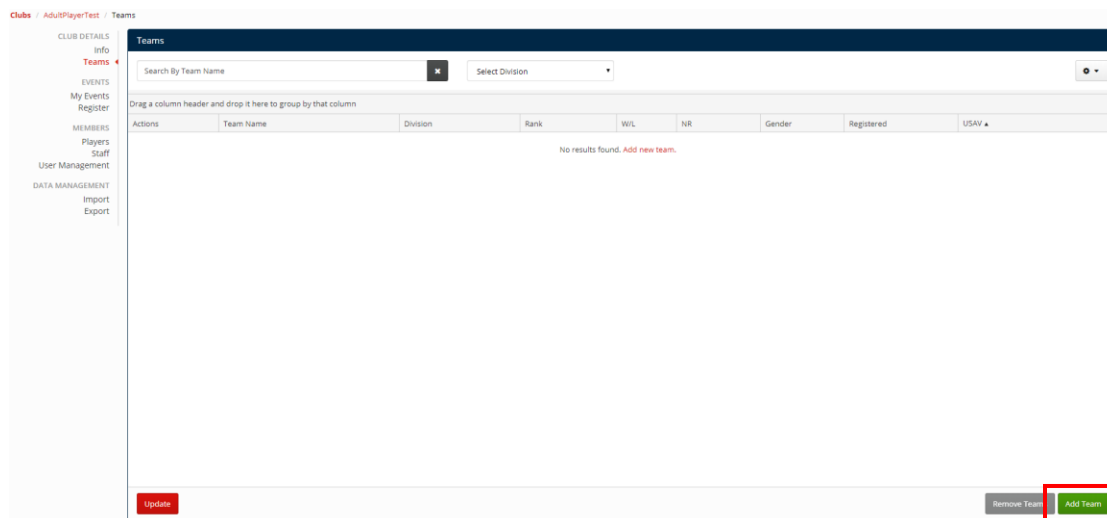
3. Fill out the information for your team, and click Create Team:

Clubs / AdultPlayerTest / Create Team

CLUB DETAILS
Info
Teams ◄

EVENTS
My Events
Register

MEMBERS
Players
Staff
User Management

DATA MANAGEMENT
Import
Export

Create Team

Gender *

Gender

Division Type *

Select Division

Team Rank *

Select Team Rank

Team Name *

Team Name

[Create Team] Create More Teams Cancel

TIPS:

- Rank is the rank within your club for teams within your club. If you only have 1 team in an age group, then the rank will always be 1. If you have three teams, the best team is ranked 1, and the third team will be 3.
- Team Name, we recommend using an abbreviation for your Club Name along with the division and rank. *Example. Club AES 12-1*

If you have more than one team in your club, please continue to add teams as needed.

You can now register for an event!

Register for an Event

1. To register for USAV Opens National Championship, click on Register from the left-hand navigation bar:

2. Search for the event

TIPS:

- Set the Event Affiliation to All, then type in "2022 USAV" to the Event box.

3. Click on the Register button. You will then see the teams that are eligible to play in this tournament

4. Click on Select Division, and select the division you would like your team to participate in. Once the division is selected you can choose to Continue without Team Roster, or Build Team Roster

   NOTES: If you have already added all of your players to the club, you can select to build your team roster. If you do not have the required 6 players, and 1 head coach entered in to your club yet, please continue without team roster. You will have the chance to go back and build a roster later.

5. Once you have registered all your teams into the correct divisions, you will click Register Team at the bottom left of the screen

6. Please read through the Registration Summary Page, and once complete, click on Continue

You will then have the option to pay for your team's registration (you can do this later if you would like)

7. Select the team you would like to pay for, then click Pay with Credit Card

If paying by check, please send to:

USA Volleyball
Attn: Opens
4065 Sinton Rd
Colorado Springs, CO 80907

Please make sure to include your Entry Form!

Entry Form

1. On the same page that you used to pay for your registration into the tournament, click on "Entry Forms" on the bottom right-hand side of the page.
    a. If sending a check, please make sure to print out this entry form and include it with your payment
    b. If paying by credit card, please make a PDF of the document, and email to events@usav.org

Add New Members to Club

Are players on your team currently registered to coach or play with a different team? (E.g. Coaching for a junior club) If a player on your team is also coaching for a club, they will already be entered into the AES system. Use the Add Existing Members to Club directions.

Only use the Add Players function (described below) if a player is not a coach or is not associated with any other club or team.

1. Click on Players from your left-hand navigation bar

1. Click on Add Players

NOTES: If a player on your team is also coaching for a club, they will already be entered into the AES system. Only use the Add Players function if a player is not a coach or is not associated with any other club or team. If they are, please use the Add Existing Members to Club directions.

2. Enter the player's information and click Create Player at the bottom of the page.

TIPS:

- The most important information that needs to be filled in for AES to verify a record is the *name* as it appears in the USAV record, *date of birth*, *gender*, and the *member ID number*
- Ask your teammates to send you a picture of their USAV Membership page. This will help to make sure you have the correct information for your players, and will help AES to automatically verify your players:

The player is now listed in your club.

NOTES:

You will notice if a player's account has been verified through USAV, there will be a green check mark next to the USAV number. This means the name, DOB and USAV membership number match, and the player has a current membership, and is compliant.

USAV will be working to verify these numbers periodically, but please keep an eye on your account as the event gets closer, as all of there numbers will need to be verified in order for your team to be in compliance.

Add Existing Members to Club & Build Event Roster

To add players to your roster for a specific event:

1. Click on My Events from the left-hand navigation bar. You will then see all of the events your club has been entered into.
2. Click on My Teams next to the event you would like to build a roster for

You will then see all of the teams in your club that are entered into the tournament.

3. Click on the Roster link next to the team you would like to build a roster for

You will notice that any player that you manually entered in to your club will show as an option to add to the roster

4. Select players from the drop-down list as needed

5. If there are players on your team that already have an existing membership with a different club (Club Coaches) continue to read the instructions below

Add Existing Members to Club

If you would like to add a player that already has a membership, and is listed under a different club (i.e. they are coaching or associated with a junior club)

1. Click "+ Add Player" link from the drop down

2. Search for a player by USAV Number (preferable) or full name and date of birth

With USAV number:

By First and last name and date of birth

3. Click Save. This will save the player to your club.
4. You can then be able to add the player to the roster, using the drop-down selection

NOTES: You will need to have at least 6 players, and a head coach on your roster before you can save your roster

5. Click Save Roster at the bottom right of the screen

Frequently Asked Questions

Q: What if players on my team have not purchased their membership before the roster deadline?

A: Not a problem. When adding the player to your club, please type in "Pending" for their USAV number. They will need to purchase their membership before the event, but USAV staff can add this information in at a later date.

If you have any further questions, please feel free to reach out to our USA Volleyball Events Staff at opens@usav.org