



powered by **sport****engine**

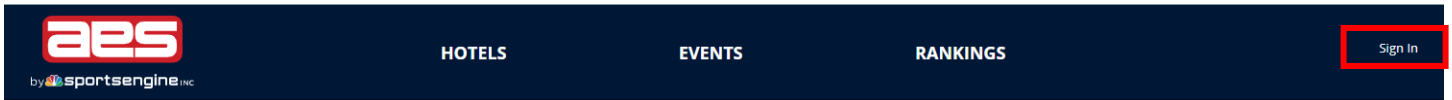
## Instructions for Registering for USAV Open National Championships

### Contents

<b>Create a Club</b> .....	2
<b>Create a Team</b> .....	4
<b>Register for the Event</b> .....	6
<b>Adding Players</b> .....	9
Option 1: Add Existing USAV Coaches/Participants to Your Club.....	10
Option 2: Add New Members to Club.....	12
<b>Build Your Roster</b> .....	15
<b>Additional Information</b> .....	16

## Create a Club

1. Go to the AES website: <https://www.advancedeventsystems.com/>
2. 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 add your SportsEngine account to AES



Note: SportsEngine owns AES, so you will use the same login information between SportsEngine (used for purchasing your membership) and AES (used for your event registration)

3. Once logged in, you will create your club name and will need to select which region you are associated with:

4. Make sure to select that you are creating an adult club, junior club designations will not allow registration for the adult open championships.
5. 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:

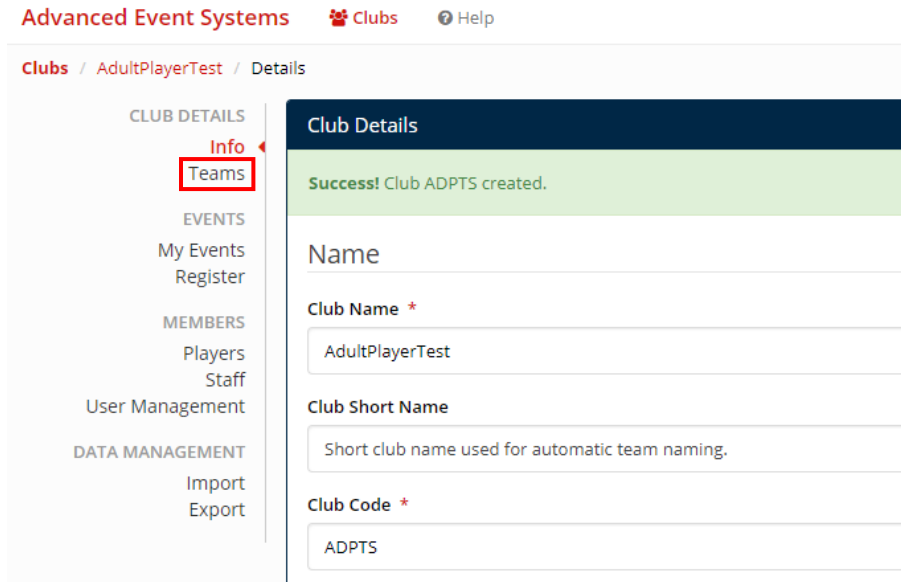
- You will be asked to enter a Club Code, which is your 5 alpha code that is an abbreviation of your club name. You will need a unique club code in your selected Region

- 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 check to see if your club already exists in the system. (<https://www.advancedeventsystems.com/support>)
- If your club already exists in AES, make sure you are logged into the correct account for your administrative access. If you don't have access, you will need to request access from a current administrator.
- 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>

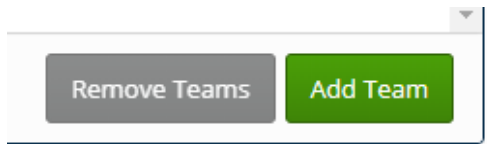
# Create a Team

Before you register, you will need to create a team within your club account in AES.

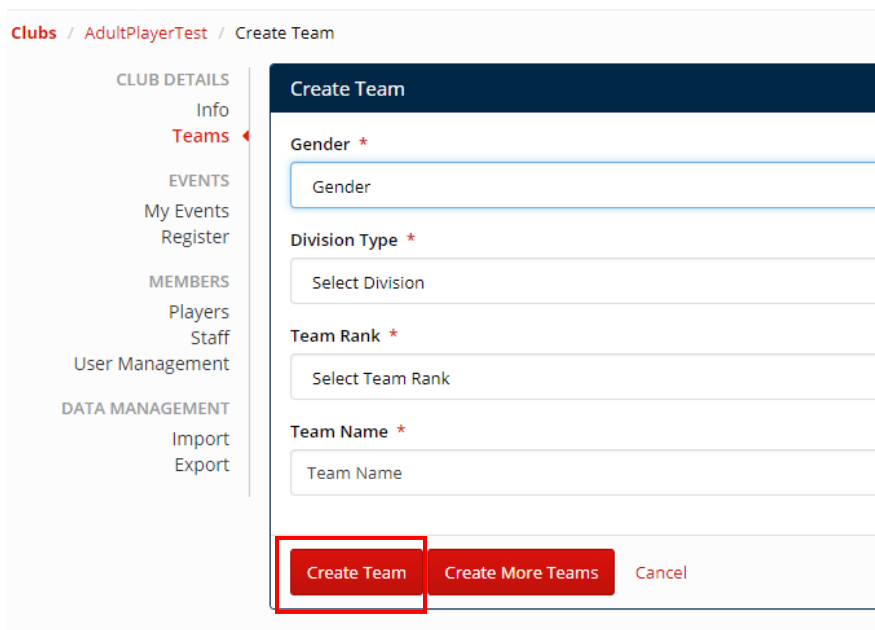
1. Click on Teams from the left-hand navigation bar



2. Click Add Team on the bottom right of the screen



3. Fill out the information for your team, and click Create Team:



TIPS:

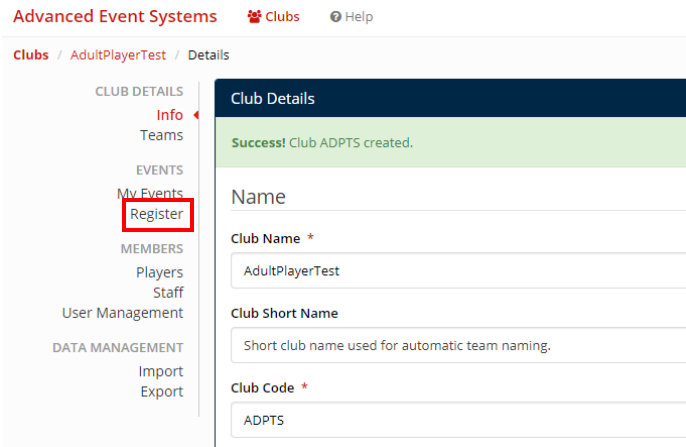
- Rank is the rank within your club for teams within your club. If you only have 1 team in an age group, then the rank will always be 1. If you have three teams, the best team is ranked 1, and the third team will be 3.
- If you are seeing only division types that end in “& Under” it is likely you are creating a team in a junior designated club in AES. You will need to create an adult club for your adult teams.

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

You can now register for an event!

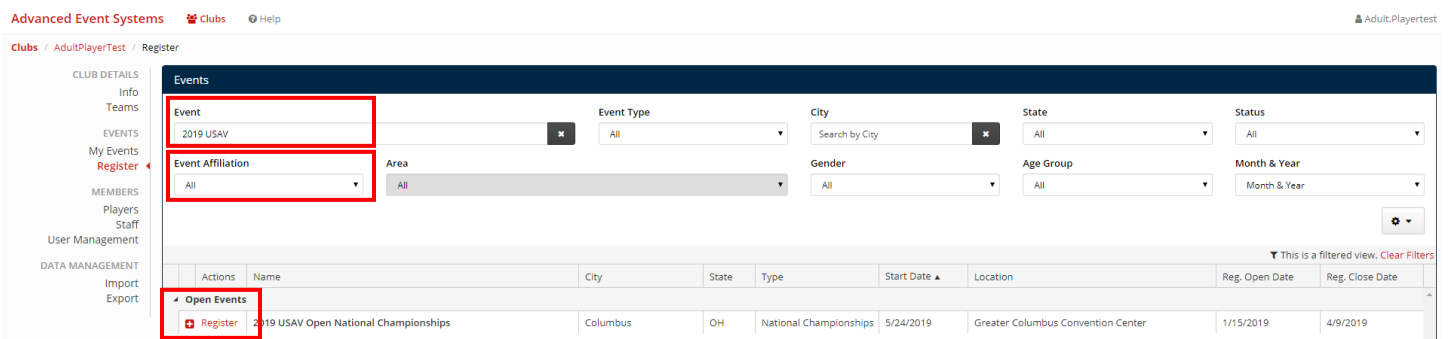
# Register for the Event

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

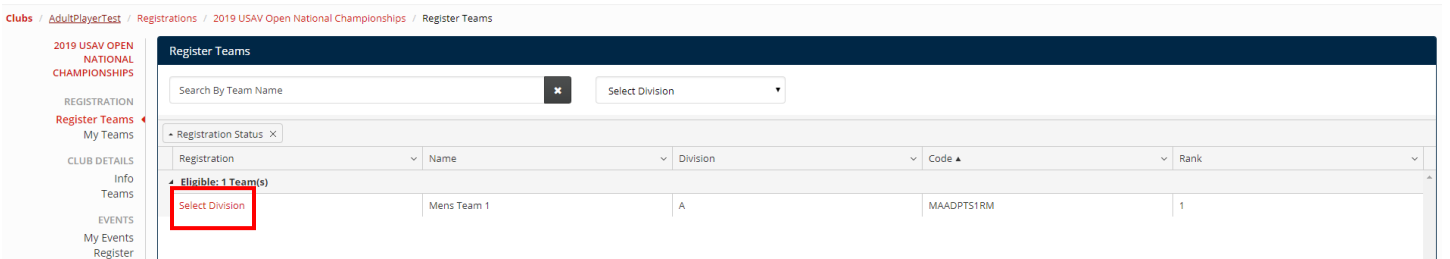


2. Search for the event

**TIP:** Set the Event Affiliation to All, then type in “2023 USAV” to the Event box.



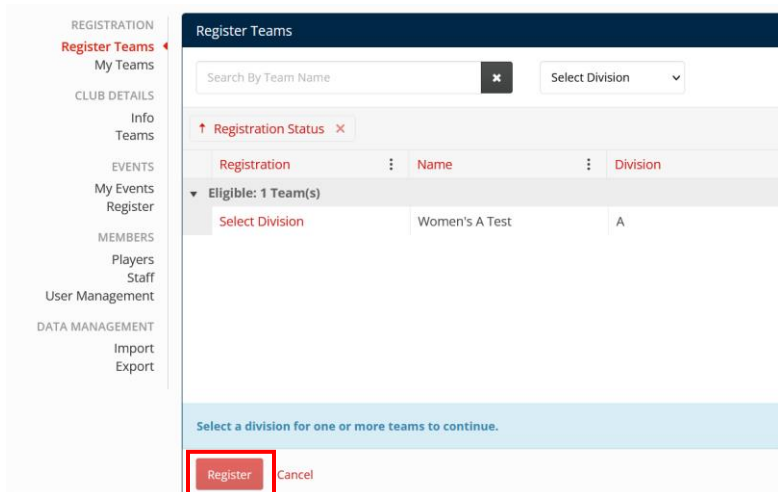
3. Click on the Register button. You will then see the teams that are eligible to play in this tournament



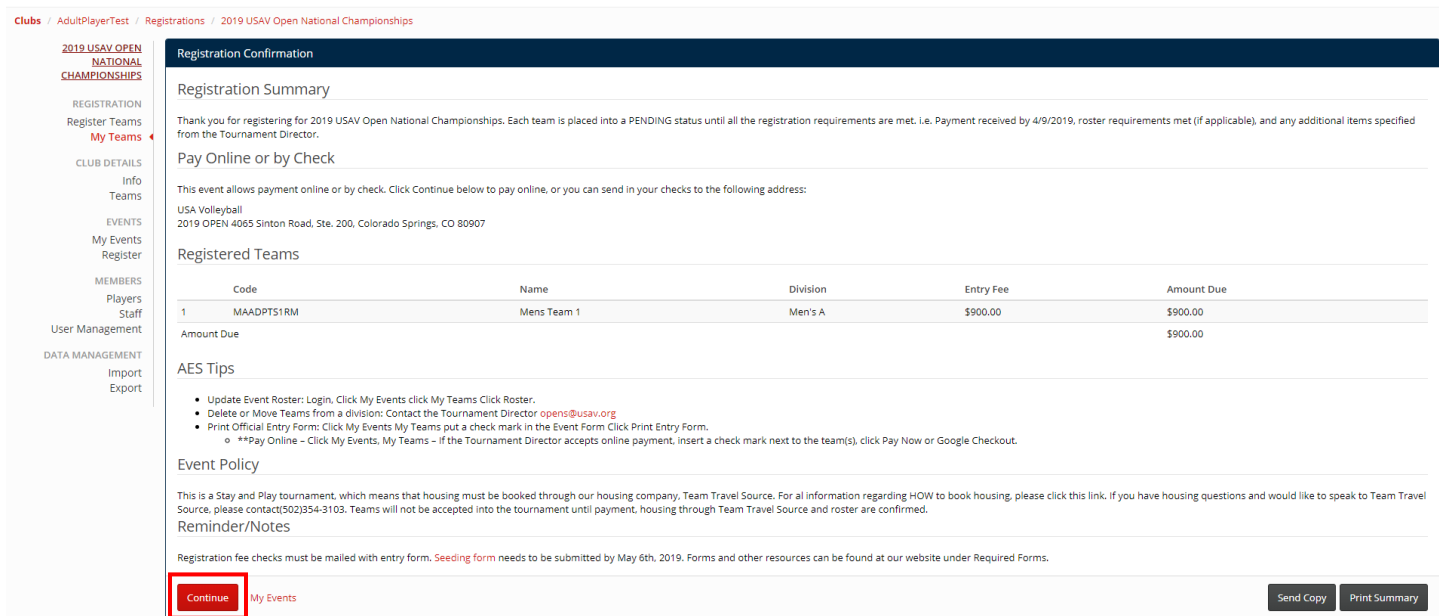
4. Click on Select Division, and select the division you would like your team to participate in. Once the division is selected you can choose to continue without your team roster, or build team roster

**NOTE:** 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, 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

Advanced Event Systems Clubs Help AdultPlayerTest

Clubs / AdultPlayerTest / Registrations / 2019 USAV Open National Championships / My Teams

2019 USAV OPEN NATIONAL CHAMPIONSHIPS

REGISTRATION Register Teams My Teams

CLUB DETAILS Info Teams

EVENTS My Events Register

MEMBERS Players Staff User Management

DATA MANAGEMENT Import Export

My Teams Friday, May 24 - Wednesday, May 29 2019 in Columbus, OH

Search By Team Name Select Division

Registration Status X

Actions	Name	Code	Division	Roster	Accepted	Entry Fee	Amount Due	Paid
Pending: 1 Team(s) Teams pending approval and registration requirements								
Roster	Mens Team 1	MAADPTS1RM	Men's A	No	Pending	\$900.00	\$900.00	Unpaid

Entry Fees Due: \$900.00. 1 selected team(s).

Pay with Credit Card Registration Summary

Pay for individual teams by clicking team name.

Rosters Entry Forms Register Teams

8. 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!

Advanced Event Systems Clubs Help AdultPlayerTest

Clubs / AdultPlayerTest / Registrations / 2019 USAV Open National Championships / My Teams

2019 USAV OPEN NATIONAL CHAMPIONSHIPS

REGISTRATION Register Teams My Teams

CLUB DETAILS Info Teams

EVENTS My Events Register

MEMBERS Players Staff User Management

DATA MANAGEMENT Import Export

My Teams Friday, May 24 - Wednesday, May 29 2019 in Columbus, OH

Search By Team Name Select Division

Registration Status X

Actions	Name	Code	Division	Roster	Accepted	Entry Fee	Amount Due	Paid
Pending: 1 Team(s) Teams pending approval and registration requirements								
Roster	Mens Team 1	MAADPTS1RM	Men's A	No	Pending	\$900.00	\$900.00	Unpaid

Entry Fees Due: \$900.00. 1 selected team(s).

Pay with Credit Card Registration Summary

Pay for individual teams by clicking team name.

Rosters Entry Forms Register Teams

9. 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. If sending a check, please make sure to print out this entry form and include it with your payment.



# Adding Players

These are two ways to add players to your club and team roster:

1. 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 may already be entered into the AES system. Add them to your club using the [Add Existing USAV Coaches/Participants to Your Club](#) directions.
2. If your players don't already exist in AES, you can use the [Add New Members to Club](#) instructions

Note: If you aren't sure which directions to use, try adding players using the "Add Existing USAV Coaches/Participants to Your Club" instructions. If you aren't able to find a specific player, then use the "Add New Members to Club" instructions.

## Option 1: Add Existing USAV Coaches/Participants to Your Club

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

Advanced Event Systems Clubs Help Adult.PlayerTest

Clubs / AdultPlayerTest / Events

CLUB DETAILS  
Info  
Teams  
EVENTS  
My Events  
Register  
MEMBERS  
Players  
Staff  
User Management  
DATA MANAGEMENT  
Import  
Export

My Events

Event: Search by Event Name [x] Event Type: All City: Search by City [x] State: All Status: Current, Future

Actions	Name	Type	Date	Location	City	State	Reg. Close Date	Roster Deadline
My Teams	2019 USAV Open National Championships	National Championships	5/24/2019	Greater Columbus Convention Center	Columbus	OH	4/9/2019	4/17/2019

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

Advanced Event Systems Clubs Help Adult.PlayerTest

Clubs / AdultPlayerTest / Registrations / 2019 USAV Open National Championships / My Teams

2019 USAV OPEN NATIONAL CHAMPIONSHIPS  
REGISTRATION  
Register Teams  
My Teams  
CLUB DETAILS  
Info  
Teams  
EVENTS  
My Events  
Register

My Teams Friday, May 24 - Wednesday, May 29 2019 in Columbus, OH

Search By Team Name [x] Select Division

Registration Status

Actions	Name	Code	Division	Roster	Accepted	Entry Fee	Amount Due	Paid
Roster	Mens Team 1	MAADPTS1RM	Men's A	No	Pending	\$900.00	\$900.00	Unpaid
Roster	Womens Team 1	WAADPTS1RM	Women's A	No	Pending	\$900.00	\$900.00	Unpaid

Teams pending approval and registration requirements

3. Click on the Roster link next to the team you would like to build a roster for
4. Select on of the open player spots on the roster and click "+ Add Player" link from the drop down

Players

Name	Captain	Jersey # *	USAV # *
Select Player Name (0 available)			
Select Player Name (0 available)			
+ Add Player			
Select Player Name (0 available)			
Select Player Name (0 available)			
Select Player Name (0 available)			

Minimum Player count of 6 required.

5. Search for a player by their 7-digit USAV Number (preferable) or full name and date of birth

## Member Lookup

USAV Number:  OR First Name:  Last Name:  Birth Date:

First Name	Last Name	Birth Date	USAV Number	State
Joel	Wyman	02/21/1995	RM1965106MOA19	CO

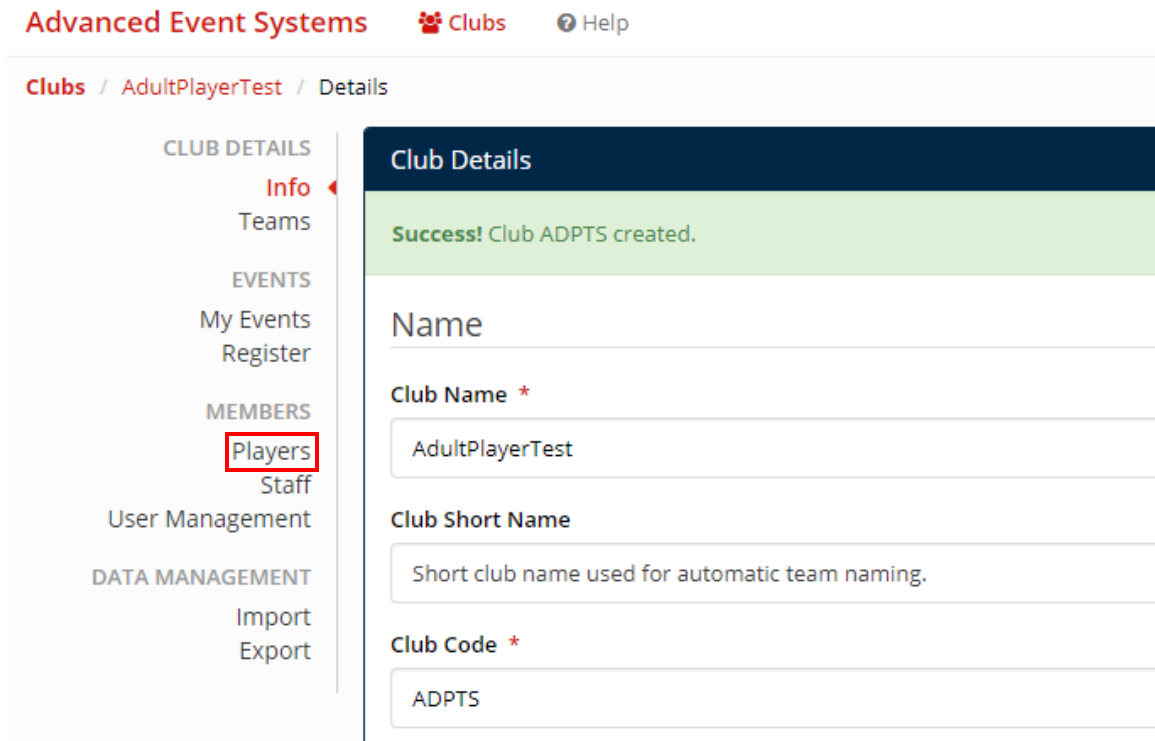
- If you locate the player you're looking for, Click Save. This will save the player to your club.  
\*\*\*You are unable to locate the player, confirm that you are searching for their correct member number or the name that matches their membership information exactly. If you are, they may not exist yet in AES and you will need to manually add them through the [Add New Members to Club](#) directions.
- Once you save the player to your club, you can then add the player to the roster, using the build roster directions.

## Option 2: Add New Members to Club

**NOTE:** If a player on your team is also coaching for a club, they may 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.

Use these directions to add a player that is not already in AES:

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



Advanced Event Systems Clubs Help

Clubs / AdultPlayerTest / Details

CLUB DETAILS  
Info  
Teams

EVENTS  
My Events  
Register

MEMBERS  
**Players**  
Staff

User Management

DATA MANAGEMENT  
Import  
Export

### Club Details

Success! Club ADPTS created.

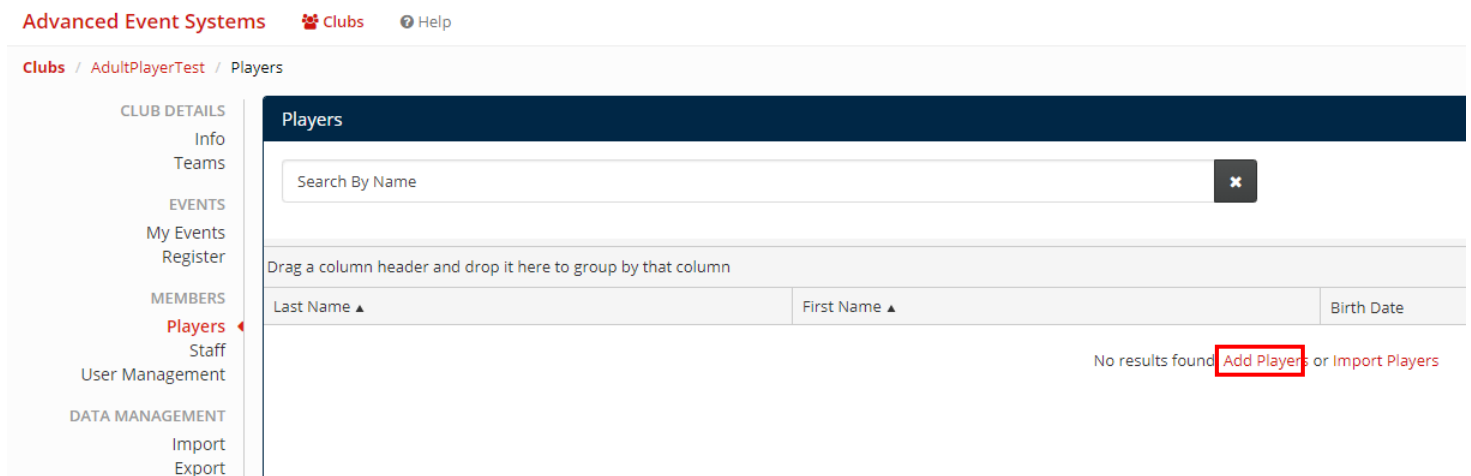
Name

Club Name \*  
AdultPlayerTest

Club Short Name  
Short club name used for automatic team naming.

Club Code \*  
ADPTS

2. Click on Add Players



Advanced Event Systems Clubs Help

Clubs / AdultPlayerTest / Players

CLUB DETAILS  
Info  
Teams

EVENTS  
My Events  
Register

MEMBERS  
**Players**  
Staff

User Management

DATA MANAGEMENT  
Import  
Export

### Players

Search By Name

Drag a column header and drop it here to group by that column

Last Name ▲	First Name ▲	Birth Date
No results found. <b>Add Players</b> or Import Players		

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

The screenshot shows a 'Player Details' form with the following sections and highlighted fields:

- Player Section:**
  - First Name \* (Adult): [Red box]
  - Last Name \* (Playertest): [Red box]
  - Birth Date \* (01/01/1980): [Red box]
  - Gender \* (Female): [Red box]
- Address Section:** Address Line 1, Address Line 2, City, State, Zip, Country (United States of America (USA)).
- Contact Section:** Email, Phone, Cell Phone.
- Volleyball Section:** Height, Approach, Block, Reach, Jersey #, Handed, Position 1, Position 2.
- USAV Number:** TEST3227951FR19 [Red box]

**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 the membership page in their SportsEngine account or their USAV Region membership card. This will help to make sure you have the correct information for your players, and will help AES to automatically verify your players:

The screenshot shows a player's profile page with the following sections and highlighted fields:

- Header:** Household, MC logo, Adult Player Name, Profile, Organizations.
- Profile Information:** First Name, Nickname, Middle Name, Last Name, Suffix, Date of Birth [Red box].
- USA Volleyball Card:** Adult Player Name 1167575 [Red box], MC logo, 20-21 USAV Adult with Safety Requirements (Valid Sep 1, 2020 - Aug 31, 2021) [SLASHED], View Details.

4. In order to be added to the roster, each player will need to be verified as a full USAV/Region member. Use the red “Verify USAV Membership” button at the bottom of the player’s profile to check for their membership.

USAV Number

3142753 ✓ Verified

Email Notification Preferences

I choose not to receive email notifications. AES Tournament Directors frequently send emails w/ pertinent event information, by opting out you will not receive these emails. AES does not sell mailing list.

[Update](#) [Cancel](#) [Verify USAV Membership](#) [Roster Assignments](#) [Remove Player](#)

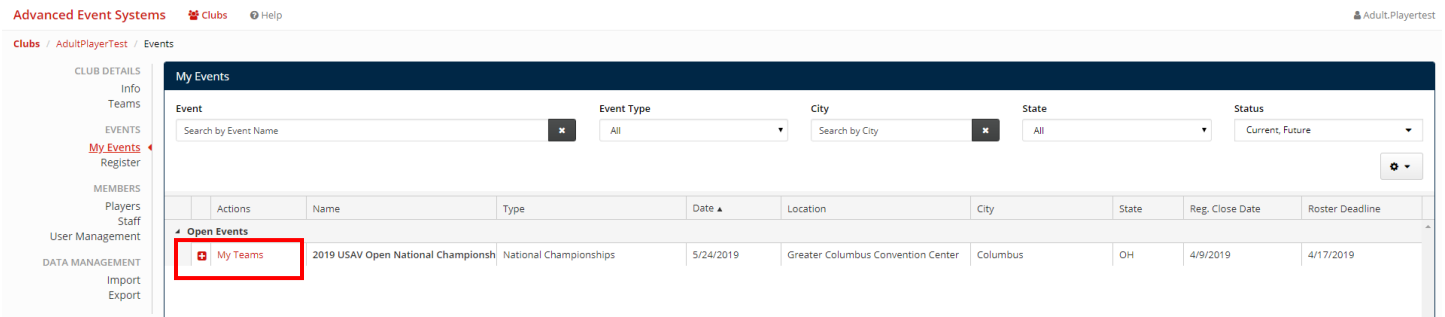
**NOTES:**

- 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.
- All of the athletes USAV numbers will need to be verified before the roster deadline for the event in order for your team to be compliant.

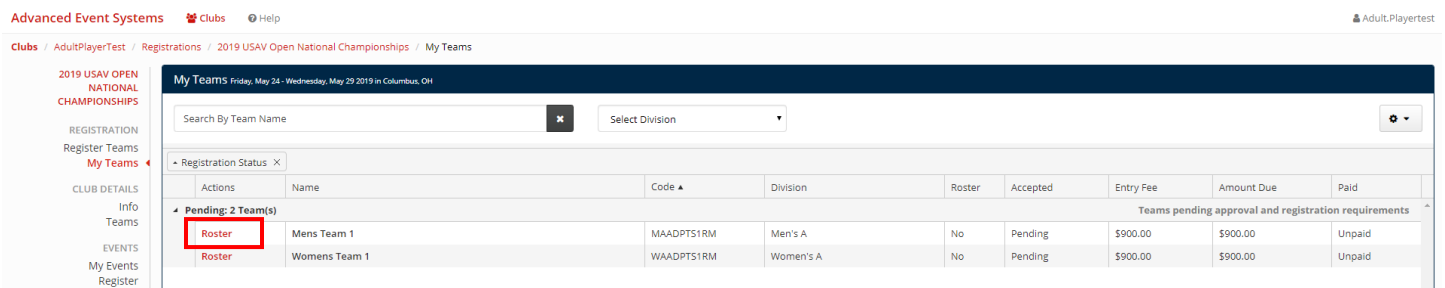
# Build Your Roster

Once your players are added to your club and verified, you can add them to the roster for your team using these steps:

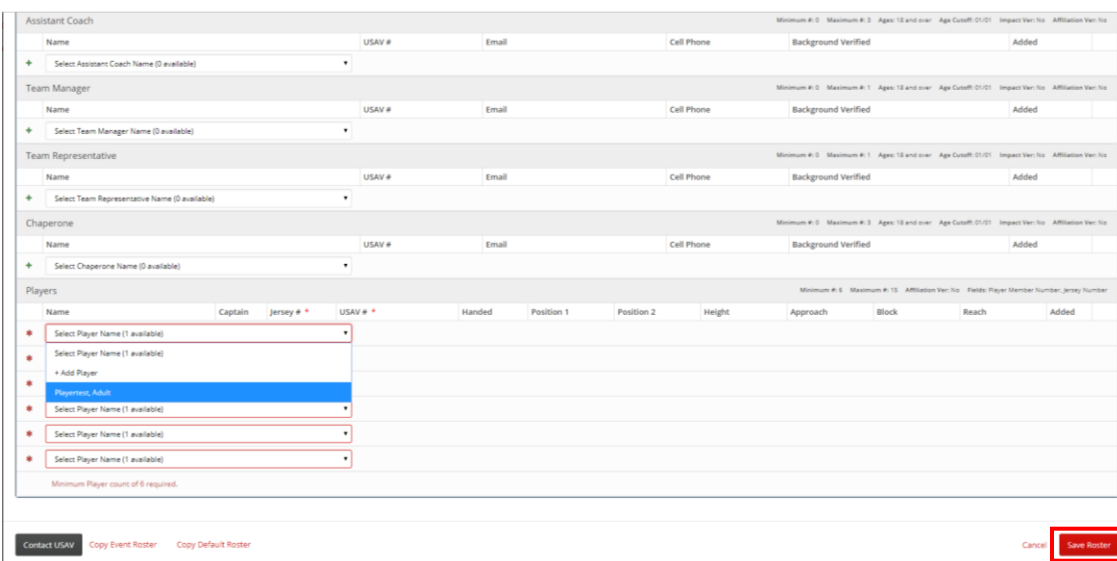
1. Click on My Events from the left-hand navigation bar. You will then see all of the events your club has been entered into.
2. Click on My Teams next to the event you would like to build a roster for



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



4. Click on the "Roster" link next to the team you would like to build a roster for
5. Select one of the open player spots on the roster and click on the player you wish to add.



**NOTE:** You will need to have at least 6 players on your roster before you will be allowed to save.

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

## Additional Information

You can find information on the 2023 Open National Championship on the USA Volleyball website at this link:

<https://usavolleyball.org/event/2023-open-national-championship-opens/>

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