

## **2025 USA Volleyball Open National Championship AES Registration Instructions & Links**

Event and AES Information (Link to register your team) - [2025 Open National Championship - AES](#)

- Scroll to the bottom of the page where it says “Register Teams”
- “How to guide” on next steps for links above begins on page 4

Helpful resource for the “Adding Players” on pg. 12:

- Teammates not sure how to purchase your Region's membership through SportsEngine?

CLICK HERE: [Welcome | 2025 Open Championship Membership Link Locator | USA Volleyball](#)

2025 Open’s Website - [2025 USA Volleyball Open National Championship \(Opens\) - USA Volleyball](#)

**Please note: The following pages of this document contain step by step guides on different processes you will need to do for your Open’s team.**

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!



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## Instructions for Registering for USAV Open National Championships

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Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

## Foreign Teams/Participants

NEW FOR 2025: Canada, Puerto Rico, and Guam residents need to obtain 2025 Opens Championship Membership ID through SportsEngine with the following links:

### 24-25 USAV Canadian & US Territory Adult Opens Participant Membership

If you do not reside in Canada, Puerto Rico, or Guam, please follow the Foreign Player Requirements

- [Foreign Participant Registration Form](#)
  1. Fill out registration form
  2. Sign electric documents and waivers
  3. Pay Foreign Insurance
- *\$10/person*
  - *This should be paid online with the registration form*
- *Note: Proof of age and residency should remain with each player near the playing space in case an official request to see it*
  
- **Team Registration and Roster verification**
  - **See page 9 on AES Instructions**

The following online registration for Foreign Participants must be completed by Friday, May 17, at 11:59PM ET. If you have any questions please reach out to [opens@usav.org](mailto:opens@usav.org) or [membership@usav.org](mailto:membership@usav.org) for help.

### **NEW IN 2025:**

The following divisions now require a MINIMUM of FIVE committed teams in order for the division(s) to be active in AES:

Mens 40s; Mens 45s; Mens 73s; Womens 60s; Womens; 65s; Reverse Coed 4s

Please email [opens@usav.org](mailto:opens@usav.org) with the following information in order for you request to be added to the activation list.

1. Team Representative Name
2. Team Representative Email
3. Requested Division

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

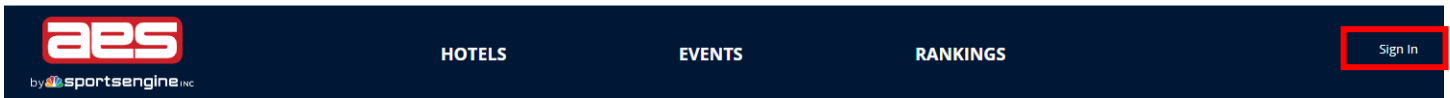
#### 4. Team Name (Optional)

[Division Activation Request List.xlsx](#)

## Create a Club

PLEASE NOTE: If you are already affiliated with junior level club in an admin or tournament director role or have been an admin from an adult team in previous years, email [membership@usav.org](mailto:membership@usav.org) to get a team created!

1. Go to the Opens AES Registration Website: <https://www.advancedeventsystems.com/events/38039>
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)

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

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

The screenshot shows a 'Create Club' form with the following fields:

- Club Name \***: Text input field labeled 'Club Name'.
- Club Code \***: Text input field labeled 'Unique 5 Letter Club Code'.
- USAV Region**: Dropdown menu with 'Not Affiliated' selected.
- AAU District**: Dropdown menu with 'Not Affiliated' selected.
- Continue**: Red button at the bottom left.

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:**

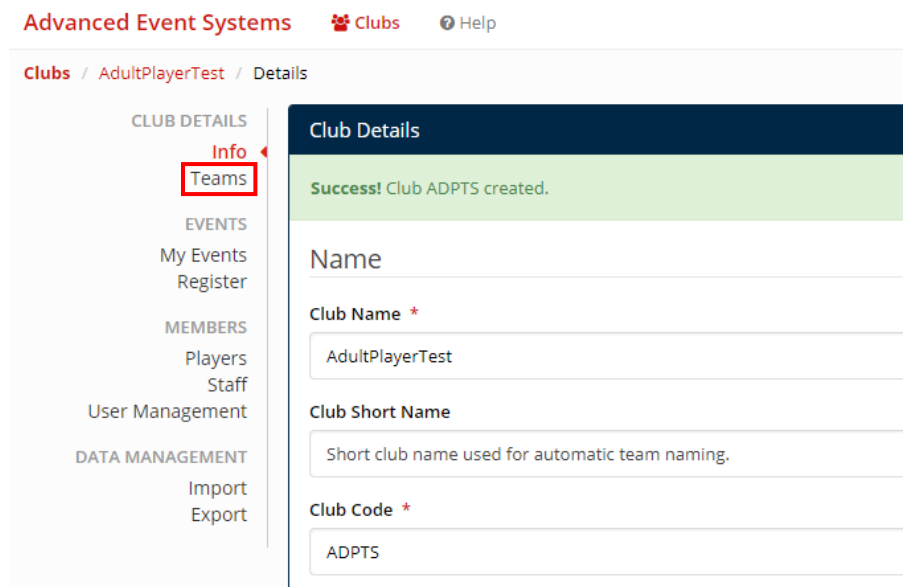
- You will be asked to enter a Club Code, which is your 5 alpha code that is an abbreviation of your club name. You will need a unique club code in your selected Region
- If you receive a message stating the Club Code is already in use, please contact AES Support as it is likely your club already exists. 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>

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

## Create a Team

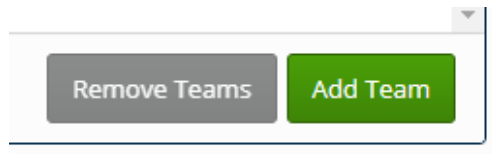
Before you register, you will need to create a team within your club account in AES.

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



The screenshot shows the 'Advanced Event Systems' interface. At the top, there are links for 'Advanced Event Systems', 'Clubs', and 'Help'. Below this is a breadcrumb trail: 'Clubs / AdultPlayerTest / Details'. On the left, a navigation menu is visible with categories: 'CLUB DETAILS' (containing 'Info' and 'Teams', where 'Teams' is highlighted with a red box), 'EVENTS' (containing 'My Events' and 'Register'), 'MEMBERS' (containing 'Players', 'Staff', and 'User Management'), and 'DATA MANAGEMENT' (containing 'Import' and 'Export'). The main content area is titled 'Club Details' and displays a green success message: 'Success! Club ADPTS created.' Below the message are three input fields: 'Name' (empty), 'Club Name \*' (containing 'AdultPlayerTest'), and 'Club Short Name' (containing 'Short club name used for automatic team naming.'). At the bottom of this section is a 'Club Code \*' field containing 'ADPTS'.

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



A close-up of two buttons: a grey 'Remove Teams' button and a green 'Add Team' button.

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

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

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.
- 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!

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

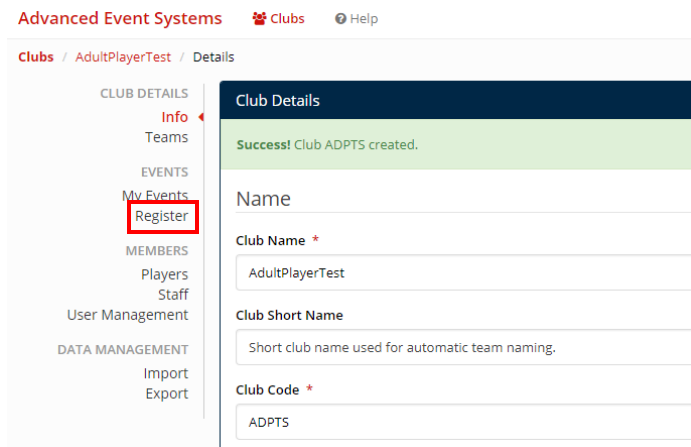
# Register for the Event

## NEW TO 2025:

Please note that registration for the following divisions will **NOT** be enabled at the time of registration:  
Mens 40s; Mens 45s; Mens 73s or 74s; Womens 60s; Womens 65s; Reverse Coed 4s.

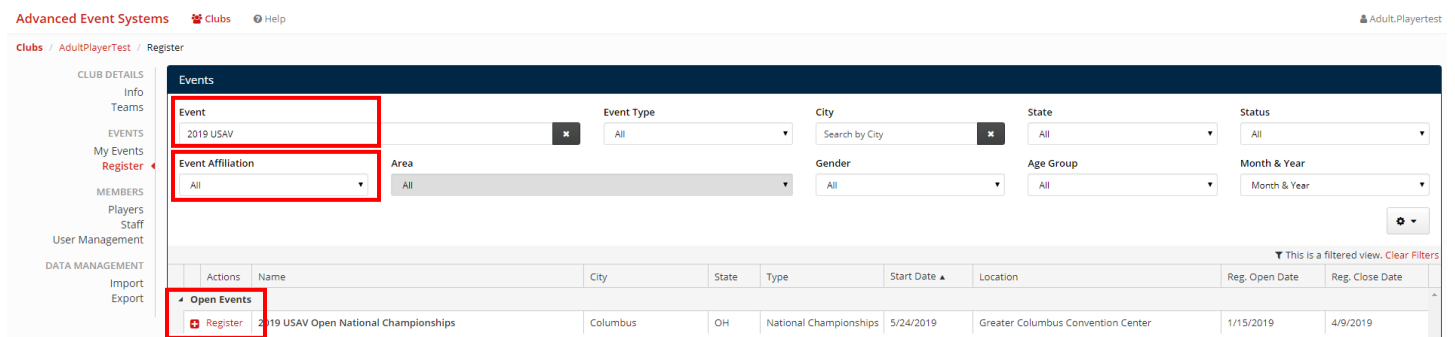
In order for the listed division to be enabled for registration, a MINIMUM OF FIVE teams must request entry into their desired division(s). Please email opens@usav.org to request your division

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



2. Search for the event

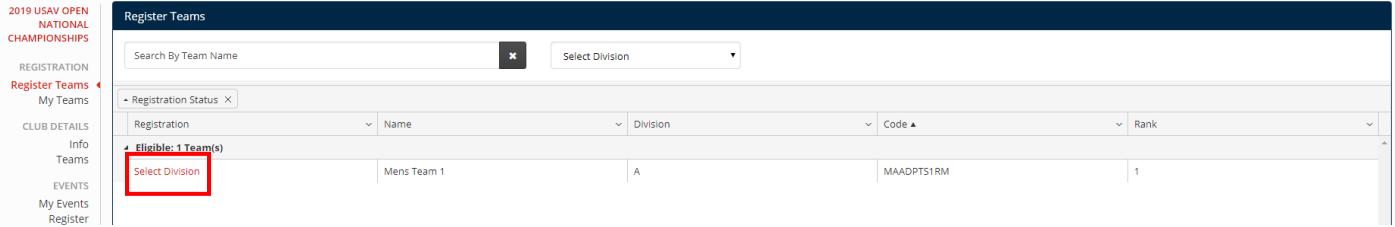
*TIP:* Set the Event Affiliation to All, then type in “2025 Open” to the Event box.



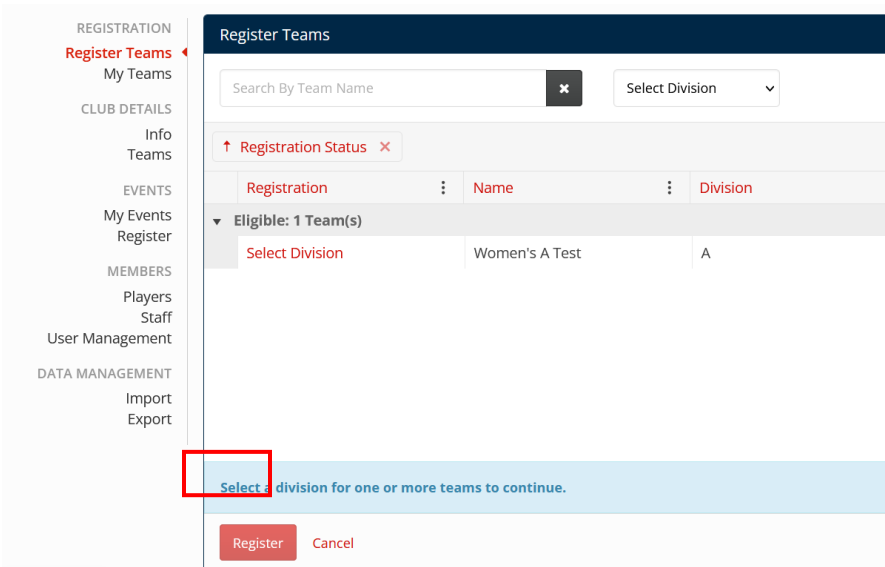
3. Click on the Register button. You will then see the teams that are eligible to play in this tournament

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!





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



7. Please read through the Registration Summary Page, and once complete, click on Continue  
Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

Clubs / AdultPlayerTest / Registrations / 2019 USAV Open National Championships

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

### Registration Confirmation

#### Registration Summary

Thank you for registering for 2019 USAV Open National Championships. Each team is placed into a PENDING status until all the registration requirements are met. I.e. Payment received by 4/9/2019, roster requirements met (if applicable), and any additional items specified from the Tournament Director.

#### Pay Online or by Check

This event allows payment online or by check. Click Continue below to pay online, or you can send in your checks to the following address:  
USA Volleyball  
2019 OPEN 4065 Sinton Road, Ste. 200, Colorado Springs, CO 80907

#### Registered Teams

Code	Name	Division	Entry Fee	Amount Due
1	MAADPTS1RM	Mens Team 1	\$900.00	\$900.00
Amount Due				\$900.00

#### AES Tips

- Update Event Roster: Login, Click My Events click My Teams Click Roster.
- Delete or Move Teams from a division: Contact the Tournament Director opens@usav.org
- Print Official Entry Form: Click My Events My Teams put a check mark in the Event Form Click Print Entry Form.
  - \*\*Pay Online - Click My Events, My Teams - If the Tournament Director accepts online payment, insert a check mark next to the team(s), click Pay Now or Google Checkout.

#### Event Policy

This is a Stay and Play tournament, which means that housing must be booked through our housing company, Team Travel Source. For all information regarding HOW to book housing, please click this link. If you have housing questions and would like to speak to Team Travel Source, please contact(502)354-3103. Teams will not be accepted into the tournament until payment, housing through Team Travel Source and roster are confirmed.

#### Reminder/Notes

Registration fee checks must be mailed with entry form. Seeding form needs to be submitted by May 6th, 2019. Forms and other resources can be found at our website under Required Forms.

Continue My Events Send Copy Print Summary

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

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

Advanced Event Systems Clubs Help

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

2019 USAV OPEN NATIONAL CHAMPIONSHIPS

REGISTRATION  
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### 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)								
Roster	Mens Team 1	MAADPTS1RM	Mens A	No	Pending	\$900.00	\$900.00	Unpaid

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

Pay for individual teams by clicking team name.

Pay with Credit Card Registration Summary Rosters Entry Forms Register Teams

9. 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!

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

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

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 for individual teams by clicking team name.

Play with Credit Card Registration Summary Rosters **Entry Forms** Register Teams

10. 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.

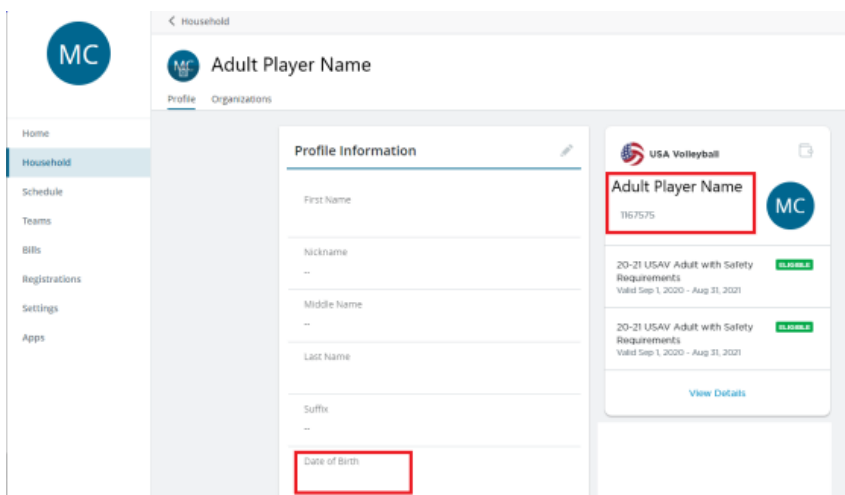
Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

# Adding Players

## TIPS:

- 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.
- **Teammates not sure how to purchase your Region's membership through SportsEngine? CLICK HERE:**

[Welcome | 2025 Open Championship Membership Link Locator | USA Volleyball](#)



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

Note: If you aren't sure which directions to use, try adding players using the Option 1 instructions: "Add Existing USAV Coaches/Participants to Your Club". If you aren't able to find a specific player, then use the Option 2 Instructions: "Add New Members to Club".

Option 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.

## IMPORTANT:

If you are unsure if they are affiliated with a junior level club, then reach out to [membership@usav.org](mailto:membership@usav.org). This will avoid creating duplicates within the system.

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

Option 2: If your players don't already exist in AES, you can 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

My Events

Event Search by Event Name Event Type All City Search by City State All Status Current, Future

Actions	Name	Type	Date	Location	City	State	Reg. Close Date	Roster Deadline
My Teams	2019 USAV Open National Championsh	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

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

Search By Team Name 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 one of the open player spots on the roster and click "+ Add Player" link from the drop down

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

Players			
	Name	Captain	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 (can be found on Sportsengine after purchasing your adult player membership) or full name and date of birth

#### Member Lookup

USAV Number: RM1965106MOA19	OR	First Name: <input type="text"/>	Last Name: <input type="text"/>	Birth Date: mm/dd/yyyy <input type="text"/>	<input type="button" value="Search"/>
First Name	Last Name	Birth Date	USAV Number	State	
Joel	Wyman	02/21/1995	RM1965106MOA19	CO	

6. 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.
7. Once you save the player to your club, you can then add the player to the roster, using the build roster directions.

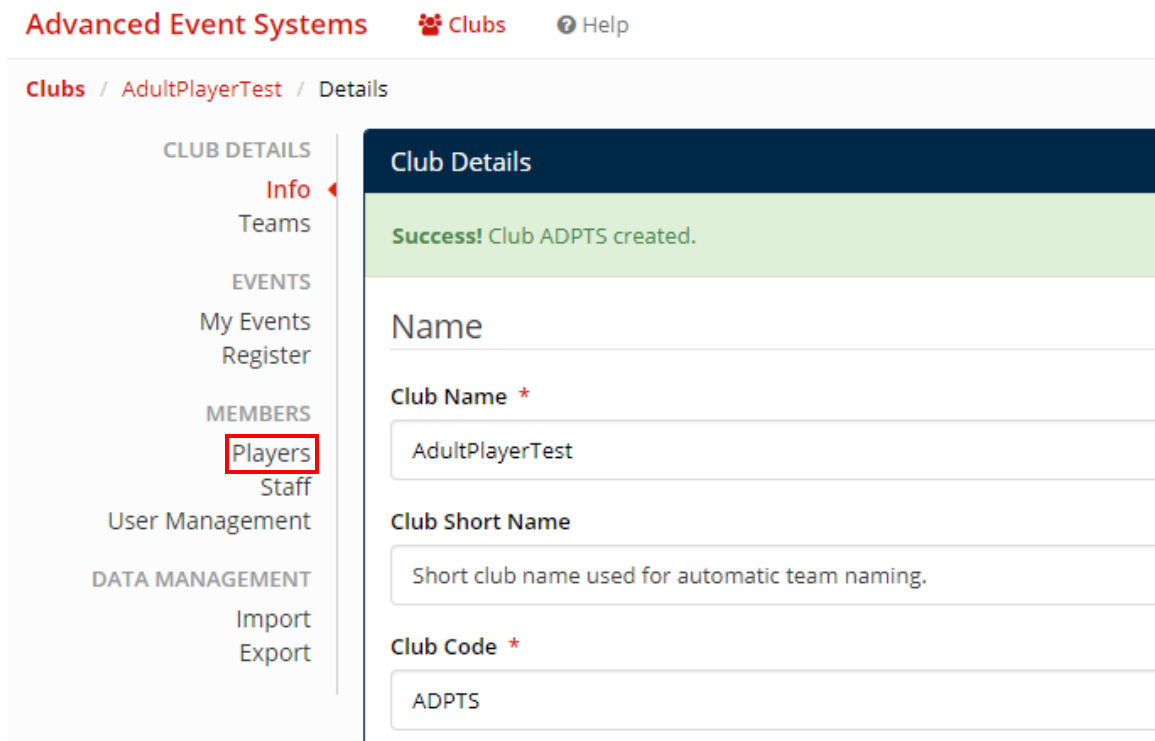
Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

## 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.

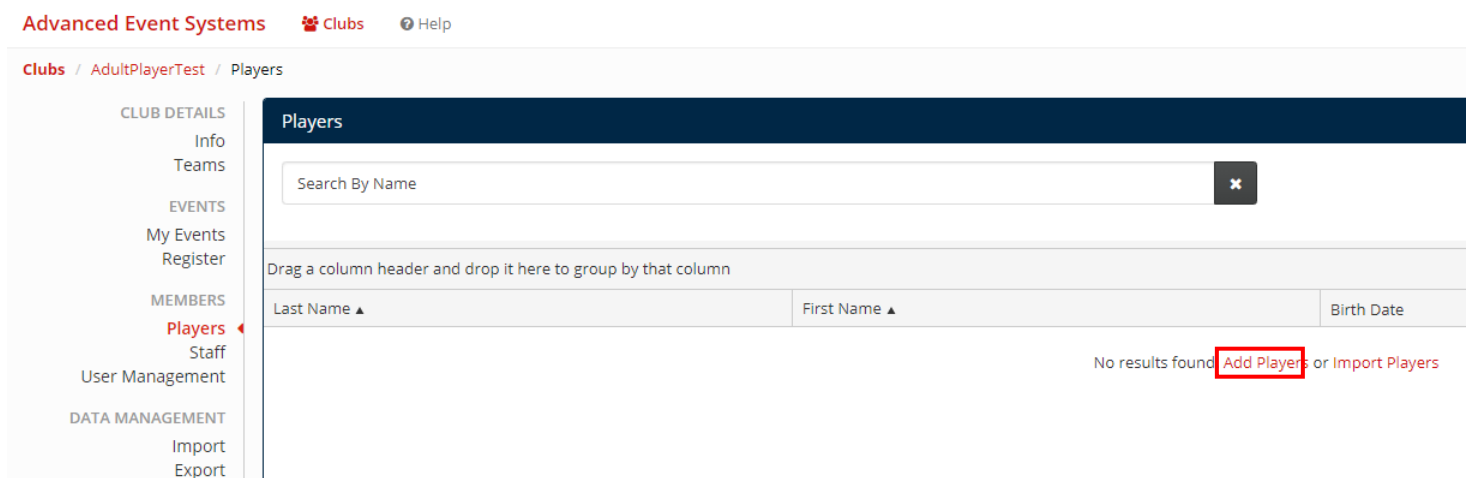
Name

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  
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MEMBERS  
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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. **Add Players** or Import Players

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

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 \*** (highlighted): Adult
  - Birth Date \*** (highlighted): 01/01/1980
  - Gender \*** (highlighted): Female
  - Last Name \*** (highlighted): Playertest
- 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: Select
  - Approach: Select
  - Block: Select
  - Reach: Select
  - Jersey #: Jersey #
  - Handed: Select
  - Position 1: Select
  - Position 2: Select
  - USAV Number** (highlighted): TEST3227951FR19

**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*

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.

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!



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:**

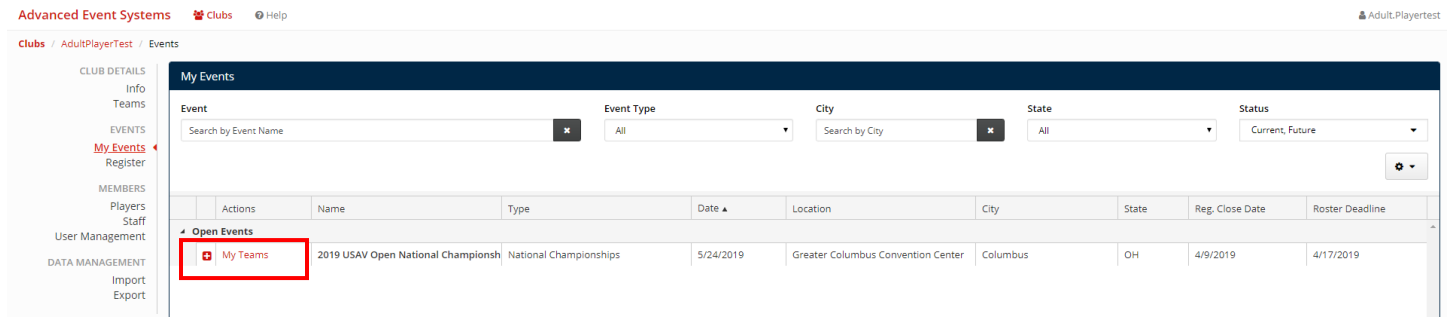
- You will notice if a player's account has been verified through USAV, there will be a green check mark next to the USAV number. This means the name, DOB and USAV membership number match, and the player has a current membership, and is compliant.
- All of the athletes USAV numbers will need to be verified before the roster deadline for the event in order for your team to be compliant.

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

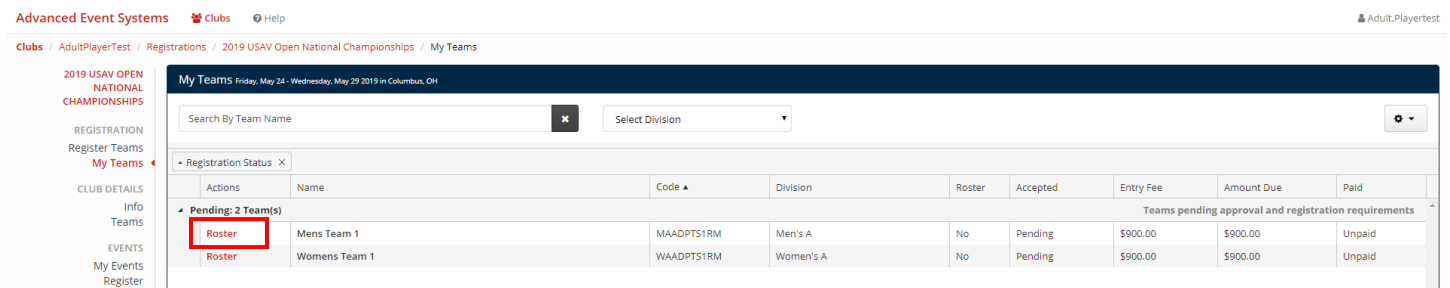
# Build Your Roster

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.

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!

Assistant Coach						Minimum #:	Maximum #:	Age:	Age Cutoff:	Impact Ver:	Affiliation Ver:
Name	USAV #	Email	Cell Phone	Background Verified	Added						
+ Select Assistant Coach Name (0 available)											
Team Manager						Minimum #:	Maximum #:	Age:	Age Cutoff:	Impact Ver:	Affiliation Ver:
Name	USAV #	Email	Cell Phone	Background Verified	Added						
+ Select Team Manager Name (0 available)											
Team Representative						Minimum #:	Maximum #:	Age:	Age Cutoff:	Impact Ver:	Affiliation Ver:
Name	USAV #	Email	Cell Phone	Background Verified	Added						
+ Select Team Representative Name (0 available)											
Chaperone						Minimum #:	Maximum #:	Age:	Age Cutoff:	Impact Ver:	Affiliation Ver:
Name	USAV #	Email	Cell Phone	Background Verified	Added						
+ Select Chaperone Name (0 available)											
Players											
Name	Captain	Jersey # *	USAV # *	Handed	Position 1	Position 2	Height	Approach	Block	Reach	Added
• Select Player Name (1 available)											
• Select Player Name (1 available)											
• Add Player											
• Playerson: Adult											
• Select Player Name (1 available)											
• Select Player Name (1 available)											
• Select Player Name (1 available)											
Minimum Player count of 6 required.											

Contact USAV Copy Event Roster Copy Default Roster Cancel Save Roster

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

- Click Save Roster at the bottom right of the screen

## Additional Information

You can find information on the 2025 Open National Championship on the USA Volleyball website at this link:

[2025 USA Volleyball Open National Championship \(Opens\) - USA Volleyball](#)

If you have any further questions regarding registering for Open's, please feel free to reach out to our USA Volleyball Events Staff at [membership@usav.org](mailto:membership@usav.org).

Please reach out to [membership@usav.org](mailto:membership@usav.org) with any issues throughout the registration process!