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Select on of the open player spots on the roster and click "+ Add Player" link from the drop down: 15

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: 15

Option 2: Add New Members to Club 16

Click on Players from your left-hand navigation bar: 16

Click on Add Players: 16

Please reach out to membership@usav.org with any issues throughout the registration process!

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Enter the player's information and click Create Player at the bottom of the page: 17

Use the "Verify USAV Membership" button at the bottom of the player's profile: 18

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Click on My Events from the left-hand navigation bar, and then Click on My Teams next to "2026 Adult Opens" to build a roster for: 19

Click on the "Roster" link next to the team you would like to build a roster for: 19

Select one of the open player spots on the roster and click on the player you wish to add and then click "Save Roster" at the bottom right of the screen: 19

Additional Information (Website and Membership Email) 20

Please reach out to membership@usav.org with any issues throughout the registration process!

Foreign Teams/Participants

Canada, Puerto Rico, and Guam residents need to obtain 2026 Adult Opens Championship Membership ID through SportsEngine with the following links:

25-26 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:**

Please note: After completing the foreign player form, your USAV membership number will become active beginning in April. A member of the USAV team will check often for new registrations to be completed and for you to get your USAV number.

The following online registration for Foreign Participants must be completed by Friday, May 15, at 11:59PM ET.

If you have any questions please reach out to opens@usav.org or membership@usav.org for help.

Please reach out to membership@usav.org with any issues throughout the registration process!

Instructions for Registering for USAV Adult Opens Through AES

CONTINUINING INTO 2026:

Please note that registration for certain divisions will NOT be enabled at the time of registration (Division list on the website)

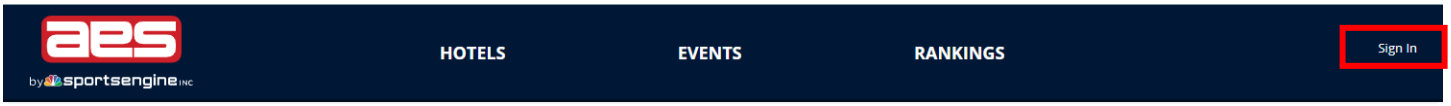
In order for the listed division to be enabled for registration, a MINIMUM OF FIVE teams must request entry into their desired division(s). Please email opens@usav.org to request your division.

Create a Club

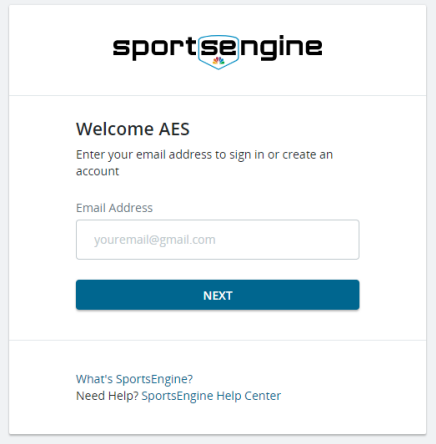
PLEASE NOTE: If you are already affiliated with junior level club in an admin or tournament director role or have been an admin from an adult team in previous years, email membership@usav.org to get a team created!

Logging into AES/Sportsengine:

1. Go to the Adult Opens AES Registration Website: 2026 Adult Open National Championship - AES
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)



- Having issues logging in?

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

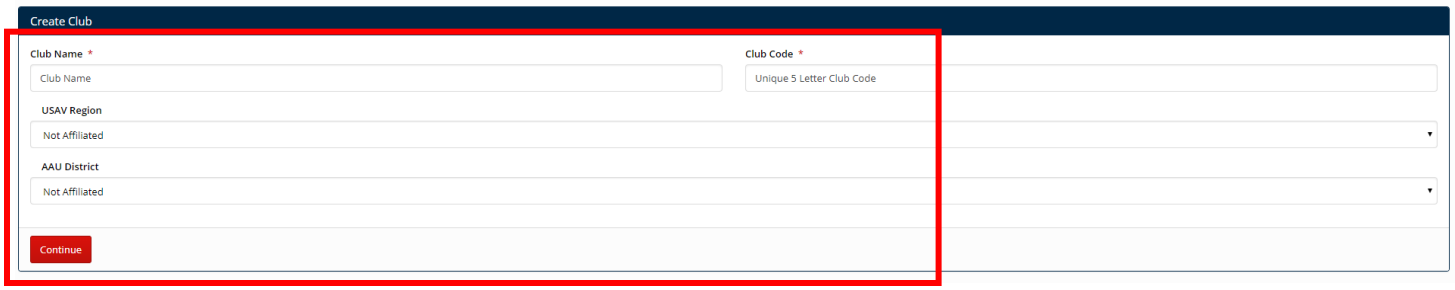
  - Use the Forgot Username tool if you are unable to remember your username.

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

Please reach out to membership@usav.org with any issues throughout the registration process!

Instructions for Registering for USAV Adult Opens Through AES

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



3. Make sure to select that you are creating an adult club, junior club designations will not allow registration for the Adult Open championships.
4. Click continue to fill out your club's information, then click Create Club once complete.

TIPS:

- If you are unsure of which region you are a part of, use the USAV Regions website for assistance: USAVREGIONS.ORG - Home
  If you are still unsure, please contact opens@usav.org for more assistance.

- You will be asked to enter a Club Code which is a 5 alpha code that can be anything, but is usually an abbreviation of your club name.
  Example: If my team name is "Colorado Avs", I would make my team code "COAVS"

- 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.

You can now create a team for the event!

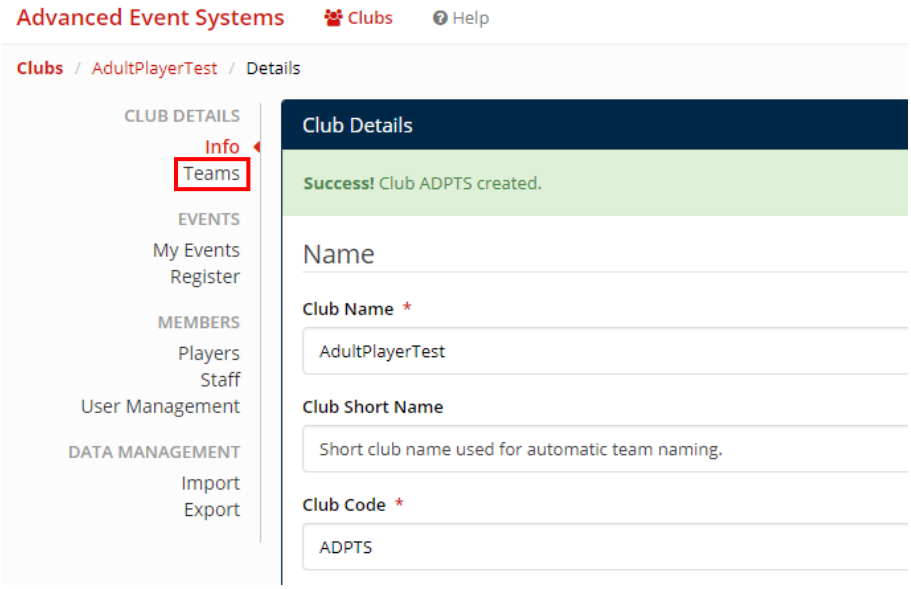
- Steps on how to create a team continue onto the next page

Please reach out to membership@usav.org with any issues throughout the registration process!

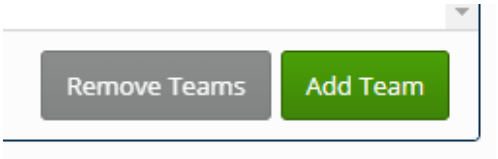
Create a Team

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

Click on the "Teams" button from the left-hand navigation bar:



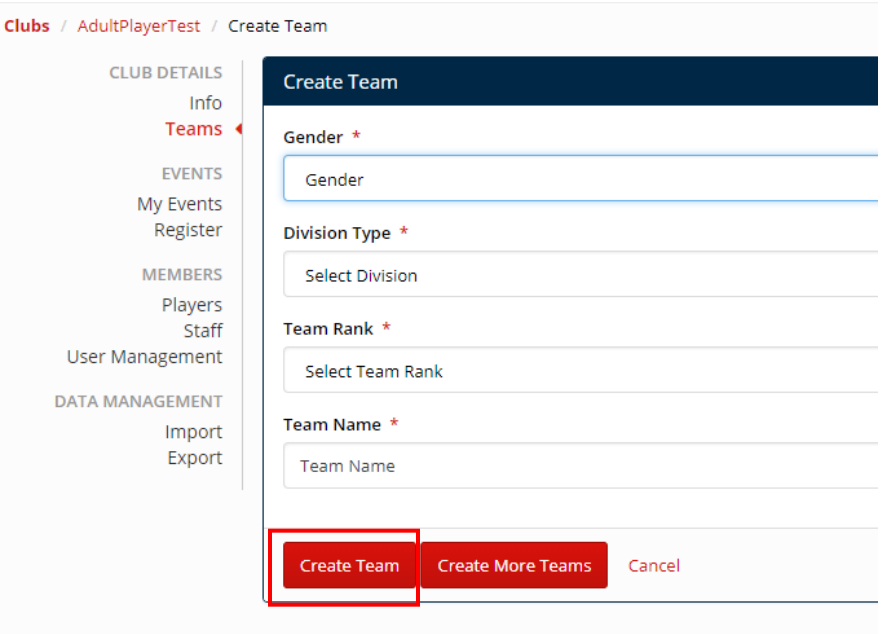
Click on the "Add team" button on the bottom right of the screen:



Please reach out to membership@usav.org with any issues throughout the registration process!

Instructions for Registering for USAV Adult Opens Through AES

Fill out the information for your team, and click Create Team: (More information in TIPS)



TIPS:

- Team 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 the event!

- Steps on how to register for the event continue onto the next page

Please reach out to membership@usav.org with any issues throughout the registration process!

Instructions for Registering for USAV Adult Opens Through AES

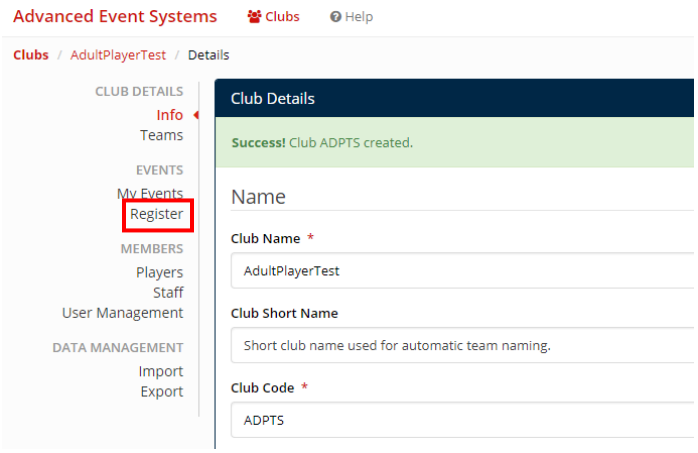
Register for the Event:

NEW TO 2026:

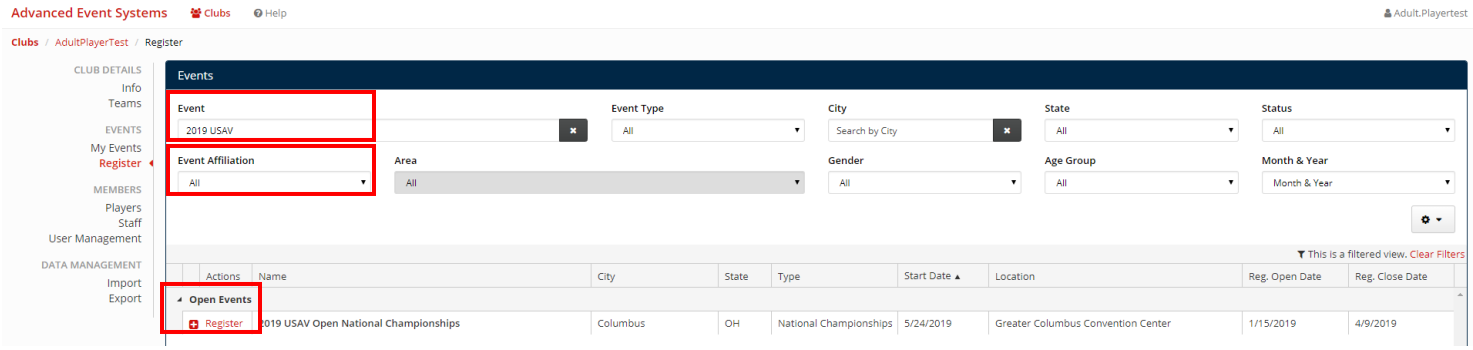
Please note that registration for certain divisions will NOT be enabled at the time of registration (Division list on the website)

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.

Click on the "Register" button from the left-hand navigation bar:



Search for the event:

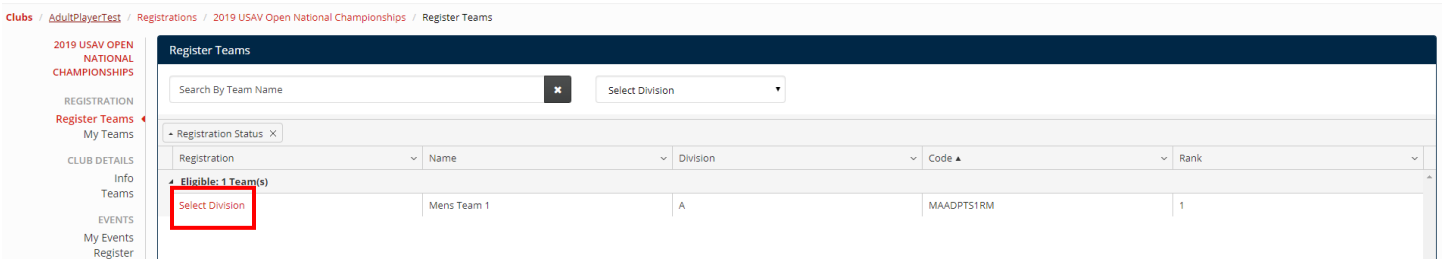


TIP: Set the Event Affiliation to All, then type in "**2026 Adult**" to the Event box.

Please reach out to membership@usav.org with any issues throughout the registration process!

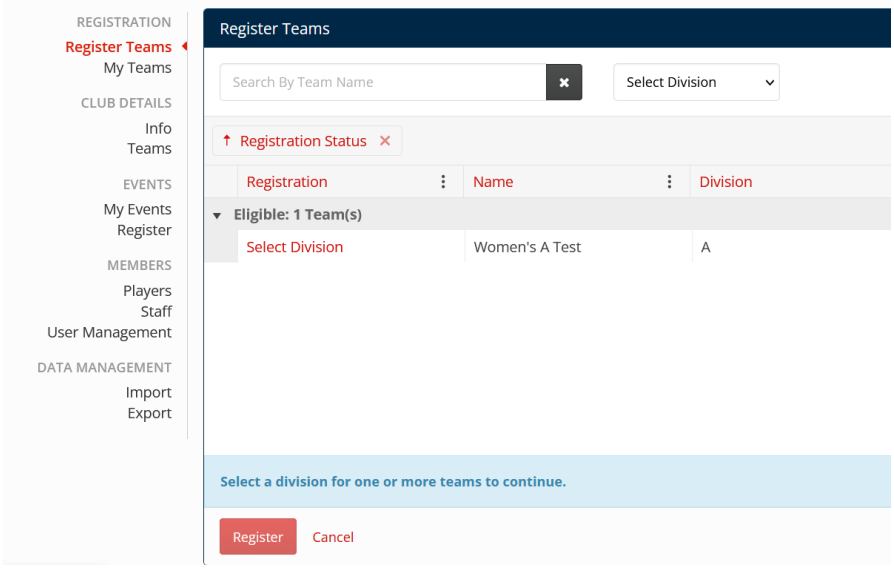
Instructions for Registering for USAV Adult Opens Through AES

Click on the “Register Teams” button:



- You will then see the teams that are eligible to play in this tournament
    - Teams will eligible once the “Create a Team” step has been completed either by making a new team OR if you have made a team in previous years it will also show up here

Click on the “Select Division” red button:



This is where you are able to elect the division you would like your team to participate in.

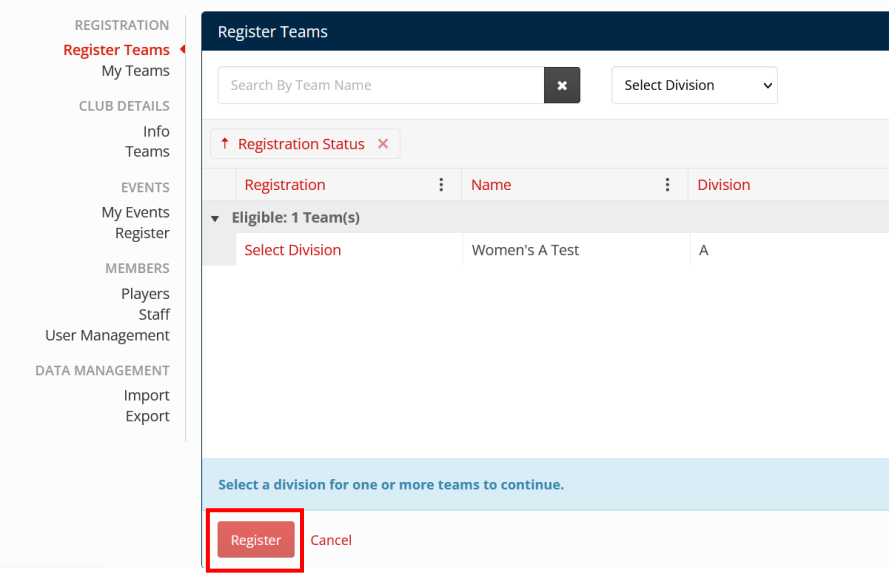
IMPORTANT: Building a team roster is not required to register, but is required to be accepted, so after the step is completed to select a division, you are able to continue with or without building your team roster.

Note: If you have already added all of your players to the club using the steps included later in this document, 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.

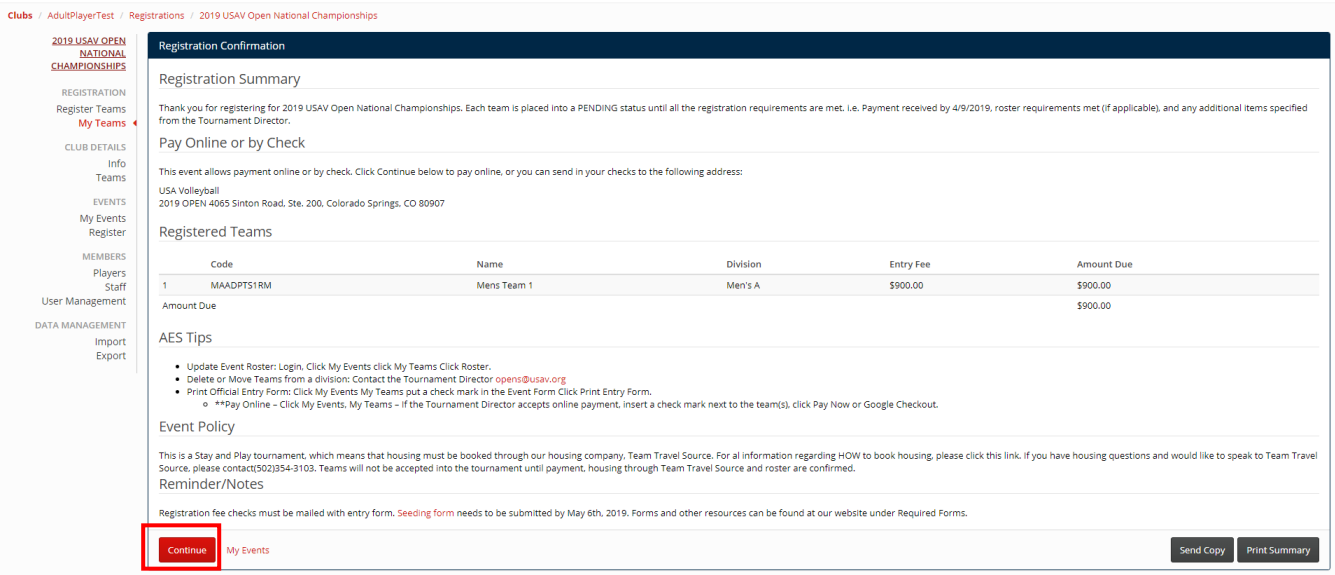
Please reach out to membership@usav.org with any issues throughout the registration process!

Instructions for Registering for USAV Adult Opens Through AES

Click the “Register Team” button at the bottom left of the screen to complete the registration process:



Read through the “Registration Summary” and then press Continue:



IMPORTANT: Please read through the Registration Summary Page that includes important information on Stay and Play, Uniform requirements and other event specific information.

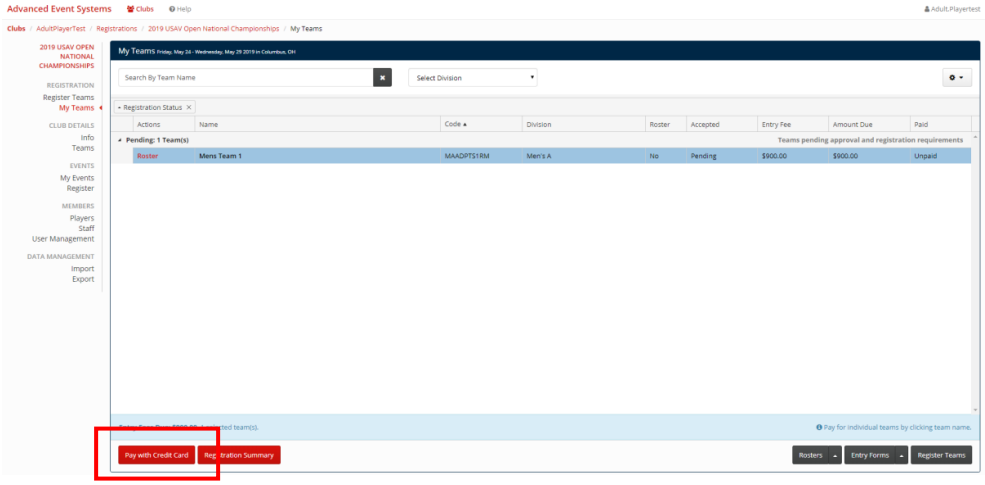
Please reach out to membership@usav.org with any issues throughout the registration process!

Instructions for Registering for USAV Adult Opens Through AES

You will now have the option to pay for your team's registration.

Please note: This step is not required to complete registration but is required for acceptance.

Paying for your team via Credit Card (Select the team you would like to pay for)



Important: Mailing a copy of your entry fee IS NOT required if you are paying via credit card

Paying for your team via Check:

Please send the check to this address: USA Volleyball

Attn: Opens (Adults)
Address: 4065 Sinton Rd
Colorado Springs, CO 80907

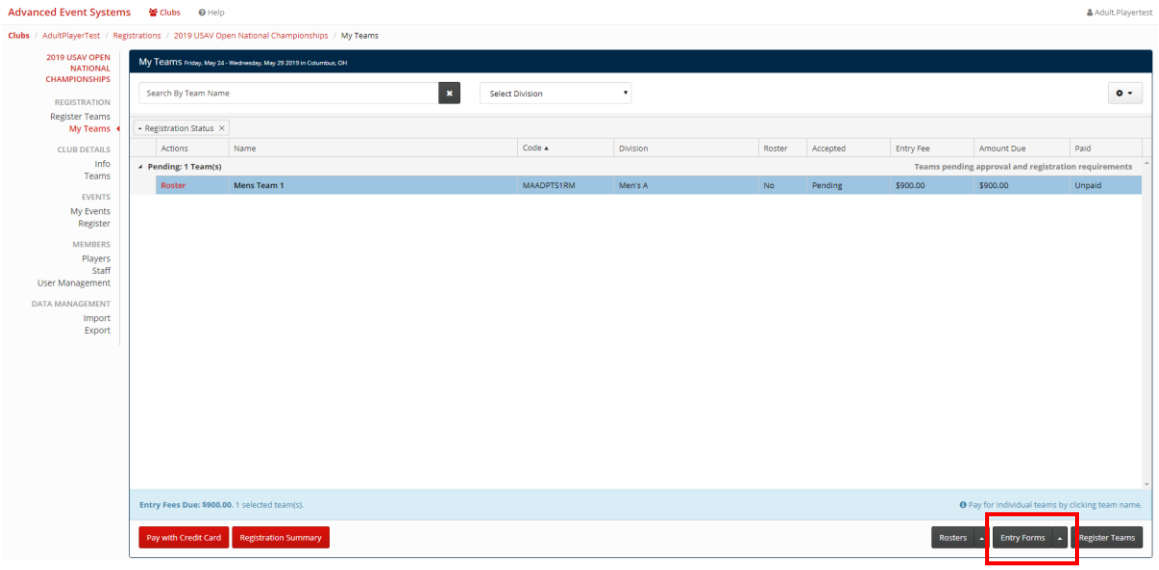
IMPORTANT: Please make sure to include your Entry Form if you are paying via check.

- Step to locate your entry form included on the following page.

Please reach out to membership@usav.org with any issues throughout the registration process!

Instructions for Registering for USAV Adult Opens Through AES

Viewing and Retrieving Your Entry Form on AES:



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.

You can now add players to your team for the event!

- Steps on how to register for the event continue onto the next page

Please reach out to membership@usav.org with any issues throughout the registration process!

Adding Players:

TIPS: For adding players to your team roster, you must first add them to your club using the steps below. This allows for AES to verify that these athletes have the correct, verified "Adult Player" membership.

IMPORTANT: If you skip the step of adding the player to the club before the team, then they will not pop up on your roster, so it is important to follow the steps below either in the "Add Existing USAV Coaches/Participants to Your Club directions" or the "Add New Members to Club" instructions

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

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 . This will avoid creating duplicates within the system.

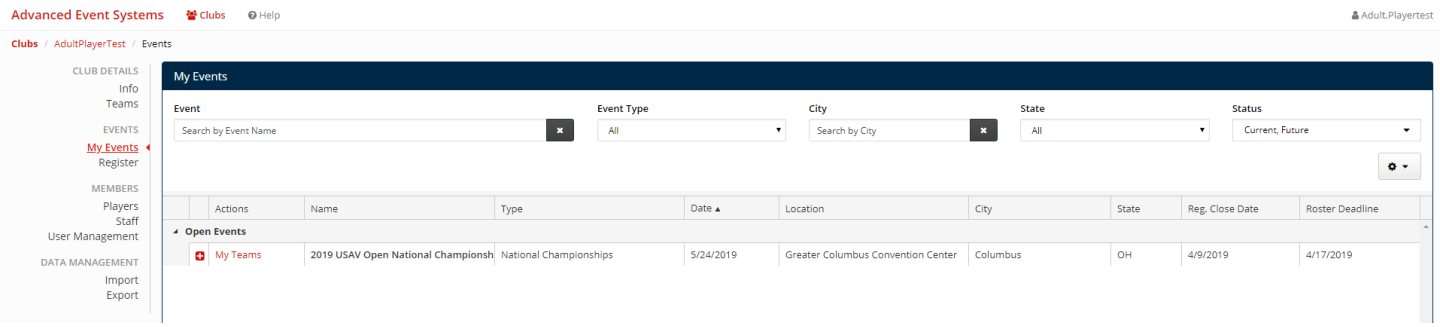
Option 2: If your players don't already exist in AES, you can use the Add New Members to Club instructions

Please reach out to membership@usav.org with any issues throughout the registration process!

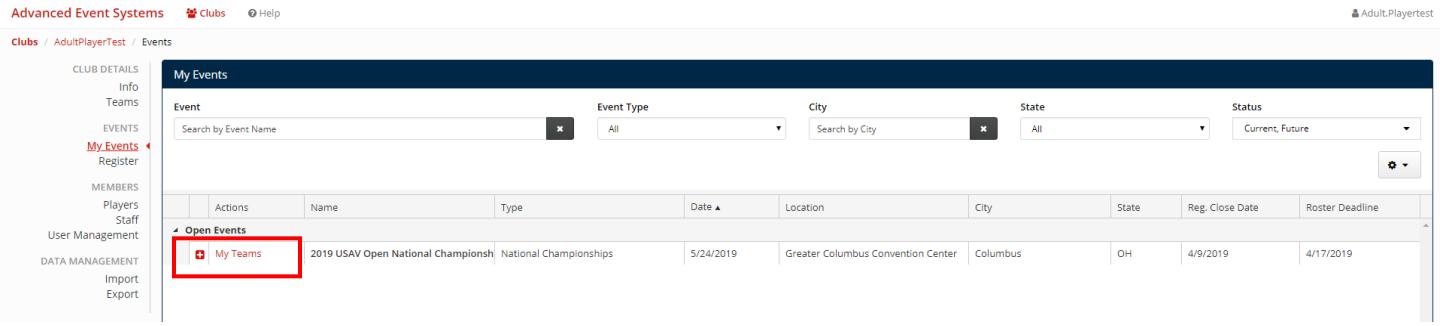
Instructions for Registering for USAV Adult Opens Through AES

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

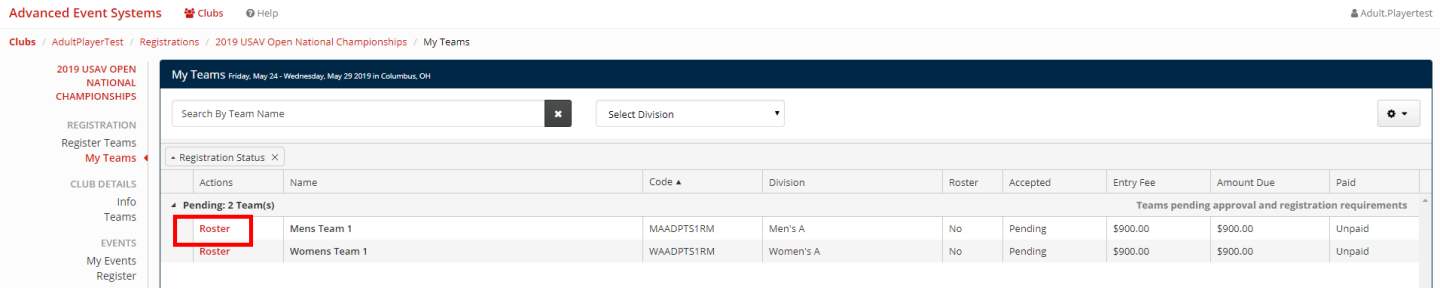
Click on My Events from the left-hand navigation bar: (You should see 2026 Adult Opens if you completed the steps above):



Click on My Teams next to the event you would like to build a roster for:



Click on the "Roster" button next to the team you would like to build a roster for:

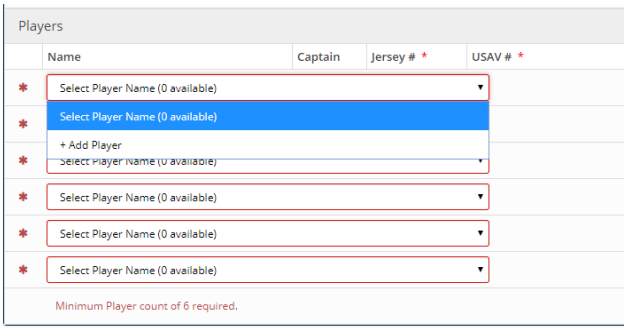


You will then see all of the teams in your club that are entered into the tournament.

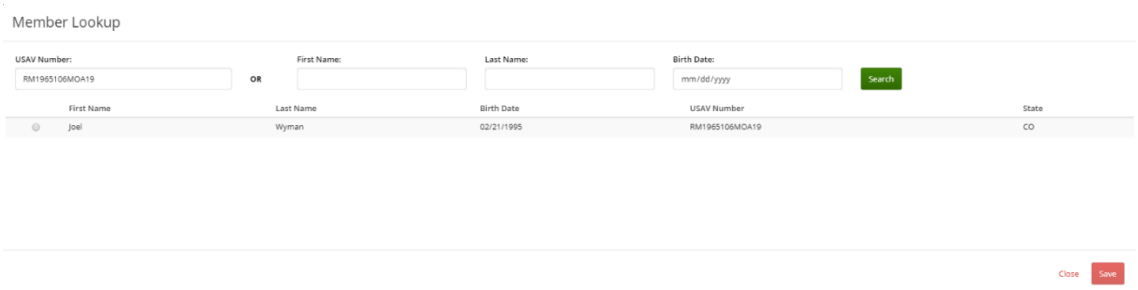
Please reach out to membership@usav.org with any issues throughout the registration process!

Instructions for Registering for USAV Adult Opens Through AES

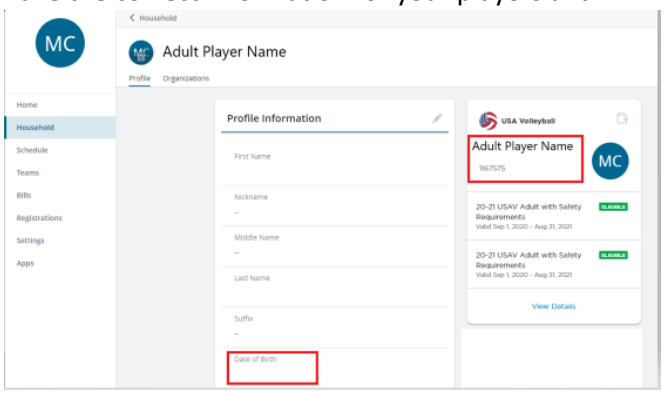
Select on of the open player spots on the roster and click "+ Add Player" link from the drop down:



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:



- Ask your teammates to send you a picture of the membership page in their SportsEngine account or their USAV Region membership card that will be located in the picture below. This will help to make sure you have the correct information for your players and will help AES to automatically verify your players.



If you locate the player you're looking for, Click Save. This will save the player to your club.

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

IMPORTANT: If 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 then through the Add New Members to Club directions.

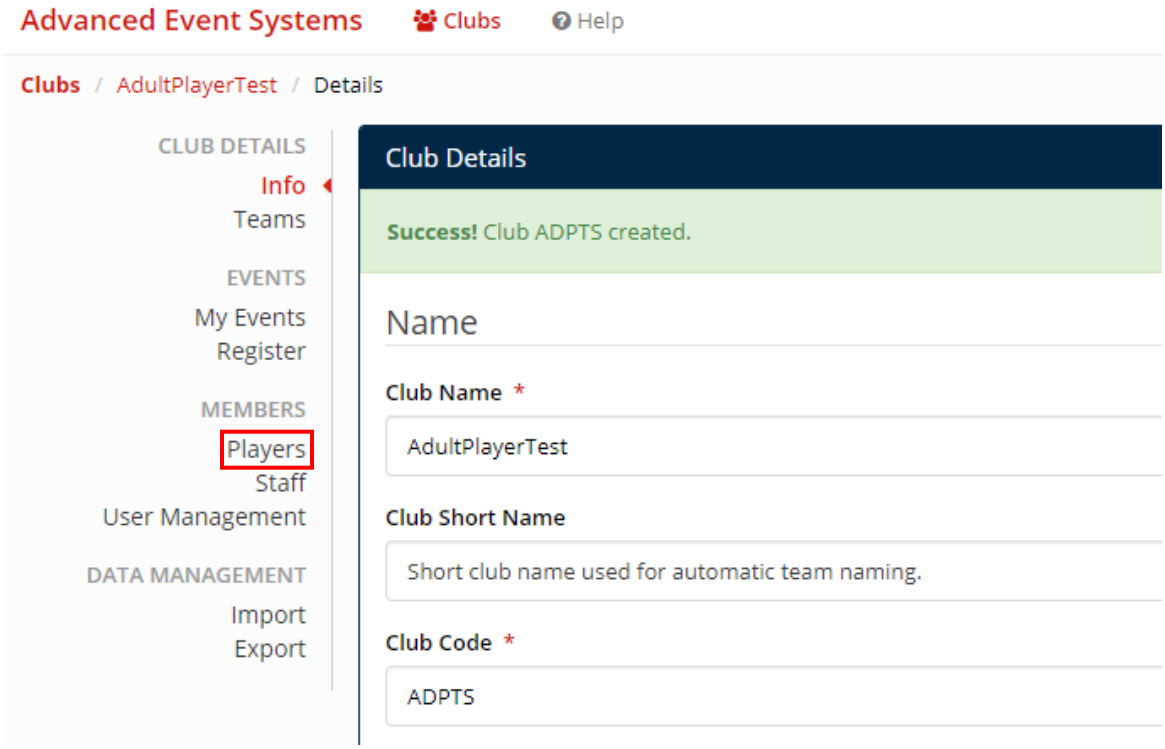
Please reach out to membership@usav.org with any issues throughout the registration process!

Option 2: Add New Members to Club

NOTE: If a player on your team is also coaching for a junior level 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 (Players that are not coaches, officials, affiliated with USAV for the '25-'26 season.

Click on Players from your left-hand navigation bar:

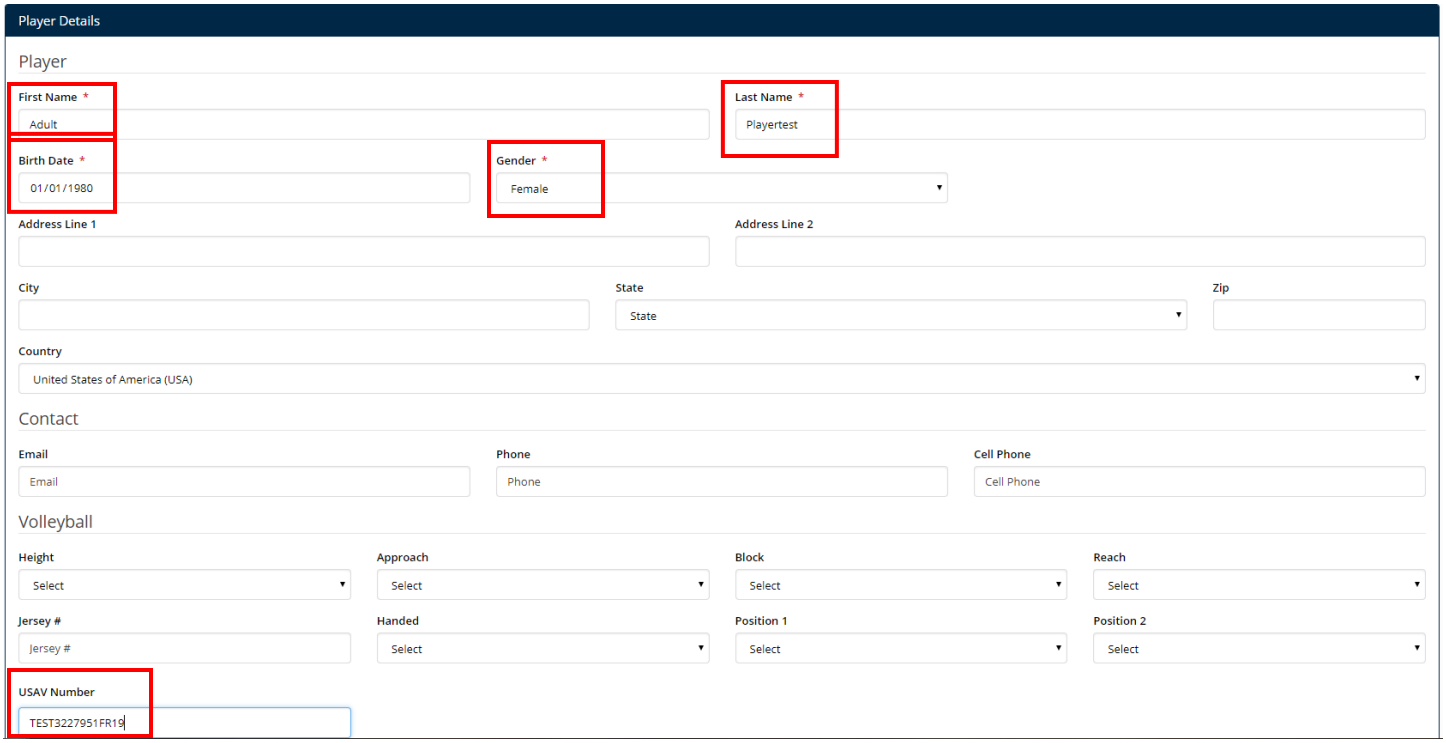


Click on Add Players:

Please reach out to membership@usav.org with any issues throughout the registration process!

Instructions for Registering for USAV Adult Opens Through AES

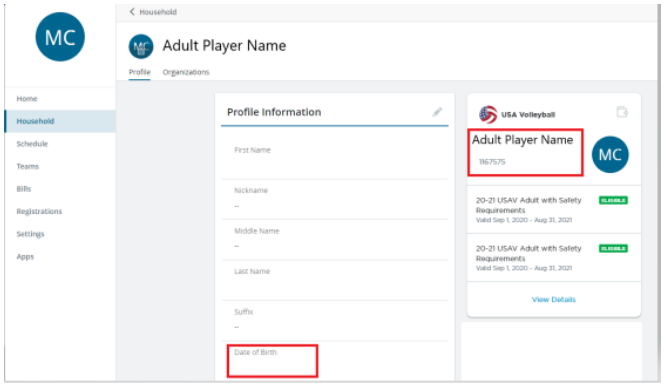
Enter the player's information and click Create Player at the bottom of the page:



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 the membership page in their SportsEngine account or their USAV Region membership card that will be located in the picture below. This will help to make sure you have the correct information for your players and will help AES to automatically verify your players.

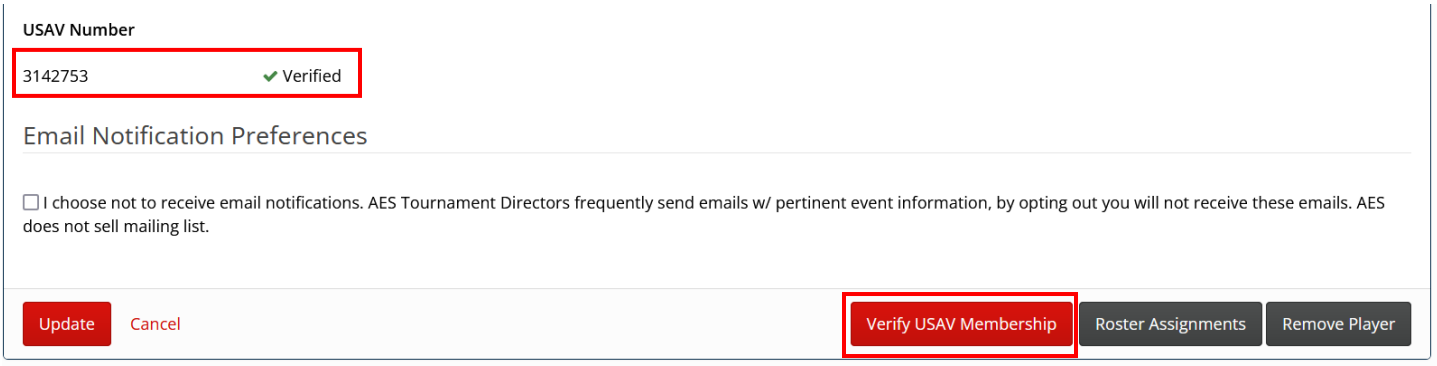


Please reach out to membership@usav.org with any issues throughout the registration process!

Instructions for Registering for USAV Adult Opens Through AES

IMPORTANT: In order to be added to the roster, each player will need to be verified as USAV Member (Having purchased the correct Adult Player Membership and completing the steps associated with the membership).

Use the "Verify USAV Membership" button at the bottom of the player's profile:



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.
    - Please note: This information will not verify if any of the information listed above is incorrect as it must match their SportsEngine information.
      Example: If your teammate's nickname is Josie, but her full name is "Josalyn", please verify with the athlete or use the membership card information from the previous page to ensure that all information matches.

- 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.

You can now build your roster for the event!

- Steps on how to register for the event continue onto the next page

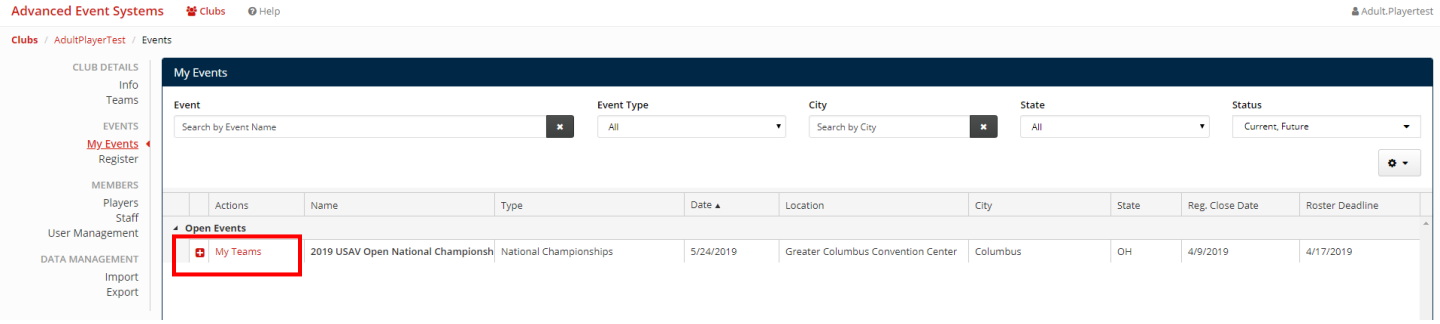
Please reach out to membership@usav.org with any issues throughout the registration process!

Instructions for Registering for USAV Adult Opens Through AES

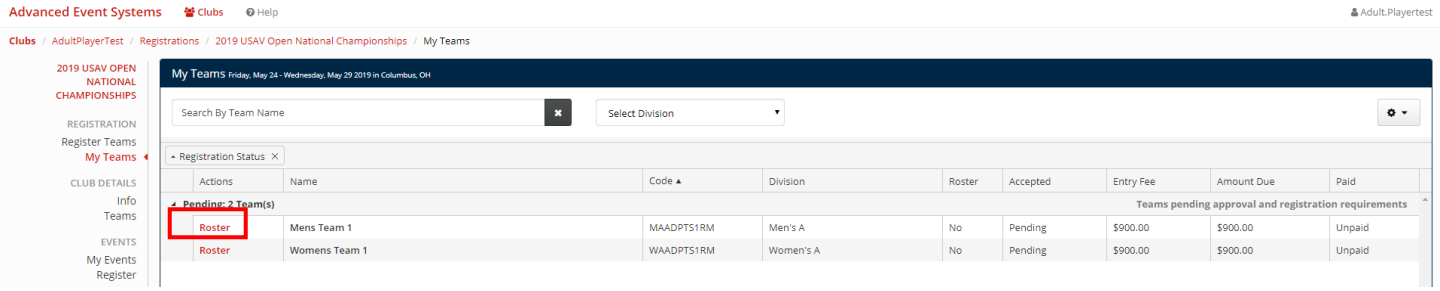
Build Your Roster

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

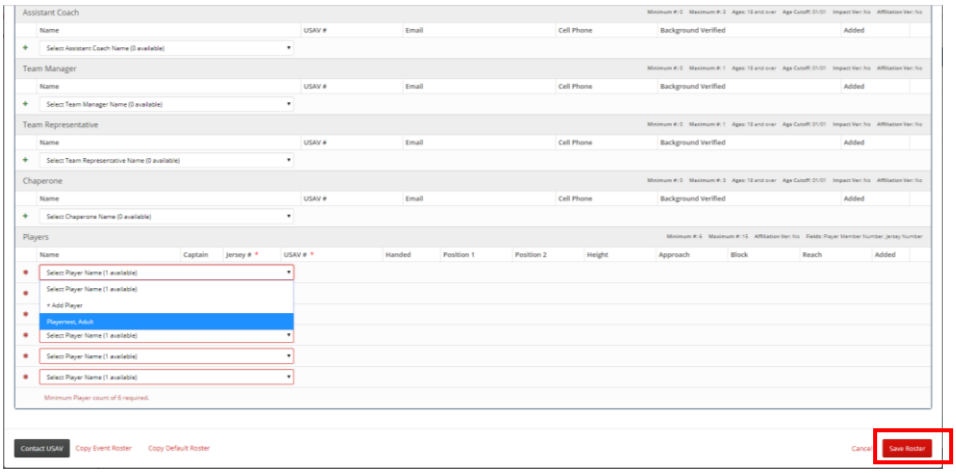
Click on My Events from the left-hand navigation bar, and then Click on My Teams next to "2026 Adult Opens" to build a roster for:



Click on the "Roster" link next to the team you would like to build a roster for:



Select one of the open player spots on the roster and click on the player you wish to add and then click "Save Roster" at the bottom right of the screen:



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

Please reach out to membership@usav.org with any issues throughout the registration process!

Additional Information (Website and Membership Email)

You can find information on the 2026 Adult Open National Championship on the USA Volleyball website at this link:

2026 USA Volleyball Adult Open National Championship (Adult Opens) - USA Volleyball

If you have any further questions regarding registering for Opens, please feel free to reach out to our USA Volleyball Events Staff at membership@usav.org.