

MANUAL ON-LINE REGISTRATION THROUGH ADVANCED EVENT SYSTEMS

Follow these easy step-by-step instructions to accurately register your team into the USA Volleyball Open Championships. If you have problems or questions, contact the USA Volleyball Events Department at 719-228-6800 or george.egan@usav.org.

LOG IN

Go to: <http://www.advancedeventsystems.com/>

If you are a first time user entering a team into a tournament, select the blue **“Orchestrate”** tab, then the **“Create New Account”** option. Select the **“Create Club Director”** tab.

If you used AES in the previous season to enter a tournament, use your original Log-in and Password to access the Club account and continue to the *Add Staff* section of these instructions. If there are changes to the Club information (i.e. address, director, etc.), please make those changes by clicking on the quick link **“Club Info”** and/or **“My Info”** in the blue login box at the top.

CLUB INFORMATION

Complete the Club Information form. Note that required information is indicated by an asterisk.

Please enter the correct Club Code (5 letters). If you are unsure, contact the national office. Foreign Teams must create a club code. Typically it is an abbreviation or acronym of your club name. For assistance, please contact USAV.

The username and password that you create as the club director are case sensitive.

Click **“Create Club Account”** at the bottom of the page and then you will be directed to your Team List page.

ADD STAFF

Click **“Staff”** from the Quick Links on the top of the page.

Then click on the **“Add Staff”** tab. Fill out the form with an individual’s information.

Note that required information is indicated by an asterisk. Although the phone number and email address fields are not marked as required (*), please provide this information for each staff member.

If you do not know the USAV membership number of the staff member that you are adding, that field will default to **“In Process.”** That information can be added at a later date. Note: Foreign Teams are not required to enter USAV numbers. The default “In Process” marker will be used.

Click **“Update”** on the bottom of the page after the information for the staff member has been entered.

To change information on any staff after you have entered them, click on the last name from the list of staff and it will take you back to the individual staff information screen.

After completing the Staff information for all teams, click **“Players”** from the Quick Links on the top of the page.

ADD PLAYERS

To add players to your club / team, click on the **“Add Player”** tab. Fill out the form with a player’s information.

Note that required information is indicated by an asterisk.

Although the following fields are not marked as required (*), that information will be required to be completed in order to enter those players onto your tournament / event roster:

- Height
- Position
- Jersey Number

If you do not know the USAV membership number of the player that you are adding, that field will default to **“In Process.”** That information can be added at a later date. Note: Foreign Teams are not required to enter USAV numbers. The default “In Process” marker will be used.

Include all players who are members of your club. You will assign them to a team in a later step.

Click **“Update”** after the information for each player has been entered.

To change information on any player after you have entered them, click on the last name from the list of players and it will take you back to the individual player information screen.

Once you have completed adding / editing each of your players, click **“Teams”** from the Quick Links on the top of the page.

ADD TEAMS

Click on **“Add Team”** to set up your team(s) for the event.

The information you must complete will be:

- Team Name (not to exceed 21 characters which includes spaces)
- Select Gender (Female / Male)
- Select Age Division
- Rank of this team within your club (if more than one team participates within this division)

Click **“Update”**. You will be taken to a screen showing the team information you just entered including the team code.

Follow this process for each team in your club.

BUILD EVENT ROSTER & ENTER TEAM INTO EVENT

To enter a team into a tournament, click on **“Enter Event”** from the Quick Links on top of the page. Use the search fields to filter through the tournaments.

Under Current Events, click the appropriate tournament below **“Name”**.

A general information screen will appear with all of the information on the event.

Note: It is **HIGHLY** recommended that you click on the **“Requirements”** link under the **“Div. Requirements”** heading of this event. The window that pops up will detail the information required for each participant (e.g. jersey number,

position, etc. may be required for players and an email address may be required for all staff members). Once you have started the process of entering the event, if any of this information is missing, specifically from staff records, you will have to go back into those records to add the information, and then you will have to start the “Enter Event” process over. If you have multiple teams this will be time consuming so make sure all of the records are ready so that you can easily enter all of your teams into the event.

Click “**Register Teams**”.

Your team name(s) should appear under “**Eligible Teams**”. Select the correct classification under “**Eligible Divisions**” you wish to enter for each team in your list. Click “**Update**”.

On the next screen, click “**Build Roster**”. The following screen you will assign your staff positions and players to the roster for this event only.

*Note: If you have already used AES this season to enter another event you may click “**Previous Event Roster**” pull down menu at the top and select another event’s roster to copy. You will then click “**Copy Roster**” after which you may make any adjustments to the roster as needed for the event.*

After you’ve assigned your staff (using the pull down menus to select the individual and their position) and your players (selecting the “**Add**” box next to their names), click “**Update Roster**”. Be sure that each player has a jersey number showing otherwise they will not be added to the roster.

When you have finished creating your event roster, click “**Continue**” at the bottom of the page. If a box pops up after you have clicked “Continue” then there is required information, staff or players missing from the roster and you must correct this before proceeding with your event registration. If there is staff information missing (i.e. any required contact information) then you must click on “**Staff**” from the menu on the Quick Links and update each individual’s file as required. If any player information is missing (i.e. contact information, heights, positions, etc. as required by that tournament) then you can just click on the player’s last name and make the corrections directly there.

Note: All errors must be corrected before continuing. If there is missing information for either a staff member or a player that information must be inputted. This information is required by the tournament and considered part of completing registration.

The next page after you have successfully built your roster will show which teams you have finished event rosters for and which still need one built. Continue to build all of your team rosters until complete. Click “**Continue**” at the bottom of the page when you have finished building all of your teams’ event rosters for this event.

The next page will be your Confirmation page. It will show you the teams you’ve entered into the tournament and those rosters along with any notes from the Event Director (bottom of the page). This confirmation will be emailed to the Club Director.

Click “**Continue**” at the bottom of the page.

YOU MUST NOW PRINT the Official Entry Form which you will mail directly to USA Volleyball with your entry fee payable to “USA Volleyball”. Select the check box in the “**Entry Form**” column for each team and then click “**Print Entry Form**”. A PDF will open from which you can print the Entry Form.

MAKING CHANGES TO EVENT ROSTER

Click “**My Events**” from the menu on the left side of the page.

Then click “**My Teams**” for the event which you wish to make roster changes.

Click "**Roster**" for the team whose roster you wish to make changes to.

Add or delete players and staff and click "**Update Roster**".

PRINTING YOUR OFFICIAL EVENT ROSTER

To view and print your event roster, click on "**My Teams**" from the Quick Links on top of the page. Next click on the team whose roster you want to view/print. At the bottom of the following screen, there should be a list of all of the events that that team is registered for.

Click on "**Print**" next to the event roster you would like to view. The next page will show you a printable version of your event roster—the roster that is used at check-in by the tournament staff. Print and sign the roster and bring it with you to turn in at check-in.