

MANUAL ON-LINE REGISTRATION THROUGH ADVANCED EVENT SYSTEMS

Follow these easy step-by-step instructions to accurately register your team into a Festival Sports tournament. If you have problems or questions, contact the Festival Sports office at 281-545-1939 or info@volleyball-festival.com.

LOG IN

Go to: 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 a Club Code (5 letters). If you are a USAV club, this Club Code is assigned by your region. If you are not a USAV club (AAU, JVA, High School, foreign team), you must create a club code. Typically it is an abbreviation or acronym of your club name. For example, if your club name is Festival Sports VBC, you could use “FSVBC” or “FESTI.”

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.

AAU MEMBERSHIP

To participate in Festival Sports tournaments, you will need an AAU Membership for your Club, Coaches and Players. You can enter our tournaments prior to acquiring your AAU Memberships. Skip to ADD TEAMS if you wish to register for a tournament without a roster.

Complete AAU Membership info can be found [HERE](#). The below steps summarize the steps necessary.

- 1) Apply [HERE](#) for \$16 Memberships for memberships of the representatives or contacts that will be listed on the club application.
- 2) Purchase \$30 AAU Club Membership [HERE](#).
- 3) After acquiring your AAU Club Code, apply for \$14 Player memberships through one of the three methods:
 - a. Have Parents apply and pay for their kids individually [HERE](#) (be sure they enter your AAU Club Code on the application)
 - b. Import all your athlete information and pay all at once [HERE](#)
 - c. Renew youth athlete memberships associated with your club from last year [HERE](#)
- 4) Have your Coaches individually apply [HERE](#) for \$16 Memberships (be sure they enter your AAU Club Code on the application)

Any questions regarding AAU Membership, please email membership@aausports.org.

AAU OR USAV DATA IMPORT

If you have already entered your Staff or Player data into USAV's Webpoint or AAU membership system use the quick link **"USAV Data Import"** or **"AAU Data Import."** Otherwise, proceed to ADD STAFF and ADD PLAYERS. Skip to ADD TEAMS if you wish to register for a tournament without a roster.

For AAU, enter your AAU Club Code and AAU Membership ID of the club contact (must be the club contact listed on your AAU club membership). Click **"Login."** AES will authenticate information with the AAU membership system and pull in new players or staff data, or update existing records in AES with verified AAU membership numbers. Only those AAU members that have your Club Code on their membership will import.

For USAV, you need your Username and Password. For Club Directors in regions using the national registration system, enter Webpoint Username & Password. For Club Directors in regions not using the national registration system, a Username and Password will be assigned upon written and approved request through the regional office to the national office. Click **"Login."**

Please enter a Club Code (5 letters). If you are a USAV club, this Club Code is assigned by your region. If you are not a USAV club (AAU, JVA, High School, foreign team), you must create a club code. Typically it is an abbreviation or acronym of your club name. For example, if your club name is Festival Sports VBC, you could use "FSVBC" or "FESTI."

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

Skip to ADD TEAMS if you wish to register for a tournament without a roster. Click **"Staff"** from the Quick Links on the top of the page (if just logging in, click on **"Club Director"** in the blue bar, then **"Clubs"**, then **"Staff"**).

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 AAU 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.

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

Skip to ADD TEAMS if you wish to register for a tournament without a roster. 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
- Graduation Year

If you do not know the AAU 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 or updated by using the quick link ***"AAU Data Import."***

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 Division Type
- 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. At this point, you may also enter this team's results.

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 "AAU Region" search field and select "Arizona" 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 division link under the *Description* heading of this event. The next window that opens up will detail the information required for each participant (e.g. height, position, reach, 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) and team code(s) should appear under “**Eligible Teams**”. Select the correct division under “**Eligible Divisions**” you wish to enter for each team in your list. Click “**Update**”.

On the next screen, you will see the teams you have selected for the event. If you want to quickly enter the tournament and skip the “**Build Roster**” step, click the box under “Enter without Roster” and click “**Register**” at the bottom of the page.

Otherwise, click “**Build Roster**” under the “**Roster**” heading. 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 below the **User Requirements** box 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.*

Assign your staff using the pull down menus to select the individual and their position; and your players by selecting the “**Add**” box next to their names, in the **Available Club Players** section. Click “**Update Roster**”.

Note: Be sure that each player has a jersey number showing otherwise they will not be added to the roster. Also, if you do not see a player, try changing the **Age Filter** to “**All**”.

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 Quick Links menu 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’ event rosters you have completed 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 Festival Sports with your entry fee payable to “Festival Sports” if not paying with a credit card online. 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 Quick Links menu.

Then click “**My Teams**”, under the heading **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 “**Teams**” from the Quick Links on top of the page. Next click on the team name whose roster you want to view/print. On the following screen, there should be a list of all of the events that the 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 this roster and bring it with you to turn in at check-in.