sportsengine aes

Important notes before using SportsEngine Advanced Event Systems

1. If you are new to SportsEngine AES, click Create Account in the upper right corner and select Create Club Director.

    A. Fill out the online form.

    B. You will be asked to enter a Club Code, which is your 5 alpha code that is an abbreviation of your club name.
        USAV affiliated clubs get a unique club code from their region, non-USAV affiliated can enter any code.

    C. If you receive a message stating the Club Code is already in use, please contact SportsEngine AES Support as it is likely your club already exists. SportsEngine AES support can help get you setup quickly.

2. If your club already exists in SportsEngine AES, then click Sign In in the upper right corner and enter your username and password.

    A. Once logged in you will see tools available to your specific user role.

    B. 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.

Add Teams to your Club

1. Select Teams on your navigation, then select Add Team on the bottom right.

2. Enter the Gender, Division, Rank, and Team Name.

    A. 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.

    B. Team Name, we recommend using an abbreviation for your Club Name along with the division and rank.
        Example. Club AES 12-1

Adding Players/Staff to your Club

1. If your club is affiliated to either USAV or AAU, then you should take advantage of the data import tools.

> USAV affiliated—select Import from the navigation and then USAV Import, enter your Webpoint username and password. Use the Contact USAV tool if you have any issues, as most can be resolved by contact the USAV office.

> AAU affiliated—select Import from the navigation and then AAU Import, enter your club code and membership id. Use the Contact AAU tool if you have any issues, as most can be resolved by the contacting the AAU office.

2. If your Club is not affiliated with USAV or AAU, then you can add members manually or use a CSV file to import.

> A. Individually Add, select Add Player or Add Staff and enter all required information.

> B. CSV Import, we recommend downloading the example CSV file to begin. Do not change any of the column names or order as all columns must be present.

> *CSV file must match displayed requirements.*

Entering an Event

1. Select Register on your navigation, then use the filters on the page to locate an event.

2. Use the red ➕ to view additional details about the event.

3. Click Register next to the event you want to register for.

> *If an event deadline has passed, but is accepting late registrations then you will see a Late link.*

4. A list of eligible teams will be listed. Use the Select Division next to a team to begin registration.

5. Select a division from what is available for the team you have selected.

6. Select Build Roster or Continue without Roster for the team you have selected.

> *You will be presented with options based on the event. Not all events will oßer registration without a roster.*

7. Complete Roster Requirements are. All requirements are configured by the event staff and will show as required.

> *A save and finalize later option is now available to allow you to come back later to complete your registration. Please note that this does not save your spot in registration. Once registration has been closed or maximum accepted teams have been met by the event staß, then you will not be able to complete registration at a later date.*

8. Continue registering more teams, or complete your registration by clicking Register Team(s).

9. A registration summary will be provided, click Continue to access the payment options and forms.

> *Forms include Entry Form and Roster.*

Existing Registration—View Status, Update Roster, Payment, Forms

1. Select My Events on your navigation, then select My Teams for an event.

    View Status—see accepted column

    Update Roster—select the Roster link

        *Rosters can be updated up to the posted roster deadline. Contact the event directly aGer the deadline.

    Payments:

        Online Payments—only available if the event has enabled. If enabled, payment options will be provided.

        Mail-In Payments—download and print the entry form to mail your payment. Mailing address available on the entry form.

    Forms—select Entry Forms or Rosters on the bottom right.

Questions? Contact SportsEngine AES