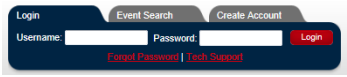
AES Event Registration Instructions

1. Login
2. Create Club (skip if already exists)
3. Add Teams (skip if already exists)
4. Enter Event
   - Mail in Entry Form (by March 12th) with Payment to Iowa Region, 4600 Park Avenue, Suite 201,Des Moines, IA 50321
5. Create Roster (see separate document)

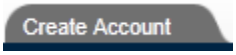
AES Login

- **Login** to AES (If your club is new to AES, you'll need to create an account)



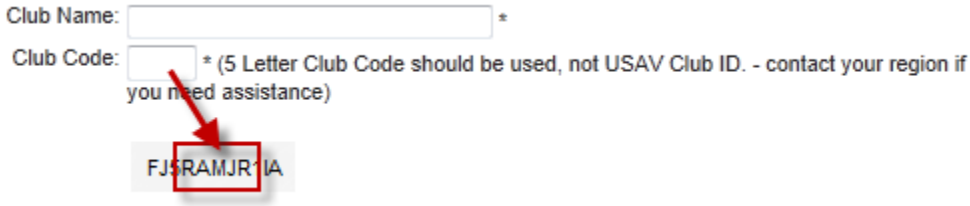
Creating a Club (Skip if already created)

- **Click Create Account**



- **Click Create Club Director**

- Enter all information (Note that the Club Code is the 5 Letter Code from your team code – EX. RAMJR)



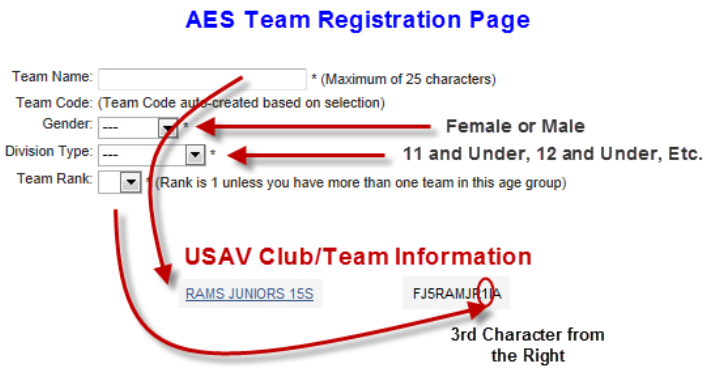
- **Click Create Club Account** when finished

Adding a Team (Skip if team is already listed)

- **Click Add Team**

  Add Team

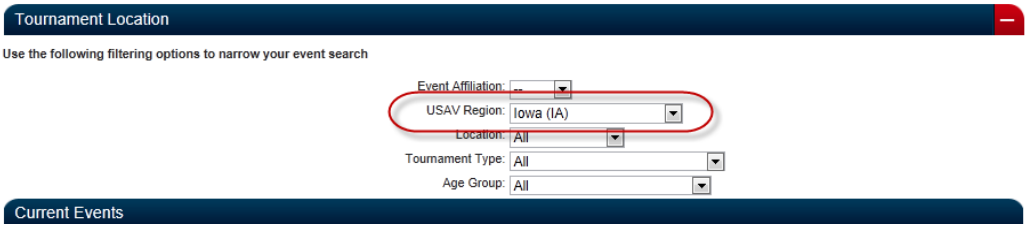
- **Team Name** (Use same name listed on Roster)
- **Gender** (Male or Female)
- **Division Type** (Age group for your team)
- **Team Rank** (Is the character right before "IA" from your USAV team Code. Numerical for Age based teams; Alpha for Grade based teams. (Ex."1" for FJ5RAMJR1IA)



- **Click Update** Update

Entering Event

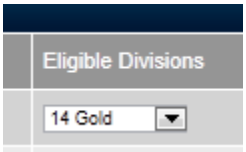
- On the Quick Links line, **Click Enter Event** Enter Event
- **Select Iowa (IA)** from USAV Region Dropdown



- **Click Junior Regionals Wknd (1 or 2)**
- **Click Register Teams** (Note – clicking on the divisions only displays information)

  Register Teams

- Under **Eligible Teams** section, in the **Eligible Divisions** dropdown, select the correct division



- **Click Update** (This puts your team in the Registered Teams Section)

  Update

- **Click the Register Without Roster Checkbox,** then **Click Register**
  (Remember that you'll need to come back and enter your roster by April 10th!)

Teams

	Code	Name	Division	Roster Required For Entry	Roster Required for Acceptance	Roster Close Date	Roster	Register Without Roster
1	fj2ramjr1ia	Rams Jrs 12-3 Black	13 Gold	No	Yes	4/10/2013	Build Roster	☑

Register

- **Click Continue**

  Continue

- **Click Print** and keep for reference purposes

  Print

- **Click Continue** to view messages and go to the final screen to print the entry form

  Continue

- **Click Print Entry Form and mail along with a check to the Iowa Region by March 7th!**

  Print Entry Form**