### **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 20<sup>th</sup>) 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)

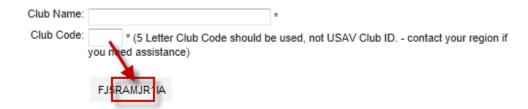
• Click Create Account



• 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



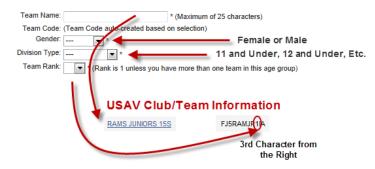
## Adding a Team (Skip if team is already listed)

• Click Add Team



- 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)

#### **AES Team Registration Page**

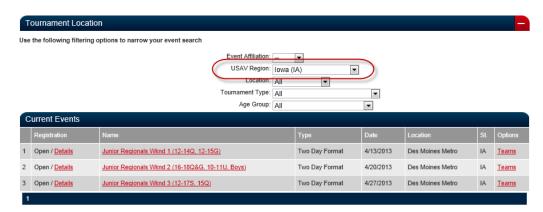


## **Entering Event**

On the Quick Links line, Click Enter Event

Enter Event

Select Iowa (IA) from USAV Region Dropdown



- Click Junior Regionals Wknd (1, 2 or 3)
- 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 10<sup>th</sup>!)



• 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 20<sup>th</sup>!

Print Entry Form\*\*