



REGISTERING TEAMS FOR TOURNAMENTS IN AES

REMINDER - YOUR CLUB NEEDS TO BE REGISTERED WITH NCR PRIOR TO REGISTERING FOR TOURNAMENTS. THIS WILL ENSURE THAT YOUR ACCEPTANCE INTO THE EVENT IS NOT DELAYED.

1. Log into your Club's AES account.
2. On the left navigation bar, click **Register**.

Clubs / Heartland Volleyball Club / Details

CLUB DETAILS

- Info
- Teams

EVENTS

- My Events
- Register**

MEMBERS

- Players
- Staff
- User Management

DATA MANAGEMENT

- Import
- Export

Club Details

SportsEngine Integration

SE Organization: Heartland Volleyball [Remove] [Change]

Governing Season: 2020 - 2021 Volle

Name

Club Name *: Heartland Volleyball Club

Club Short Name: HVC

Affiliations

- USAV Region
- North Country (NO)
- USAV Region Map
- AAU District: Not Affiliated

3. Under **“Open Events”**, identify tournaments that you are interested in attending. Click the red **Register** link to the left of the tournament that you wish to register for.

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Events

Event: Search by Event Name [x] Event Type: All City: Search by City [x] State: All

Event Affiliation: USAV Region: North Country (NO) Gender: All Age Group: All

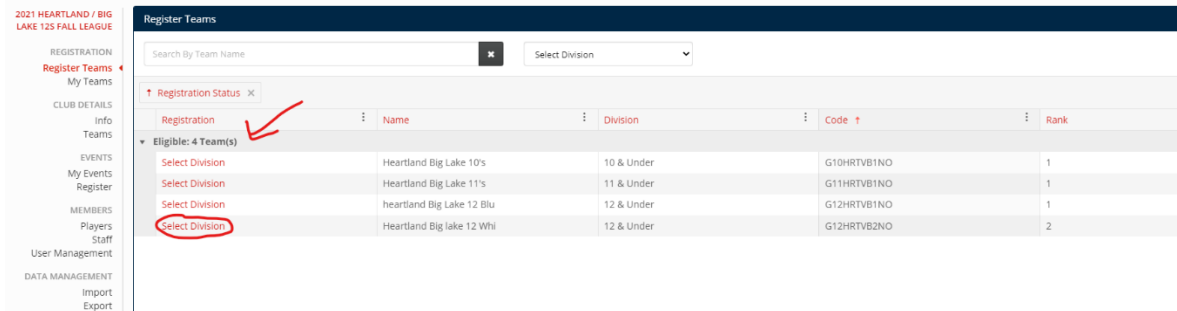
Act...	Name	City	State	Type	Start Date	Location
Register	2021 Heartland / Big Lake 12s Fall League	Big Lake	MN	League	9/15/2021	Big Lake Middle School
Register	Copy of TESTEVENT2	TEST	MN	Two Day Format	10/2/2022	TEST LOCATION

Open Events

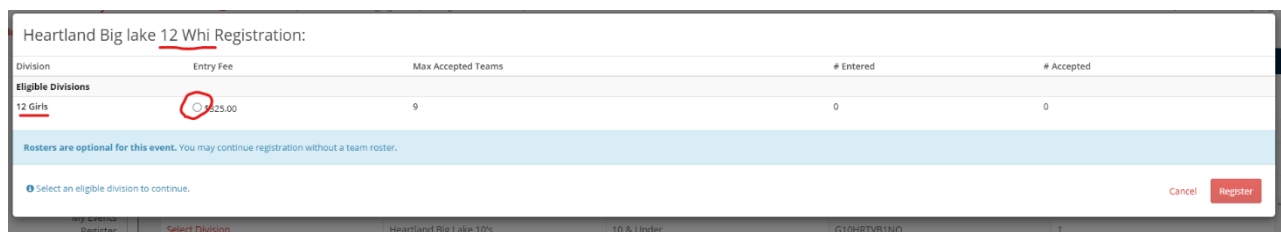
Closed Events

4. Since you have already built your teams in AES, you will see a list of your teams that are ELIGIBLE to play in this specific tournament (based on the age divisions offered).

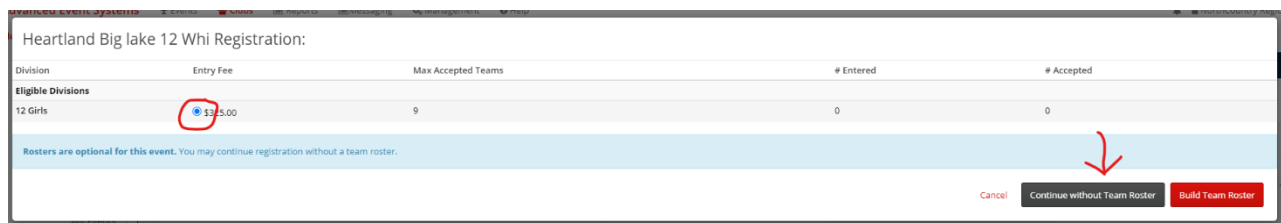
Click the red **Select Division** link for the team that you want to register.



5. The below pop up will appear. Check to make sure you are registering the correct team in the correct division. If so, click on the **Entry Fee** button.



6. A new pop up will appear. Click the black **Continue without Team Roster** button. You can register teams for tournaments without a team roster; HOWEVER, the team will not be accepted/able to play until a valid USAV official roster is submitted through AES.



7. If you would like to register more teams for this event, click the red **Select Division** button to the left of the next team that you wish to register (see step #4).

When you are ready to finalize your registration for this tournament, click the red **Register Team** button at the bottom of the page.

2021 HEARTLAND / BIG LAKE 12S FALL LEAGUE

Register Teams

Search By Team Name [x] Select Division [v]

Restore Grid Layout

Registration Status [x]

Registration	Name	Division	Code ↑	Rank
Incomplete: 1 Team(s) Teams not yet submitted for registration				
12 Girls Remove	Heartland Big lake 12 Whi	12 & Under	G12HRTVB2NO	2
Eligible: 3 Team(s)				
Select Division	Heartland Big Lake 10's	10 & Under	G10HRTVB1NO	1
Select Division	Heartland Big Lake 11's	11 & Under	G11HRTVB1NO	1
Select Division	Heartland Big Lake 12 Blu	12 & Under	G12HRTVB1NO	1

Continue to register 1 team(s) or select a division for one or more teams to continue.

Register Team Cancel My Teams

8. A confirmation email will be sent!