Registration for Niagara Frontier Tournaments

Niagara Frontier will be using <u>Advanced Event Systems</u> for its registration process. AES is the website of choice for USA Volleyball Championships, many qualifiers and regional tournaments (including WEVA) around the nation for registering teams.

- 1. Go to Advanced Event Systems to register your team and club.
- 2. Click on Add Club if you are a new user. If you already have a password and username, skip to step 4. If not, fill out the club info and hit the submit button.
- 3. Next, fill out the Club Director info, creating a username and password and making sure to keep your username and password in an accessible spot for future use.
- 4. Enter your username and password and login.
- 5. Click on Staff, then "Add New Staff." Enter the information, and hit the submit button.
- 6. Click on Players, then "Add New Players." Enter the information, and hit the submit button. Repeat for all players.
- 7. Click on Teams from the list on the left.
- 8. Click on Add New Teams, enter info, and submit information.
- 9. Click on your new team, and then on "Add/Update Staff." Click on "Add New Staff" and choose from the pull down list the available names and hit submit.
- 10. Go back to "Teams," click on the selected team, and then on "Add/Update Team Players." Choose from the pull down list of available names and hit submit. Continue until all team players are added.
- 11. Click on "Enter Events." Hit the "Register" button for the tournament you are interesting in playing in.
- 12. Select the division from the pull down list that you wish to enter your team and click on "Register Teams."
- 13. Make sure you update your results under the results section!
- 14. The Niagara Frontier staff will send out broadcast emails to inform you of other information and steps as they come available as well as the tournament formats and schedules. The checks and registration form can be sent to Niagara Frontier, 425 Meyer Road, West Seneca, New York 14224.