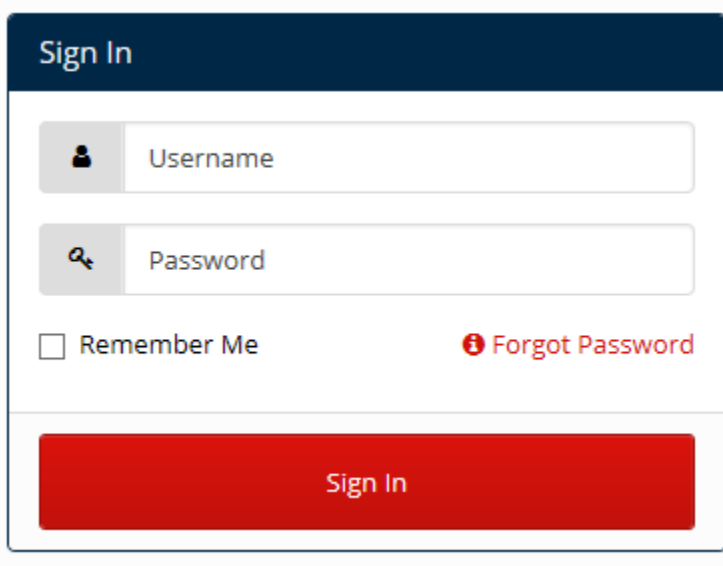# Creating a Club and Team in AES

1/ Go to AES using www.advancedeventsystems.com
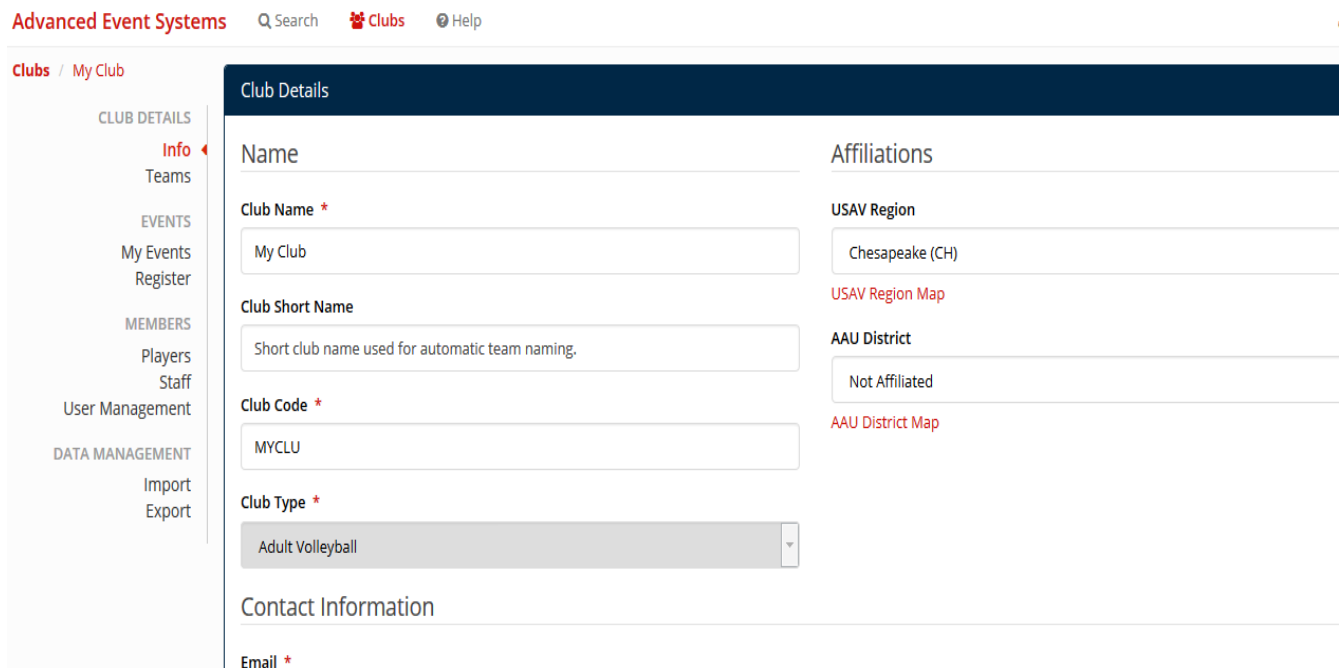
- Select "Sign In" on the top right hand corner of the events page
- Enter the created username and password
- Click on Sign In

2/ Enter your club information on the Club Details screen. Fill in all fields with a red asterisk (*).

***NOTE: Even if you are not currently in a club this screen will have to be completed in order to create a team. The club name can be the same as the team name to facilitate the process.

3/ Once completed, click on the red button:

Contact Information

Email *

Recipients (separate multiple with commas)   ☑ Notify of Registration

This field is required.

Address Line 1 *   Address Line 2

City *   State *   Zip *

Maryland | |

This field is required.   This field is required.

Country *

United States of America (USA)

Phone   Cell Phone   Fax

(xxx) xxx - xxxx   (xxx) xxx - xxxx   Fax

Website Address

Website Address

Update

The club has been created and you can now create your team.

4/ To create a team(s); select the "Teams" link from the left side of the Club Details page:

Advanced Event Systems   Q Search   👥 Clubs

Clubs / My Club / Details

CLUB DETAILS

Info ◀

Teams

EVENTS

My Events

Register

MEMBERS

Players

Staff

User Management

DATA MANAGEMENT

Import

Export

Club Details

Name

Club Name *

My Club

Club Short Name

Short club name used for au

Club Code *

MYCLU

Club Type *

5/ On the Teams page click on the green "Add Team" button:

| Actions | Team Name | ∨ | Division | ∨ | Rank | ∨ | W/L | ∨ | NR | ∨ | Gender | ∨ | Registered | ∨ | USAV ▲ | ∨ |

Teams

Search By Team Name   [✖]   Select Division [▾]

Drag a column header and drop it here to group by that column

No results found. Add new team.

[Update]   [Remove Teams] [Add Team]

6/ Complete all fields with a red asterisk and then click on the red "Create Team" button. If you are creating additional teams within your club then select the red "Create More Teams" button and complete the Create Team page for the next team.

****NOTE: For the "Team Rank" field, select the option 1****

Advanced Event Systems   Q Search   👥 Clubs   ❓ Help

Clubs / My Club / Create Team

CLUB DETAILS
Info
Teams ◄

EVENTS
My Events
Register

MEMBERS
Players
Staff
User Management

DATA MANAGEMENT
Import
Export

Create Team

Gender *
[Gender]

Division Type *
[Select Division]

Team Rank *
[Select Team Rank]

Team Name *
[Team Name]

[Create Team] [Create More Teams] Cancel