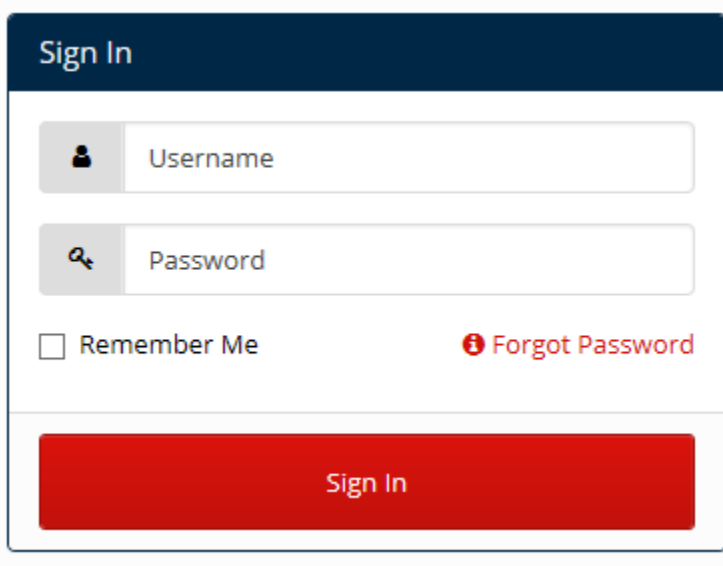


Creating a Club and Team in AES

1/ Go to AES using www.advancedeventsystems.com

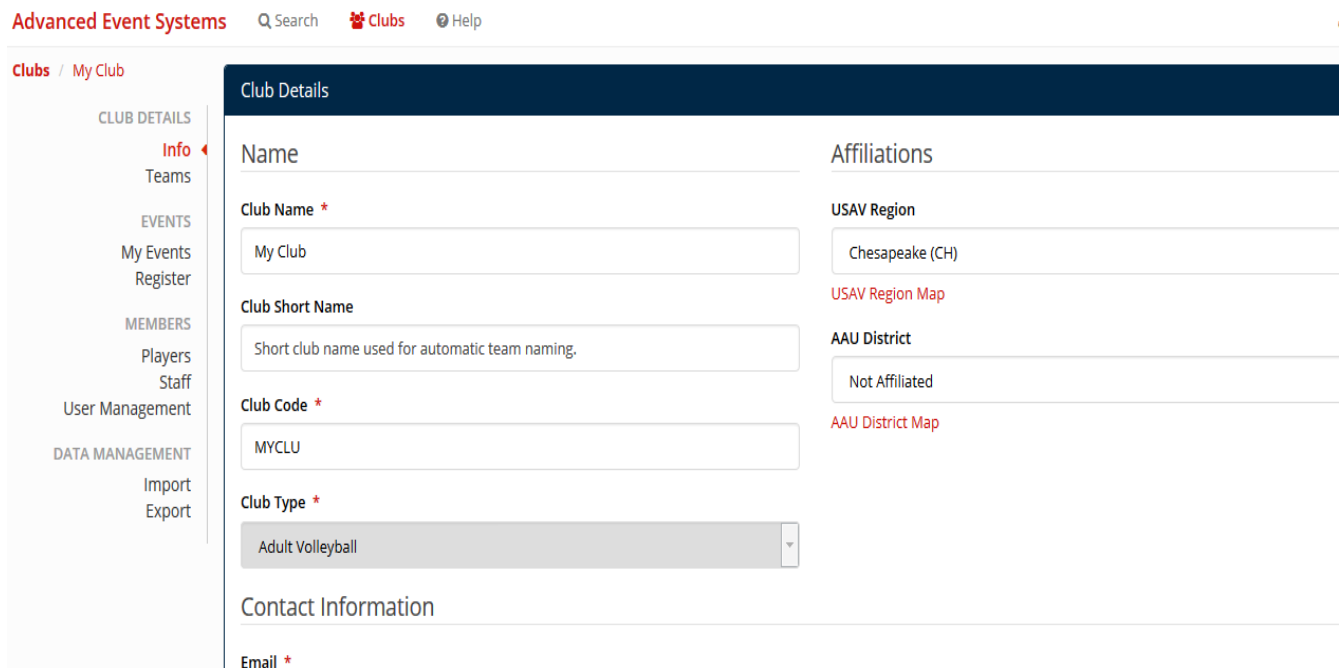
- Select "Sign In" on the top right hand corner of the events page
- Enter the created username and password
- Click on Sign In



The image shows a "Sign In" form with a dark blue header. Below the header are two input fields: "Username" with a person icon and "Password" with a magnifying glass icon. Below these fields are a "Remember Me" checkbox and a "Forgot Password" link with an information icon. At the bottom is a large red "Sign In" button.

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.



The image shows the "Club Details" form in the AES system. The top navigation bar includes "Advanced Event Systems", a search icon, "Clubs", and "Help". The left sidebar shows "Clubs / My Club" and a menu with "CLUB DETAILS" (Info, Teams), "EVENTS" (My Events, Register), "MEMBERS" (Players, Staff, User Management), and "DATA MANAGEMENT" (Import, Export). The main form has a dark blue header "Club Details" and several sections: "Name" (Club Name *, Club Short Name), "Affiliations" (USAV Region, AAU District), "Club Code *", "Club Type *" (dropdown menu), "Contact Information", and "Email *".

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 ***
This field is required. This field is required.

Country *

Phone **Cell Phone** **Fax**

Website Address

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

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 *

Club Short Name

Club Code *

Club Type *

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

The screenshot shows the 'Teams' management interface. At the top, there is a search bar labeled 'Search By Team Name' with a clear button (X) and a 'Select Division' dropdown menu. Below the search bar is a message: 'Drag a column header and drop it here to group by that column'. A table header is visible with columns: Actions, Team Name, Division, Rank, W/L, NR, Gender, Registered, and USAV. The table body is empty, displaying the text 'No results found. Add new team.' At the bottom of the interface, there are three buttons: 'Update' (red), 'Remove Teams' (grey), and 'Add Team' (green).

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****

The screenshot shows the 'Create Team' form within the 'Advanced Event Systems' application. The breadcrumb trail at the top reads 'Clubs / My Club / Create Team'. On the left, a sidebar menu lists 'CLUB DETAILS' (Info, Teams), 'EVENTS' (My Events, Register), 'MEMBERS' (Players, Staff, User Management), and 'DATA MANAGEMENT' (Import, Export). The main form area is titled 'Create Team' and contains four required fields, each indicated by a red asterisk: 'Gender', 'Division Type', 'Team Rank', and 'Team Name'. At the bottom of the form, there are three buttons: 'Create Team' (red), 'Create More Teams' (red), and 'Cancel' (grey).