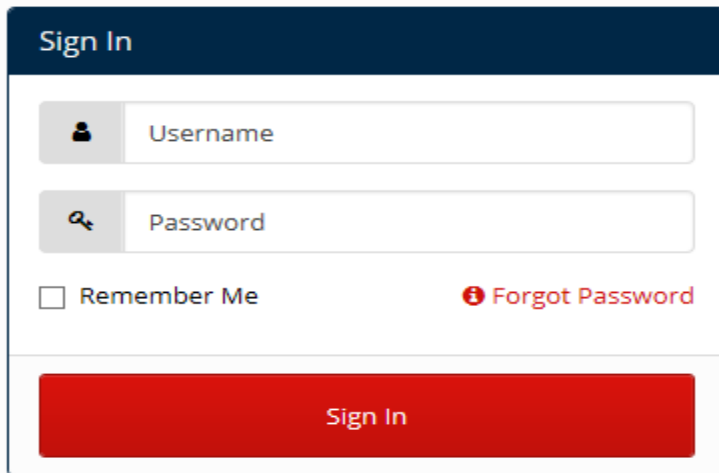


Registering for a Tournament

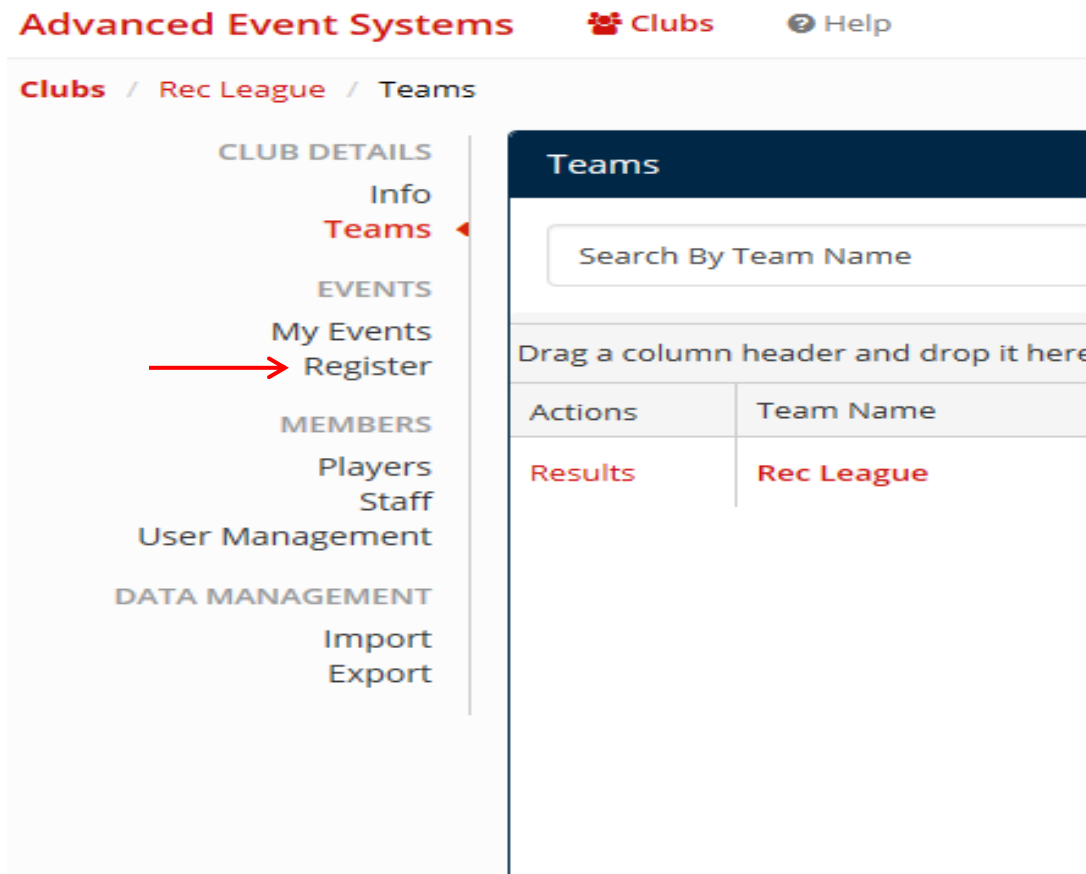
1/ Go to AES using www.advancedeventsystems.com

- 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 the fields is a checkbox labeled "Remember Me" and a red link labeled "Forgot Password" with an information icon. At the bottom is a large red button labeled "Sign In".

2/ On the Teams tab, select the "Register" link on the left side menu under the Events section:



The image shows the "Advanced Event Systems" interface. At the top, there are links for "Advanced Event Systems", "Clubs", and "Help". Below this is a breadcrumb trail: "Clubs / Rec League / Teams". On the left is a sidebar menu with sections: "CLUB DETAILS" (Info, Teams), "EVENTS" (My Events, Register), "MEMBERS" (Players, Staff, User Management), and "DATA MANAGEMENT" (Import, Export). A red arrow points to the "Register" link. The main content area is titled "Teams" and contains a search box "Search By Team Name", a table with headers "Actions" and "Team Name", and a row with "Results" and "Rec League".

Actions	Team Name
Results	Rec League

3/ On the Events page, utilize the filters to search for region tournaments if not displayed by default:

The screenshot shows the 'Events' page with various filter options. The filters are: Event (Search by Event Name), Event Type (All), City (Search by City), State (All), Status (All), Event Affiliation (USAV), Region (Chesapeake (CH)), Gender (All), Age Group (All), and Month & Year (Month & Year). Below the filters, there is a message: 'This is a filtered view. Clear Filters'. At the bottom, there is a table header with columns: Actions, Name, City, State, Type, Start Da..., Location, Reg. Ope..., and Reg. Clos... The table is currently empty, showing only the header and a collapse arrow.

4/ A listing of Open Events will be displayed. Select the red “Register” link to the left of the tournament you would like to register for:

Actions	Name	City	State	Type	Start Da...	Location	Reg. Ope...	Reg. Clos...
Register	CHRVA Adult 2018 - WBB/B Can	Herndon	VA	Full Day Format	12/2/2017		10/2/2017	11/18/2017
Register	CHRVA Adult 2018 - WA/BB The	Sterling	VA	Full Day Format	12/9/2017		10/2/2017	11/25/2017
Register	CHRVA Adult 2018 - Men's The J	Sterling	VA	Full Day Format	12/9/2017		10/2/2017	11/25/2017
Register	CHRVA Adult 2018 - WBB/B Tis	Elkridge	MD	Full Day Format	12/10/2017		10/2/2017	11/26/2017
Register	CHRVA Adult 2018 - Men's Wint	Elkridge	VA	Full Day Format	12/16/2017		10/2/2017	12/2/2017
Register	CHRVA Adult 2018 - WA/BB Win	Elkridge	VA	Full Day Format	12/16/2017		10/2/2017	12/2/2017

5/ Click on the red “Select Division” link next to the eligible teams on the Register teams screen:

The screenshot shows the 'Register Teams' page. It has a search bar for 'Search By Team Name' and a 'Select Division' dropdown. Below that, there is a 'Registration Status' dropdown. The main table has columns: Registration, Name, Division, Code, and Rank. The table shows one eligible team: 'Rec League' with division 'BB/B Regular' and code 'WBBMYCLU1CH'. A red 'Select Division' link is next to the team name. At the bottom, there is a blue banner that says: 'Select a division for one or more teams to continue.'

Select the radio button next to the Division and then click on the “Continue without Team Roster” button:

The screenshot shows the 'Rec League Registration: Eligible Divisions' page. It has a table with columns: Division, Entry Fee, Max Accepted Teams, # Entered, and # Accepted. The table shows one division: 'Women's BB/B' with an entry fee of \$200.00, max accepted teams of 12, and 0 entered and 0 accepted. A radio button is selected next to the 'Women's BB/B' division. Below the table, there is a blue banner that says: 'Rosters are optional for this event. You may continue registration without a team roster.' At the bottom, there are three buttons: 'Cancel', 'Continue without Team Roster', and 'Build Team Roster'.

6/ Click on the red "Register Team" button to continue with the registration:

Register Teams

Search By Team Name Select Division

Registration Status

Registration	Name	Division	Code	Rank
Incomplete: 1 Team(s) Teams not yet submitted for registration				
Women's BB/B Remove	Rec League	BB/B Regular	WBBMYCLU1CH	1

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

7/ The registration summary page will be seen with information about the tournament and payment methods (a registration confirmation email showing the summary will be sent to the team representative as well):

Registration Confirmation

Registration Summary

Thank you for registering for CHRVA TEST EVENT. Each team is placed into a PENDING status until all the registration requirements are met. i.e. Payment received by 12/2/2017, roster requirements met (if applicable), and any additional items specified from the Tournament Director.

Pay by Check

This event allows payment by check only. You can send your checks to the following address:

TC
1256 myhome ct, mycity, VA 20770

Registered Teams

Code	Name	Division	Entry Fee	Amount Due	
1	WBBMYCLU1CH	Rec League	Women's BB/B	\$120.00	\$120.00
Amount Due				\$120.00	

AES Tips

- Update Event Roster: Login, Click My Events click My Teams Click Roster.
- Delete or Move Teams from a division: Contact the Tournament Director tc23@excite.com
- Print Official Entry Form: Click My Events My Teams put a check mark in the Event Form Click Print Entry Form.

Event Policy

a. If paying by check, see the "Pay by Check" section for details where to send payment to the host:

Pay by Check

This event allows payment by check only. You can send your checks to the following address:

TC
1256 myhome ct, mycity, VA 20770

b. If making an online payment, see the “Event Policy” section for details on how to send payments to the host:

Event Policy

Online payments are accepted. If making an online payment, then please go to PayPal and send the money to the host as follows:

1/ Login to Paypal (www.paypal.com)

2/ Send money to the host using : myemail@host.com

3/ The host will confirm payment to the coordinators

8/ Scroll down and click on the red “Continue” button:

Registered Teams

Code	Name	Division	Entry Fee	Amount Due
1	WBBMYCLU1CH	Rec League	Women's BB/B	\$120.00
Amount Due				\$120.00

AES Tips

- Update Event Roster: Login, Click My Events click My Teams Click Roster.
- Delete or Move Teams from a division: Contact the Tournament Director tc23@excite.com
- Print Official Entry Form: Click My Events My Teams put a check mark in the Event Form Click Print Entry Form.

Event Policy

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1/ Login to Paypal (www.paypal.com)

2/ Send money to the host using : myemail@host.com

3/ The host will confirm payment to the coordinators

Reminder/Notes

[Continue](#)

[My Events](#)

[Send Copy](#)

[Print Summary](#)

9/ The My Teams summary will be seen showing the status of the registered teams:

My Teams Sunday, December 3 2017 in bowie, MD

Search By Team Name Select Division

Registration Status

Actions	Name	Code	Division	Accepted	Entry Fee	Am
Pending: 1 Team(s)						
Roster	Rec League	WBBMYCLU1CH	Women's BB/B	Pending	\$120.00	\$1

Payment must be received by 12/2/2017. This event allows payment by check.

[Registration Summary](#) [Register Teams](#) [Entry Forms](#) [Rosters](#)

10/ If additional teams need to be registered for the same event, click on the “Register Teams” button. If registering for another event, proceed to step 2 and click on the “Register” link on the left side menu.

11/ Proceed with submitting payment for the tournament either via check or online as detailed in step 7a and b.

12/ Forward your Paypal receipt to the division coordinator so they can mark your team as paid. Your team will not be accepted into a tournament until they receive confirmation of your payment.

14/ An email will be sent to the team representative when the status of your team has been updated and also once teams have been accepted into the tournament. See emails from info@advancedeventsystems.com:

Team Status Change Inbox x

 info@advancedeventsystems.com via amazonses.com C
to me 
[AES logo](#)

Your team has been accepted to the **CHRVA TEST EVENT** Event in Women's BB/B.

Event Details

Event:
CHRVA TEST EVENT

Team:
Rec League

Host:
CHRVA ADMINS

Location:
TEST Location

Event Dates:
12/3/2017 - 12/3/2017

Date Registered:
10/23/2017

Attention

Date of Change:
10/24/2017

Paid Amount:
\$120.00

15/ If your team would like to withdraw from a tournament, you will need to send an email to the Adult Coordinators indicating your intention to withdraw. For Women's tournaments (all levels), please email Joan Ryan at joan.ryan@chrva.org. For Men's tournaments, please email Ayal Ciobotaru at ayal.ciobotaru@chrva.org.