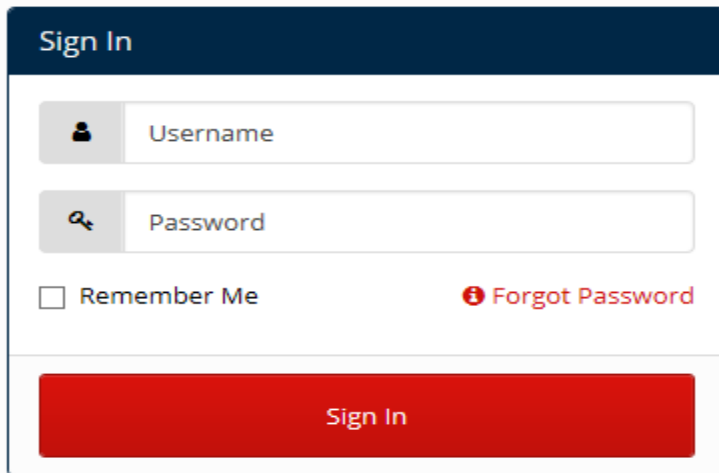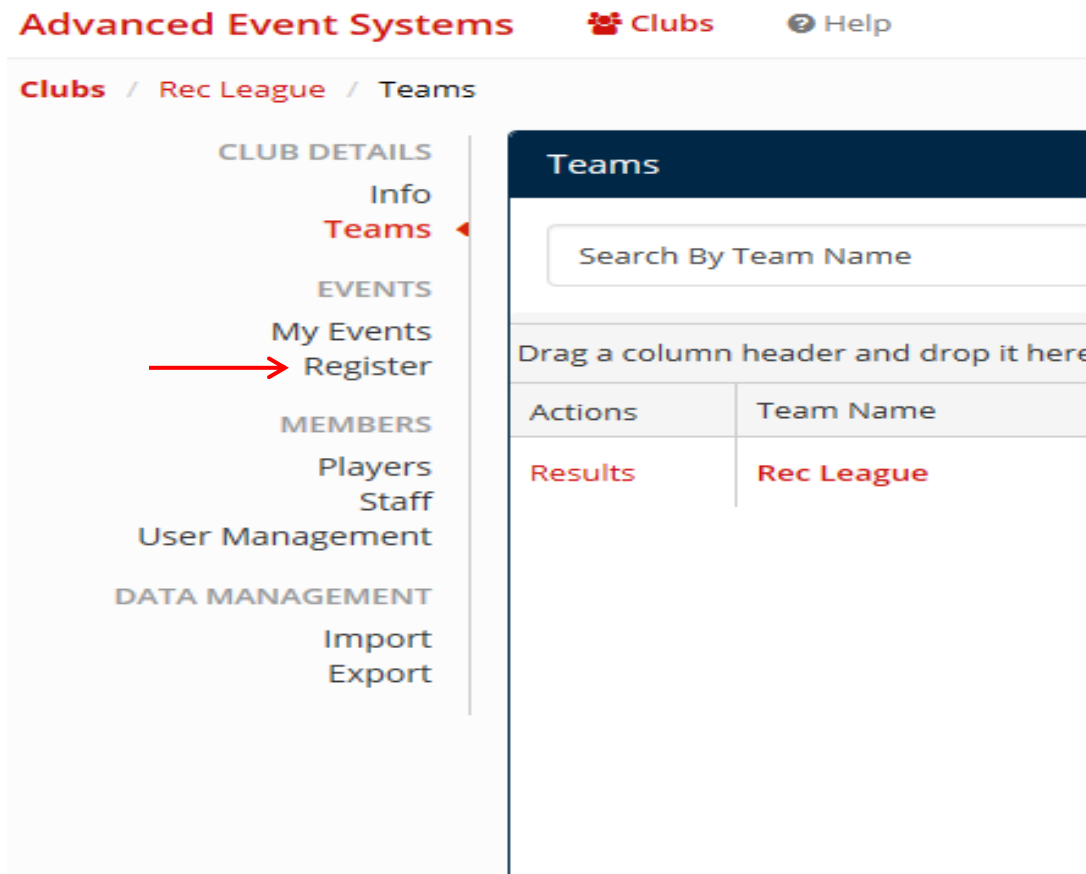# Registering for a Tournament

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

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

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

Events					
Event	**Event Type**	**City**	**State**	**Status**	
Search by Event Name ✖	All ⌄	Search by City ✖	All ⌄	All ⌄	
Event Affiliation	**Region**	**Gender**	**Age Group**	**Month & Year**	
USAV ⌄	Chesapeake (CH) ⌄	All ⌄	All ⌄	Month & Year ⌄	

▼ This is a filtered view. Clear Filters

	Acti...	Name ⌄	City ⌄	State ⌄	Type ⌄	Start Da... ⌄	Location ⌄	Reg. Ope... ⌄	Reg. Clos... ⌄

◢ **Open Events**

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... ⌄
◢ **Open Events**									
	➕ 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 1	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:

Register Teams					

Search By Team Name ✖   Select Division ⌄

▲ Registration Status ✖

Registration ⌄	Name ⌄	Division ⌄	Code ▲ ⌄	Rank ⌄
◢ **Eligible: 1 Team(s)**				
Select Division	Rec League	BB/B Regular	WBBMYCLU1CH	1

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:

Rec League Registration: Eligible Divisions

	Division	Entry Fee	Max Accepted Teams	# Entered	# Accepted
⦿	Women's BB/B	$200.00	12	0	0

Rosters are optional for this event. You may continue registration without a team roster.

Cancel   Continue without Team Roster   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.

[Register Team]   Cancel   [My Teams]

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	$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

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

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
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.