

AES Registration Instructions for Officials

Go to: <https://www.advancedeventsystems.com/>

Click on **Sign-In** in the top right corner. Use the email and password that is associated with the SportsEngine account that houses your current USAV membership.

sportseengine

Welcome AES

Email Address

youremail@gmail.com

Next

OR

We're making changes to the way you sign into SportsEngine.

If you currently use your Facebook or Google account to sign in, you'll need to start using your email address and password instead. Not sure what your password is? Visit our help center.

Continue With Facebook

Continue With Google

What's SportsEngine?
Need Help? SportsEngine Help Center

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Welcome AES! Let's create an account.

@gmail.com

First Name

Last Name

Password

Password must be at least 8 characters and include one uppercase letter, one lowercase letter, and one number or symbol.

Select if you are a Canadian resident

Date of Birth

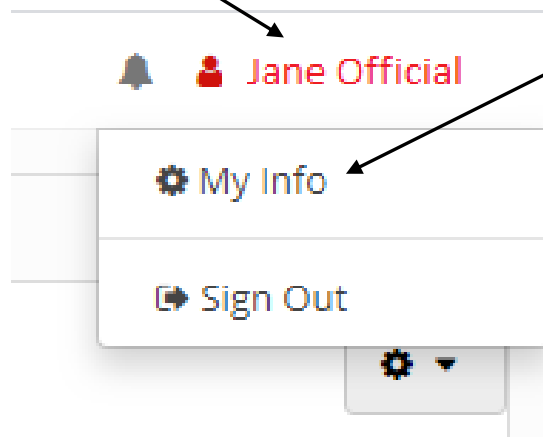
Month Day Year

Required to comply with the Children's Online Privacy Act and other age-related restrictions.

By creating an account you acknowledge and agree that your use of our platform is subject to the SportsEngine Terms of Use and Privacy Policy - New. Use of websites is subject to that site's Privacy Policy and Terms of Use.

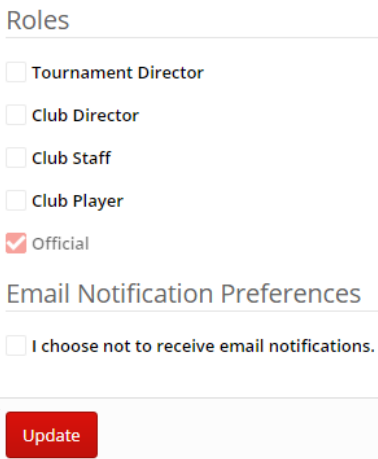
Sign Up

Once logged-in, click on **your name** in the upper right hand corner and select **"My Info"**.



Under Roles, check **Official**.

Then click on **Update**.



Roles

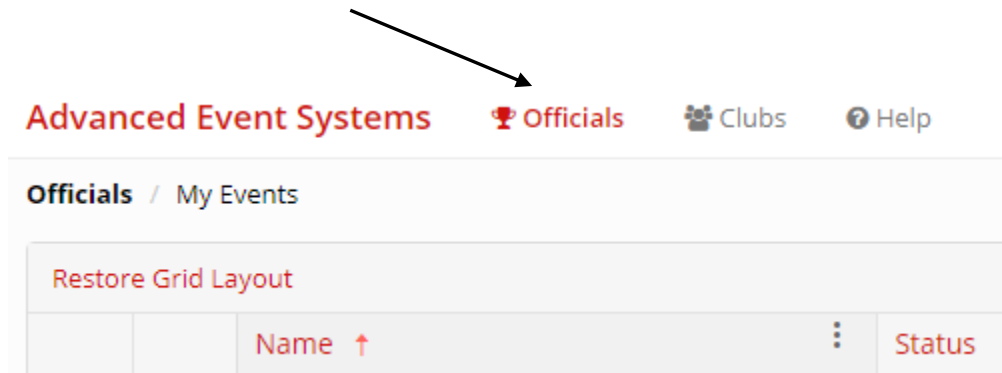
- Tournament Director
- Club Director
- Club Staff
- Club Player
- Official

Email Notification Preferences

I choose not to receive email notifications.

Update

Click on **Officials** on the top left side of the screen.



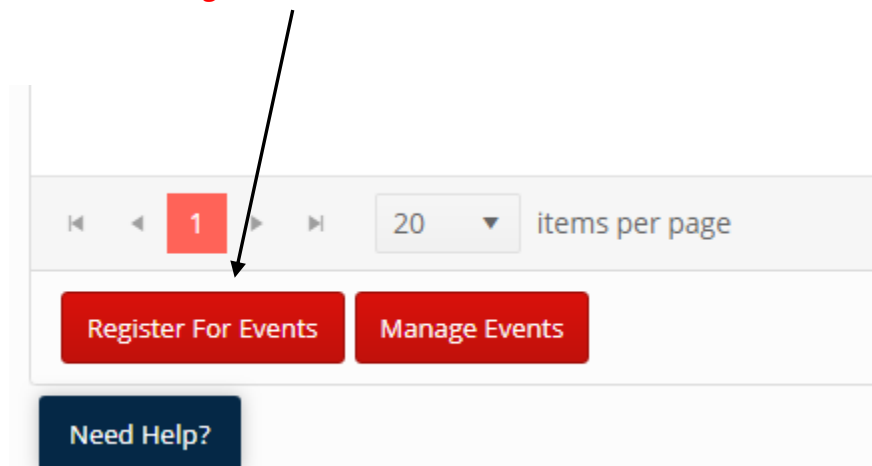
Advanced Event Systems [Officials](#) [Clubs](#) [Help](#)

Officials / My Events

Restore Grid Layout

Name	Status
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Then click on **Register For Events** on the bottom left side of the screen.



« ‹ 1 › » 20 items per page

Register For Events Manage Events

Need Help?

In the Event box, enter **NCR**. In the Event Affiliation box, select **USAV**.

Register as Official

Event: Event Type:

Event Affiliation: Region:

Register	Name	City	State
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Select the **State** you are searching. Select the **Month & Year** you are searching.

City:

State:

Status:

Gender:

Age Group:

Month & Year:

▼ This is a filtered view. [Clear Filters](#)

Available events and event information will automatically populate.
If you would like to apply to officiate an event, click on **Register**.

Register	Name
▶ Register	'20 NCR Area Championships - 11-14s
▶ Register	'20 NCR Area Championships - 15-18s

Register

Select **Yes** or **No** regarding any Event Conflicts you may have. Click on **Confirm**.

Please confirm to register.

Would you like to add any Event Conflicts at this time? *

No Yes

Cancel

Confirm

Add User Conflict - '20 NCR Area Championships - 15-18s

Event dates: 04/26/2020 - 04/26/2020

Conflict 1

Start Date *

04/25/2020 03:00 PM

End Date *

04/25/2020 11:30 PM

Conflict dates must be within Event Dates

Conflict dates must be within Event Dates

Comments *

I need to leave by 3:00 pm.

Add Another Conflict

Cancel

Save

Enter any **Conflict Information**.

Click on **Save**.

You will received a **Success!** Message. Click on **Continue**.

Register

Success! User successfully registered.

Continue

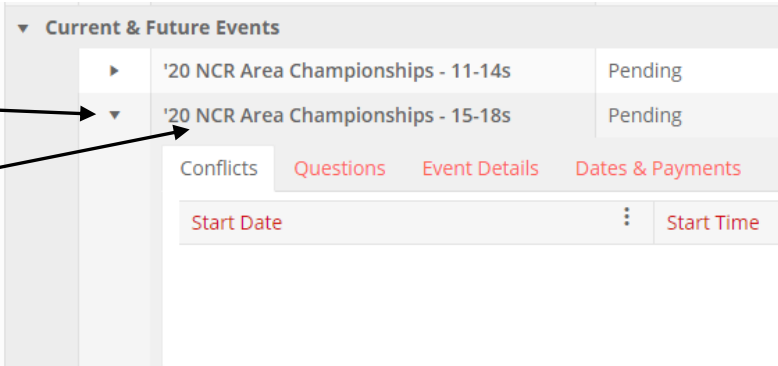
Your event will be listed in [My Events](#). You will also receive a confirmation email.

Restore Grid Layout

	Name ↑	Status
▼ Current & Future Events		
▶	'20 NCR Area Championships - 11-14s	Pending
▶	'20 NCR Area Championships - 15-18s	Pending

Unregistering for an Event

Click on the **Arrow** next to the event, and then click on the **Event Name**.



The screenshot shows the 'Current & Future Events' table. An arrow points to the expand arrow (▶) next to the event name. Another arrow points to the event name itself. Below the table, there are tabs for 'Conflicts', 'Questions', 'Event Details', and 'Dates & Payments'. The 'Event Details' tab is active, showing 'Start Date' and 'Start Time'.

Click on **Unregister Selected** on the bottom right of the screen.



The screenshot shows a dark grey button with the text 'Unregister Selected' in white.

Unregister Events

Are you sure you want to unregister from selected event(s)?

Cancel **Continue**

Confirm and click on **Continue**.