



TOURNAMENT REGISTRATION REQUIREMENTS

Beginning **September 8**, 2023-24 NCR Hosted Tournaments will open for team registration! In addition, Club Hosted Tournaments will begin opening for registration on **September 22**.

Registration for all NCR hosted and sanctioned tournaments will take place through **Advanced Event Systems (AES)**. We encourage all clubs to register their teams for tournaments early since many will fill quickly!

Four (4) Requirements to Registering Teams in NCR Sanctioned Tournaments

1. **The club must be registered with NCR for the 2023-24 season.** It only takes a few minutes for the current Club Director or designated club administrator to complete the [ANNUAL CLUB REGISTRATION FORM](#).

- If you are a club that is new to NCR, the club registration form will trigger the assignment of a **5 Letter Club Code** (provided by NCR) and a **club SportsEngine account** will be assigned to the club director/club administrator.

*If you were an NCR club during the 2022-23 volleyball season, you should have an existing SportsEngine account already established **but you do still need to complete the annual club registration form.***

2. **The club must have a current SportsEngine account where teams will be built.** New clubs will be assigned the account after completing the club registration form. Once a SportsEngine account is established, teams (name, age division, rank and gender) should be built in the club's SE Season Management (formerly known as Governing Season) first. **See "Tryouts, Create Teams, and Rosters"**.

3. **The club must have a current AES account that is connected to its SportsEngine Account.**

- Clubs that are new to NCR must set up an AES account. **You will need the 5 Letter Club Code provided by NCR (from step 1) in order to set up an AES account. See "Creating a Club AES Account"**.

Clubs that participated in the 2022-23 volleyball season should have an existing AES account already established.

4. All clubs must create or update teams in their AES account (**information including team names and ranks within the age division must be the same as what was used in SportsEngine**) in order to be able to register those teams for 2023-24 sanctioned volleyball tournaments. **See "Create SE Season"**.