

How to Pay for an Event on AES

Once your team has been moved to "OK TO PAY" in AES for an event, follow these instructions to submit your entry payment.

1 Navigate to your club's AES account.

2 Click "My Events"

The screenshot displays the SportsEngine AES web application interface. At the top, the navigation bar includes the SportsEngine AES logo, a search bar, and menu items for Events, Clubs, Reports, Messaging, and Management. Below the navigation bar, the breadcrumb trail reads 'Clubs / CEVA Sample Club / Details'. A left-hand sidebar menu is visible, with categories for CLUB DETAILS (Info, Teams), EVENTS (My Events, Register), MEMBERS (Players, Staff, User Management), and DATA MANAGEMENT (Import, Export). The 'My Events' menu item is highlighted with an orange circle. The main content area shows the 'Club Details' page for 'CEVA Sample Club', featuring a 'SportsEngine Integration' section with an 'Add SportsEngine Integration' button and input fields for 'Club Name' (CEVA Sample Club), 'Club Short Name' (Short club name used for automatic team naming.), and 'Club Code' (CEVAS).

3 Click "My Teams" next to the event you wish to pay for.

Actions	Name	Type	Date ↑
▶ My Teams	2024 CEVA Spring Swing	Full Day Format	4/13/2024

4 Click "Pay Online"

Actions	Name	Code ↑	Division
Roster	CEVA Portland 12-1	G12CEVAS1CE	12 Girls

Entry Fees Due: \$150.00.

Pay Online Registration Summary

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A new window will appear where you'll enter your credit card, expiration date, and security code. Once entered, click the purple "PAY" button.

6

Once your payment is processed and reconciled by the tournament staff, your team's status will be updated to "ACCEPTED."