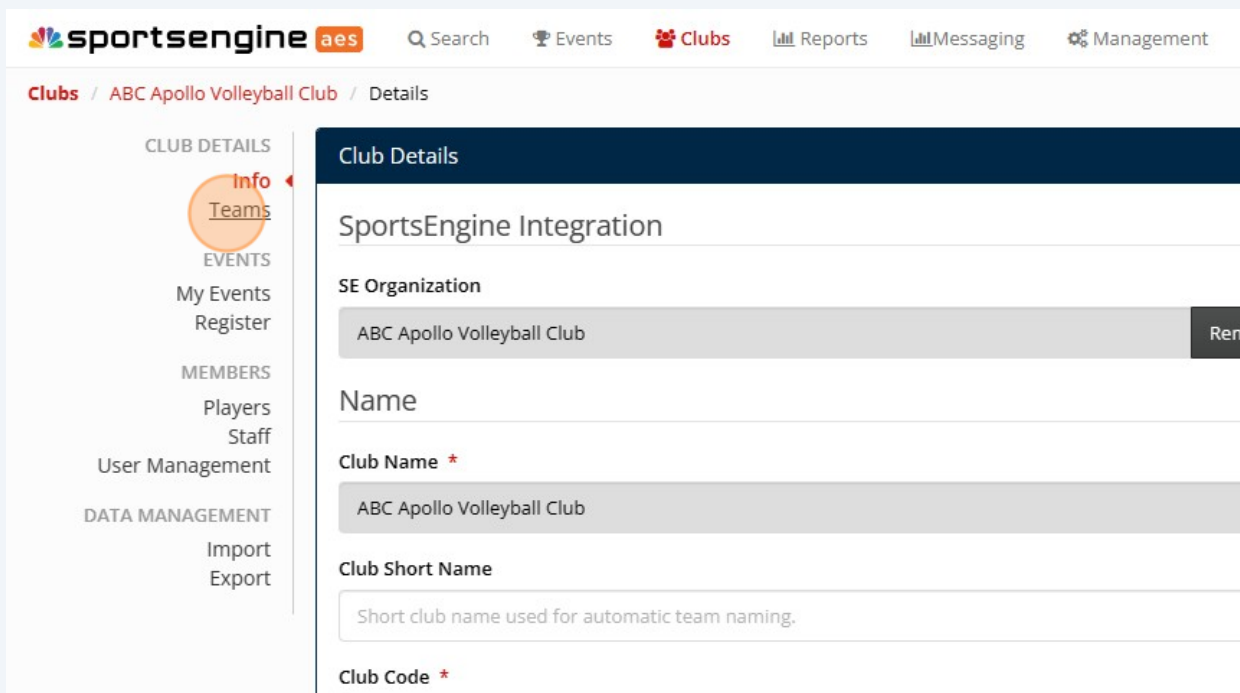


# Adding a New Team in your AES Account

1 Navigate to <https://advancedeventsystems.com/> and log into your AES account.

2 Click "Teams"



### 3 Click "Add Team"

630	Female	Yes	Not Paired	G18APOVB1CE
2284	Female	Yes	Not Paired	G18APOVB2CE
	Female	Yes	Not Paired	G18APOVB3CE

[Remove Teams](#) [Add Team](#)

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### 4 Click the "Gender" dropdown and select.

**sportsengine aes** Search Events Clubs Reports Messaging Management

Clubs / ABC Apollo Volleyball Club / Create Team

**CLUB DETAILS**

- Info
- Teams**
- EVENTS
- My Events
- Register
- MEMBERS
- Players
- Staff
- User Management
- DATA MANAGEMENT
- Import
- Export

**Create Team**

**Gender \***

Gender

**Division Type \***

Select Division

**Team Rank \***

Select Team Rank

**Team Name \***

Team Name

[Create Team](#) [Create More Teams](#) [Cancel](#)

5 Click the "Division Type" dropdown and select the appropriate age for your team.

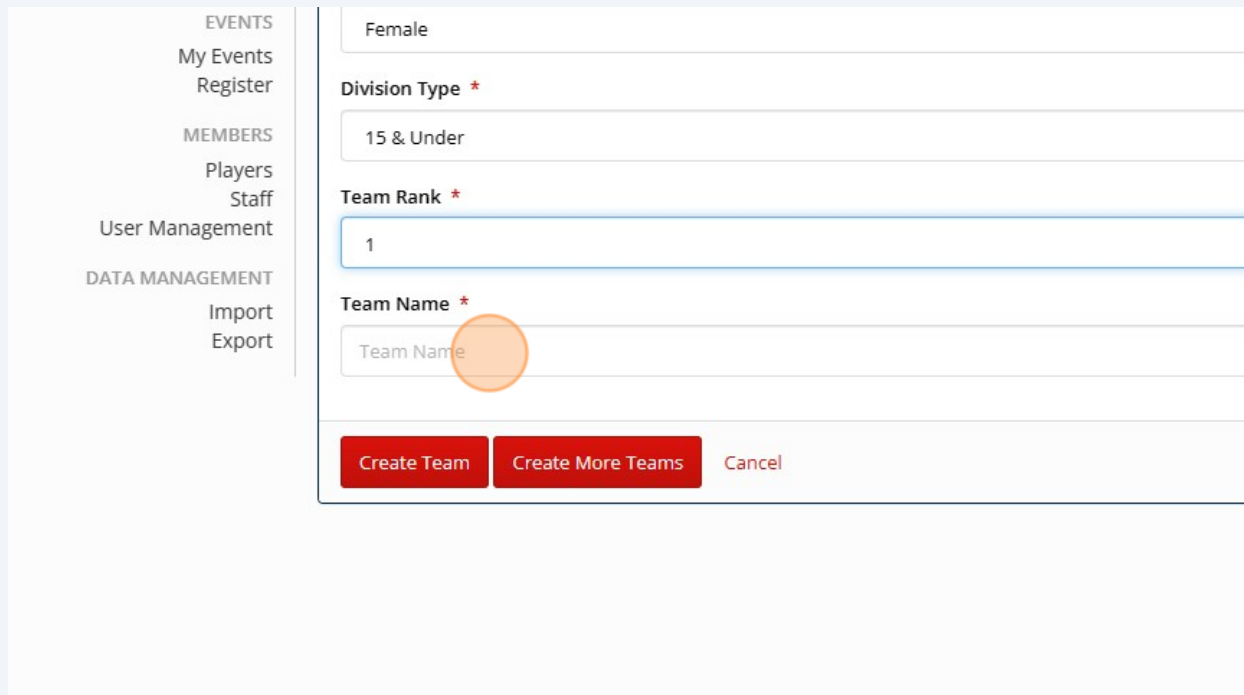
The screenshot shows the 'Create Team' form in the SportsEngine interface. The breadcrumb trail is 'Clubs / ABC Apollo Volleyball Club / Create Team'. The left sidebar contains navigation options: CLUB DETAILS (Info, Teams), EVENTS (My Events, Register), MEMBERS (Players, Staff, User Management), and DATA MANAGEMENT (Import, Export). The form fields are: Gender (Female), Division Type (Select Division), Team Rank (Select Team Rank), and Team Name (Team Name). The 'Division Type' dropdown is highlighted with an orange circle. At the bottom, there are three buttons: 'Create Team', 'Create More Teams', and 'Cancel'.

6 Click the "Team Rank" dropdown and select appropriately. If this is your only or "top" team in an age group, team rank should be "1." If you have multiple teams in this age group, select the right rank. Ranks should be numbers, not letters.

The screenshot shows the 'Create Team' form in the SportsEngine interface. The breadcrumb trail is 'Clubs / ABC Apollo Volleyball Club / Create Team'. The left sidebar contains navigation options: CLUB DETAILS (Info, Teams), EVENTS (My Events, Register), MEMBERS (Players, Staff, User Management), and DATA MANAGEMENT (Import, Export). The form fields are: Gender (Female), Division Type (15 & Under), Team Rank (Select Team Rank), and Team Name (Team Name). The 'Team Rank' dropdown is highlighted with an orange circle. At the bottom, there are three buttons: 'Create Team', 'Create More Teams', and 'Cancel'.

7

Type in the team name. Teams should be named with club, age, rank, and identifier. For example, this team could be called CEVA 15-1 Black.



The screenshot shows a web interface for creating a team. On the left is a sidebar menu with categories: EVENTS (My Events, Register), MEMBERS (Players, Staff, User Management), and DATA MANAGEMENT (Import, Export). The main form area contains several input fields: a dropdown for gender (set to 'Female'), a dropdown for 'Division Type' (set to '15 & Under'), a dropdown for 'Team Rank' (set to '1'), and a text input for 'Team Name'. The 'Team Name' field is highlighted with an orange circle. At the bottom of the form are three buttons: 'Create Team', 'Create More Teams', and 'Cancel'.

8

Click "Create Team."