NorthCountry
REGION VOLLEYBALL

NCR HOSTED EVENTS
ONLINE CHECK-IN PROCESS

PRIOR TO ONLINE CHECK-IN

IMPORTANT! As part of the online check-in process requires verification of the USAV Official Roster, integrating Governing Seasons with AES, pairing AES and Governing Season rosters, and tournament roster submission in AES should be completed prior to online check-in. If you need any assistance with rosters in AES or Governing Seasons, please do not hesitate to reach out to your NCR membership specialist right away.

CHECK-IN PROCESS

Online check-in is completed in AES. Once signed into AES, follow these steps:
- Click on *My Events*
- In the corresponding event, click on *My Teams*
- Click on *Check-In*
- After reading through the Check-In information, ***enter your Name and Phone Number***
- Click on "***Click here to verify and save your roster***"
  - Verify the roster is correct and is the official USAV roster
  - Click on *Save Roster*
  - A green ✓ will appear
- Click on *Check-In* to complete the online check-in process

POST CHECK-IN

A Check-In Confirmation will populate, along with a PDF of the official saved roster. This information will also be emailed to you. ***Once online check-in has been completed, you will not need to bring any paperwork to check-in onsite at non-qualifying events.*** If you are making any changes to the roster the day of the event, you will need to verify these changes with the NCR Representative at check-in. *Note: No additions to a roster may be made once competition has begun.*