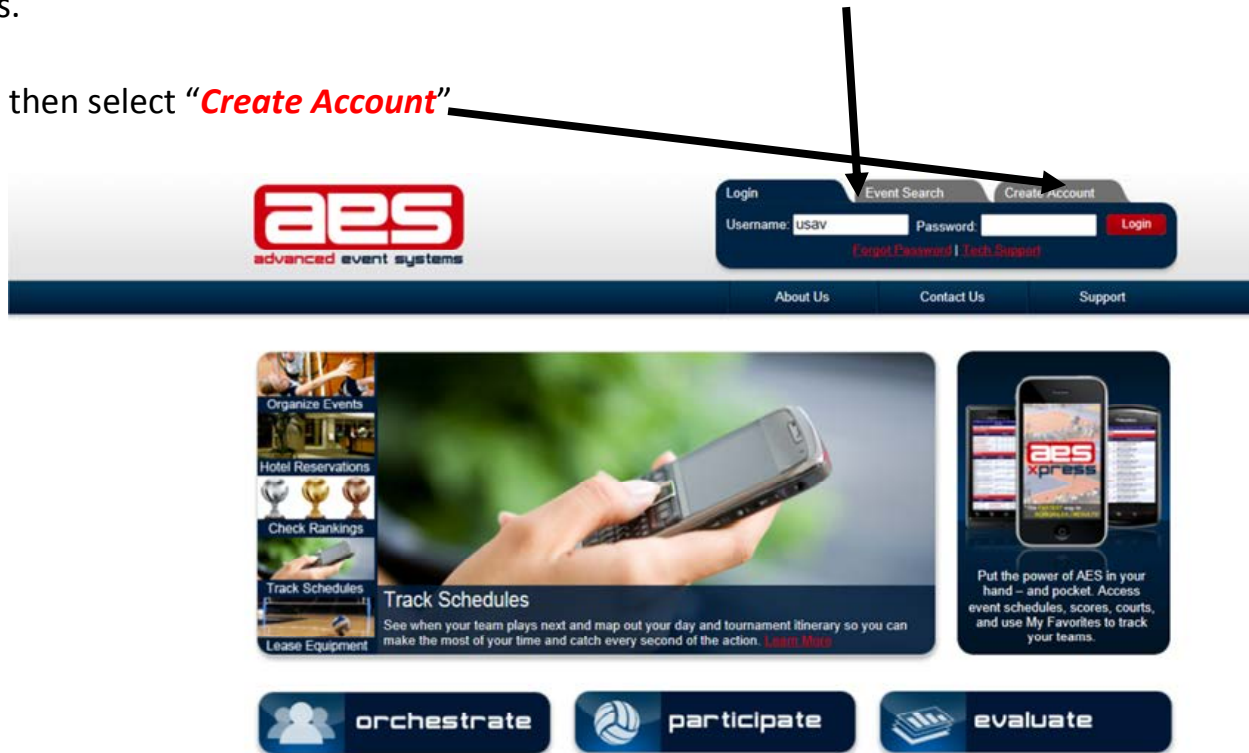


AES Registration Instructions for Officials

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

Enter username and password if you have already used this system as an official for other events.

If not, then select **“Create Account”**



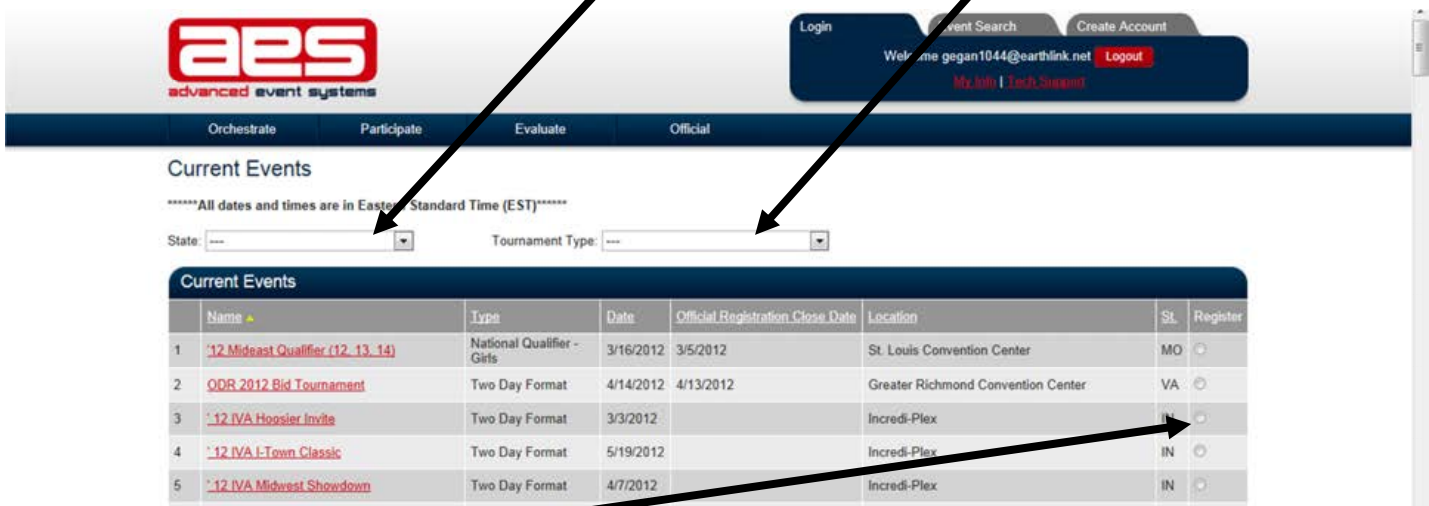
Then select the **“Create Official”** sub-tab.

Complete the basic information. All fields identified with an asterisk (*) must be completed. Select **“Create Official Account”** at the bottom of the page when all information is complete. Junior National Referee candidates and Premier Camp registrants should register indicate the appropriate level of certification attained at that point.

You will then be directed to the initial page for officials. Select "**Current Events**" under the Official tab for a listing of all available events.



Select the state where the tournament is located or choose the tournament type from the drop-down menu options.



In the "**Register**" Column on the far right, click on the circle for the event that you would like to officiate.

Answer the questions. If you do not meet the requirement for participation in the Officials' Complimentary Room Program (OCR), answer "NO" and place "N/A" in the response area. Click on "**Update**" after answering the questions.

The system will assume that an official is registering for the entire event. If that is not the case, then use the **“Conflicts”** to identify which dates are NOT available to officiate.

The screenshot shows the AES (Advanced Event Systems) website. The header includes the AES logo and navigation links for 'Orchestrate', 'Participate', 'Evaluate', and 'Control'. A user is logged in as 'gagan1044@earthlink.net'. The 'My Events' section contains a table with the following data:

Name	Type	Date	Location	St.	Accepted	Conflicts	Questions	Unregister	Tournament Directors Email
1 2012 US Open Volleyball Championships	National Championships	5/26/2012	Salt Palace Convention Center	UT	Pending	Conflicts	Questions	<input type="checkbox"/>	Email Tournament Directors
2 Molten Wisconsin Boys Volleyball Festival	Bid Tournament - Boys	2/4/2012	Waukesha, WI Area	WI	Yes	Conflicts	Questions	<input type="checkbox"/>	Email Tournament Directors

USA Volleyball will email a contract and W-9 after registrations close. Be sure to check junk email folders on a regular basis.

The following basic requirements must be met in order for an official to be accepted to work an event:

- Current USA Volleyball membership
- National Officials' Commission dues are paid
- Referees:
 - Have attended or have registered to attend a National Referee Clinic
 - Rules test completed prior to February 15, 2012 (*National and Junior National Referees only registering for National Championship Events*)
- Current background screen on file if working the Girls' Junior National Championships or Boys' Junior National Championships
- Contract and W-9 (if necessary) returned to the Events Department by the dates specified on the USAV website.