



CREATING A CLUB AES ACCOUNT

REMINDER - YOUR CLUB NEEDS TO BE REGISTERED WITH NCR PRIOR TO ESTABLISHING A CLUB AES ACCOUNT.

- **If you are with a club that is new to NCR, the club director will need to Create an AES Account**

NOTE - If you were an NCR club during the 2020-21 volleyball season, you should already have an AES account that is connect to your existing SportsEngine account.

- Click the above link, **insert the SAME email address used for the club's SportsEngine account** and click "NEXT".

- Complete **First Name, Last Name, Date of Birth and Password** (**password MUST be the same password used for the club's SportsEngine account**). Click "SIGN UP".
- You will receive an email at the address that you provided that will ask you to "Activate My Account" – click on that button.
- In your browser, go back to www.advancedeventsystems.com and log in with the user name and password that you just created.

- You will now need to **“Complete Profile”**. The screen to the right will appear. Make sure to complete all required information including **“User Roles”**. Click **“Create”** at the bottom of the page when done.

You must select at least one role – but you can select as many as apply.

- You will now be asked to **Create Club**:
 - Input your **Club Name** as it was submitted in the **NCR Annual Club Registration Form**
 - When asked for **Club Code**, please use the **5 letter club code provided by NCR (do not make up your own code)**
 - When asked for “Region”, select **North Country (NO)**.
 - Click **Continue**.

- The **Club Details** page (below) will appear. Complete all required information and click **“Create Club”**.