

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 - <u>If you were an NCR club during the</u> <u>2020-21 volleyball season</u>, 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".

Welcome AES	
Enter your email address to account	sign in or create an
Email Address	
youremail@gmail.com	
NEX	r .
What's SportsEngine?	

Welcome AE account.		ate an
First Name	Not You?	
Last Name		
Password		
Password must be at le uppercase letter, one l symbol.		
Select if you are a	Canadian resident	
Date of Birth	David	Vezz vi
Month V To comply with the Ch you must be at least 1: account. By creating an account	3 years old to create	e a SportsEngine and agree that
your use of our platfor Terms of Use and Priva to that site's Privacy Po	acy Policy. Use of w	ebsites is subject
	SIGN UP	

- 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 <u>www.advancedeventsystems.com</u> 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.

Advanced Event Systems O Hep						B• Sign
Complete Profile						
User Information						
First Name *		Last Name A				
1009		200000				
Birth Date *	Gender *					
84/09/1994	Ċ	E Select Gender				
Address						
Line 1			Line 2			
City	State				Ζip	
	State				•	
Country *						
United States of America (USA)						
Contact						
Fmail	Phone			Cell Phone		
Emsli	Phone			Cell Phone		
User Roles *						
Official						
Club Director						
Tournament Director						
						Create
						_

- 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.**

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Create Club	
Club Name *	Club Code *
Club Name	Unique 5 Letter Club Code
USAV Region	
Not Affiliated	~ ~
AAU District	
Not Affiliated	v
JVA	
Not Affiliated	v
Continue	

• The **Club Details** page (below) will appear. Complete all required information and click "Create Club".

Club Name *			Affiliation		Region		
NCR Test Club			USAV		North Country (NO)		
Club Code *							
sandy							
Club Short Name							
Short club name used for automatic team naming.							
Club Type *							
Club Type		~					
Email *							
Recipients (separate multiple with commas)							
Address Line 1 *			Address Line 2				
City *	State *					Zip *	
		State			~		
Country *							
United States of America (USA)						~	
Phone	Cell Phone			Fax			
2000 - 200 (200)	(2001) 2000 - 20001			Fax			
Website Address							
Website Address							
Create Club							