



ADDING (OR DELETING) TEAMS IN CLUB AES ACCOUNT

- 1) Log into the club's AES account. On the left navigation bar on the dashboard, click **Teams**.

Advanced Event Systems Events Reports Messaging Management Help NorthCountry Region

Clubs / Volt Volleyball / Details

CLUB DETAILS

Info

Teams

EVENTS

My Events

Register

MEMBERS

Players

Staff

User Management

DATA MANAGEMENT

Import

Export

Club Details

Name

Club Name *
Volt Volleyball

Club Short Name
Volt

Club Code *
WFRGO

Club Type *
Junior Volleyball

Affiliations

USAV Region
North Country (NO)
USAV Region Map

AAU District
North Dakota
AAU District Map

JVA
Not Affiliated

Affiliations cannot be changed after club verification.

Contact Information

Email * Separate multiple email addresses by comma

- 2) Teams that have already been created in the club's AES account will show.

Now would be a good time to remove any teams that will not exist for the upcoming volleyball season. To do this, just highlight the team by clicking on that line and click **Remove Teams** at the bottom of the page.

If you have not created any teams in AES, you will not see any. To add a team, click the green **Add Team** button at the bottom of the page.

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Teams

Search By Team Name x Select Division

Drag a column header and drop it here to group by that column

Actions	Team Name	Division	Rank	W/L	NR	Gender	Registered	USAV ↑	AAU ↑
Results	Volt 10 Electric	10 & Under	1			Female	Yes	FJ0WFRGO1NO	FJ0WFRGO1AAU52
Results	Volt 11 Open	11 & Under	1			Female	Yes	FJ1WFRGO1NO	FJ1WFRGO1AAU52
Results	Volt 11 Spark	11 & Under	2			Female	Yes	FJ1WFRGO2NO	FJ1WFRGO2AAU52
Results	Volt 12 Pink	12 & Under	1			Female	Yes	FJ2WFRGO1NO	FJ2WFRGO1AAU52
Results	Volt 12 Open	12 & Under	2			Female	Yes	FJ2WFRGO2NO	FJ2WFRGO2AAU52
Results	Volt 12-2 Open	12 & Under	3			Female	Yes	FJ2WFRGO3NO	FJ2WFRGO3AAU52
Results	Volt 12 Force	12 & Under	4			Female	Yes	FJ2WFRGO4NO	FJ2WFRGO4AAU52

Update

Remove Teams

Add Team

3) Complete the required information requested.

If you have additional teams to create, click **“Create More Teams”**.

When you have finished creating your final team, click **“Create Teams”**.

The screenshot shows the 'Create Team' form within the iLubs system. The breadcrumb trail at the top reads 'iLubs / Volt Volleyball / Create Team'. On the left, a sidebar menu lists various options: CLUB DETAILS (Info, Teams, EVENTS, My Events, Register), MEMBERS (Players, Staff, User Management), and DATA MANAGEMENT (Import, Export). The 'Teams' option is highlighted. The main form area is titled 'Create Team' and contains four required fields, each marked with a red asterisk: 'Gender' (a dropdown menu), 'Division Type' (a dropdown menu with 'Select Division' as the placeholder), 'Team Rank' (a dropdown menu with 'Select Team Rank' as the placeholder), and 'Team Name' (a text input field containing the text 'Volt'). At the bottom of the form, there are three buttons: 'Create Team' (highlighted with a red arrow), 'Create More Teams', and 'Cancel'.

Reminder - use the same Team Names and team information (e.g. gender, division, rank) in AES that was used to create teams in the SE Governing Season.