


HOW TO ACCEPT TEAMS IN YOUR TOURNAMENT

- 1) Sign in to your AES account. Click on the “Pending” column to see which events have teams that have registered and are pending. Click the tournament that you want to work in.

Event Name	Date	Roster Cutoff	Clubs	Teams	Accepted	Pending ↓
NCR Boys Winter Warmup	1/13/2024	12/31/2023	0	0	0	0
NCR White Tornado Classic - 12s	1/27/2024	1/13/2024	0	0	0	0
NCR White Tornado Classic - 14s	1/27/2024	1/13/2024	0	0	0	0
NCR White Tornado Classic - 16s	1/28/2024	1/13/2024	0	0	0	0
NCR White Tornado Classic - 18s	1/28/2024	1/13/2024	1	1	1	0
NCR NIKE Ace of Clubs & 18 Girls & Boys Qualifier	2/10/2024	1/20/2024	4	9	9	0

HINT: If you don't see the Pending column, click on the Gear  icon near the top right of your screen and make sure Pending is red and has a ✓ next to it.

- 2) When the tournament opens, click on “Teams” on the left navigation bar.




- 3) The list of all registered teams will appear. Click on the name of the team (in red) that you want to update.

Actions	Club Name ↑	Team Name	Division
<input type="checkbox"/> Roster 	Crex Meadows	CREX 13-1	13 Girls Regional
<input type="checkbox"/> Roster 	Freeze Volleyball Club (ND)	Freeze ND 14 Polar	14 Girls Regional
<input type="checkbox"/> Roster 	Freeze Volleyball Club (ND)	Freeze ND 15-1	15 Girls Regional

- 4) The below screen will appear. Click on the triangle to select the option for the “Accepted Type” that you want. All teams will be “Pending” until the Tournament Director changes that status. Click on “Accepted” when the menu drops down. Then click “Update”.

Freeze ND 14 Polar
G14FREEZ1NO
NCR NIKE Ace of Clubs & 18 Girls & Boys Qualifier

Freeze Volleyball Club (ND)
Annie Fetting
freezevolleyballind@gmail.com
(608) 630-4605

Accepted Type: Pending 

Division: 14 Girls Regional

Fees			Payments		
Entry	Late Reg	Late Roster	Paid	Unpaid	Convenience Fee
\$450.00	\$30.00	\$30.00	\$0.00	\$450.00	\$0.00

