

How to Add Events



A User must have Tournament Director access with the privilege to create events in order to use these instructions. Please contact your AES representative if you have any questions and/or if you would like for them to review your configuration.

Step 1: Login to your AES account

Step 2: Select "Events" from the navigation bar

Step 3: Click "Add Event"

Click **Add Event** to begin creating new event

Advanced Event Systems | Search | Events | Clubs | Reports | Messaging | Management | Help

Events / Tournament Director

Views: Events | Teams | Search: Event Name | Event Type: All | Status: Current | Reset All filters | + Add Event

Actions	Event Name	Date	Roster Cutoff	Clubs	Teams	Accepted	Pending	Due	Paid
No results found.									

100 items per page | No items to display

Events / Create Event

Create Event

Copy an Existing Event
 No Yes

CONFIGURATION

Select an Event to Copy

- Details
- Scheduling
- Payments
- Deadlines
- Registration
- Policies

Select an Event to Copy

Event *
Select Event | Copy

Click **Yes** under "Copy an Existing Event" if you are copying a previous event.

Select an event from the dropdown menu, then press the red **Copy** button

If not copying previous event, begin entering New Event under **Details**

(All fields with an * are mandatory)

Advanced Event Systems Search Events Clubs Reports Messaging Management Help

Events / Create Event

Create Event

Copy an Existing Event
 No Yes

CONFIGURATION

- Details**
- Scheduling
- Payments
- Deadlines
- Registration
- Policies

*e.g. USAV
AAU
JVA
Other*

Details

Event Name * **Event Class ***

Event Name Select Event Class ← e.g. Junior Volleyball

Event Affiliation * **Event Type ***

Select Event Affiliation Select Event Type ← e.g. Two Day Format

Location Address Line 1 * **Location Address Line 2**

Location Address Line 1 Location Address Line 2

Country *

United States of America (US) ▾

State *

State ▾

City * **Zip ***

City Zip

Location *

Event Location ← e.g. "Orange County Convention Center"

Email *
Separate multiple email addresses by comma

Email

Host **WebSite**

Host WebSite

Start Date * **End Date ***

mm/dd/yyyy mm/dd/yyyy

Create Event

Copy an Existing Event

No Yes

CONFIGURATION

Details

Scheduling

Payments

Deadlines

Registration

Policies

Scheduling

Will you be using AES scheduling software?

No Yes  Select "Yes" if using AES online schedule

Payments

What type of payment do you want to accept?

Check Only Online Only Check & Online

Check Payments

One Check Per Team

Payable To *

Check Address Line 1 *

Check Address Line 2

City *

State *

Zip *

Deadlines

Registration Open Date *

Registration Close Date *

Late Registration Date *

Late Registration Fee

Registration Open Time (ET) *

Registration Close Time (ET) *

Roster Options


- Roster Required To Enter Event
- Roster Required For Acceptance


Roster Deadline *

Late Roster Deadline *

Late Roster Fee

Specify Open and Close Time 

Roster requirement is your choice 

Usually the same as Event Start Date 

Cancel

Create Event

Create Event

Copy an Existing Event
 No Yes

CONFIGURATION

Details
 Scheduling
 Payments
Deadlines
 Registration
 Policies

Registration

Team Visibility *
 Everyone ← Set **Visibility** to your preference. This controls what the public can see.

Notifications

Notify Tournament Director of Registration
 Notify Club Director of Registration ← Enable all 3 checkboxes
 Notify Club Director of Changes

Team Options

Allow Team Deletion ← Do not select unless you want to allow teams to remove their registrations without contacting you.
 Allow Foreign Team Exemptions

Official Options

Official Registration Enabled ← Enable if allowing Officials' Registration through AES

Create Event

Copy an Existing Event
 No Yes

CONFIGURATION

Details
 Scheduling
 Payments
 Deadlines
 Registration
Policies

Policies

You do not have any policies. Would you like to configure now?
 No Yes ← Enable

Event Policy
 Appears on event info page, confirmation page, and confirmation email.

Format **B** **I** **U** **ab** x_1 x^2

Enter **Event Policy** e.g. "AES Rosters must be completed prior to play"

Event Info
 Appears on event info page.

Format **B** **I** **U** **ab** x_1 x^2

Enter **Event Info** (# of courts, when entry fee is due, etc.)

Roster Disclaimer
 Appears on event info page.

Format **B** **I** **U** **ab** x_1 x^2

Notes
 Appears on event info page, confirmation page, confirmation email, and printed entry form.

Format **B** **I** **U** **ab** x_1 x^2

Your choice for additional text

Click **Create Event** when finished

Create Event

Events / AES Test 2.0

CONFIGURATION

- Details
- Payments
- Deadlines
- Registration
- Policies

PARTICIPANTS

- Divisions
- Teams

USER MANAGEMENT

Tournament Directors

Description Alias

18 Girls Can change name of division e.g. "18 Open, Club, etc...)

Code Alias

18 Girls Can change division name displayed on schedule

Max Teams

48

Entry Fee

385.00

Notes

Format **B** *I* U ~~abc~~ x₂ x²

Event Type

Two Day Format

Age Group

18 & Under

Gender

Female

Age Cut Off

9/1/2000

User Type	Min #	Max #	Min Age	Age Cut-off Date	Required Fields	Impact Ver.	Affiliation Ver.	Bkgnd Screening Ver.
Player	<input type="text" value="0"/>	<input type="text" value="15"/>	N/A	N/A	<ul style="list-style-type: none"> Player Member Number Jersey Number Height Approach Block Reach Handed Grad Year Position 1 College Commitment 	N/A	<input type="checkbox"/>	N/A
Head Coach	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="18"/>	<input type="text" value="Jai"/> <input type="text" value="1"/>	<ul style="list-style-type: none"> Staff Member Number Email Address Cell Phone 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assistant Coach	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="18"/>	<input type="text" value="Jai"/> <input type="text" value="1"/>	<ul style="list-style-type: none"> Staff Member Number Email Address Cell Phone 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chaperone	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="25"/>	<input type="text" value="Jai"/> <input type="text" value="1"/>	<ul style="list-style-type: none"> Staff Member Number Email Address Cell Phone 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Representative	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="18"/>	<input type="text" value="Jai"/> <input type="text" value="1"/>	<ul style="list-style-type: none"> Staff Member Number Email Address Cell Phone 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Manager	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="M"/> <input type="text" value="DI"/>	<ul style="list-style-type: none"> Staff Member Number Email Address Cell Phone 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update

Copy Division

Remove Division

Click Update to save

Leave minimum set as "0"

This allows teams to enter w/o any rostered players

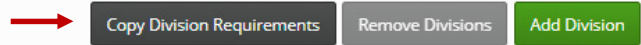
Do not select any

This allows teams to enter w/o any rostered players

- CONFIGURATION
 - Details
 - Payments
 - Deadlines
 - Registration
 - Policies
- PARTICIPANTS
 - Divisions
 - Teams
- USER MANAGEMENT
 - Tournament Directors

Event Divisions								
Division	Teams	Code	Max Tea...	# Acc.	# Entered	Entry Fee	# Paid	
18 Girls	Teams	18 Girls	48	0	0	\$385.00	0	

Click **Copy Division Requirements** to copy the requirements of one division to all other divisions



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Standardize Roster Requirements

Event Division *

18 Girls *Select age group to copy from e.g. "18 Girls"*

Roster requirements from selected event division will be applied to all other divisions for this event.

Copy to All Other Divisions Cancel

Click **Copy to All Other Divisions**

This will copy these division requirements to all of the divisions YOU created for this event. Any divisions added afterwards will still need to be updated.