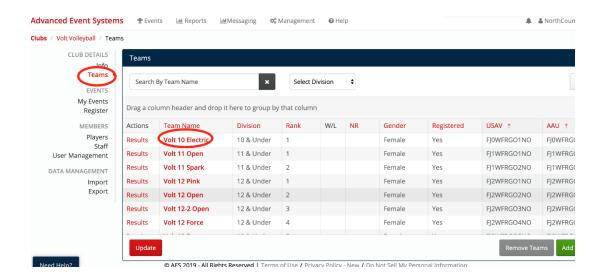


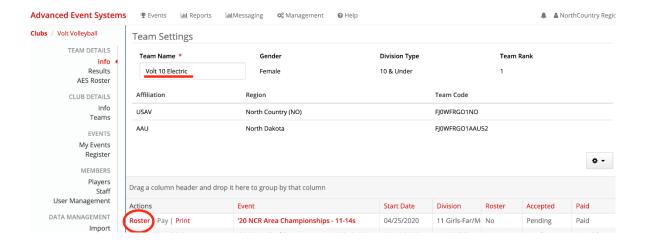
SUBMITTING ROSTERS TO SPECIFIC TOURNAMENTS

Once a club's AES and SE Governing Seasons are integrated and club teams are paired in AES and SE, clubs have the ability to submit their Official USAV Roster as their tournament specific roster.

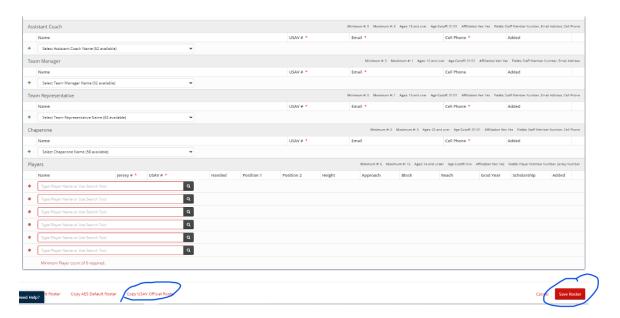
1) Log into the club's AES account – click on "Teams"; then when a list of club teams is showing, click on the team that you would like to submit a roster for.



2) Find the tournament that you would like to submit that team's roster to and click "Roster".



3) A blank team roster template will appear. Click on "Copy USAV Official Roster" at the bottom of the screen. Then click "Save Roster". You have now created a team's Tournament Roster.



- 4) Revisions can be made to the AES **Tournament Specific Roster** at this point. Eligible players/coaches can be added or players/coaches can be deleted.
- 5) Steps 1-4 must be completed for each tournament that a team is registered in. A Tournament Roster is only valid for the event in which it is submitted to.