



INTEGRATING & SYNCING AES WITH SPORTSENGINE
PHASE 15
REGISTER AND ROSTER TEAMS IN TOURNAMENTS

OVERVIEW

A Club’s **Governing Season in SportsEngine** can be **synced and paired** with the Club’s **Advanced Event Systems (AES)** account thus allowing clubs to easily register their teams for tournaments and provide accurate and approved rosters to Tournament Directors.

Organization Admins be sure to ALWAYS log into your SportsEngine HQ and your AES account using the **same credentials (username and password)**.

*Links containing specific instructions for each STEP are included.
Follow the STEPS in order unless otherwise noted.*

STEP ONE - Club AES Account Creation

SportsEngine and AES are integrated. Make sure to use the same credentials (username and password) when setting up both accounts.

1. Go to www.advancedeventsystems.com
2. Click on **Sign In** in the upper right corner.
3. Input your email address and click **NEXT**.
4. If you do not have an AES account, you will be prompted to create one. Complete the information requested and click **SIGN UP**.
5. A verification link will be sent to the email address that you registered. Check your email for the link and click **Activate My Account**.
6. Next you will need to **Complete Profile**. Make sure to fill in all required* information. At the bottom of the profile page, you will be asked to select your **User Roles**. You can have multiple “Roles” in AES so make sure to check all that apply. Click **Create**.

Useful Links

[AES Account Creation](#)

STEP TWO - Creating Team Names/Rank in SportsEngine HQ

Although you may not know who will be rostered on your club teams yet, it is very important that you at least create a list of potential teams that you believe the club will field for the upcoming volleyball season.

If you are ready to assign players and coaches to particular teams, you can create your team names and roster at the same time. GO to STEP SEVEN now, complete it, then return to STEP THREE and continue.

These directions are for clubs that do NOT use SE Premium.

1. The Organization Admin OR the Governing Season Admin can sign into their Club’s **SportsEngine HQ**.
2. On the left-hand navigation bar, click **USA Volleyball > Governing Seasons**.
3. If you have not yet started to work on your Governing Season, click **Get Started**. If you have already started working in your Governing Season, click **Continue**.
4. You will start on *Step 1 – Add People & Teams*. Note - you do not need to add people at this time. To add teams to your Governing Season – click **GET STARTED**.
5. You will be asked “Do you use SportsEngine to manage your club and teams?”. Because your club does not use SE Premium, click **No, I import or Manually Add**.
6. You are again confirming that you do not use SE Premium so you will not add teams through this platform. Click **OK**.
7. Now you can choose the option that you would like to use to submit your teams into the Governing Season. Click on **Manually Add Teams**.
8. Once your Governing Season is open, you can see what teams have been added. If you do not have any teams created, click **ADD TEAMS**.
9. Complete all the information requested on the pop-up form and click **CREATE TEAM**.
10. Once your first team is created, it will be displayed like below. You can then click the **blue plus symbol (+)** on the right side of the screen to add more teams.

Useful Links

- [Creating Team Names/Rank in SE](#)
- [Governing Season Phase 13](#)

STEP THREE - Creating Team Names/Rank in AES

In STEP TWO, teams (names) were created in the SE Governing Season. Clubs must also manually create the same teams in AES. It is best to match the team names in both platforms. Keeping the names the same will help reduce confusion.

1. Log into the club’s AES account. On the left navigation bar on the dashboard, click **“Teams”**.
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 it then 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.
3. Complete the information requested. If you have additional teams to create, click **“Create More Teams”**. Once you have finished creating your final team, click **“Create Teams”**.

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.

Useful Links

- [Creating Team Names/Rank in AES](#)

STEP FOUR - Integrating a Club’s SportsEngine HQ and AES Account

By syncing your SportsEngine HQ and AES account, the two platforms can essentially “talk” to each other making it possible to transfer data from SportsEngine to AES. *Only Club Organization Admins can complete this integration process.*

1. Sign in to AES and go to your “club details” page.
2. Click on the red **Add SportsEngine Integration** button at the top left of the Club page.
3. Confirm that you would like to integrate your AES Club with your SE HQ by clicking on the club name and then click **Save**.
4. Once complete, you will receive a **Success** pop-up – click **Continue**.

Useful Links

[Integrate Club SE HQ & AES Account](#)

Note - once this integration is complete, clubs may begin to register teams for tournaments.

STEP FIVE - Registering Teams in Tournaments in AES

NCR-USAV tournaments fill quickly, so many clubs want to get their teams registered even before rosters are finalized. AES provides an easy platform to register teams for tournaments, pay tournament registration fees and submit tournament team rosters.

The tournament registration process can begin as soon as teams (names) are created in the SE Governing Season (STEP TWO), in AES (STEP THREE) and the club’s SportsEngine HQ and AES account are integrated (STEP FOUR).

1. Once logged into your Club’s AES account, click on “Teams”. A list of your teams will come up. Click on the team that you want to register for events.
2. Once you have clicked on the team, the below screen will come up – click on “Register”.
3. A list of available events will be listed. Choose an event that you want to register for and click “Register” to the left of the event name.
4. The event that you chose will come up. Click “Select Division” to the left of the team that you want to register.
5. Choose the correct playing division (only the divisions that the team qualifies for will show). Then click “Register”.
6. One final screen will come up - click “Complete Registration” and you are done!

In addition to the Organization Admin, other club staff members can be provided with “Club Director” designation IN AES which gives them rights within the club’s AES account for the purposes of registering teams for tournaments, facilitating registration fee payments and submitting tournament team rosters.



*This designation in AES does **NOT** give the staff member Club Director or Organization Admin rights in SportsEngine.*

1. The Club’s SE Organization Admin can log into the club’s AES account (using the same username and password as they use to log into the club’s SE HQ).
2. Click on “User Management” on the left navigation bar.
3. Find the staff member who should be assigned AES Club Director rights and add a check to the “Club Director” box to the right of the staff member’s name.
4. The assignee can now log into their own AES account (using the same username and password that they use in SportsEngine) and they will be able to access the Club’s AES account.

If a staff member cannot be found in the Club’s User Management tab in AES, he/she can be added manually.

1. Click on **Staff** on the left navigation bar. Then click the green **Add Staff** button once the staff list screen appears.
2. Complete the **Staff Profile** information that is required*. Also, include the email address that the member uses to log into their own SportsEngine account. Click **Create Staff**.
3. If the member does not yet have an AES account, on the User Management tab under “Actions” on the far right, you will see an **Invite** link - click this to send an email to the member asking them to set up their AES account.

Useful Links

- [Register Teams for Tournaments in AES](#)
- [Give AES “Club Director” Rights to Club Staff](#)

STEP SIX - Integrate Governing Seasons

By integrating the SE Governing Season with AES, specific data from the SE Governing Season (e.g. team and roster data) can be accessed in AES once the information is “paired” (STEP EIGHT).

1. After signing into your AES account, navigate to the right side of the page and choose **Add Governing Season Integration**.
2. A pop-up will appear and display your selected organization's current active Governing Season(s). Select the desired Governing Season (e.g. 2020-2021 Volleyball Season), and click **Save**.
3. You will receive a **Success** pop-up - click **“Continue”**.

IMPORTANT - STEP FOUR must be completed BEFORE Governing Seasons can be integrated.

Useful Links

- [Integrate SE Governing Season with AES](#)



STEP SEVEN - Creating Team Rosters in SE Governing Season

All team rosters must be built initially in a club's SE HQ Governing Season.

If your rosters have already been created in the club's SE Governing Season, submitted to MMS and approved, you may go to STEP EIGHT.

The Governing Season rosters will be paired with AES (STEP EIGHT) so there is no need to re-create rosters in AES any more. If team roster creation has not taken place in the Club's Governing Season already, it must be completed at this time. **Click on the link below to access directional videos.**

Useful Links

[Roster Creation Videos Phase 11](#)

STEP EIGHT - Pairing Club's AES Team Rosters & SE Governing Season Team Rosters

In this step, actual team information that was built in the club's SE Governing Season is paired in AES. The result of this step is that the team's "**Official USAV Roster**" is uploaded into AES. Each Governing Season team may only be paired with one AES Team (this is one reason why team naming should remain consistent).

Pairing should not take place until a team's official roster is created and APPROVED in the club's SE Governing Season. STEPS TWO, THREE, FOUR, SIX and SEVEN must be completed before team pairing can occur. However, teams do NOT have to be registered for tournaments (STEP FIVE) in order for teams to be paired.

AES teams can be paired with their Governing Season Team Roster individually or in bulk.

Pair Teams Individually

1. Within your AES account, navigate to **Clubs > Team Integration Club > Teams**.
2. Select the *team* you want to pair.
3. Click **Add SportsEngine Integration**
4. A popup appears with a list of your SportsEngine teams. Select the correct team and click **Save**.
5. A *Success* message appears if teams are paired successfully. If an error is received, the team has already been paired and any necessary updates may be made.

Pair Teams in Bulk

1. Within your AES account, navigate to **Club > Team Integration Club**.
2. Under *Team Details*, select **Teams** to show your existing AES Teams.
3. Under the *SE Team Name* column, click the dropdown menu and select the correct *SportsEngine* team.
4. Repeat step 3 for every team you would like to pair.
5. When finished, click **Update** on the bottom left corner of the page.
6. A *Success* message appears if teams are paired successfully. If an error is received, the team has already been paired and any necessary updates may be made.

Useful Links

[Pairing AES Teams & SE Governing Season Teams](#)

STEP NINE - Tournament Roster Submission in AES

Once all previous steps are complete, a team’s “**USAV Official Roster**” can be uploaded from the club’s AES account into a specific tournament so that the Tournament Director can confirm that the team’s tournament roster is valid and verified. All NCR-USAV sanctioned tournaments require that a valid roster be submitted in advance of the event.

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**”. 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.

Note - the USAV Official Roster cannot be manipulated in AES - only a tournament specific roster can be revised.

Useful Links

[Submitting Tournament Specific Rosters](#)