



AAU JUNIOR NATIONAL VOLLEYBALL CHAMPIONSHIPS

HOW TO REGISTER

Please review all Entry Information before registering for the event.

STEP 1 – JOIN AAU

You must have a valid AAU non-athlete membership and AAU Club Membership to register for the events.

- (a) **Register the club contacts/club directors as AAU non-athlete members** (\$16 regular membership, \$18 extended coverage membership). After the application has been approved, the member will receive an email with the AAU membership ID. Approval could take from 24 hours up to 10 days depending on the background screening process.

PLAN AHEAD AND REGISTER EARLY!

- (b) **Register your Club:** Once you receive your non-athlete membership number, you may register your club. Club membership starts at \$30. Once payment is accepted online, you will instantly receive your club membership number.

To register, go to www.aauvolleyball.org and click JOIN AAU! (or [CLICK HERE](#))

Please note: You may register your athletes for membership at this time, or come back later. See Step 5.

Once you have a 2017 Club Code, proceed to Step 2.

STEP 2 – CREATE AN EVENTS ACCOUNT

Go to www.aauvolleyball.org. Click Girls Nationals and then click Register Here. (or [CLICK HERE](#))

- (a) **If you are new to the AAU Nationals registration system, click on “Create an Account” (or Click Here).** You will need to create a username and password. If you have a username from when you completed your membership, you will still need to set-up an account for events. You can set your events account to be the same username and password as your membership account.

Once you set-up your account, you will receive an activation email in a matter of minutes. If you do not, check your spam filters or contact volleyball@aausports.org. You will need to activate your account before proceeding.

- (b) **If you have an account from previous National Championships or other events, you can login with the same information.** You will need to update your Club Code and Team Information once you login.
- (c) **If you are not sure if you have an account or forgot your login or password:** [CLICK HERE](#). Put in your email address on the right hand side. Your login information will be emailed to you if you have an account.

Once you have your username/password, login on the upper right side and then proceed to the next step.

STEP 3 – CREATE YOUR TEAM(S)

You will need to have a valid 2017 AAU Club Membership Code to register.

Go to www.aauvolleyball.org. Click Girls Nationals (or Boys Nationals), then click “Register Here.” (or [CLICK HERE](#)). Log into your events account.

Add a New Team:

- For the first time logging in, you will see “No Teams on File.”
- Click on “**Add a New Team.**” Complete all information and click Save Team.
- Repeat this process for each team.

Deleting or Changing Previous Year’s Teams:

- If you have teams in the system from previous years, you can update the AAU Club Code, team name and age by clicking on the team name and then “**Update Team Info.**” The Club Code does not automatically update so you must add your 2017 Club Code. You will need to update this for each team.
- If you want to delete the team from the Coaches View page, check mark the team to the far right of the team name and click “Delete Checked.” You cannot delete a team if they have paid for an event this year. Please note, deleting the team will delete all of the team’s rosters. You can transfer athletes/coaches to a new team before deleting the team from your account. See Team Roster section for information on transferring athletes.
- If you want to set up a new team, click “**Add New Team**” and follow the transfer athlete instructions from your old team before deleting.

STEP 4 – ENTER INTO THE EVENT AND PAY ENTRY FEE

(Girls Deadline: May 8, 2017; Boys Deadline: May 26, 2017)

ENTER EARLY AND SAVE! Register by March 1 and save \$100 off the entry fee!

WARNING: Be sure your team is entered in the correct age and division prior to paying. If you need to change a division after paying, contact volleyball@aausports.org.

PAY BY CREDIT OR DEBIT CARD (Visa, MasterCard, Discover and American Express)

Once you have set-up your team in the Coaches View page, you can then enter into the event and pay the entry fee online. You can do this in one of the follow ways.

Register multiple teams into the same event:

- a. From the Coaches View, click on “**Team Sign-Up**” located towards the bottom of the page.
- b. Select the event under “Available Events.”
- c. Select the teams you are wishing to enter.
- d. Select the appropriate Age and Division for each team.
- e. Click on “**Add**” and you will be directed back to the Coaches View page.
- f. If you are ready to pay, click “**Check-Out.**”
- g. Enter all the required information. You will receive an email confirming the acceptance of your payment.

Register a team into an event:

- a. From the Coaches View, click on the team name.
- b. Select the event under “Event Sign-Up.”
- c. Select the appropriate Age and Division for the team.
- d. Click on “**Add.**”
- e. If you are ready to pay, click “**Check-Out.**”
- f. Enter all the required information. You will receive an email confirming the acceptance of your payment.

To pay for multiple teams at one time, you must sign-up each team first (step a-d above), then return to the “**Coaches View**” and click “**Check-Out.**”

PAY BY CASHIERS CHECK OR MONEY ORDER:

- a. Follow the steps listed above.
- b. When you get to the "Check-Out" page, print a copy. Send this copy with a money order or cashier's check (payable to AAU) to the address below. No personal checks will be accepted. For entries received by mail, the date of receipt will be used to determine entry, not the postmark date. All teams will be accepted into the event on a first-come, first-served basis according to date of receipt, until brackets are full. Postmark date is irrelevant. Overnight delivery is recommended.

AAU Volleyball
1910 Hotel Plaza Blvd
Lake Buena Vista, FL 32830
407-934-7200

STEP 5 – TEAM ROSTER

GIRLS NATIONALS DEADLINES: All rosters must be completed online at www.aauvolleyball.org. A team roster (including athletes, coaches and chaperones) is required by **May 8**. Changes can be made after May 8, but you must have a roster submitted by this date. Online changes will be accepted up until June 7. After June 7, any changes must be made onsite at Team Check-In. Please refer to the Team Check-In and Team Roster section of the entry materials for complete details on roster requirements and changes.

BOYS NATIONALS DEADLINES: All rosters must be completed online at www.aauvolleyball.org. A team roster (including athletes, coaches and chaperones) is required by **May 26**. Changes can be made after May 26, but you must have a roster submitted by this date. Online changes will be accepted up until June 7. After June 7, any changes must be made onsite at Team Check-In. Please refer to the Team Check-In and Team Roster section of the entry materials for complete details on roster requirements and changes.

AAU MEMBERSHIP:

All athletes, coaches, club directors and chaperones must be members of the AAU. AAU membership is \$14 per athlete and \$16 per non-athlete. Participants will need to have membership prior to completing your roster. Be sure to provide your Club Code to the parents, coaches or administrators who are registering for membership. To join AAU, [CLICK HERE](#).

TEAM ROSTER:

Adding Athletes:

- a. You can add athletes to your team in the following ways.
 - Click on "Add New Athlete" button located under the "Manage Team Events" button. If there are members attached to your club, you will see a list. Click on the names and then Continue. You can also add the membership number and zip code for anyone that is not listed and click Continue.
 - OR
 - Click on the drop down box under "Add Athlete." If there are members attached to your club, you will see a list. Select the athlete's name. Repeat this for each athlete.
- b. On the Team Roster page, complete any of the missing fields by either filling in the boxes or click the members name and complete any missing information.
- c. AGES 14 to 18: To complete college recruiting information (standing reach, block, etc.) click on the athlete's name and complete the fields.

Adding Coaches:

- a. On the Team Roster page, click on "Add New Coach" or "Add New Chaperone." If there are members attached to your club, you will see a list. Click on the names and then Continue. You can also add the membership number and zip code for anyone that is not listed and click Continue.
- b. Complete any of the missing fields by either filling in the boxes. Please note under "Category" for coaches, you may select HC for head coach, AS for assistant coach or TR for team rep.

Transferring Athletes and Coaches:

- a. You can transfer athletes and coaches from last year's team to a new team for this year. Click on ***"Transfer Participant"*** and select the team to transfer the athlete or coach.
- b. You will need to set up the team first, before being able to transfer.
- c. On the Team Roster page, click the members name and complete any missing information.

T-Shirts: Athletes and bench personnel (head coach, assistant coach, team rep) will receive a National Championship T-shirt. Sizes may be added when completing the roster. If no sizes are submitted, sizes will be determined for the team. T-shirts are distributed at Team Check-In.

STEP 6 – SEEDING INFORMATION

(Girls Deadline: May 8, 2017; Boys Deadline: May 26, 2017)

THIS INFORMATION IS REQUIRED. EACH TEAM MUST SUBMIT THIS INFORMATION.

Seeding for the National Championships is determined by the seeding committee. The committee considers many factors when seeding teams including, but not limited to the following:

1. Team results throughout the year as submitted in AES
2. Team's results against other teams in the field as submitted in AES
3. AES national ranking engine
4. Team's final standing at previous year's National Championships
5. Seeding information submitted to AAU

Each team is REQUIRED to submit seeding information and their tournament results from the season by May 8.

The written information you provide about your team as well as your competitive opponents, will allow the seeding committee to make a more accurate seeding structure. Failure to provide complete and thorough information will jeopardize your team's chance of being seeded correctly.

All teams must submit information. If your team has not competed together prior to the Championships, you must still submit information about your team. This is required by May 8 for Girls and May 26 for Boys.

STEP 1: **Seeding Info Part 1:** Log into your online events account (go to www.aauvolleyball.org. Click on Girls or Boys Nationals. Click on Register Here. Log into your account.) Click on the Team Name. Click on Edit Roster. Select "Seeding Info – Part I."

Information includes overall team record, AES/USAV team code and additional questions about your team. **THIS STEP IS REQUIRED. Please be sure to add your AES or USAV 11 digit Team Code. Without including your team code, information from AES cannot be accessed.**

STEP 2: **Results Part II:** Each team is required to submit results from their season. Results can be from any tournament (AAU, USAV, etc). **THIS INFORMATION IS REQUIRED. Results is the AES system will be used, if you add your AES (or USAV) Team Code on Part 1.** It is strongly recommended that you provide results through AES as information from the AES ranking engine will also be used. Please be sure your results are updated and accurate. The only way your results can be accessed from AES if you provide your correct team code. You may set up an AES account at no charge. For more information, please refer to the Seeding/Results section in the online registration system. You may also submit information on the AAU Results Form through the AAU online registration system; however, results that are submitted separate from AES are not be used in the AES ranking engine. For additional information, click on **Results – Part 2** in your online account.

NEWLY FORMED TEAMS: Please note that teams that do not have results or that were formed just to compete in this tournament, still must submit information. In "Seeding Info – Part I" please include a description about your team in the notes section. On the Results Form, there is also a section in include information about your team.

STEP 7 – TEAM PHOTO (Deadline: May 29) - OPTIONAL

Submit your Team Photo online (JPEG files recommended). Once logged into your account, select your Team Name and then click ***“Update Team Photo.”*** Follow the steps online.

This step is not required, but Team Photos will appear in the online event program.

STEP 8 – HOTEL & ONSITE CONTACT INFORMATION (Deadline: June 7)

Each team will need to submit hotel and onsite contact information. Once logged into your account, select your Team Name and then click on ***“Hotel & Contact Info.”*** Complete the required fields.

STEP 9 – TEAM CHECK-IN

Be sure you have completed all necessary steps and have the information needed for Team Check-In. Please refer the Team Check-In Section in the Info Packet for complete information regarding the onsite check-in process.

GIRLS NATIONALS: [CLICK HERE](#)

BOYS NATIONALS: [CLICK HERE](#)

FOR ADDITIONAL ASSISTANCE:

Visit the FAQs page: [CLICK HERE](#)
or contact

407-934-7200, volleyball@aausports.org