



## HOW TO MAKE A LOCAL TOURNAMENT ROSTER

LOCAL  
TOURNAMENT  
ROSTER

Teams can create a tournament roster to be used at local tournaments as verification of AAU membership. Check with your local event host for information on requirements for the tournament.

### 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 and Coaches 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.
- (c) **Register your Athletes** (\$14 regular membership, \$16 extended coverage membership). When registering your athletes, be sure to include the club membership number. Once payment is accepted online, you will instantly receive the athletes' membership numbers.

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

### STEP 2 – CREATE AN EVENTS ACCOUNT

Go to [www.aauvolleyball.org](http://www.aauvolleyball.org). Click Create Tournament Roster (or [CLICK HERE](#)).

- (a) **If you are new, 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](mailto:volleyball@aausports.org). You will need to activate your account before proceeding.
- (b) **If you have an account from previous years, you can login with the same information.** You will need to update your Club Code and Team Information once you login. Be sure you correct the age and division for each team.
- (c) **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

### **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 2015 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 – CREATE THE TEAM ROSTER

### **Multiple Teams:**

- a. From the Coaches View, click on “**Team Sign-Up**” located towards the bottom of the page.
- b. Select “Local Tournament Roster” from the available events.
- c. Select the teams.
- 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. Click on the team name and the select “**Add Roster**” and follow directions below for adding athletes/coaches.

### **Single Team:**

- 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.**” Event will appear above.
- e. Click the “**Add Roster**” button and follow directions below for adding athletes/coaches.

### **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.

### **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.

**STEP 6 – PRINT ROSTER**

Select "Print Your Team Roster" to take to your tournament.

