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 at this time, or come back later. See Step 5.

Once you have a 2013 Club Code, proceed to Step 2.

STEP 2 – CREATE AN EVENTS ACCOUNT

All teams must register online at www.aauvolleyball.org.

Go to www.aauvolleyball.org.   Click Girls Nationals, then click Register Here. (or CLICK HERE)

(a) **If you are new to the AAU Nationals, 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. 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 – TEAM ENTRY

All teams must register online at www.aauvolleyball.org. You will need to have a valid 2013 AAU Club Membership Code.

Go to www.aauvolleyball.org. Click Girls 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 change the team name and division by clicking on the team name and then "*Update Team Information."*   You will also need to click "*Update Team Information"*   and put in your 2013 AAU Club Code. The Club Code does not automatically update. You will need to update this for each team.
- If you want to delete the team, click on the team name, then *"Update Team Information"*, then delete. <u>You cannot delete a team if there are members on the roster</u>. You will need to delete the athletes/coaches or transfer them 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"* from the Coaches View and <u>follow the transfer athlete instructions from your old team before deleting</u>.

STEP 4 – PAY ENTRY FEE

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)

a. Once you have set up your team in the online registration system, you can pay the entry fee online. Click on your team's name and then *"Event Sign-Up."*
b. Click on the correct event and then continue.
c. If you are ready to pay, click *"Check-Out."*
d. 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 and b above), then return to the *"Coaches View"* and click *"Check-Out."*

PAY BY CASHIERS CHECK OR MONEY ORDER:

a. Follow the steps a, b and c 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. <u>No personal checks will be accepted</u>. For entries received by mail, <u>the date of receipt</u> 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 (Deadline: May 9)

All rosters must be completed online at www.aauvolleyball.org. A team roster (including athletes, coaches and chaperones) is required by **May 9**. Changes can be made after May 9, but you must have a roster submitted by this date. Online changes will be accepted up until June 13. After June 13, 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, Coaches or Chaperones:
a. From the Coaches View page, click on the Team Name.
b. Click on Add New Athlete, Add New Coach or Add New Chaperone.
c. On the next page, if there are members attached to your club, you will see a list. Click on the names and then Continue. Or, you can also add the membership number and zip code for anyone that is not listed and click Continue.
d. On the Team Roster page, click the members name and complete any missing information.

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 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 (2-part process - Deadline: May 9)

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

Log into your online events account (go to www.aauvolleyball.org. Click on Girls Nationals. Click on Register Here. Log into your account.) Click on the Team Name. Select "Seeding Info – Part I" or "Results – Part II" to complete the information.

a. **Seeding Information Part 1:** Each team must submit general Seeding Information as part of the online event registration process. **THIS IS REQUIRED.** Click the Seeding Information Part 1 to complete the information. *Please be sure to add your AES or USAV 11 digit Team Code.*

b. **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 can be submitted by any of the following methods.

(1) *Submit Results Through AES:*
If your results are in AES and you provided your correct AES (or USAV) Team Code under section "Seeding Info – Part I), you do not need to resubmit these results. 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.

For instructions on creating an AES account, click here.
For instructions on updating results in AES, click here.

(2) *Submit the Results Form or Additional Info to AAU*:
You may also submit information using the Results Form or other formats (Sign Up to Play, spreadsheet, etc.) by uploading a PDF file in the online system or sending it to AAU Volleyball (by mail, fax, email).

Fax: 407-934-7242
Email: volleyball@aausports.org
Mail: AAU Volleyball, 1910 Hotel Plaza Blvd, Lake Buena Vista, FL 32830

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: June 1) - <u>OPTIONAL</u>

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 – SCOREKEEPERS CLINIC (Deadline: June 1) - <u>OPTIONAL</u>

Clinics will be held on June 18 and June 22 for coaches and athletes needing instruction on the scorekeeping responsibilities. Attendance to the clinic is not mandatory, but all teams are responsible fulfill their work assignments.

To review the USA Volleyball Training Materials, CLICK HERE.

To register for the Clinic, **CLICK HERE.**

STEP 9 – HOTEL & ONSITE CONTACT INFORMATION (Deadline: June 13)

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 10 – 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, or **CLICK HERE.**

FOR ADDITIONAL ASSISTANCE:

Visit the FAQs page: CLICK HERE
or contact
407-934-7200, volleyball@aausports.org