



IREVA Advanced Event Systems (AES) Instructions

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Login:

Website: www.advancedeventsystems.com

Login: One Username and Password **Per Club**

*If you do not have your club's login info, please contact the Club Director for assistance.

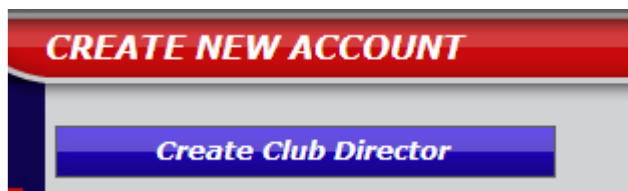
Creating a New Clubs:

- Click on "**Create New Account**"

Do IT!

[Create New Account](#)
[Schedules / Results](#)
[Reserve a Room](#)
[Update a Room](#)
[Camps / Clinics](#)

- Click on “**Create Club Director**”



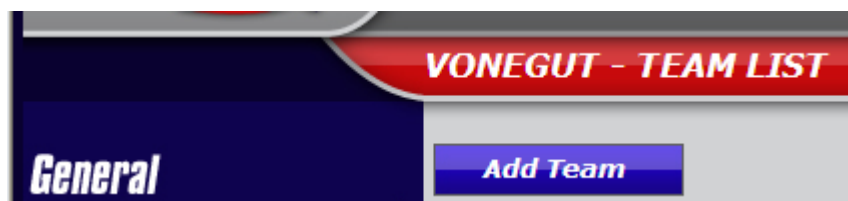
- Enter “**Club Information**”
 - There are other sections to creating your account however you only need to complete the fields shown below:
- Club code is the first 5 letters of your club name. If you are not sure, you can view your club information in Webpoint. (<https://webpoint.usavolleyball.org/wp15/IntraLock/Login.asp>)

 A screenshot of a web form titled "Club Information". The form has a dark blue header with the title in white. Below the header, there are four input fields:

- Club Name: A text box containing "VONEGUT" with an asterisk to its right.
- Club Code: A text box containing "VONE" with a note "(5 Letter Club Code should be used, not USAV Club ID.)" to its right.
- Club Type: A dropdown menu showing "AdultVolleyball" with an asterisk to its right.
- Region: A dropdown menu showing "Iroquois Empire (IE)".

Creating/Adding Teams:

- Click on “**Add Team**”



- Enter “**Team Information**”
 - See Webpoint for Team Code breakdown and how to complete the fields below.

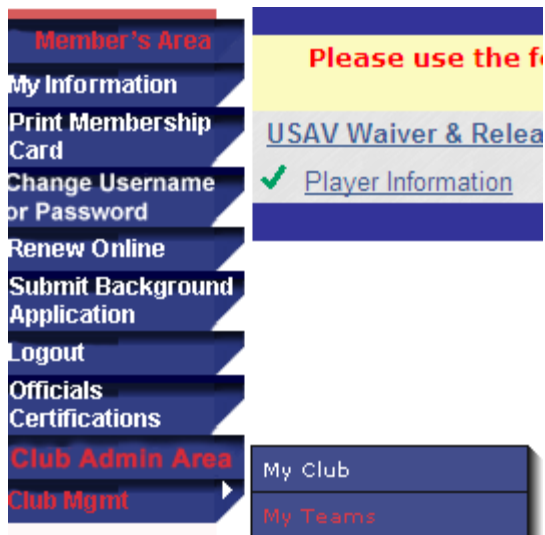
 A screenshot of a web form titled "Team Information". The form has a dark blue header with the title in white. Below the header, there are five input fields:

- Team Name: A text box with a note "(Maximum of 21 characters)" to its right.
- Team Code: A text box with a note "(Team Code auto-created based on selection)".
- Gender: A dropdown menu with an asterisk to its right.
- Division Type: A dropdown menu with an asterisk to its right.
- Team Rank: A dropdown menu with a note "(Rank is 1 unless you have more than one team in this age group)" to its right.

 At the bottom of the form is a blue button with the text "Update" in white, italicized font.

Webpoint:

- Login to Webpoint: <https://webpoint.usavolleyball.org/wp15/IntraLock/Login.asp>
- Navigate to: Club Mgmt > My Teams



View Team Code

Name	Team Code	Team Rep	Active
Altitude	FBBVONEG9IE		✓ Yes
BGS	FBBVONEGCIE		✓ Yes
Cherry Bombs	FBVONEG1IE		✓ Yes
Cherry Bombs 2	FBVONEGZIE		✓ Yes
Get Over It	FBVONEG4IE		Jennifer Distin

Team Code

Example: Get Over It, Team Code FBVONEG4IE

F = Female Division

B = Level of Play

VONEG = Club Code

4 = Rank (not utilized as it should be at this time, however is required to create a team.)

IE = Region

AES:

- Enter the team code information from Webpoint to complete Team Name, Team Code, Gender, Division Type (level of play) and Rank. Information in AES must match Webpoint.
- Click on “**Add Team**”

Team Information

Team Name: * (Maximum of 21 characters)

Team Code: (Team Code auto-created based on selection)

Gender: *

Division Type: *

Team Rank: * (Rank is 1 unless you have more than one team in this age group)

Team List

	Team Name	Division Type ▲	Team Code
1	Cherry Bombs 2	B	wbvonegzie
2	Cherry Bombs 1	B	wbvoneg1ie
3	Shaken, Not Stirred	B	wbvonegdie
4	Get Over It	B	wbvoneg4ie

Adding Staff & Players

Adults

- Must enter all required fields manually. Adult teams **cannot** use the IMPORT function.
- Team Reps should add themselves as Staff & a Player

Juniors

- Can enter all required fields manually or use the IMPORT function.
 - Click "Import Players"

- Click "Download an example file"
- Add the player information (manually or use a report from Webpoint - <https://webpoint.usavolleyball.org/wp15/IntraLock/Login.asp>)
- Upload your completed file by clicking on "Browse"
- If file has header rows, check "File has header row"

File Format: Comma Tab

File has header row

[Download an example file](#)

Fields are listed in the required Sequential Order - Required fields are listed in **BLUE**.

All non required fields without data must remain in the same sequence. If you are using a 'tab' delimited file, follow the 'tab' example below.

Player Import/Export structure:

FIELD	REQUIRED	SPECIAL NOTES
First Name	Yes	
Last Name	Yes	
Address	Yes	

Adding Staff (coaches, team reps, etc)

- Click on "**Clubs**"
- Click on "**Staff**"
- Click on "**Add Staff**"

The screenshot shows the 'Club Director' interface. On the left is a dark blue navigation menu with the following items: 'General', 'Home', 'My Info', 'Club Director', 'Clubs', 'Club Info', 'Manage Club Users', and 'Staff'. On the right, there is a light gray area with a blue 'Add Staff' button, a red 'Staff List' button, and a blue 'Last Name' button.

- Enter the required information
- Click "**Update**"

User Information

First Name: *

Last Name: *

Birthdate: *

Gender: ▼ *

Address

Address: *

City: *

Country: ▼ *

State: ▼ *

Zip Code: *

Contact Info

E-mail:

Day Phone:

Night Phone or Cell:

Update

Adding Players

- Click on **"Players"**
- Click on **"Add Player"**

VONEGUT - PLA

General

Home
My Info

Club Director

Clubs
Club Info
Manage Club Users
Staff
Inactive Staff
Players

Add Player

Player List

	Last Name ▲
1	Aqel
2	BAKOWSKI

- Enter the required information
- Click **"Update"**

User Information

First Name: *

Last Name: *

Birthdate: * 

Gender: * 

Address

Address: *

City: *

Country: * 

State: * 

Zip Code: *

[Update](#)

To change information on a player after you have entered them, click on their last name and it will take you back to the individual player information screen.

Entering an Event

- Click on “**Clubs**”
- Click “**Enter Events**”

General

Home
My Info

Club Director

Clubs
[Club Info](#)
 Manage Club Users
 Staff
 Inactive Staff
 Players
 Inactive Players
 Verified Users
 Teams
 Enter Event
 My Events
 Mailing Center

- Select “**Location**”
- Select “**Age Group**”

Tournament Location

Select a location and tournament type using the drop-downs to view a custom list of events

Location:

Tournament Type:

Age Group:

Current Events

Registration	Name ^	Type	Date	Location
1 Open Requirements	1/29 Tea and Crackers with T & Crackers	Full Day Format	1/29/2011	Sage College Neff Athletic Center
2 Open Requirements	1/30 Tea and Crackers with T & Crackers	Full Day Format	1/30/2011	Sage College Neff Athletic Center
3 Open Requirements	2010 Holiday Slam Co-Ed Tournament	Two Day Format	12/27/2010	Intermountain Volleyball Association Tra Facility
4 Open Requirements	2010 Holiday Slam Womens Tournament	Two Day Format	12/27/2010	Intermountain Volleyball Association Tra Facility
5 Closed Requirements	2011 Boston University Winter Invitational	Two Day Format	12/4/2010	BU

- Click on the Tournament **"Name"**

Tournament Location

Select a location and tournament type using the drop-downs to view a custom list of events

Location:

Tournament Type:

Age Group:

Current Events

Registration	Name ^	Type	Date	Location
1 Open Requirements	1/29 Tea and Crackers with T & Crackers	Full Day Format	1/29/2011	Sage College
2 Open Requirements	1/30 Tea and Crackers with T & Crackers	Full Day Format	1/30/2011	Sage College
3 Open Requirements	Siena A/BB Tournament	Full Day Format	3/12/2011	Siena College
4 Open Requirements	Siena B Tournament	Full Day Format	3/13/2011	Siena College

- Click **"Register Teams"**

Register Teams

* Review the Event Requirements by division prior to clicking Register teams. If player or staff data is re record

Divisions

	Description ^	Entry Fee	Div. Requirements
1	Men's BB	\$165.00	Requirements
2	Women's BB	\$165.00	Requirements

Event Details

Event Name: 1/29 Tea and Crackers with T & Crackers
Tournament Type: Full Day Format
Host: T & Crackers
Event Location: Sage College Neff Athletic Center
Location Address: 1 Canal Avenue

- Enter a team or teams by using the “Eligible Divisions” drop down next to the Team “Name”
- Click “Update”

Select Eligible division for any team you would like to add to this event:

Registered Teams

Code ^	Name	Division	Accepted
--------	------	----------	----------

No Items To Display

Eligible Teams

Code ^	Name	Eligible Divisions	
1	wbbvoneg1ie	Golden Aces	---
2	wbbvoneg2ie	River City Aces	---
3	wbbvoneg3ie	Full House	---
4	wbbvoneg4ie	Notorious	---
5	wbbvoneg7ie	Pink Karma	---
6	wbbvonegcie	BGS	---
7	wbbvonegzie	Altitude	---
8	wbvoneg1ie	Cherry Bombs 1	---
9	wbvoneg4ie	Get Over It	Women's BB

Update

Creating/Updating Rosters

- To update rosters, clicking on “My Events” then “My Teams” then “Roster” or you can update during the “Entering an Event” process.
- Click on “Build Roster” to add players/staff to your roster.
- Select “Name” and “Position” for the players/staff member(s).
- Rosters are created per event. If you have entered a tournament previously, you can use the “Copy Roster” functionality.

*Note – If you do not see a name you would like to select in this drop down you will need go back to “Players” or “Staff” to add their information.

Click 'Build Roster' to continue.

Teams				
	Code ▲	Name	Division	Roster
1	wbvoneg4ie	Get Over It	Women's BB	Build Roster

User Requirements				
User Type	Min #	Max #	Min Age	Required Fields
Player	6	15	N/A	
Head Coach	0	1	18	
Assistant Coach	0	3	18	
Chaperone	0	3	25	
Team Representative	0	1	18	

Team: Get Over It
Team Code: wbvoneg4ie

**If no roster is required for the event please click 'Continue' to proceed with registration. Hitting Update Roster will save current changes and stay at the roster continue will save all changes.*

Previous Event Roster:

Staff		
	Name ▲	Position
1	<input type="text" value="Dryer, Jennifer"/>	<input type="text" value="Team Representative"/>

- Players that are available will appear in this section. To add a player, click on the check box to the right of the players name in the “Add” column.

*Note – For USAV Nationals, be sure to add **Jersey #, Height and Position** for each player.

- Click “Update Roster”

Players

Last Name ^	First Name	Jersey #	Gyr	Height	Position 1	Position 2	Scholarship	Delete
No Items To Display								
Age filter: Within 3 Years								
Available Club Players								
Last Name ^	First Name	Jersey #	Gyr	Height	Position 1	Position 2	Scholarship	Add
1								<input type="checkbox"/>
2								<input type="checkbox"/>
3		9			Middle			<input type="checkbox"/>
4		4						<input checked="" type="checkbox"/>
5								<input type="checkbox"/>
6		15						<input type="checkbox"/>
7								<input type="checkbox"/>
8								<input type="checkbox"/>
9		3						<input type="checkbox"/>
10								<input type="checkbox"/>
11								<input type="checkbox"/>
12	Dryer	Jennifer						<input checked="" type="checkbox"/>

Update Roster

- Player names will appear in the “**Players**” section above “**Available Club Players**”
- Once players are added to the “**Players**” section they are no longer available in the “**Available Club Players**” section.
- Click “**Continue**” once all players have been added.

*Note: All errors must be corrected before continuing. If there is missing information for either a staff member or a player, you must update before you can continue. This information is required and considered part of completing registration.

Players

Last Name ^	First Name	Jersey #	Height	Position 1	Position 2	Approach	Block	Handed	Reach	Delete
1		4								<input type="checkbox"/>
2		3								<input type="checkbox"/>
3	Dryer	Jennifer	12							<input type="checkbox"/>
4		14								<input type="checkbox"/>

Update Roster

Continue **Cancel**

The next page after you have successfully built your roster will show which teams you have finished event rosters for and which still need one built. Continue to build all of your team rosters until complete.

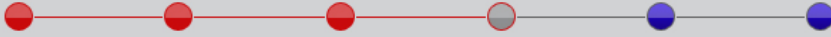
- Click “**Continue**”

Entering an Event Continued

VONEGUT - TEAM REGISTRATION

New Registration Instructions: [New registration Instructions.pdf](#)

Select Event Register Team Select Divisions Build Roster Confirmation Payment



Click 'Build Roster' to continue.

Teams

	Code ▲	Name	Division	Roster
No Items To Display				

Rosters Finished

	Code ▲	Name	Division
1	wbvoneg5ie	Get Over It 2	Women's BB

[Continue](#)

[Cancel](#)

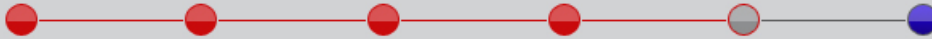
Confirmation Page will show you teams (including rosters) which you have entered into the tournament. A confirmation email will be sent to the Club Director.

- Click "**Continue**"

• Changes Successfully Saved

New Registration Instructions: [New registration Instructions.pdf](#)

Select Event Register Team Select Divisions Build Roster Confirmation Payment



[Continue](#)

Registration Confirmation: 1/29 Tea and Crackers with T & Crackers

Attention:

Betsy Marsh



Event: 1/29 Tea and Crackers with T & Crackers
Host: T & Crackers
Location: Sage College Neff Athletic Center, Troy, NY
Event Dates: 1/29/2011 - 1/29/2011
Contact Info:
Web Site:

Registration Summary:

Thank you for registering for 1/29 Tea and Crackers with T & Crackers. Each team is placed into a 'PENDING' status met. i.e. Payment received by 1/28/2011, roster requirements met (if applicable), and any additional items specified.

Code	Name	Division
1	wbvoneg5ie	Get Over It 2
		Women's BB

Amount D

Team Rosters:

Code	Name	Division
wbvoneg5ie	Get Over It 2	Women's B

# / Pos.	Name	USAV #	USAV # Ver.	Birthdate	Coach Cert.
4			N		
3			N		
12			N		
14			N		
9			N		
19			N		
23			N		

AES Tips:

1. Update Event Roster: Login, Click My Events – click My Teams Click Roster.
2. Delete or Move Teams from a division: Contact the Tournament Director dimitri@globalz.com
3. Print Official Entry Form: Click My Events – My Teams – put a check mark in the Event Form Click Print Entry
a. **If Google Checkout is turned on you can pay online using this feature.

Event Policy:

Reminder / Notes:

[Continue](#)

- Pop up message will appear with instructions.
- Click **“Close”**

MESSAGES

- This tournament requires the following information to be submitted with payment:

• Printed Registration Form

• Check payable to: [REDACTED]

- Roster

[Close](#)

- Select the radio button in the “Entry Form” field to print the entry form. If entering multiple teams select all radio buttons that apply.
- Click “**Print Entry Form**”

• This tournament requires the following information to be submitted with payment:

- Printed Registration Form
- Check payable to: Dimitri Garder
- Roster

Select Event Register Team Select Divisions Build Roster Confirmation Payment

Each Team is placed into a 'PENDING' status until all the registration requirements are met. i.e. Payment received, roster requirements met(if applicable), and any additional items specified from the Tournament Director.

To print your official entry form put a checkmark next to the team(s) and click Print Entry Form. If Google Checkout is activated put a checkmark next to the team(s) and click the Google Checkout link.

Payments

Entry Form	Code ^	Name	Division	Roster	Housing	Questions	Accepted	Paid	Amount Due	Entry Fee
1 <input checked="" type="checkbox"/>	wbvoneg5ie	Get Over It 2	Women's BB	Roster	Housing	Questions	Pending	No	\$165.00	165.00

Total: \$165.00

[Print Entry Form](#) * If entry form does not open it could be a pop-up blocker issue please set your browser to allow pop-ups from this site

- Below is an example of an “**Official Entry Form**”. This form will open in a PDF file.
- Click “**Print Entry Form**”
- **Sign, Date**, and add any special instructions in the “**Notes**” section.
- Mail this entry form, with your Webpoint roster and entry fee to the name & address listed on the “Official Entry Form”

Official Entry Form

1/29 Tea and Crackers with T & Crackers

Club Name: Vonegut
Club Name:
Address:
Email:
Phone:

Club Director:
Address:
Club Director:
Day Phone:
Night Phone:

Team Name	Team Code	Division	Entry Fee
Get Over It 2	wbvoneg5ie	Women's BB	165.00
Make check payable to:			Amount Due: \$165.00
			(One check per team, please)

Extra Notes

The undersigned hereby states that all of the information is correct and all information is included. Penalty may be rejection of entry or disqualification. Entry is not considered complete until the rosters, results, and hotel information is submitted.

Signature of Club Director

Mail this form and a check for the total amount to:

Registration is **complete** once the Tournament Director has received your entry fee, roster and "Official Entry Form.

*Note - For USAV Nationals (AA, A, BB, B and JO's), the region's representative handling national's entries must verify all memberships.

- To check the status of your entry, click on "**My Events**"

General

Home
My Info

Club Director

Clubs
Club Info
Manage Club Users
Staff
Inactive Staff
Players
Inactive Players
Verified Users
Teams
Enter Event
My Events
Mailing Center

- Click on "**My Teams**"

Current Events

	Name ▲	Type	Date	Location	St.	My Teams	My Reservations
1	1/29 Tea and Crackers with T & Crackers	Full Day Format	1/29/2011	Sage College Neff Athletic Center	NY	My Teams	My Reservations

- Status of your entry will be listed in the “**Accepted**” column.

Payments

Entry Form	Code ▲	Name	Division	Roster	Housing	Questions	Accepted	Paid	Amount Due	Entry Fee	
1	<input type="radio"/>	wbbvoneg1ie	Golden Aces	Women's BB	Roster	Housing	Questions	Yes	Yes	\$0.00	150.00
2	<input type="radio"/>	wbbvonegcie	BGS	Women's BB	Roster	Housing	Questions	Dropped	No	\$325.00	150.00
3	<input type="radio"/>	wbbvonegzie	Altitude	Women's BB	Roster	Housing	Questions	Pending	No	\$325.00	150.00
4	<input type="radio"/>	wbvoneg1ie	Cherry Bombs 1	Women's BB	Roster	Housing	Questions	Dropped	No	\$325.00	150.00
5	<input type="radio"/>	wbvoneg4ie	Get Over It	Women's BB	Roster	Housing	Questions	Yes	Yes	\$0.00	150.00
6	<input type="radio"/>	wbvonegdie	Shaken, Not Stirred	Women's BB	Roster	Housing	Questions	Yes	Yes	\$0.00	150.00

- If roster updates are needed after you enter the event, Click “**Roster**” for the team whose roster you wish to make changes to.
- Add or delete players and staff then click “**Update Roster**”.

*Note – For USAV Nationals (AA, A, BB, B and JO’s), roster changes after your entry is submitted must be verified by the region’s representative handling national’s entries so send an email to the regions representative to be sure your roster updates are approved. Please be sure to make roster updates prior to the deadline posted on the website to avoid additional fees. (2011 Fee - \$50 per player added after the deadline.)

Tournament Directors: Creating an Event

Users must request Tournament Director access in AES to create events. Complete the “IREVA - AES Tournament Director Access Request” form located on the IREVA website > Forms & Documents > Tournament Resources.

- Click “**Events**”



- Click “**Add Event**”

EVENT LIST

Current Events

	Name ▲	Type
No Items To Display		

Past Events

	Name ▲
1	 Block Party 2011

Add Event

- Enter “**EVENT INFO**”
 - Suggestions:**
 - Under Requirements, Check the “One Check Per Team” box so that if a club is sending multiple teams and cannot accept all you won’t have to request a new check or issue a refund.
 - Under Event Information, Event Policy, add details such as IMPACT certified coach is required, Refund Policy for dropping from the tournament, etc.
 - Under Event Information, Event Info, add details for multiple locations.
 - Under Event Information, Roster Disclaimer, add details such as Webpoint rosters required or additional details for out of region teams.
 - Under Other, the region requires TD’s to select “Everyone” for Team Visibility.
 - Under Other, check the boxes for Notify Tournament Director of Team Registration, Notify Club Director of Registration and Notify club when status changes to help with communications.
- Click “**Update**”

EVENT INFO

New Registration Instructions: [New registration Instructions.pdf](#)

Divisions

No Items To Display

Copy Event

Event: ---

Copy Event

Admin Options

Tournament Class: ---- *

Hotels Enabled:

Allow Ticketing:

Event Details

Event Name: *

Tournament Type: ---- *

Host:

Event Location: *

Location Address: *

Event City: *

Location Zip: *

Location State: --- *

Location Country: United States of America (USA) *

Website:

E-mail: *

Checks Payable To

Name:

Address:

City:


State: ---


Post Code:


Country: United States of America (USA)


Dates

***** All dates and times are in Eastern Standard Time (EST)*****


Event Start Date: * 


Event End Date: * 

Registration Open Date: * 

Late Registration Date: * 

Late Registration Fee: \$

Registration Close Date: * 

Roster Deadline: * 

Late Roster Deadline: * 


Late Roster Fee: \$


Requirements


***** Event Fees and Player / Staff requirements are managed from the division list *****


One Check Per Team:

Event Information

Event Policy: 
(appears on event info page, confirmation page/email)


Event Info: 
(appears on event info page)


Roster Disclaimer: 
(appears on event info page)

Notes: 
(appears on event info page, confirmation page/email, and printed entry form)

Other

Official Registration Enabled:

Officials Registration Close Date: 

Team Visibility: 

Allow teams to delete themselves from event:

Notify Tournament Director of Team Registration:

Notify Club Director of Registration:

Notify club when status changes:

Activate Google Checkout:

Google Merchant ID:

Activate PPI Checkout:

PPI Merchant ID:

PPI Receipt Email:

Activate Authorization.Net Checkout:

Activate LinkPoint Credit Checkout:

Activate LinkPoint Checking Checkout:

LinkPoint Store #:

LinkPoint Receipt Email:

Linkpoint Certificate File:

Delete Certificate File

Authorization.Net ID:

Authorization.Net Transaction Key:

Convenience Fee (Per team): \$

Paperwork Required:

Paperwork File:

Allow University Athlete Access:

USAV Sanctioned:

AAU Sanctioned:

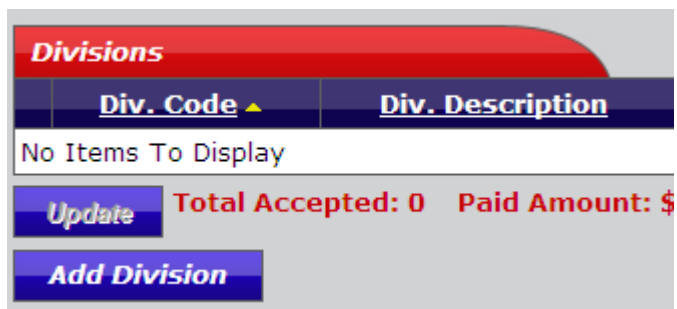
Allow Foreign Team Exemptions:

Next, you will need to add Divisions (Levels) to your new event.
Tournament Director Menu

- Click "**Divisions**"



- Click **“Add Division”**



- Select a **“Division”**
- Enter # of **“Max Teams”**
- Enter **“Entry Fee”**
- Click **“Update”**



- Enter **“Division Requirements”**
 - IREVA highly recommends not adding requirements such as min/max #'s, USAV # Ver, etc. This will allow teams to sign up more efficiently. Webpoint rosters will provide the requirements you will need to satisfy the regions requirements.
- Click **“Update”**

Division Requirements									
	User Type ^	Min #	Max #	Min Age	Age Cutoff Date	Required Fields	Impact Ver	USAV # Ver	Bkgnd Screening Ver
1	Player	0 *	15 *	N/A	N/A	Approach Block College Commitment Grad Year	N/A	<input type="checkbox"/>	N/A
2	Head Coach	0 *	1 *	18	1 1	Email Address Night Phone USAV Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Assistant Coach	0 *	3 *	18	1 1	Email Address Night Phone USAV Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Chaperone	0 *	3 *	25	1 1	Email Address Night Phone USAV Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Team Representative	0 *	1 *	18	1 1	Email Address Night Phone USAV Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update Copy To All


To add additional Divisions, repeat the “**Divisions**” process.


Tournament Directors: Accepting/Not Accepting Entries

Tournament Director Menu

- Click “**Events**”



- Click the people icon  next to the “**Name**” of the Event you wish to update entries acceptance statuses.

Current Events		
	Name ^	Type
1	 <u>Test Event</u>	Full Day Format

- Update the “**Acc.**” with the status
 - P = Pending
 - Y = Accepted
 - N = Not Accepted
 - D = Dropped
- Update the “**Amt Paid**” with the Amount received with entry form.
- Update the “**Check #**” with the check number of the entry fee that was paid.
- Update the “**Rcvd Date**” with the date you received the entry. Try to be specific with this field so that if you need to move to the waitlist you know who to contact first.

-Click **Update**

Division: --- Club: --- Accepted Pending Not Accepted Dropped

Teams										
	Club Name	Div. Code	Team Code	Team Name	Reg. Date	Amt Due	Acc.	Amt Paid	Check #	Rcvd Date
1	APEX Volleyball	16 Girls	fj6apexv1ge	Apex Surprise 16	12/6/2010	\$0.00	P			
2	APEX Volleyball	16 Girls	fj6apexv2ge	Apex Jingo 16	12/6/2010	\$0.00	Y	225.00	1234	11/1/2011
3	Brunswick Cosmic Crush	16 Girls	fj6brcos1ie	Brunswick Crush U16	12/20/2010	\$450.00	N			
4	Caroga Lake Volleyball Club	16 Girls	fj6carog1ie	Caroga Lake 16's I	11/30/2010	\$0.00	D			


Update



Tournament Directors: Entering Results

Tournament Director Menu

- Click **Events**



- Click on the Magnified Glass  Icon to the right of the Event, Under **Results**

Current Events										
	Name	Type	Date	Rstr Cutoff	Location	St.	# Tms	Housing	Results	
1	 Test Event	Full Day Format	2/11/2012	2/11/2012	Canajoharie High School	NY	0			

- Click **Add Match**

TEAM RESULTS

Team	Team Code	Opponent
No Items To Display		

Add Match **Import Match(s)**

- Select the **Team**, **Opposing Team** and **Outcome**
- Click **Add New**

TEAM RESULTS

Division:

Match Details

Team: *

Opposing Team: *

Outcome: *

Set #	Score
No Items To Display	

- Enter **“Score”** and **“Opponents Score”**
- Click **“Update”**

Match Details

Team: *

Opposing Team: *

Outcome: *

Set #	Score	Opponents Score
1	<input type="text" value="22"/> *	<input type="text" value="25"/> *

Add Additional Set #'s

- Click **“Add New”**

Match Details

Team: *

Opposing Team: *

Outcome: *

Set #	Score	Opponents Score
1	<input type="text" value="22"/> *	<input type="text" value="25"/> *

- Click **“Save Match”**

Match Details

Team: 16U Lightning Attack *

Opposing Team: Kaepa Whoosh Honor *



Outcome: Lost *

Set #	Score	Opponents Score
1	22 *	25 *
2	20 *	25 *



Update Cancel

Save Match Cancel

The "TEAM RESULTS" page will populate the match you just entered. You will see a row for each team, one showing a loss and the other showing a win. To view the detailed scores you can click on the "Scores" link.

- To Update the results, click on the  icon.
- To Delete the results, click on the  icon.

TEAM RESULTS

Team	Team Code	Opponent	Opponent Team Code	Event	Event Date	Match Date	Outcome	Scores	
16U Lightning Attack	fj6nyatt1ie	Kaepa Whoosh Honor	fj7whoos3ie	Block Party 2011	2/13/2011		Lost	Scores	
Kaepa Whoosh Honor	fj7whoos3ie	16U Lightning Attack	fj6nyatt1ie	Block Party 2011	2/13/2011		Won	Scores	

To add additional matches, repeat the "Add Match" process.

Tournament Directors: Email Notifications

Tournament Director Menu

- Click "Mailing Center"



- Select the criteria you would like to send an email notification to. For example, "Teams"
- Select the "Event" you would like to send a notification regarding.
- Select the appropriate "Filters" This functionality allows you to send notifications to specific groups such as those you haven't received payments from, teams you have accepted, teams you not accepted to let them know your tournament is full, etc. This will populate the list of teams which meet your criteria.

MAILING CENTER

Recipient Selection

Search: Reservations
 Teams
 Officials
 Ticketing

Events: Block Party 2011
Test Event

Divisions: 16 Girls
18 Girls

Filters: Paid: All
Accepted: All
Only show teams with users having missing USAV Numbers:

Select All Select None

Select All Select None

- Check the box next to the team name to send them a notification.
- Click **Add Selected** or **Add All**

Results

	Team Name ▲	
1	16U Lightning Attack	<input type="checkbox"/>
2	17U Rebel Attack	<input type="checkbox"/>
3	Apex Jingo 16	<input type="checkbox"/>
4	Apex Surprise 16	<input type="checkbox"/>
5	Brunswick Crush U16	<input type="checkbox"/>
6	Caroga Lake 16's I	<input type="checkbox"/>
7	Caroga Lake 17's	<input type="checkbox"/>
8	Caroga Lake 18's	<input type="checkbox"/>
9	Kaepa Whoosh Honor	<input type="checkbox"/>
10	KaepaWhoosh Americans	<input type="checkbox"/>

1 2

Add Selected Add All

You have the option to send to specific representatives listed on the roster or enter email address.

- Check the boxes in the **Send To:** section to email specific representatives of a team.
- Enter an email address for the email to come from in the **From** field.
- Enter a **Subject**
- Enter your email in the **Message Body**
 - *See "Available Wildcards" available.
 - *Highly recommend creating your email in Microsoft Word to utilize spell check, then copy the email into **Message Body**.
- Utilize the **Attachments** field to send schedules or other important documents to teams.
- Click **Send**
- If you would like to view previous emails that have been sent through AES, click on **View Mail Sent**.

Email Details

Recipients

Team Name ▲

Remove

No Items To Display

Remove Selected

Remove All

- Send To:
- Club Director
 - Assistant Coach
 - Chaperone
 - Head Coach
 - Player
 - Team Representative

From: (Email Address: xxx@xxx.com)

BCC: (Email Address: xxx@xxx.com)

Subject:

Message Body:

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, indent, outdent, link, unlink, font color, background color, font face (default), and font size (def).

Small icons for undo, redo, and search.

- Available Wildcards:
- [##EventName##]
 - [##ClubDirector##]
 - [##ClubName##]
 - [##TeamName##]
 - [##TeamCodes##]
 - [##TeamCoach##]
 - [##Division##]

Attachments: None

Max filename length is 50 characters.

Send

View Mail Sent