Importing AAU Membership Data into AES

powered by **sportsengine**

AAU and AES have created the ability to import AAU membership data into AES. The import function will verify AAU Membership as well as reduce the amount of data entry required by clubs. Only members that have been imported through this process will have validated AAU membership numbers in AES. This function is available to import both athletes and staff (non-athletes) that have valid AAU club codes associated with their AAU membership.

INSTRUCTIONS

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1. **Log into your AES account at www.advancedeventsystems.com.** If you do not have an account, you will need to create a Club Director account. If you are provided a message that the club already exists and you are unable to access your club, then contact AES Support for assistance.

2. **On the left navigation, click on "Import" under Data Management.**
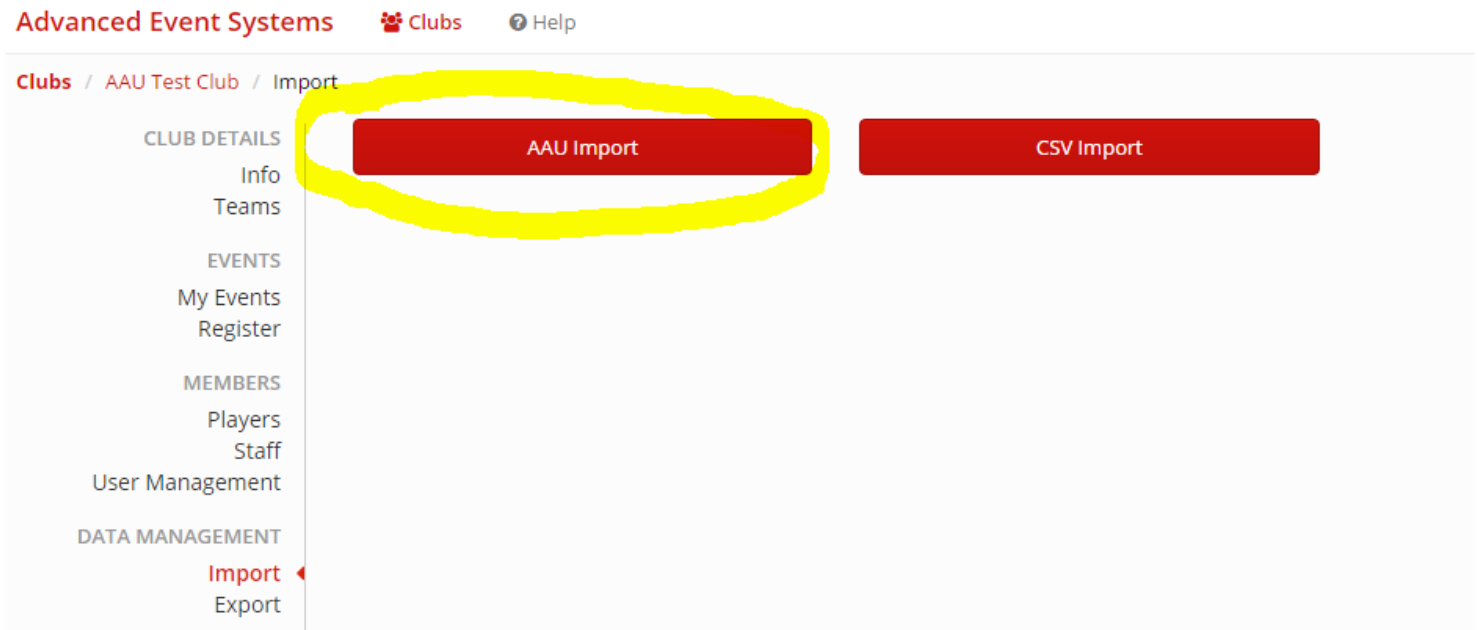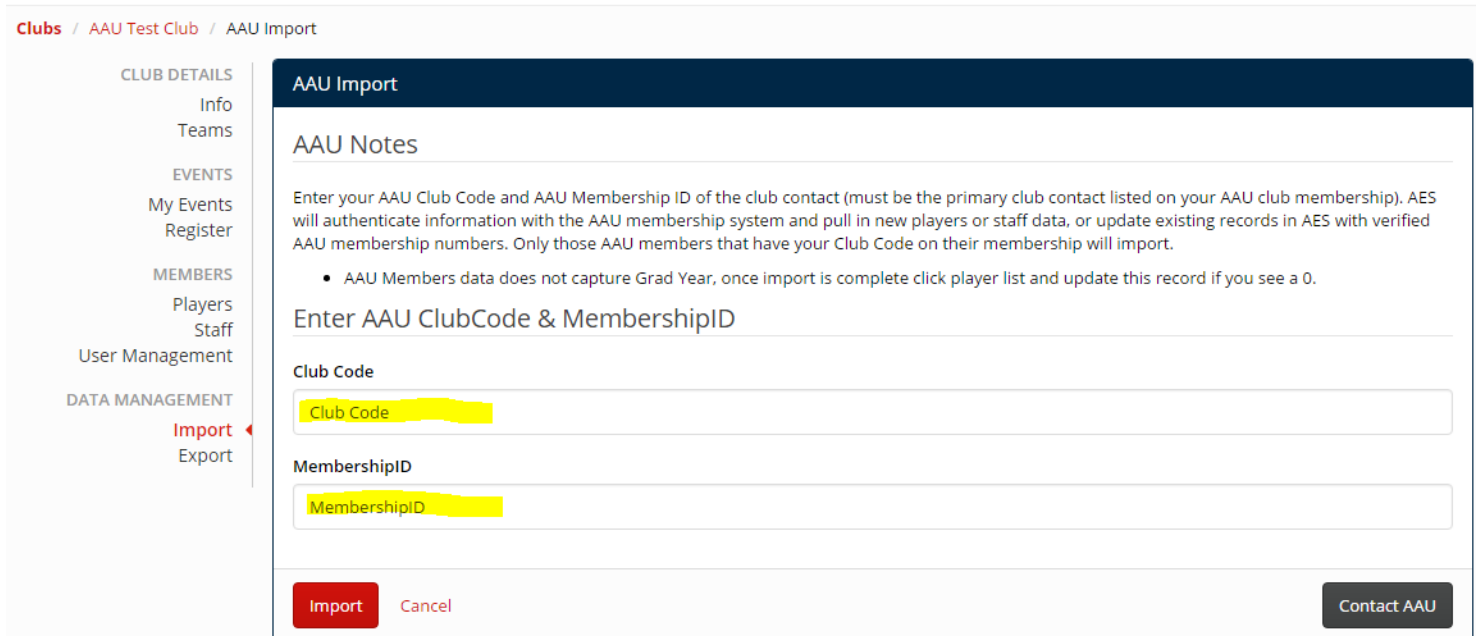
3. **Select AAU Import**

   Note: AAU Import will only be available if you have updated your AAU affiliation within your club details on AES.

   Advanced Event Systems 👥 **Clubs** ❓ **Help**

   Clubs / AAU Test Club / Import

   CLUB DETAILS
   Info
   Teams

   EVENTS
   My Events
   Register

   MEMBERS
   Players
   Staff
   User Management

   DATA MANAGEMENT
   Import ◀
   Export

   [AAU Import]   [CSV Import]

4. **Enter your current AAU Club Code and the individual AAU Non-Athlete Membership ID of your Club Contact.**
   Note: The club contact membership ID you enter must be for the club contact that is listed on your AAU club membership.

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   AAU Import

   AAU Notes

   Enter your AAU Club Code and AAU Membership ID of the club contact (must be the primary club contact listed on your AAU club membership). AES will authenticate information with the AAU membership system and pull in new players or staff data, or update existing records in AES with verified AAU membership numbers. Only those AAU members that have your Club Code on their membership will import.

   • AAU Members data does not capture Grad Year, once import is complete click player list and update this record if you see a 0.

   Enter AAU ClubCode & MembershipID

   Club Code

   [Club Code]

   MembershipID

   [MembershipID]

   [Import] Cancel   [Contact AAU]

5. **Click "Import".** All players and staff (non-athletes) attached to the club will be imported into AES, including their AAU membership numbers. If matching records already exist within the account, the AAU information will be updated. *Note: If the first name, last name and date of birth on the AAU membership and in AES do not match exactly, a new record will be created.)*

6. **AES will display the number of imported or updated results.**

7. **Click Players or Staff on the left navigation to view the members that have been imported or updated.** *Note: To Add/Update any information, click on his/her name. Only data collected when joining AAU will be imported. Graduation Year for players will not be imported. All players will need to have that information added to their records if it is not already in the system.*

8. **Please note, AAU does not verify date of birth.** The date of birth inputted when joining AAU will be imported. It is the responsibility of the club to ensure all participants have the correct information. Proof of age may be required for some events.

9. **If you are missing players or staff that have a current AAU membership, their membership is likely not attached to your AAU club membership in the AAU system.** Club codes can be added or edited in your AAU membership account if you purchased the membership. Go to www.aauvolleyball.org and click "Member Log in" to edit a membership. For assistance, contact AAU at volleyball@aausports.org or call 407-934-7200.

10. **To add additional athletes/staff to your AES account, you may import your AAU information again after the new members have joined AAU.**

The roster will be legal & acceptable proof of AAU registration.

1. Only if all persons listed have a Y under AAU Verification

2. AS an N means NO AAU Membership found.

3. The assistant coach on this roster could not coach, sit on the bench etc.

AAU Demo

Team: AES 12-1 **Team Code:** fj2aitst1we
Club: Advanced Event Systems VB **Division:** 14 Hi Jim desc

Jers. #/Pos.	Name	AAU #	AAU # Ver.	Birthdate	Entry Date
12/Left	Center, Daniel	YD5D4DA4	Y	5/15/2001	4/18/2014
9/Right	Conte, Adrian	YD6TATA4	Y	1/21/2001	4/18/2014
Assistant Coach	Knutson, Anthony-Yahoo		N	3/11/1981	4/7/2014

Total team count: 3 (2 players and 1 staff members)

**Denotes player is team captain