

Importing AAU Membership Data into AES

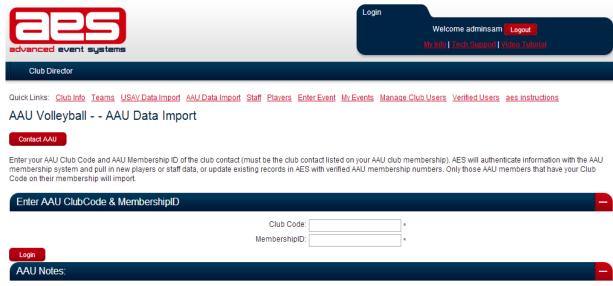
AAU and AES have created the ability to import AAU membership data into AES. The import function will verify AAU membership as well as reduce the amount of data entry required by clubs. Only members that have been imported through this process will have validated AAU membership numbers in AES. This function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

INSTRUCTIONS

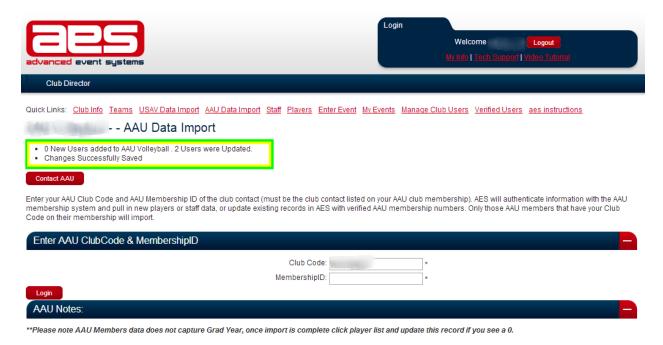
- Log into your AES account at <u>www.advancedeventsystems.com</u>. If you do not have an account, you will need
 to create a Club Director account.
- 2. At the top of the page click on "AAU Data Import."



3. Enter your 2014 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.



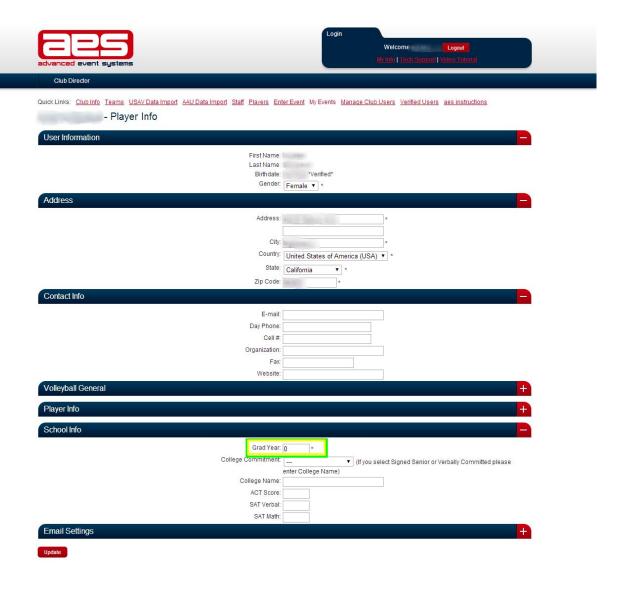
- 4. Click "Login." All players and staff (non-athletes) attached to the club will be imported into AES, including their AAU membership numbers. If matching records already exist within the account, the AAU information will be updated. (Please Note: If the first name, last name and date of birth on the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



6. Click Players or Staff at the top of the page to view the members that have been imported or updated. To Add/Update any information, click on his/her name.

Only data collected when joining AAU will be imported. <u>Graduation Year for players will not be imported.</u> All players will need to have that information added to their records if it is not already in the system.





- 7. 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.
- 8. 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 Login" to edit a membership. For assistance, contact AAU at wolleyball@aausports.org or call 407-934-7200.
- 9. To add additional athletes/staff to your AES account, you may import your AAU information again after the new members have joined AAU.

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	Υ	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)

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.

^{**}Denotes player is team captain