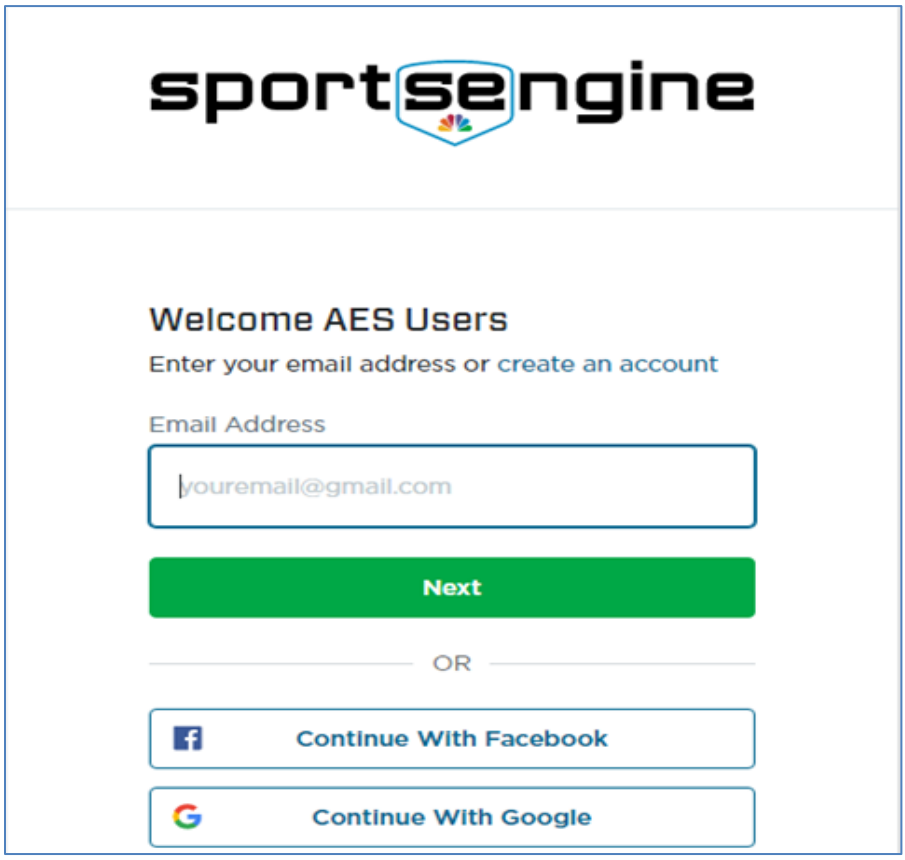
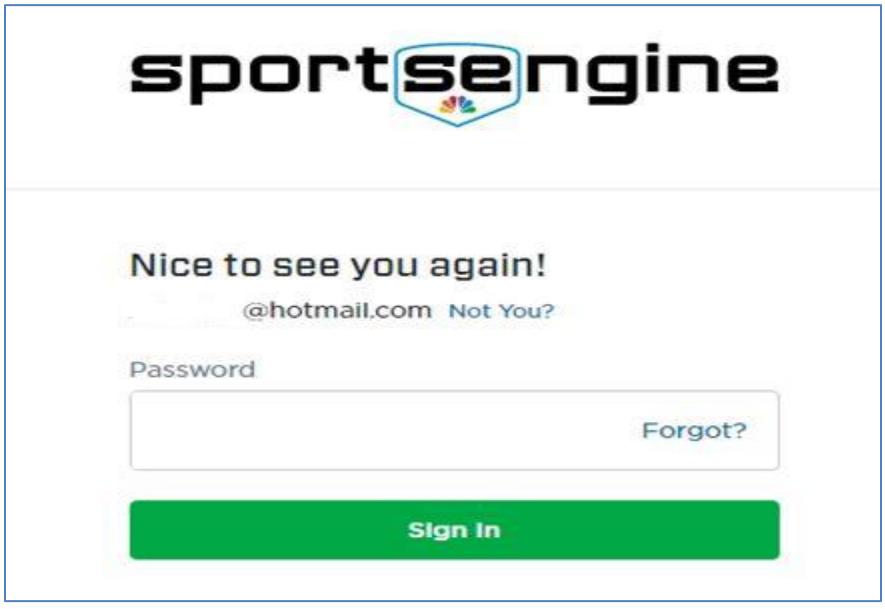
Creating a Club and Team in AES

1/ Go to AES using www.advancedeventsystems.com

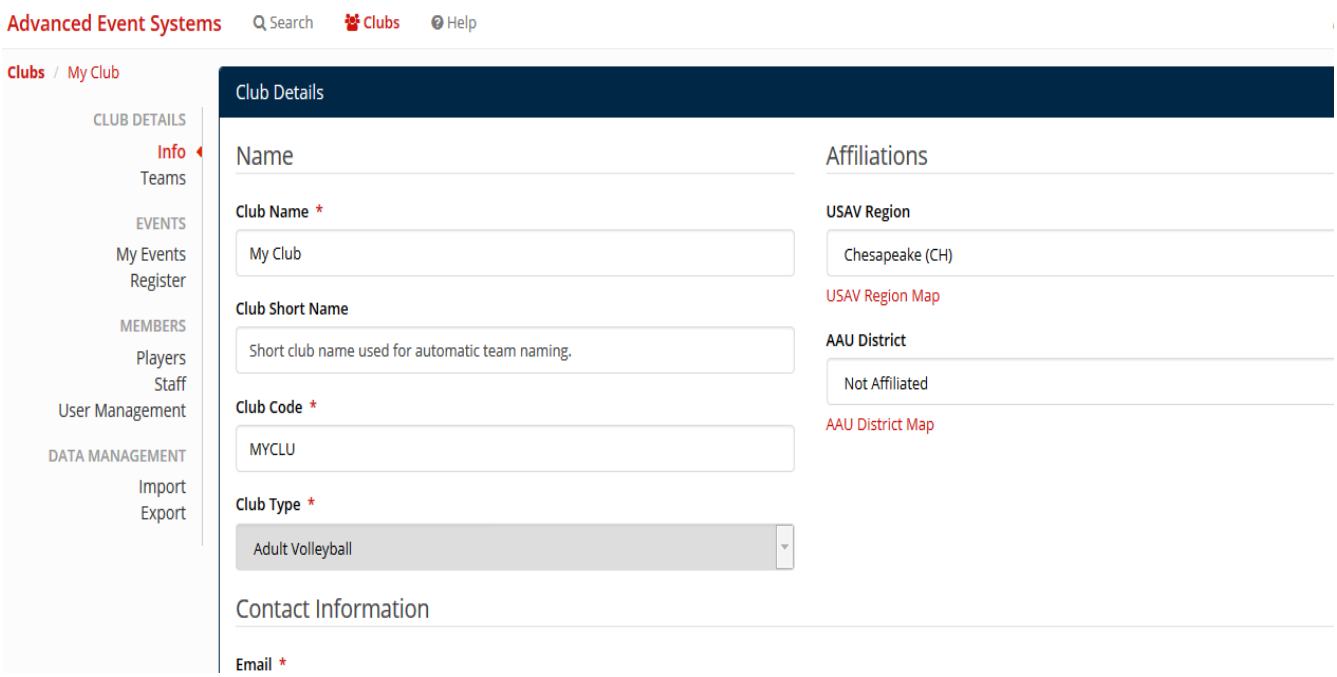
- Select “Sign In” on the top right hand corner of the events page
- Enter the created username and select Next
- Enter the password and click on Sign In



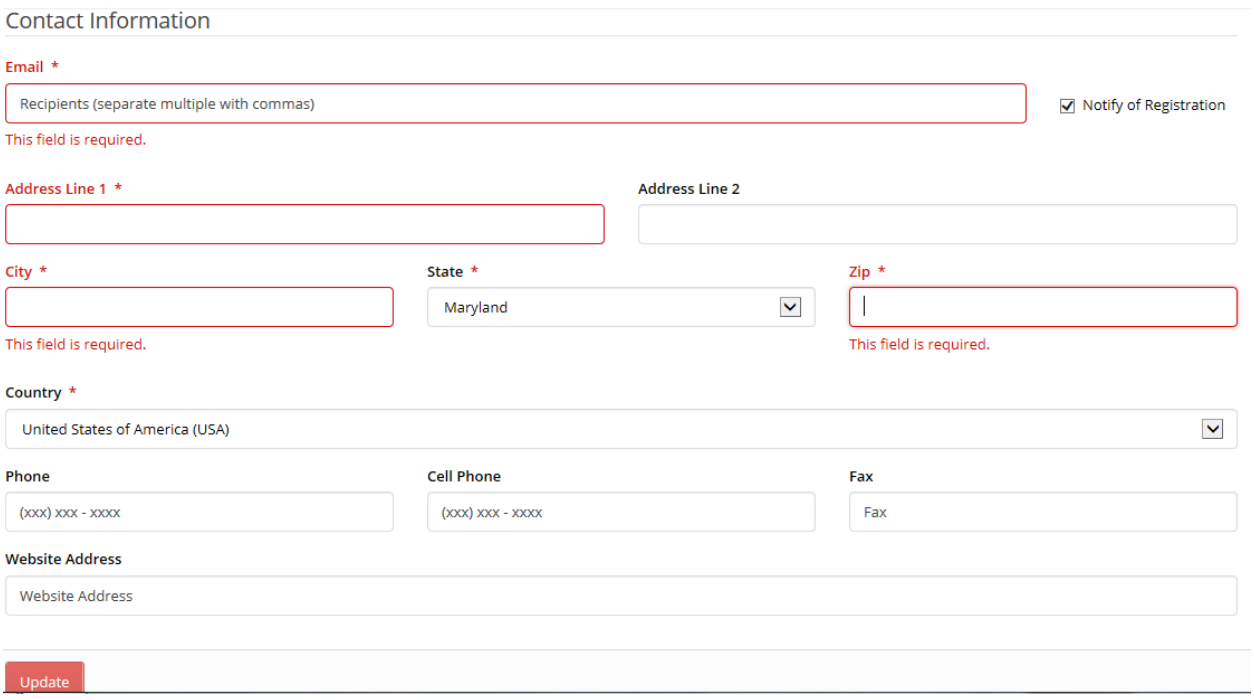


2/ Enter your club information on the Club Details screen. Fill in all fields with a red asterisk (*).

***NOTE: Even if you are not currently in a club this screen will have to be completed in order to create a team. The club name can be the same as the team name to facilitate the process.

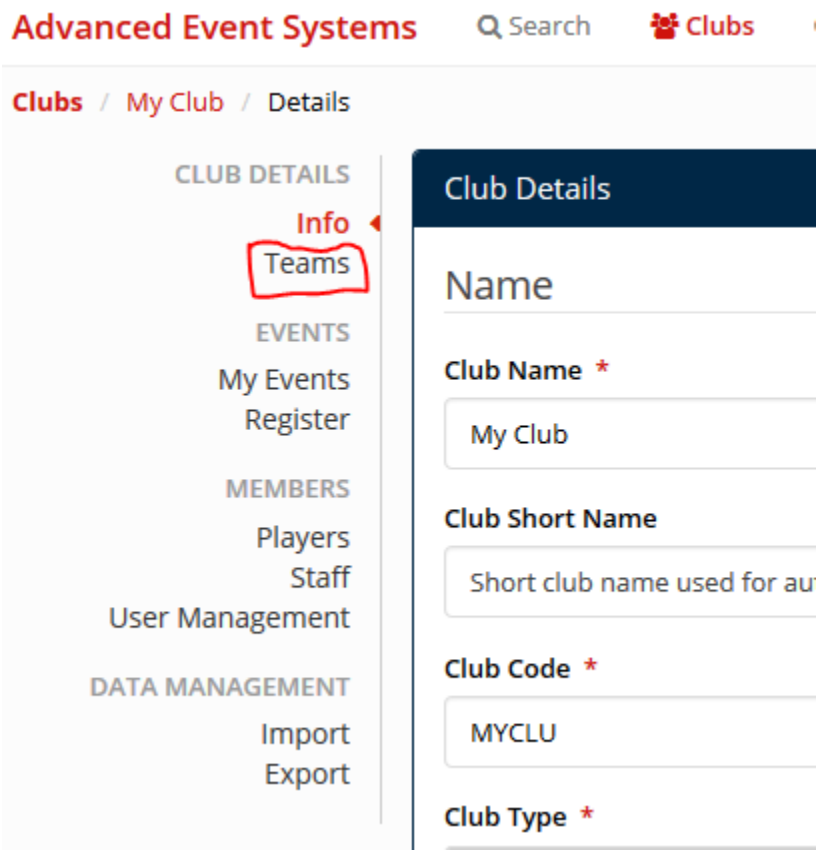


3/ Once completed, click on the red button:

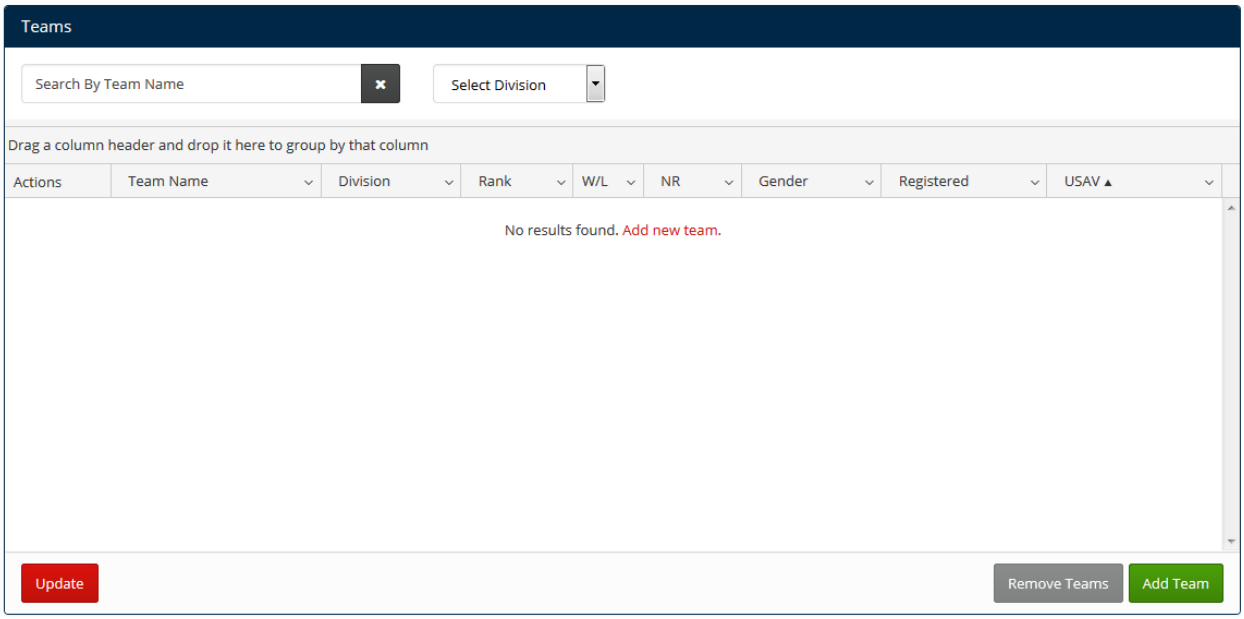


The club has been created and you can now create your team.

4/ To create a team(s); select the “Teams” link from the left side of the Club Details page:



5/ On the Teams page click on the green “Add Team” button:



6/ Complete all fields with a red asterisk and then click on the red “Create Team” button. If you are creating additional teams within your club then select the red “Create More Teams” button and complete the Create Team page for the next team.

****NOTE: For the “Team Rank” field, select the option 1****

