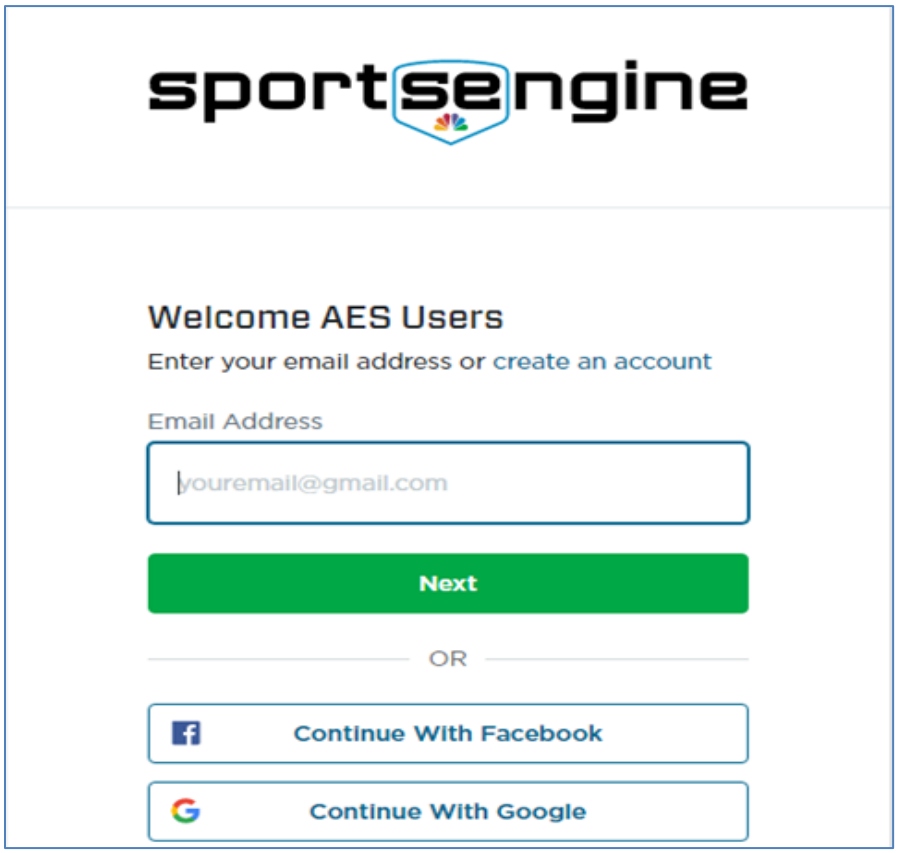
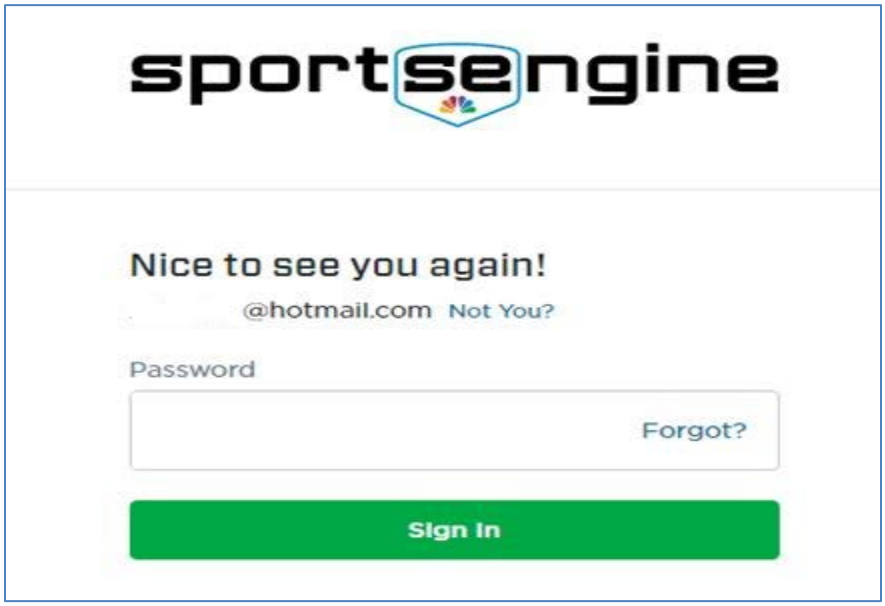
Registering for a Tournament

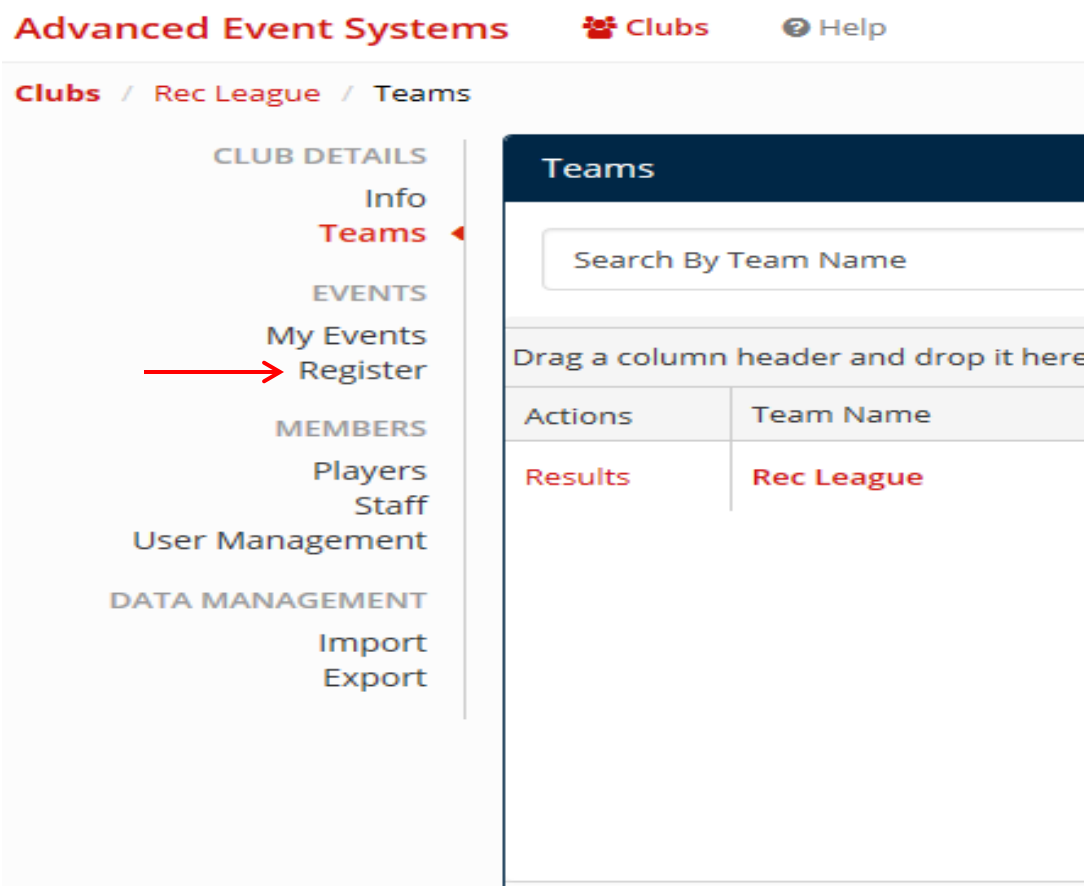
1/ Go to AES using www.advancedeventsystems.com

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

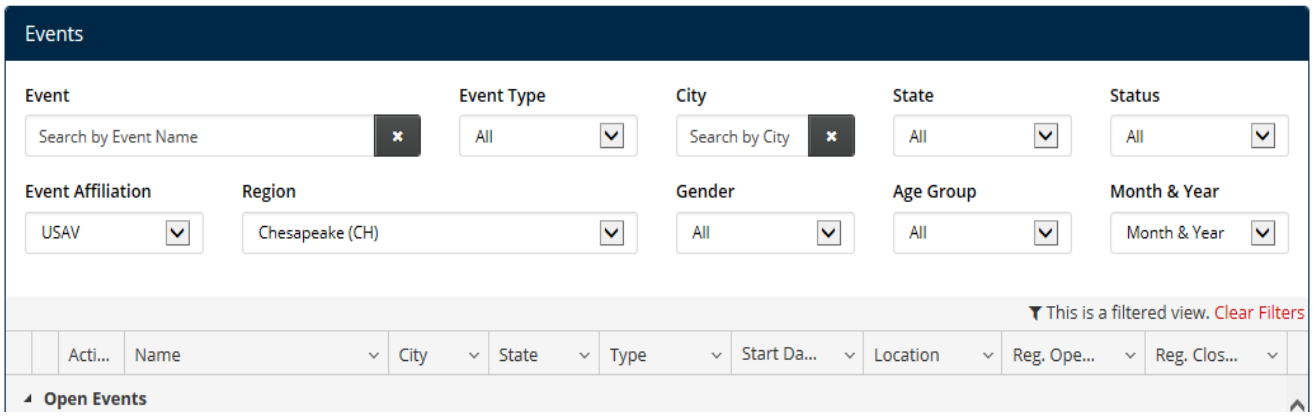




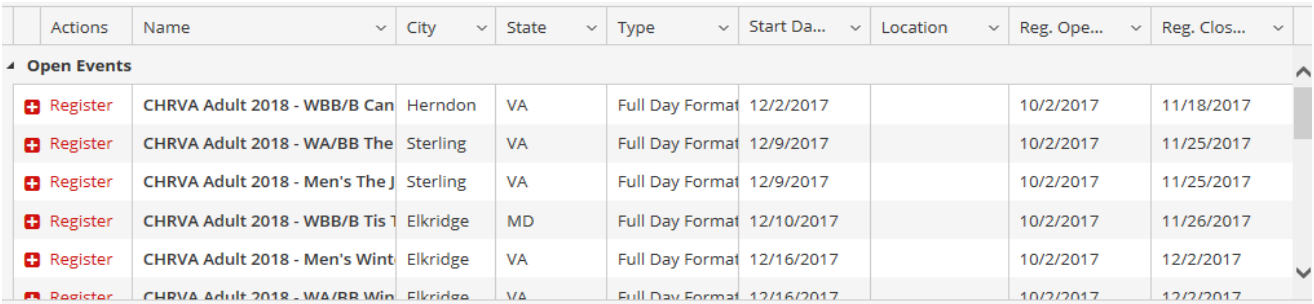
2/ On the Teams tab, select the “Register” link on the left side menu under the Events section:



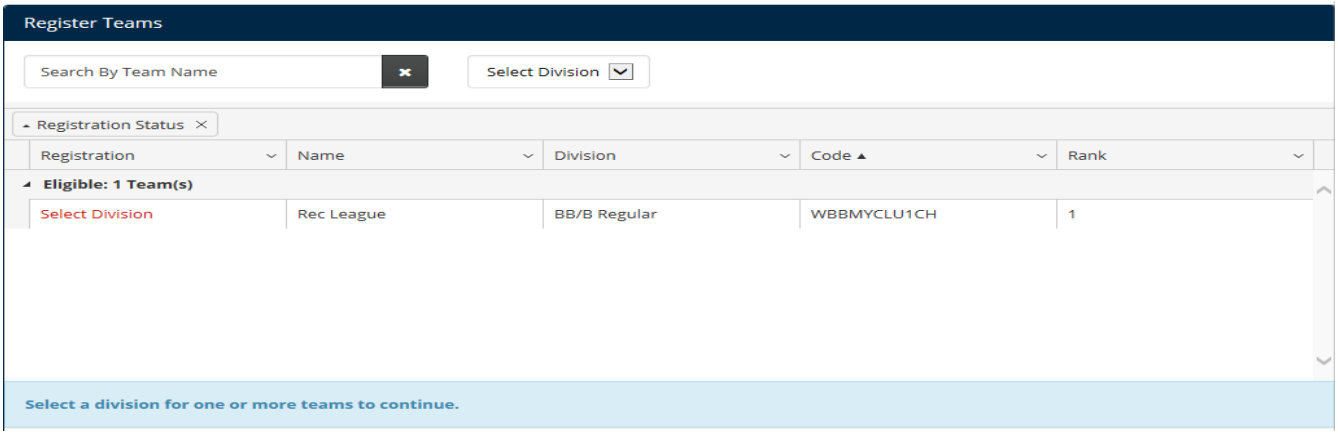
3/ On the Events page, utilize the filters to search for region tournaments if not displayed by default:



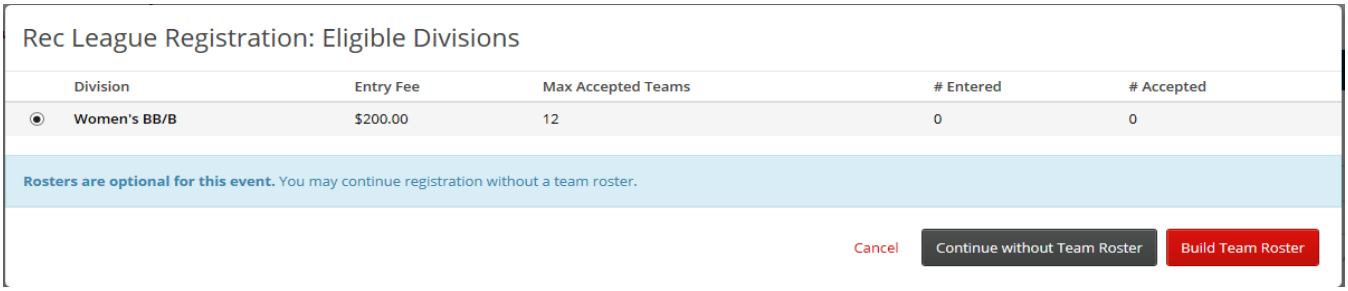
4/ A listing of Open Events will be displayed. Select the red "Register" link to the left of the tournament you would like to register for:



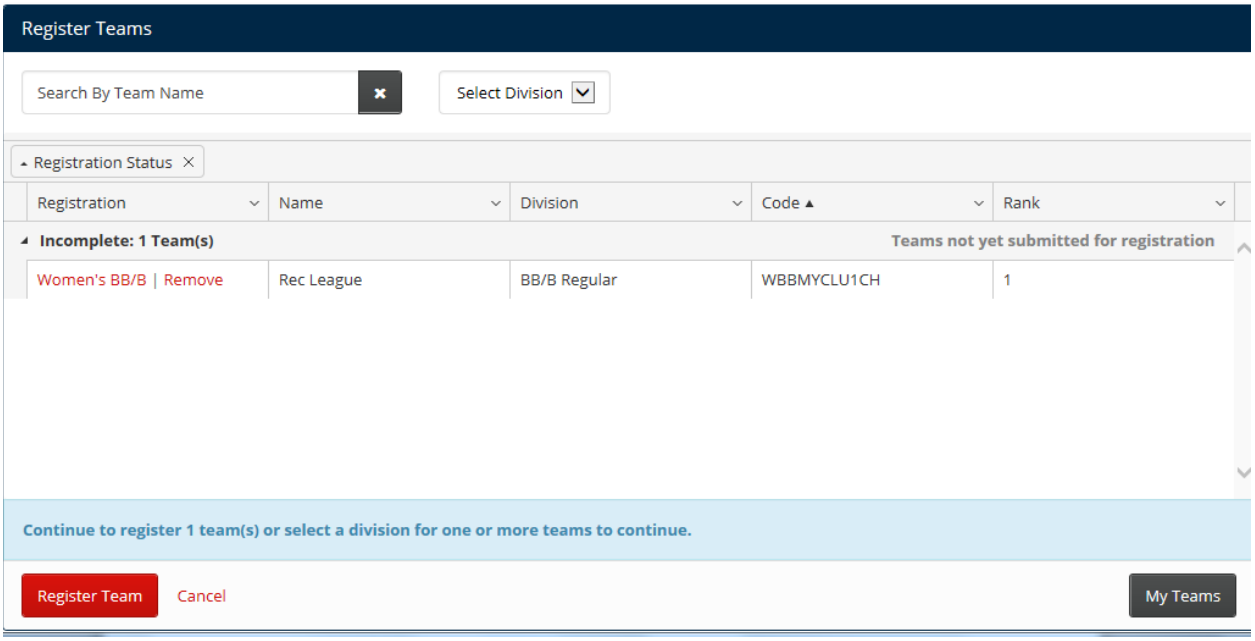
5/ Click on the red "Select Division" link next to the eligible teams on the Register teams screen:



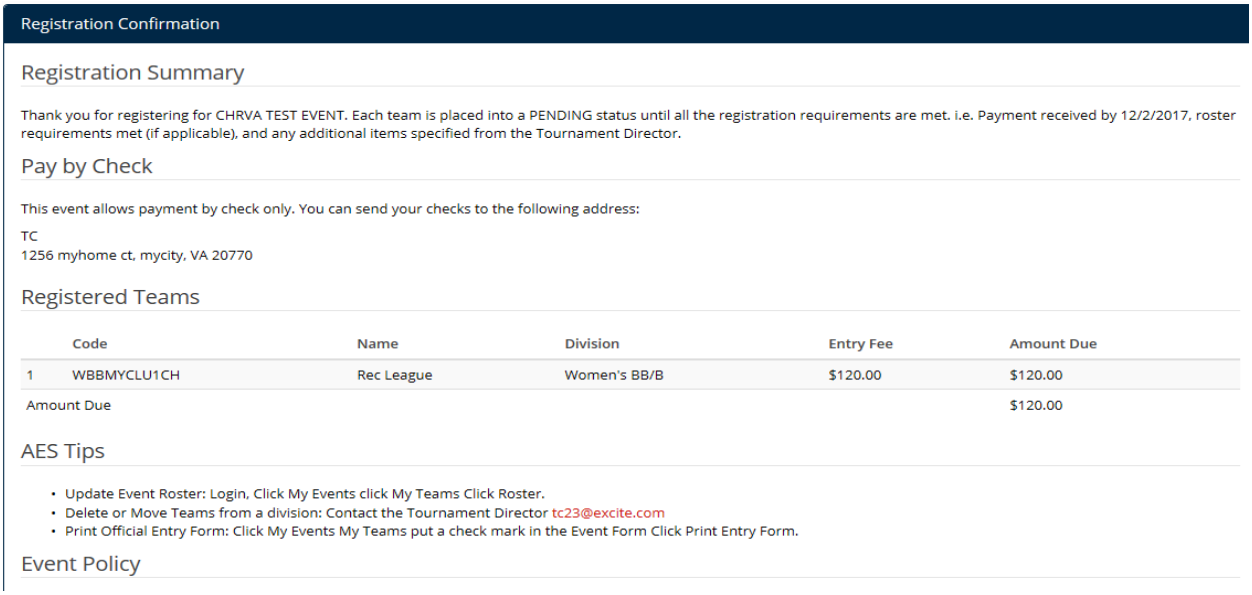
Select the radio button next to the Division and then click on the “Continue without Team Roster” button:



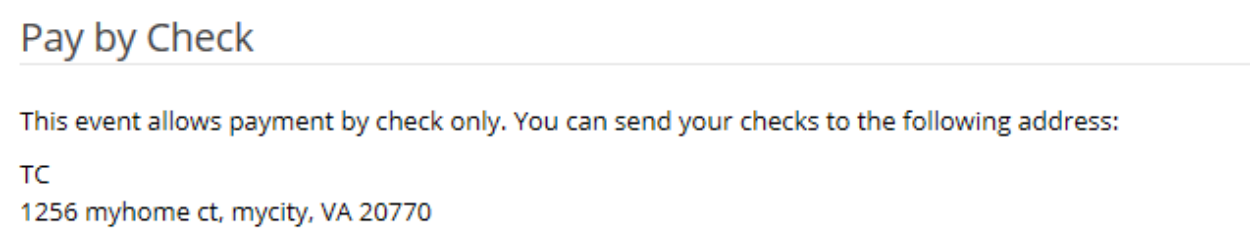
6/ Click on the red “Register Team” button to continue with the registration:



7/ The registration summary page will be seen with information about the tournament and payment methods (a registration confirmation email showing the summary will be sent to the team representative as well):

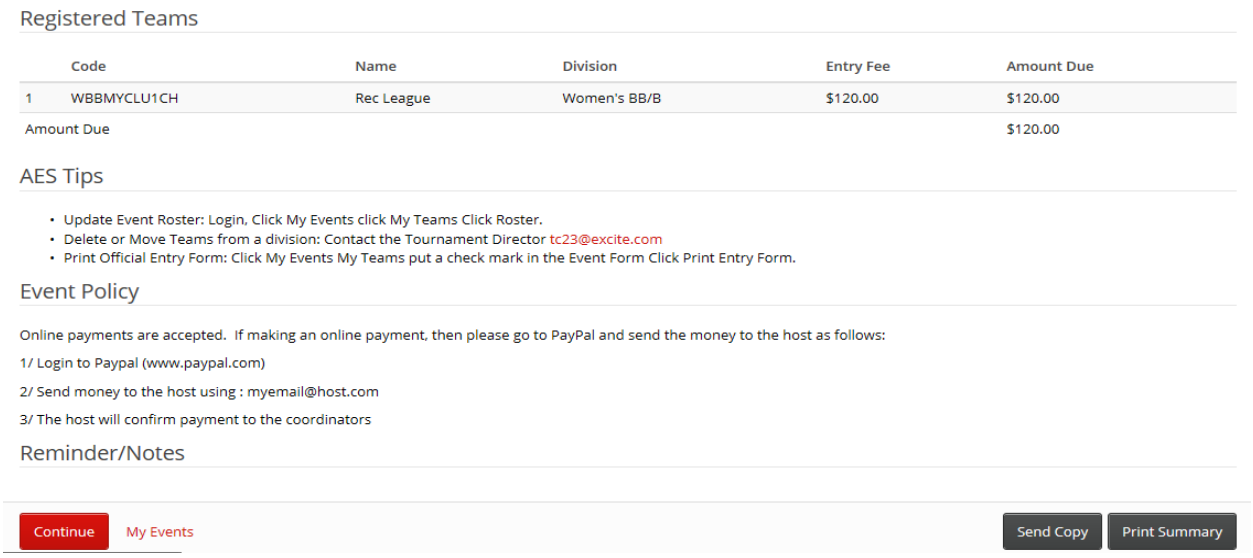


a. If paying by check, see the "Pay by Check" section for details where to send payment to the host:

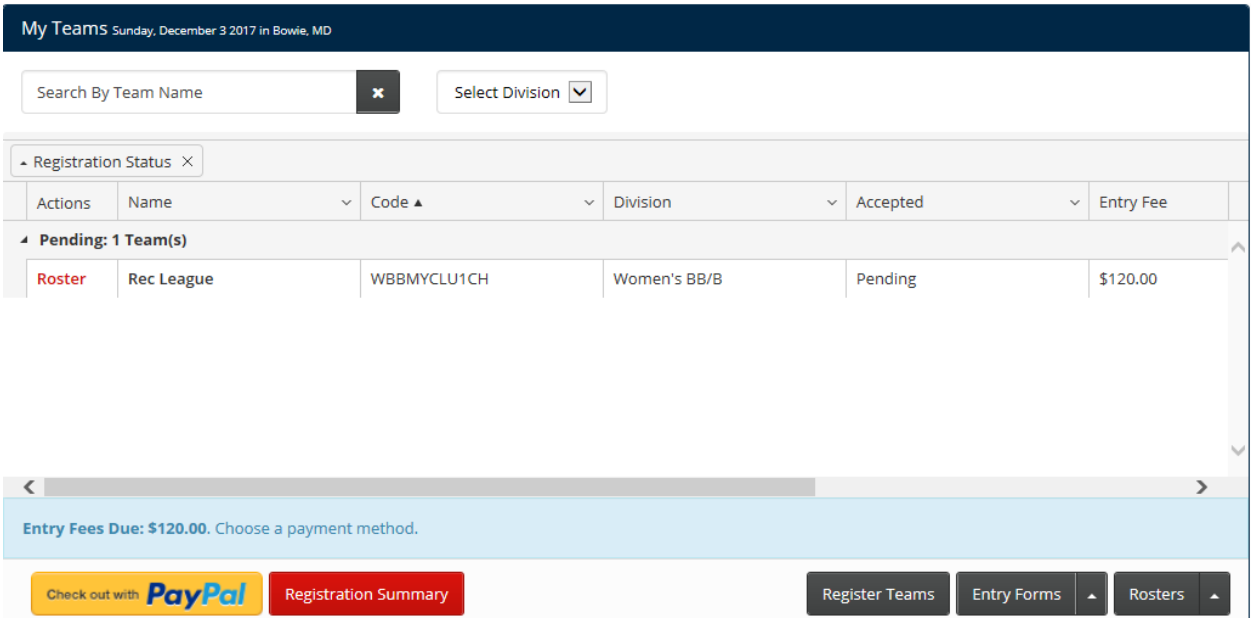


b. If making an online payment, the PayPal button will be displayed in the next steps.

8/ Scroll down and click on the red "Continue" button:



9/ The My Teams summary will be seen showing the status of the registered teams and the yellow PayPal button:



10/ If additional teams need to be registered for the same event, click on the "Register Teams" button. If registering for another event, proceed to step 2 and click on the "Register" link on the left side menu.

11/ Proceed with submitting payment for the tournament either via check as detailed in step 7a or online by clicking on the yellow "Check out with PayPal" button. If making an online payment you will be taken to the PayPal site to complete the transaction.

12/ When paying the tournament entry fee, please remember to include the additional fee (if applicable) if your team does not have a certified scorer and/or referee for the tournament. It would be an additional $40 for scorer and $75 for referee. You may have to submit this fee separately to the hosts using their PayPal email address listed in the Event Policy section

13/ Once the registration and payment have been completed, please send an email to the host indicating whether or not your team has a certified scorer and referee for the tournament. The host email address is located in the "Event Details" section of the AES confirmation email under "Contact Info" (**NOTE: this step is only for BB/B tournaments**).

Event Details

Event:
CHRVA Adult 2018 - WA/BB The Jingle Ball

Host:
NVVA AVBC (formerly FVC)

Location:
Virginia Volleyball Center

Event Dates:
12/9/2017 - 12/9/2017

Roster Deadline:
12/9/2017

Roster Required To Enter:
No

Roster Required For Acceptance:
Yes

Contact Info:
tstorey@nwa.com

14/ An email will be sent to the team representative when the status of your team has been updated and also once teams have been accepted into the tournament. See emails from info@advancedeventsystems.com:



Team Status Change Inbox x

info@advancedeventsystems.com via amazonses.com

to me

AES logo

Your team has been accepted to the CHRVA TEST EVENT Event in Women's BB/B.

Event Details

Event:
CHRVA TEST EVENT

Team:
Rec League

Host:
CHRVA ADMINS

Location:
TEST Location

Event Dates:
12/3/2017 - 12/3/2017

Date Registered:
10/23/2017

Attention

Date of Change:
10/24/2017

Paid Amount:
$120.00

15/ If your team would like to withdraw from a tournament, you will need to send an email to the Adult Coordinators indicating your intention to withdraw. For Women's tournaments (all levels), please email Joan Ryan at joan.ryan@chrva.org. For Men's tournaments, please email Ayal Ciobotaru at ayal.ciobotaru@chrva.org .