

Event List

Add Event

Click **Add Event** to begin
Creating a new event.

Current Events

	Name	Type	Date	Rstr Cutoff	Location	St.	# Tms	Housing	Results
--	------	------	------	-------------	----------	-----	-------	---------	---------

No Items To Display

Past Events

	Name	Type	Date	Location	St.	# Tms	Housing	Results
--	------	------	------	----------	-----	-------	---------	---------

No Items To Display

Add Event

Click **Add Event** to begin
Creating a new event.

Event Info

Click **Copy Event** after selecting a previous event that you would like to copy
OR
begin entering a New Event beginning with Admin Options

[Back to Search](#)

Divisions

No Items To Display

Copy Event

[Copy Event](#)

Event:
Event #1
Event #2

Admin Options

Tournament Class: *
Hotels Enabled:
Allow Ticketing:

Event Details

TP Invite (G12, G14) → Event Name: * ← Mandatory to put Gender and Age Group
Full Day Event → Tournament Type: Full Day Format *
USAV → Event Affiliation: USAV
Badger (BG) → USAV Region: Badger (BG) *
Host:
Event Location: *
Location Address: *
Event City: *
Location Zip: *
Wisconsin → Location State: Wisconsin *
United States of America → Location Country: United States of America (USA) *
Website:
E-mail (Separate multiple addresses by comma, when applicable the first e-mail will be the default): *

Checks Payable To

Name:
Address:
City:
Wisconsin → State: Wisconsin *
Post Code:
United States of America → Country: United States of America (USA) *

Dates

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

Event Start Date: * MM/DD/YYYY

Event End Date: * MM/DD/YYYY

Registration Open Date: * MM/DD/YYYY ← 12/1/2013 is the Open Date for All Events

Same as **Registration Close Date** → Late Registration Date: * MM/DD/YYYY

Late Registration Fee: \$0.00

Close Date is Your Choice → Registration Close Date: * MM/DD/YYYY ← You can close a division earlier when full

Roster Required to Enter Event:

Roster Required for Acceptance:

Roster Deadline: * MM/DD/YYYY ← Same as Event Start Date

Late Roster Deadline: * MM/DD/YYYY ← Same as Event Start Date

Late Roster Fee: \$0.00

Requirements

***** Event Fees and Player / Staff requirements are managed from the division list once event is setup.*****

One Check Per Team:

Event Information

Enter Event Policy & Event Info → Event Policy: AES Rosters must be complete prior to play.
(appears on event info page, confirmation page/email)

Required Text: Event Info: AES Rosters must be complete prior to play.
"AES Rosters must be completed prior to play" (appears on event info page)

Optional Text: Your choice for your own policy.
(Suggestion - # of Courts, when entry fee is due)

Roster Disclaimer:
(appears on event info page)

Notes: Your Choice for additional Text
(appears on event info page, confirmation page/email, and printed entry form)

Other

Allow Team Captain:

Official Registration Enabled:

Officials Registration Close Date: * MM/DD/YYYY

Able to Set **Visibility** to Everyone → Team Visibility: Everyone

Allow teams to delete themselves from event: ← Leave Blank

Notify Tournament Director of Team Registration: ← Enable

Notify Club Director of Registration: ← Enable

Notify club when status changes: ← Enable

Activate Google Checkout:

Google Merchant ID:

Activate PPI Checkout:

PPI Merchant Token:

PPI Receipt Email (Separate multiple addresses by comma):

Activate Authorize.Net Checkout:

Authorize.Net ID:

Authorize.Net Transaction Key:

Convenience Fee (Per team): \$

Paperwork Required:

Paperwork File: Browse...

Allow University Athlete Access:

USAV Sanctioned: ← Enable

AAU Sanctioned:

Allow Foreign Team Exemptions:

Click **Update** to save

Update

Event Ticketing




No Items To Display

Event List

[Add Event](#)

Click **Divisions** icon - view division list, # of teams accepted, registered, and paid

Current Events

		Name ▲	Type	Date	Rstr Cutoff	Location	St	# Tms	Housing	Results
↑		Event #1	Full Day Format	11/3/2012	11/3/2012	Convention Center	WI	0		 

Past Events

		Name ▲	Type	Date	Location	St	# Tms	Housing	Results
--	--	--------	------	------	----------	----	-------	---------	---------

[Add Event](#)

Quick Links: [Event Info](#) | [User Management](#) | [Divisions](#) | [Teams](#) | [Officials](#) | [Questions](#) | [Reports](#)

Event #1 - Division List

[Add Division](#)

Click **Add Division** to begin
Creating a new division.

Divisions

Div. Code	Div. Description	Max Teams	# Acc.	# Entered	Entry Fee	# Paid	Teams	Delete
No Items To Display								

[Update](#)

Paid Status

Total Registered	Total Accepted	Paid Amount	Unpaid Amount	Refunds
0	0	\$0.00	\$0.00	\$0.00

[Add Division](#)

Click **Add Division** to begin
Creating a new division.

Quick Links: [Event Info](#) | [User Management](#) | [Divisions](#) | [Teams](#) | [Officials](#) | [Questions](#) | [Reports](#)

Event #1 - Division Info

Division Information

Select a **Division** → Division:

Division Assignment

of Teams you want to accept → Max Teams: *
 Entry Fee: \$ *
 Notes:

*System will close the event to this division and not allow any more entries after **Max Teams** is reached for "Accepted" teams. Do not accept teams immediately, wait for payment. By not accepting teams you can generate a backup list of teams.

[Update](#) ← Click **Update** to save and continue adding all Divisions before continuing

Quick Links: [Event Info](#) | [User Management](#) | [Divisions](#) | [Teams](#) | [Officials](#) | [Questions](#) | [Reports](#)

Select **Divisions** from the Quick Links to continue adding other divisions before setting the Division Requirements

Event #1 - Division List

Once you have added all of your divisions you can set the Division Requirements for all of them at once by clicking on the first division in your list and **Copying the Division Requirements**

Add Division

Divisions									
	Div. Code	Div. Description	Max Teams	# Acc.	# Entered	Entry Fee	# Paid	Teams	Delete
1	12 Girls	12 Girls	48	0	0	\$100.00	0	Show Teams	<input type="checkbox"/>
2	14 Girls	14 Girls	48	0	0	\$100.00	0	Show Teams	<input type="checkbox"/>
3	16 Girls	16 Girls	48	0	0	\$100.00	0	Show Teams	<input type="checkbox"/>

Quick Links: [Event Info](#) [User Management](#) [Divisions](#) [Teams](#) [Officials](#) [Questions](#) [Reports](#)

Event #1 - Division Info

Division Information

Event Type: Junior Volleyball
 Gender: Female
 Age Group: 12 & Under
 Age Cutoff Date: 9 / 1

Division Assignment

Description Alias: **Rename your age group (i.e.*G17/18) shown in Div Code**
 Code Alias: **Rename your age group (i.e. G17/18) shown in Div Description**
 Max Teams: *
 Entry Fee: \$ *
 Notes:

All division requirements are set by USAV.
Do Not Change.

Generated by AES →
 Generated by AES →

Division Requirements

User Type	Min #	Max #	Min Age	Age Cutoff Date	Required Fields	Impact Ver	USAV # Ver	Bkqnd Screening Ver
1 Player	0 *	15 *	N/A	N/A	Approach Block College Commitment (E) 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"/>
6 Team Manager	0 *	0 *		-- --	Email Address Night Phone USAV Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update Copy To All

Leave set as "0"!
 This allows teams to enter without any rostered players

Do not select any!
 This allows teams to enter without any rostered players

Click Copy to All.
 This will copy these division requirements to all of the Divisions YOU created for this event. Any divisions added afterwards will need to be updated.

Click **Update** to save

Click **Teams** under Quick Links or the Teams icon on the homepage

Quick Links: [Event Info](#) [User Management](#) [Divisions](#) **Teams** [Officials](#) [Questions](#) [Reports](#)

Event #1 - Team List

Register Teams

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

Filter teams by Division, Club, Accepted, Pending, Not Accepted, and Dropped
 *Division and Club filters will only populate those that exist in the Event
 *You can check 1 to 4 Checkboxes

Jump to page: []

Teams

Club Name	Div. Code	Team Code	Team Name	Reg. Date	Amt Due	Acc.	Amt Paid	Check #	Rcvd Date	Hotel Rooms	Order #	Finish	Delete
-----------	-----------	-----------	-----------	-----------	---------	------	----------	---------	-----------	-------------	---------	--------	--------

No Items To Display

Team List will sort by Reg Date, although any column can be sorted

Paid Status

Paid Amount	Unpaid Amount	Refunds
\$0.00	\$0.00	\$0.00

Update

Once Teams begin registering they will begin to appear in your Team List as shown below

Quick Links: [Event Info](#) [User Management](#) [Divisions](#) **Teams** [Officials](#) [Questions](#) [Reports](#)

Event #1 - Team List

Register Teams

Division dropdown allows you to see all division team entries by Club
 Club dropdown allows you to see all division team entries by Club

Division: --- Club: Terry's Club Accepted Pending Not Accepted Dropped

Click on the White Paper icon under each area to copy the value to all other teams

Jump to page: 1

Teams

Club Name	Div. Code	Team Code	Team Name	Reg. Date	Amt Due	Acc.	Amt Paid	Check #	Rcvd Date	Hotel Rooms	Order #	Finish	Delete
1 Terry's Club	16 Girls	fj6terry1bg	Terry_G16	8/15/2012	\$100.00	P							

Enter Amount Paid Enter Received Date

Enter Acceptance Enter Check #

Jump to page: 1 Page Size: 50 1 of 1

Paid Status

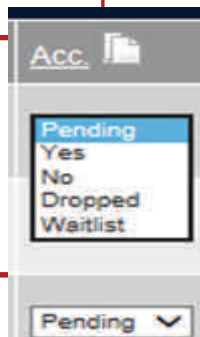
Paid Amount	Unpaid Amount	Refunds
\$0.00	\$100.00	\$0.00

Update

Click Update to save

NOTES:

P = Pending (All teams start as Pending)
 Y = Accepted (Teams Accepted "Yes")
 N = Not Accepted (Teams Not Accepted "No")
 D = Dropped (Teams "Dropped" By TD)
 W = Waitlisted (Put On a "Waitlist")



QUICK TIPS:

How to close a Division?

- Your event has ONLY ONE Age Division:
 - *Change the Registration Close Date to current date.
- Your event has MORE THAN ONE Age Division:
 - *Change Max # to # of teams you accepted.
 - *Drop teams not accepted (IMPORTANT—THESE DROPPED TEAMS WILL GET AN EMAIL).

How to access Reports: (three options)

1. Click on the paper icon to the left of your event when viewing your Event List.
2. Click on "Tournament Director" from the navigation bar, then "Reports".
3. Click on your Event title and use the quick link "Reports".

Report List

Add Report

← Click **Add Report** after selecting an Event (also if you do not have any reports)

Event: Molten Wisconsin Boys Volleyball Festival 13

Reports

	Report Name	Event Name	Report Type		Delete
1	Terry Test	Molten Wisconsin Boys Volleyball Festival 13	Custom Team	Edit View Download Email	<input type="checkbox"/>

Update

Report Info

Report Info

Enter a **Report Name** → Report Name: *

Event: Molten Wisconsin Boys Volleyball Festival 13

Select a **Report Type** → Report Type: *

Report Options

Update

Please experiment with all of the reports. **Custom Team** is a good report.

Report Info

Report Info

Report Name: Terry Test *

Event: Molten Wisconsin Boys Volleyball Festival 13

Report Type: Custom Team *

Report Options

Divisions:

	Select	Division
1	<input type="checkbox"/>	14 Boys Club
2	<input type="checkbox"/>	14 Boys Open
3	<input type="checkbox"/>	15 Boys Club
4	<input type="checkbox"/>	15 Boys Open
5	<input type="checkbox"/>	16 Boys Club
6	<input type="checkbox"/>	16 Boys Open
7	<input type="checkbox"/>	17 Boys Club
8	<input type="checkbox"/>	17 Boys Open
9	<input type="checkbox"/>	18 Boys Club
10	<input type="checkbox"/>	18 Boys Open

Fill in your choices and click **Update**

After adding a Report your screen looks like this...

Report List

Options exist to Edit, View, Download, Email and Delete

To delete—select report and click “update”

Add Report

Event: Molten Wisconsin Boys Volleyball Festival 13

Reports					
	Report Name	Event Name	Report Type		Delete
1	Terry Test	Molten Wisconsin Boys Volleyball Festival 13	Custom Team	Edit View Download Email	<input type="checkbox"/>

Update

Mailing Center

1. Go to Tournament Director dropdown (blue navigation bar)
2. Select “Mailing Center” from the dropdown
3. Search: Click on “Teams”
4. Events: *ctrl or shift* to select individually
5. Divisions: *ctrl or shift* to select individually
6. Note: System automatically “Select All”

Ctrl or Shift = hold down one or the other on your keyboard while selecting with your mouse.

Mailing Center

Recipient Selection

Search: Reservations
 Teams
 Officials
 Ticketing

Events: Badger League 2013
Badger Region Championship(G12,14)
Badger Region Championships(Adults)
Badger Region Championships(G11-1)

Select All Select None

Divisions: 14 Boys Club
14 Boys Open
15 Boys Club
15 Boys Open

Select All Select None

Paid: All

Accepted: All

Only show teams with users having missing USAV Numbers:

Select “Add” box and click **Update** to add a team to the Mailing List

Results

	Team Name	Add
22	SPVB B15 Mizuno	<input type="checkbox"/>
23	SPVB B16 Mizuno	<input type="checkbox"/>
24	SPVB B16 Runbird	<input type="checkbox"/>
25	SPVB B16 Tornado	<input type="checkbox"/>
26	SPVB B16 Wave	<input type="checkbox"/>

Add Selected

Add All

Click "Add All" to include all teams in the mailer. This will automatically add all to your email "recipients".

Note: These red boxes refer to teams you want to add that will become part of your email "Recipients" below "Email Details"

** Added recipients can also be removed from the "Recipients" list to exclude from the mailing.*

Composing your Email

1. Scroll down to "Send To" and choose your categories
2. Fill in From/BCC (optional)/ Subject/ Message Body
3. Wildcards are tools that will populate the email with the information that exists on AES

Wildcard Example: **##EventName##** will populate the name of the event automatically in the mailer where it is added. This is added the same as text.

"Thank you for you for registering to ##EventName##." *the actual event name will appear where the wildcard was placed.

4. Attachment: if this is a large attachment, it is better to post on your website and include the hyperlink.

5. Click "Send"

Note: emails are placed in a mailing que which may take some time to complete based on the number of recipients

Note: you can also view previously sent emails along with your current email with the status of "not sent"

Remove Selected

Remove All

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

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

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

Subject:

Message Body:

Font default Size default

Available Wildcards: ##EventName##
##ClubDirector##
##ClubName##
##TeamName##
##TeamCodes##
##TeamCoach##
##Division##

Attachments: None

Max filename length is 50 characters.

No file chosen

Send

View Mail Sent

Team Results

1. Go to Tournament Director dropdown on your navigation
 2. Select "Team Results" from the dropdown
 3. Filter by Division and Team
 4. You can review teams results if:
 - A. Used AES to do the scheduling, all results are automatically entered OR
 - B. TD's/Region mandate all teams enter results in AES
4. Results can be Viewed or Downloaded

Event Results

The screenshot shows the "Event Results" interface. At the top is a "Results Filter" bar. Below it are three filters: "Event:" set to "Molten Wisconsin Boys Volleyball Festival 13", "Division:" set to "All Divisions", and "Teams:" with a dropdown menu open. The dropdown menu lists "All Teams" and several "BPowerhouse" teams (17 Black, 17 Red, 18 Black, 18 Red, 18 White). Below the filters are two buttons: "View Results" and "Download Results". Below these is a "Results" table with columns: "Event", "Event Date", "Match Date", "Team", "Team Co", "Opponent Code", and "Outcome". The table currently shows "No Items To Display".

REMINDERS:

- CHECK "Event Open Date"
- CHECK "Checks Payable To" – blue bar on Event Info Page to make sure you have ALL the boxes filled out.
- MAKE sure you added your Divisions.