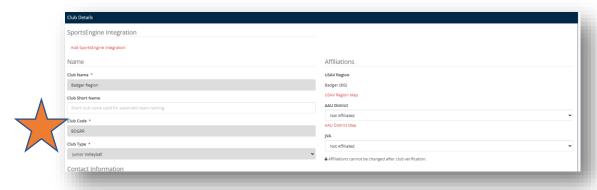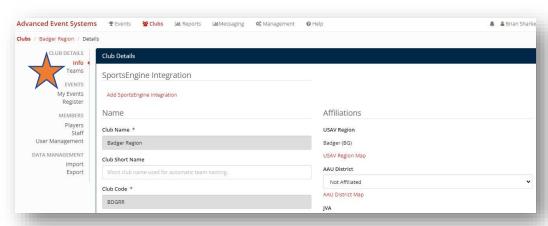# STARTING OFF IN AES

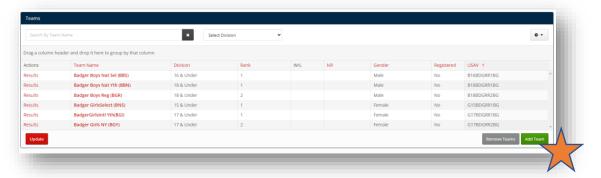(A HOW-TO FOR CLUB DIRECTORS AROUND THE BADGER REGION)

1. After logging in and receiving a club director log in, you will need to enter your club code (as well as basic contact and location information) into the AES Info section for your club. A club code is received after filling out your Club Registration Form with Badger Region in Sports Engine.
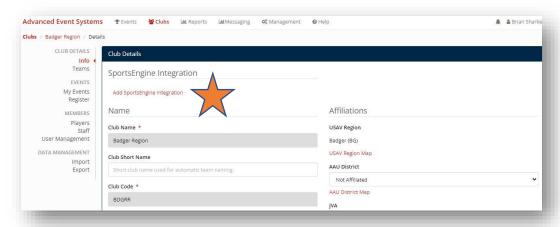

2. You will then want to create teams for your club by clicking on "Teams" in the left rail.
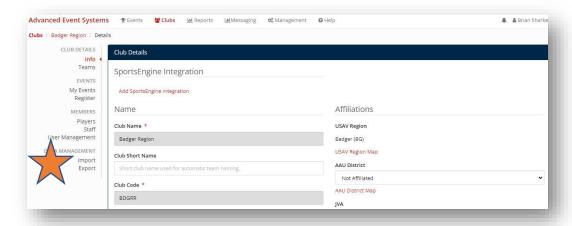
3. After clicking on teams, you can add a new team by clicking the green button in the lower right corner

4. After creating teams, head back to your Club's dashboard and click "Add Sports Engine Integration." This will allow you to set up a flow of athlete/coach information from Sports Engine into AES.

5. Once credentials are verified in the "Sports Engine Integration" process, you can complete a "Data Import." This will allow you to build rosters in AES. It is HIGHLY recommended that all of your athletes and rostered adults have their memberships, IMPACT, SafeSport and Background screenings in Sports Engine before doing a Data Import. You will have to do a Data Import multiple times to pull in additional players or staff.

6. Club directors can click on User Management to assign other coaches who can log in with Club Director access.

Have questions? Don't hesitate to the call the Badger Region office at 414-313-9055 or email Tournament Director Kelly Lehman at kelly@badgervolleyball.org.

You are always welcome to email our office for other information at membership@badgervolleyball.org.