



# HOW TO ENTER A TOURNAMENT

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

Before entering a tournament for your team (whether it is a junior tournament or an adult tournament), it is important to know what requirements the event has in advance. There are multiple tournament management services that include AES, TM2Sign, Sport Wrench and others. This document will walk you through the AES registration process. It is also important to know if a roster is required, how many rostered staff members are needed and if payment is online or can be paid via a check. Note: Multi-day tournaments have a different opening day for registration than single-day events.

For questions with tournament registration within the Badger Region, contact Tournament Director Kelly Lehman at [kelly@badgervolleyball.org](mailto:kelly@badgervolleyball.org).

## STEPS TO ENTERING A TOURNAMENT

1. Log into Advanced Event Systems (AES) by going to [www.advancedeventsystems.com](http://www.advancedeventsystems.com)
2. For most Club Directors, the login you use for Sports Engine will be the same username and password that you use to access AES.
3. If you are a new club director, see details at the end of this manual on setting up an account with AES.
4. To register for events, start by clicking on “Register” in the left rail

The screenshot shows the 'Advanced Event Systems' web interface. The top navigation bar includes 'Events', 'Clubs', 'Reports', 'Messaging', 'Management', and 'Help'. The user is logged in as 'Brian Sharke'. The main content area is titled 'Club Details' and is divided into two columns. The left column contains a sidebar with navigation options: 'CLUB DETAILS' (Info, Teams), 'EVENTS' (My Events, Register), 'MEMBERS' (Players, Staff, User Management), and 'DATA MANAGEMENT' (Import, Export). The right column is the 'Club Details' form, which includes a 'SportsEngine Integration' section with an 'Add SportsEngine Integration' button. Below this are fields for 'Name', 'Club Name \*' (filled with 'Badger Region'), 'Club Short Name' (with a placeholder 'Short club name used for automatic team naming.'), and 'Club Code \*' (filled with 'BDGRR'). To the right of these fields is an 'Affiliations' section with a dropdown menu for 'AAU District' (set to 'Not Affiliated') and a 'JVA' field.

- Use the filter boxes to sort through the hundreds of tournaments that are housed in AES. In this example, we searched for a USAV event for boys 16 and under in the Month of March.

The screenshot shows the 'Events' search interface. The filters are set as follows:

- Event: Search by Event Name (with a clear 'x' button)
- Event Type: All
- City: Search by City (with a clear 'x' button)
- State: WI - Wisconsin
- Status: All
- Event Affiliation: USAV
- Region: All
- Gender: Male
- Age Group: 16 & Under
- Month & Year: March

Below the filters, a message states: 'This is a filtered view. Clear Filters'. The table below shows the results:

Act...	Name	City	Sta...	Type	Start Date...	Location
▶ Register	2022 Molten Wisconsin Volleyball Festival	Waukesha	WI	Two Day Format	3/5/2022	Center Court Sports
▶ Register	Blaze Battle III- Presented by Scheels	Appleton	WI	Full Day Format	3/6/2022	Community First Ch
▶ Register	Adidas Tourney Series #6 (B14/13, B15, B16)	Menomonee Falls	WI	Full Day Format	3/12/2022	Milwaukee Sting Ce
▶ Register	2022 BR Dale Rohde Memorial Boys Event	Milwaukee	WI	Full Day Format	3/19/2022	Wisconsin Center D

- Click on the "Register" link next to the name of the Tournament that you want to enter your team(s) into.

This is a close-up of the 'Open Events' table from the previous screenshot. The 'Register' link is highlighted with an orange star for the '2022 BR Dale Rohde Memorial Boys Event'.

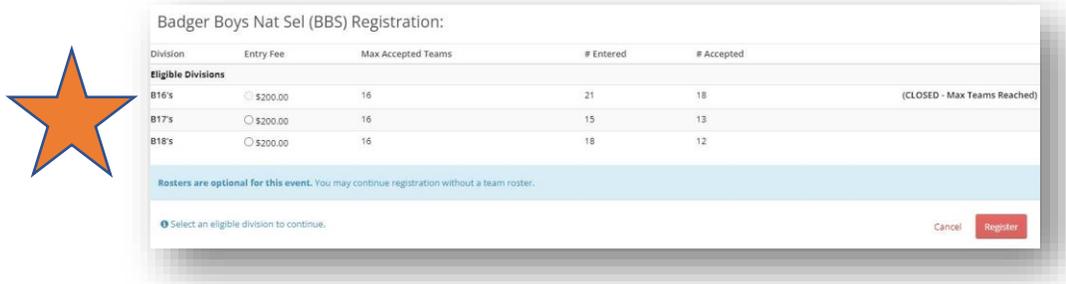
▶ Register	Name	City	Sta...	Type	Start Date...	Location
▶ Register	2022 Molten Wisconsin Volleyball Festival	Waukesha	WI	Two Day Format	3/5/2022	Center Court Sp
▶ Register	Blaze Battle III- Presented by Scheels	Appleton	WI	Full Day Format	3/6/2022	Community First
▶ Register	Adidas Tourney Series #6 (B14/13, B15, B16)	Menomonee Falls	WI	Full Day Format	3/12/2022	Milwaukee Sting
▶ Register	2022 BR Dale Rohde Memorial Boys Event	Milwaukee	WI	Full Day Format	3/19/2022	Wisconsin Cente

- For our example event, we are going to register for the "2022 BR Dale Rohde Memorial." So after clicking on Register for the Dale Rohde tournament, a screen should pop up that shows club directors which teams are eligible for the event

The screenshot shows the registration screen for the '2022 BR Dale Rohde Memorial'. It displays a table of eligible teams with columns for Registration, Name, Division, Code, and Rank. An orange star highlights the 'Badger Boys Nat Sel (BBS)' team.

Registration	Name	Division	Code ↑	Rank
Select Division	Badger Boys Nat Sel (BBS)	16 & Under	B16BDGRR1BG	1
Select Division	Badger Boys Nat Yth (BBN)	18 & Under	B18BDGRR1BG	1
Select Division	Badger Boys Reg (BGR)	18 & Under	B18BDGRR2BG	2

- Click on "Select Division" next to the team in which you want to enter into this event. You might be able to do this for multiple teams if you have more than one team eligible for the tournament. After clicking on our Badger Region 16s team, this is the screen that pops up showing they are eligible for the 16s, 17s or 18s division in the event.



Badger Boys Nat Sel (BBS) Registration:

Division	Entry Fee	Max Accepted Teams	# Entered	# Accepted
<b>Eligible Divisions</b>				
B16's	<input type="radio"/> \$200.00	16	21	18 (CLOSED - Max Teams Reached)
B17's	<input type="radio"/> \$200.00	16	15	13
B18's	<input type="radio"/> \$200.00	16	18	12

Rosters are optional for this event. You may continue registration without a team roster.

Select an eligible division to continue. Cancel Register

- Click the "button" next to the entry fee amount (\$200) and click register in the lower right corner. In this case we chose to enter our 16s team in the 17s division because it showed (at right) that the 16s division was full. At this point, you have the option of entering the tournament without a team roster (gray button) or building a team roster (red button)



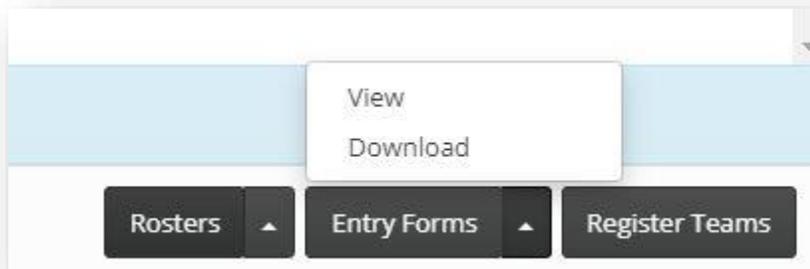
Badger Boys Nat Sel (BBS) Registration:

Division	Entry Fee	Max Accepted Teams	# Entered	# Accepted
<b>Eligible Divisions</b>				
B16's	<input type="radio"/> \$200.00	16	21	18 (CLOSED - Max Teams Reached)
B17's	<input checked="" type="radio"/> \$200.00	16	15	13
B18's	<input type="radio"/> \$200.00	16	18	12

Rosters are optional for this event. You may continue registration without a team roster.

Continue without Team Roster Build Team Roster

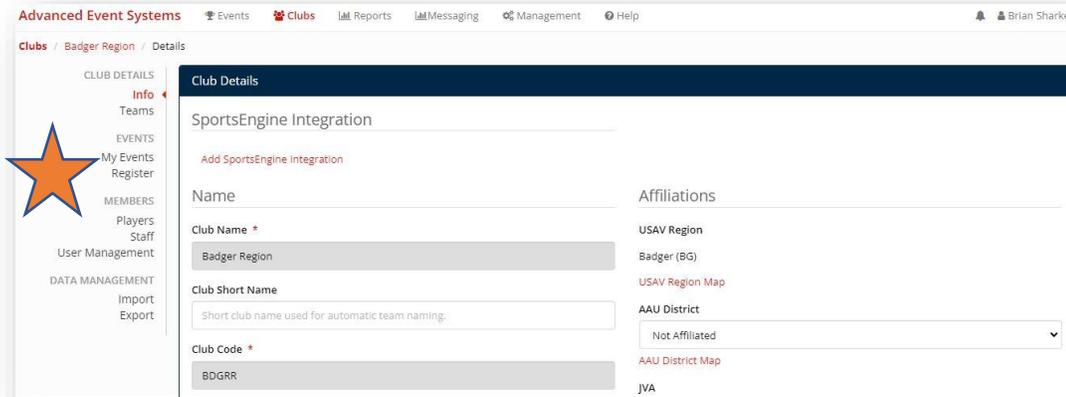
- Follow the prompts that follow to take you to payment (some tournaments have an online credit card option) or an option to print a tournament registration form to mail in with a check for tournament entry. To print a registration form, click on the arrow next to "Entry Form" and either click "View" or "Download."



Rosters ▲ Entry Forms ▲ Register Teams

View  
Download

11. If your event requires a roster for acceptance (common at many Qualifiers, Bid Tournaments and non-USAV/Badger Region events), you can go back and enter your rosters at a later time. Start by clicking on “My Events” in the left rail



12. Then click on the “My Teams” link next to the event you want to update rosters for.

Actions	Name	Type	Date ↑	Location	City	State	Rej
My Teams	DEER DISTRICT BLOCK PART	Two Day Format	1/8/2022	OAW COMPLEX	NEW BERLIN	WI	12/
My Teams	Adidas Tourney Series #2 (G	Full Day Format	1/8/2022	Milwaukee Sting Center	Menomonee Falls	WI	12/
My Teams	2022 Boys Winter Volleyball	Bid Tournament - Boys	1/15/2022	McCormick Place South Hall A	Chicago	IL	1/4
My Teams	Badger Region Boys Series 1	Half Day Format	1/23/2022	Adversity Center	Germantown	WI	1/1
My Teams	FRISCO MO Ice-Ice Breaker	Two Day Format	1/29/2022	Milwaukee Sting Center	Menomonee Falls	WI	1/3
My Teams	BOYS MVP Tournament -1/2	Full Day Format	1/29/2022	Energy	Niles	IL	1/2
My Teams	Jr's Freeze Fest II (12's,13's,1	Half Day Format	1/30/2022	Lake View RecPlex	Pleasant Prairie	WI	1/2
My Teams	Ir's Bvvs Februarv Fun (13/14	Half Day Format	2/6/2022	Lake View RecPlex	Pleasant Prairie	WI	1/3

13. After clicking “My Teams,” you will see the list of teams entered into the event and can click “Roster” next to those teams and update your roster there.

Pending: 1 Team(s)		Teams pending approval and registration requirements						
Roster	Southport B17-Black	B17SPORT2BG	17 Boys	No	Pendin	\$42...	\$42...	Unpaid
Accepted: 1 Team(s)		Teams registered and accepted for the event						
Roster	Southport B14-Blue	B14SPORT1BG	14 Boys	No	Accept	\$42...	\$0.00	Paid

- Once you have entered your roster into one event for a given team, you can COPY that event into all other events that team is signed up for this season. Make sure to click “Save Roster” after updating any information.

DEER DISTRICT BLOCK PARTY: 17 Boys

**Roster**

**Head Coach** Minimum #: 1 Maximum #: 1 Ages: 18 and over Age Cutoff: 01/01 Affiliation Ver: No Fields: Staff Member Number

Name	USAV # *	Email	Cell Phone	JVA BG Verified	Added
<div style="border: 1px solid red; padding: 2px;">Select Head Coach Name (16 available)</div> <p style="font-size: 0.8em; margin-top: 2px;">Minimum Head Coach count of 1 required.</p>					

**Assistant Coach** Minimum #: 0 Maximum #: 3 Ages: 18 and over Age Cutoff: 01/01 Affiliation Ver: No Fields: Staff Member Number

Name	USAV # *	Email	Cell Phone	JVA BG Verified	Added
<div style="border: 1px solid #ccc; padding: 2px;">+ Select Assistant Coach Name (16 available)</div>					

**Team Representative** Minimum #: 0 Maximum #: 1 Ages: 18 and over Age Cutoff: 01/01 Affiliation Ver: No Fields: Staff Member Number

Name	USAV # *	Email	Cell Phone	JVA BG Verified	Added
<div style="border: 1px solid #ccc; padding: 2px;">+ Select Team Representative Name (16 available)</div>					

**Chaperone** Minimum #: 0 Maximum #: 3 Ages: 20 and over Age Cutoff: 01/01 Affiliation Ver: No Fields: Staff Member Number

Name	USAV # *	Email	Cell Phone	JVA BG Verified	Added
<div style="border: 1px solid #ccc; padding: 2px;">+ Select Chaperone Name (11 available)</div>					

**Players** Minimum #: 0 Maximum #: 15 Ages: 17 and under Age Cutoff: N/A Affiliation Ver: No Fields: Player Member Number Jersey Number

Name	Jersey # *	USAV # *	Handed	Position 1	Position 2	Height	Approach	Block	Reach	Grad Year	Scholarship	Added
<div style="border: 1px solid #ccc; padding: 2px;">+ Type Player Name or Use Search Tool</div>												

Copy Event Roster
Copy AES Default Roster
Cancel
Save Roster

## STARTING OFF IN AES

- 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.

**Club Details**

SportsEngine Integration

Add SportsEngine Integration

**Name**

Club Name \*  
Badger Region

Club Short Name  
Short club name used for automatic team naming.

Club Code \*  
BDGRR

Club Type \*  
Junior Volleyball

**Contact Information**

**Affiliations**

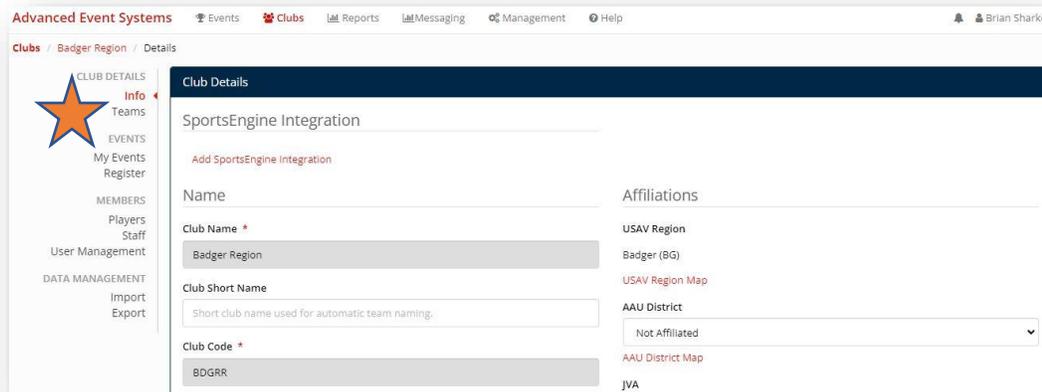
USAV Region  
Badger (BG)

USAV Region Map  
AAU District  
Not Affiliated

AAU District Map  
JVA  
Not Affiliated

Affiliations cannot be changed after club verification.

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

Teams

Search By Team Name

Select Division

Drag a column header and drop it here to group by that column

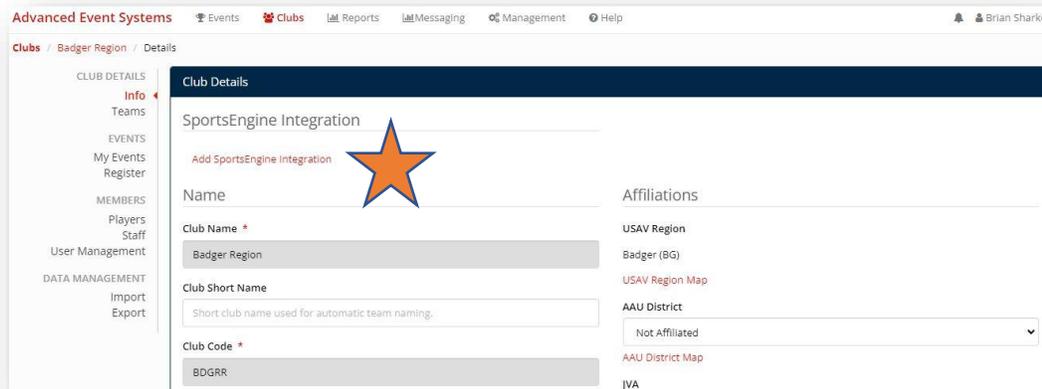
Actions	Team Name	Division	Rank	W/L	NR	Gender	Registered	USAV ↑
Results	Badger Boys Nat Sel (BBS)	16 & Under	1			Male	No	B16BDGRR1BG
Results	Badger Boys Nat Yth (BBN)	18 & Under	1			Male	No	B18BDGRR1BG
Results	Badger Boys Reg (BGR)	18 & Under	2			Male	No	B18BDGRR2BG
Results	Badger GirlsSelect (BNS)	15 & Under	1			Female	No	G15BDGRR1BG
Results	BadgerGirlsInt'l Yth(BGI)	17 & Under	1			Female	No	G17BDGRR1BG
Results	Badger Girls NY (BGY)	17 & Under	2			Female	No	G17BDGRR2BG

Update

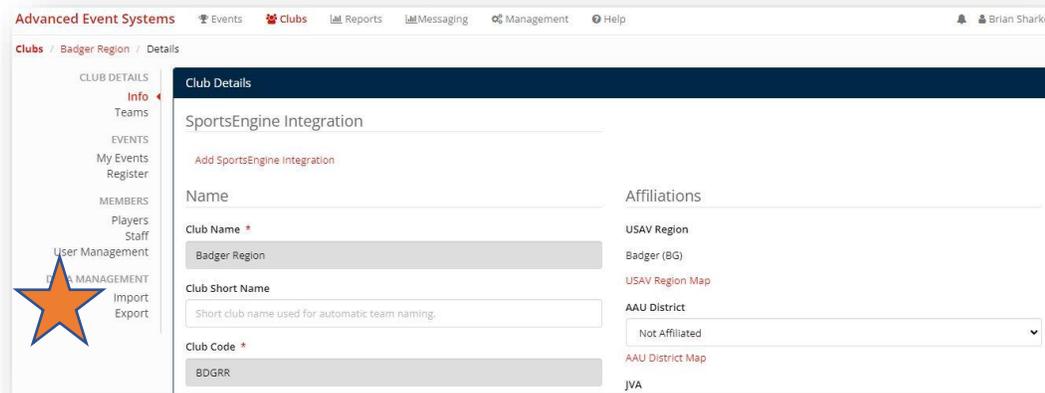
Remove Teams

Add Team

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 call the Badger Region office at 414-313-9055 or email Tournament Director Kelly Lehman at [kelly@badgervolleyball.org](mailto:kelly@badgervolleyball.org).

You are always welcome to email our office for other information at [membership@badgervolleyball.org](mailto:membership@badgervolleyball.org).

