

ALL POWER LEAGUE REGISTRATION INSTRUCTIONS

MJVBA will be using Advanced Event Systems for its registration process. AES is the website of choice for many regional & national tournaments around the nation.

When done you will return to www.mjvba.com/powrleagues_000.htm to pay for entries.

Important Notes before beginning process

- You will be asked to enter a CLUB CODE this will be your 5 alpha MJVBA ID. The one you were assigned by MJVBA.
 - If you do not remember your MJVBA Club ID. It can be found on <http://www.mjvba.com/clubListEligible.htm>
 - When asked to pick a region from the drop down menu select MJVBA (MJ)
 - When asked for USAV # select pending. USAV registration is not required this is an AAU event
 - **ROSTERS are required** for acceptance but not registration. Rosters will be used to create a recruitment packet for college coaches.
 - Rosters may be updated on line until 5/30 – this is for the recruitment packet only.
 - When you check-in at the tournament the AAU Generated roster that you turn in will be the official roster for the event.
1. Go to [Advanced Event Systems https://www.advancedeventsystems.com/Splash.aspx](https://www.advancedeventsystems.com/Splash.aspx)
 2. **Past Users** you may login. If you do not remember your username or password email brad@advancedeventsystems.com
 3. **First time users** to create your club, click Register at the top.
 4. Click on Create Club Director Account in red on the same tab as register.
 5. Next, fill out Create Club Director Account form. Keep your username and password in an accessible spot for future use.
 - a. You will be asked to enter a CLUB CODE this will be your 5 alpha MJVBA ID.
 6. Click on Add New Teams, enter info, and Submit information.
 - a. *Instructions to Add Players is located when you login, Registration Instructions.pdf – **YOU ADD PLAYERS TO YOUR ROSTER DURING THE REGISTRATION PROCESS***
 - b. *Add Players and Staff into the system by clicking the appropriate button on **left-enter/add or import data.***
 - c. *Easiest way is to import your club from the national AAU into AES & then make your teams*
 7. To Register: Click "Enter Search." Click on AAU & Michigan" Pick the appropriate **2012 Power League (AAU/MJVBA)**
 8. Select the division from the pull down list that you wish to enter your team and click on "Register Teams."
 - a. BUILD ROSTER – add staff/players to your event roster, click UPDATE ROSTER, click Continue. If Rosters are not required, click Continue
 - b. To update event roster, click My Events, My Teams, click Roster.
 9. MJVBA will send out broadcast emails to inform you of other information or changes as they come available.

**For additional help click the tech support link at the top of the page, upper right corner when logged in or email technical support.

When done you will return www.mjvba.com/powrleagues_000.htm to pay for entries. There is a link on the bottom of the page to pay on-line or you can print entry & mail a check to:

MJVBA
6840 Weller Ave NE
Rockford, MI 49341