Importing AAU Membership Data into AES

AAU and AES have created the ability to import AAU membership data into AES. The import function will verify AAU membership as well as reduce the amount of data entry required by clubs. Only members that have been imported through this process will have validated AAU membership numbers in AES. This function is available to import both athletes and staff (non-athletes) that have valid AAU club codes associated with their AAU membership.

INSTRUCTIONS

1. **Log into your AES account at www.advancedeventsystems.com.** If you do not have an account, you will need to create a Club Director account.

2. **At the left of the page click on "Import." Then click on 'AAU Import".**

3. *Enter your 2017 AAU Club Code and the individual AAU Non-Athlete Membership ID of your Club Contact.*
   Note: The club contact membership ID you enter must be for the primary club contact that is listed on your AAU club membership.

4. Click "Import". All players and staff (non-athletes) attached to the club will be imported into AES, including their AAU membership numbers. If matching records already exist within the account, the AAU information will be updated. (Please Note: If the first name, last name and date of birth on the AAU membership and in AES do not match exactly, a new record will be created.)

5. AES will list the updated records imported or updated.

6. Click Players or Staff at the left of the page to view the members that have been imported or updated. To Add/Update any information, click on his/her name.

   Only data collected when joining AAU will be imported. Graduation Year for players will not be imported. All players will need to have that information added to their records if it is not already in the system.

7. Please note, AAU does not verify date of birth. The date of birth inputted when joining AAU will be imported. It is the responsibility of the club to ensure all participants have the correct information. Proof of age may be required for some events.

8. If you are missing players or staff that have a current AAU membership, their membership is likely not attached to your AAU club membership in the AAU system. Club codes can be added or edited in your AAU membership account if you purchased the membership. Go to www.aauvolleyball.org and click "Member Login" to edit a membership. For assistance, contact AAU at volleyball@aausports.org or call 407-934-7200.

9. To add additional athletes/staff to your AES account, you may import your AAU information again after the new members have joined AAU.