



# Bulk Purchase AAU Memberships from AES Player Listing

Are you getting ready to play in an AAU Volleyball event for the first time this year? Do you already have all of your player information in AES for this year? You are now able to “Bulk Purchase” your AAU memberships at once using the information you have already entered into AES.

## INSTRUCTIONS

1. Log into your AES account at [www.advancedeventsystems.com](http://www.advancedeventsystems.com).
2. At the left of the page click on “Players.” This will generate any information you have imported/input into Advanced Event Systems for the players within your club.

The screenshot shows the 'Players' management page in the AES system. The page includes a search bar, a table of player data, and navigation options. The table has columns for Last Name, First Name, Birth Date, Grad year, USAV, and AAU. The AAU column contains membership IDs and a 'Verified' checkbox.

Last Name	First Name	Birth Date	Grad year	USAV	AAU	Verified
Amherst	Gabriela	1/09/2005			479686A7	✓
Bell	Kiven	2/11/2005			470775A7	✓
Blakes	Amaya	1/25/2004			470775A7	✓
Brent	Sarah	2/17/2002			468752A7	✓
Brandon	Earnesto	2/19/2007			470775A7	✓
Brook	Jeremiah	4/7/2011			470775A7	✓
Cass	Paulo	2/6/2009			470775A7	✓
Dawson	Hannah	8/4/2001			467702A7	✓
Donham	Andrew	3/9/2001			47958A7	✓
Freeman	Daniel	5/23/2002			470775A7	✓
Howell	Jaylen	9/19/2008			470775A7	✓
Johng	Alfred	1/21/2008			470775A7	✓
Kim	Khloe	11/19/2007			470775A7	✓
Kruk	Julia	2/22/2002			46C88A7	✓
Lachey	Campbell	3/22/2001			464221A7	✓
Leah	Devon	1/16/2009			470775A7	✓
Leah	Jamora	5/29/2006			470775A7	✓
Leah	Darien	4/2/2008			470775A7	✓
Malone	Kendell	2/19/2009			470775A7	✓
Morato	Jasmine	11/10/2009			470775A7	✓
Reyes	Kent	4/25/2008			470775A7	✓

- Click on the “Export Players” link at the bottom of the page. This will give you the ability to download a CSV file of all the player information within your account.

Advanced Event Systems Clubs Help

Clubs / Add Club / New / Players

CLUB DETAILS  
 Info  
 Teams  
 EVENTS  
 My Events  
 Register  
 MEMBERS  
 Players  
 Staff  
 User Management  
 DATA MANAGEMENT  
 Import  
 Export

Players

Search By Name   Verified

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

Last Name	First Name	Birth Date	Grad year	USAV	AAU
Ambert	Gabriela	1/28/2005			47079847
Bell	Kiven	2/11/2010			47077047
Blkins	Amaya	7/25/2009			47077547
Berra	Sarah	3/17/2002			46970247
Brandon	Earnesto	2/19/2007			47077947
Bush	Jeremiah	4/7/2011			47078747
Casas	Paulo	2/4/2009			47078847
Chavira	Hannah	8/4/2001			46970247
Clarkson	Andrew	3/9/2001			47078447
Freeman	Daniel	5/23/2002			47078947
Hueselt	Jaylen	9/19/2008			47078347
Johng	Alfred	1/21/2009			47078647
Kiss	Khloe	11/19/2007			47078547
Krook	Julia	3/22/2002			46240547
Larkley	Campbell	3/22/2001			46488147
Leach	Devon	1/19/2009			47078647
Leach	Jamora	1/23/2006			47078747
Lucas	Darien	4/2/2008			47078847
Malone	Kendell	2/19/2009			47078947
Morato	Jasmine	11/19/2009			47078647
Reyes	Kent	4/25/2008			47078847

1 - 27 of 27 items

Import Players **Export Players** Remove Players Add Player

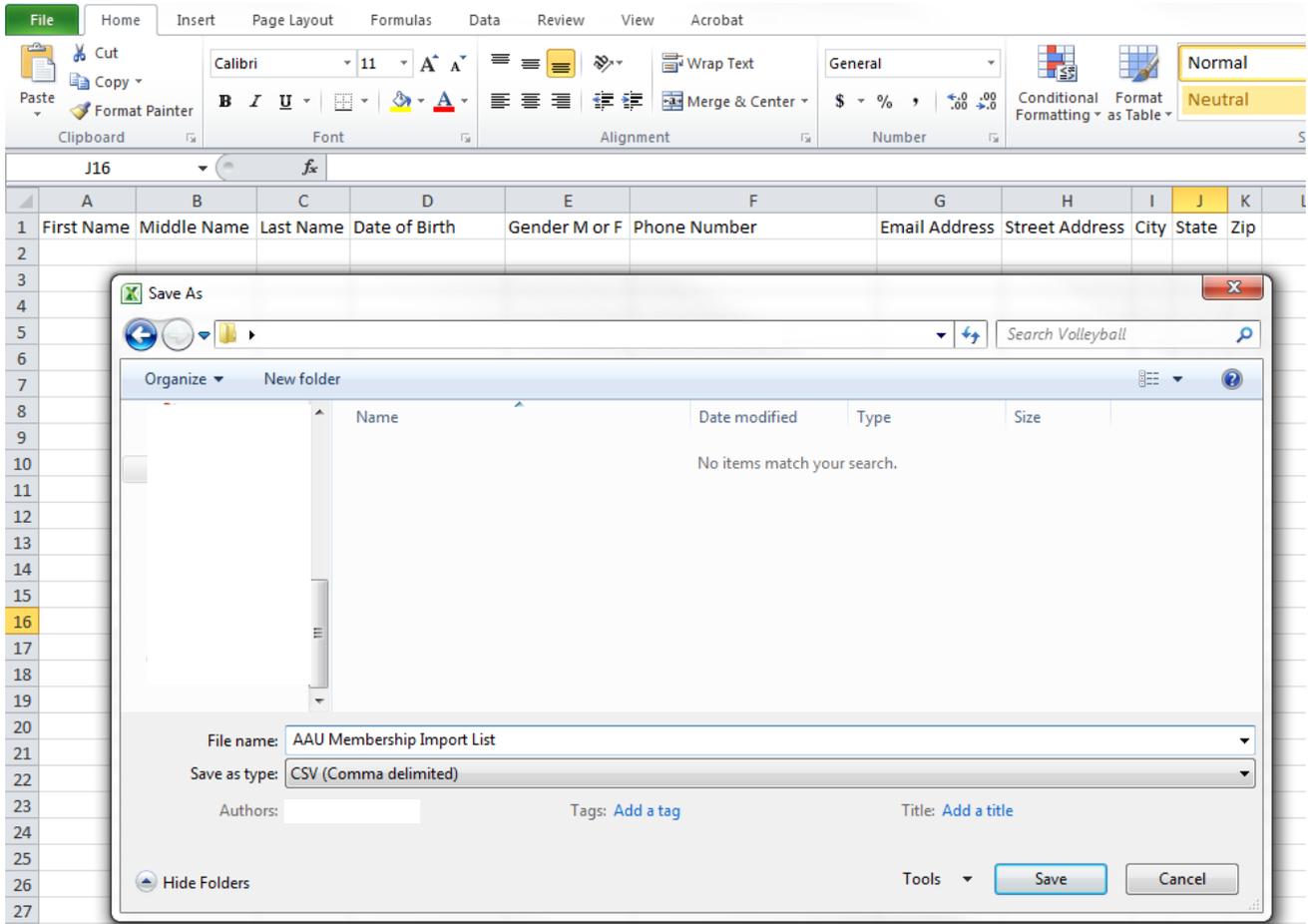
- Delete the following columns from the CSV spreadsheet:

- ADDRESS LINE 2
- GRAD YEAR
- JERSEY NUMBER
- HEIGHT
- APPROACH
- BLOCK
- REACH
- HANDED
- POSITION 1
- POSITION 2
- COLLEGE COMMITTED
- ACT SCORE
- SAT VERBAL
- SAT MATH
- USAV NUMBER
- AAU NUMBER

- Put the remaining columns in the following order.

- First Name
- Middle Name (You must add this column. It may be left blank)
- Last Name
- Date of Birth (mm/dd/yyyy)
- Gender (M-Male, F-Female)

- f. Phone Number (You must add this column. Phone number must be in this format: 111-111-1111)
  - g. Email Address
  - h. Street Address
  - i. CityState
  - j. Zip Code
6. Once all of your information has been formatted correctly, delete the FIRST ROW that contains the HEADINGS.
7. Save this document to your computer as a CSV file.



8. Open your internet browser and visit <http://play.aausports.org> or [CLICK HERE](#).
9. From here LOG IN using the account information that you used to purchase your AAU Non-Athlete and Club Memberships.

10. Once logged in, click on the “**BULK PURCHASE MEMBERSHIPS**” button.

The screenshot displays the AAU USA website interface. At the top, there is a navigation bar with sports categories: ATHLETICS, BASEBALL, BASKETBALL, FOOTBALL, MARTIAL ARTS, VOLLEYBALL, WRESTLING, and MORE SPORTS. Below this, the date 'Wednesday, January 21, 2015' and a 'Logout' button are visible. A secondary navigation bar includes 'MY EVENTS', 'INSURANCE', and 'GOVERNANCE', along with 'Submit a Ticket' and 'Customer Service' buttons.

The main content area is divided into several sections:

- MEMBERSHIPS** (vertical label on the right side of the section):
  - NEW MEMBERSHIP**: CLICK HERE TO GET STARTED
  - CURRENT MEMBERSHIP**: 0 ATHLETE(S), 1 NON-ATHLETE(S)
  - RENEW MEMBERSHIP**: YOUTH ATHLETES ONLY
  - MEMBERSHIP CARD**: UPDATE / PRINT YOUR AAU CARD(S). Includes a sample AAU membership card for John Doe.
  - ORDERS**: PENDING (0), HISTORY
- CLUBS** (vertical label on the right side of the section):
  - CLUB APPLICATION**: CLICK HERE TO GET STARTED
  - MANAGE YOUR CLUB**
  - MANAGE MEMBERS**: FOR EVENTS YOU PLAN TO ATTEND. Below this is a highlighted button: **BULK PURCHASE MEMBERSHIPS** with the subtext 'IMPORT SPREADSHEET'.
  - ASSOCIATE A CLUB WITH YOUR ACCOUNT**: CLUB REPS ONLY
  - REQUEST PRACTICE INSURANCE CERTIFICATES**
  - AAU BANNER STORE**
  - RENEW PRACTICE CERTIFICATES**
  - RENEW CLUB ATHLETES**

On the right side, there is a sidebar with a warning: 'AAU Memberships No longer Instant' and 'BACKGROUND CHECK REQUIRED FOR ADULT MEMBERS'. Below this is a 'Home Page Pending Order(s) Membership' section with a list of links: Apply for Membership, Import Athlete Memberships, Membership Fees, Renew Youth Athletes Memberships, Reprint/Correct Memberships, View Order History, Club Membership (with sub-links: Club Application, Practice Insurance Certificate, Renew Practice Insurance Certificate, Renew Club Athlete(s), Trademark Agreement, Associate a club with your account), and Club Membership Listing.

11. Select **YOUTH PROGRAM**, the Membership Category of your choosing, **VOLLEYBALL**, **AAU CLUB CODE** (this is very important for building rosters), and **GENDER**. Click **SELECT** to upload your CSV file. Click **UPLOAD FILE** to import. **\*If there are any errors processing your spreadsheet, do not upload the same file again. Remove all correct athletes before re-importing.**

To import athletes from a CSV file, just follow these steps:

- Create a CSV file with the following fields.
  - First Name
  - Middle Name (field may be left blank)
  - Last Name
  - Date of Birth (mm/dd/yyyy)
  - Gender (M-Male, F-Female)
  - 10 digit Cell or Phone Number
  - Email Address (field may be left blank)
  - Street Address
  - City
  - 2 digit State code
  - 5 digit Zip Code

**All fields are required!**  
For a sample template, click here
- Select the Program, Membership Term/Category, and Sport.
- Enter your club code. (Note: Not required)
- Click 'Select' and choose the CSV file that contains your athletes, then click 'Open'.
- Read and agree to the terms and conditions by checking the box.
- Click 'Upload File' to start the upload. - If using sample template, delete the first header row.

**Note: You can only upload athletes. Non-athletes must be completed individually.**

Step 1 Program: \* Youth Program

Step 2 Membership Term/Category: \* Membership expires August 31, 2015, Regular Membership 14.00

Step 3 Sport: \* Volleyball

Club Code: [ ]

Gender: Mixed

Upload file: \* [ ] [Select]

The only allowed extension or file type is: .csv

I certify that this CSV file is correct in every material aspect, including but not limited to the athletes legal name, street address and birth date. In addition, I certify that I, all athletes and their parent/guardian(s) have been made aware and agree to be bound by the AAU Code, including all AAU Policies, which are available for review on the AAU web site at [www.aausports.org](http://www.aausports.org).

[Upload File] [Cancel / Return to Cart]

12. If all of the athletes you have imported are listed, click the green **CHECKOUT** button to submit your payment.

Modify	Delete	Description	Sport	Program	Fee
<a href="#">MODIFY</a>	<a href="#">DELETE</a>	Athlete	VB	Youth	\$14.00
					Total: \$14.00

[Checkout](#)

**PLEASE NOTE: Due to the mandatory background screening process, AAU Non-Athlete (Staff) Memberships cannot be purchased in bulk.**