



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.
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.

Advanced Event Systems Clubs Help

Clubs / [AAU Club Page](#) / Players

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Start
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DATA MANAGEMENT
Import
Export

Players						
Search By Name						
Drag a column header and drop it here to group by that column						
Last Name ▲	First Name ▲	Birth Date	Grad year	USAV	AAU	Verified
Amber	Gabriela	1/29/2005			470688A7	✓
Bell	Kiven	2/11/2008			470775A7	✓
Blakes	Amaya	1/25/2004			470775A7	✓
Brent	Sarah	3/17/2002			468752A7	✓
Brandon	Earnesto	2/19/2007			470775A7	✓
Bush	Jeremiah	4/7/2011			470775A7	✓
Cass	Paulo	2/4/2009			470775A7	✓
Dawson	Hannah	8/4/2007			467702A7	✓
Dunkum	Andrew	3/9/2007			470688A7	✓
Freeman	Daniel	5/23/2002			470775A7	✓
Hawell	Jaylen	9/19/2008			470775A7	✓
Jikwang	Alfred	1/21/2008			470775A7	✓
Kim	Khloe	11/19/2007			470775A7	✓
Krook	Julia	2/22/2002			46C469A7	✓
Lachey	Campbell	3/22/2007			46A820A7	✓
Leach	Devon	1/19/2009			470775A7	✓
Leach	Jamora	5/29/2006			470775A7	✓
Lucas	Darien	4/2/2006			470775A7	✓
Malone	Kendell	2/19/2009			470775A7	✓
Morales	Jasmine	11/19/2009			470775A7	✓
Reyes	Kent	4/25/2006			470775A7	✓

1 - 27 of 27 Items

Import Players Export Players Remove Players Add Player

- 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 New Club / Players

CLUB DETAILS
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Staff
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Export

Players

Search By Name

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

Last Name	First Name	Birth Date	Grad year	USAV	AAU	Verified
Amber	Gabriela	1/09/2005			47568847	✓
Bell	Kiven	2/11/2008			47577047	✓
Bikins	Amaya	11/05/2008			47577047	✓
Birral	Sarah	3/17/2002			46870247	✓
Brandon	Earnesto	2/19/2007			47577047	✓
Bush	Jeremiah	4/10/2011			47577047	✓
Cox	Paulo	2/4/2009			47577047	✓
Dawson	Hannah	8/4/2001			46870247	✓
Donham	Andrew	3/9/2001			47577047	✓
Freeman	Daniel	5/23/2002			47577047	✓
Huestitt	Jaylen	9/19/2008			47577047	✓
Johang	Alfred	1/01/2008			47577047	✓
Kins	Khloe	11/19/2007			47577047	✓
Krook	Julia	3/22/2002			46870247	✓
Lachey	Campbell	3/22/2001			46870247	✓
Lewis	Devon	1/19/2008			47577047	✓
Lewis	Jamora	5/29/2006			47577047	✓
Lucas	Darien	4/2/2008			47577047	✓
Mahone	Kendell	2/19/2008			47577047	✓
Morato	Jasmine	11/19/2008			47577047	✓
Payson	Kent	4/25/2008			47577047	✓

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

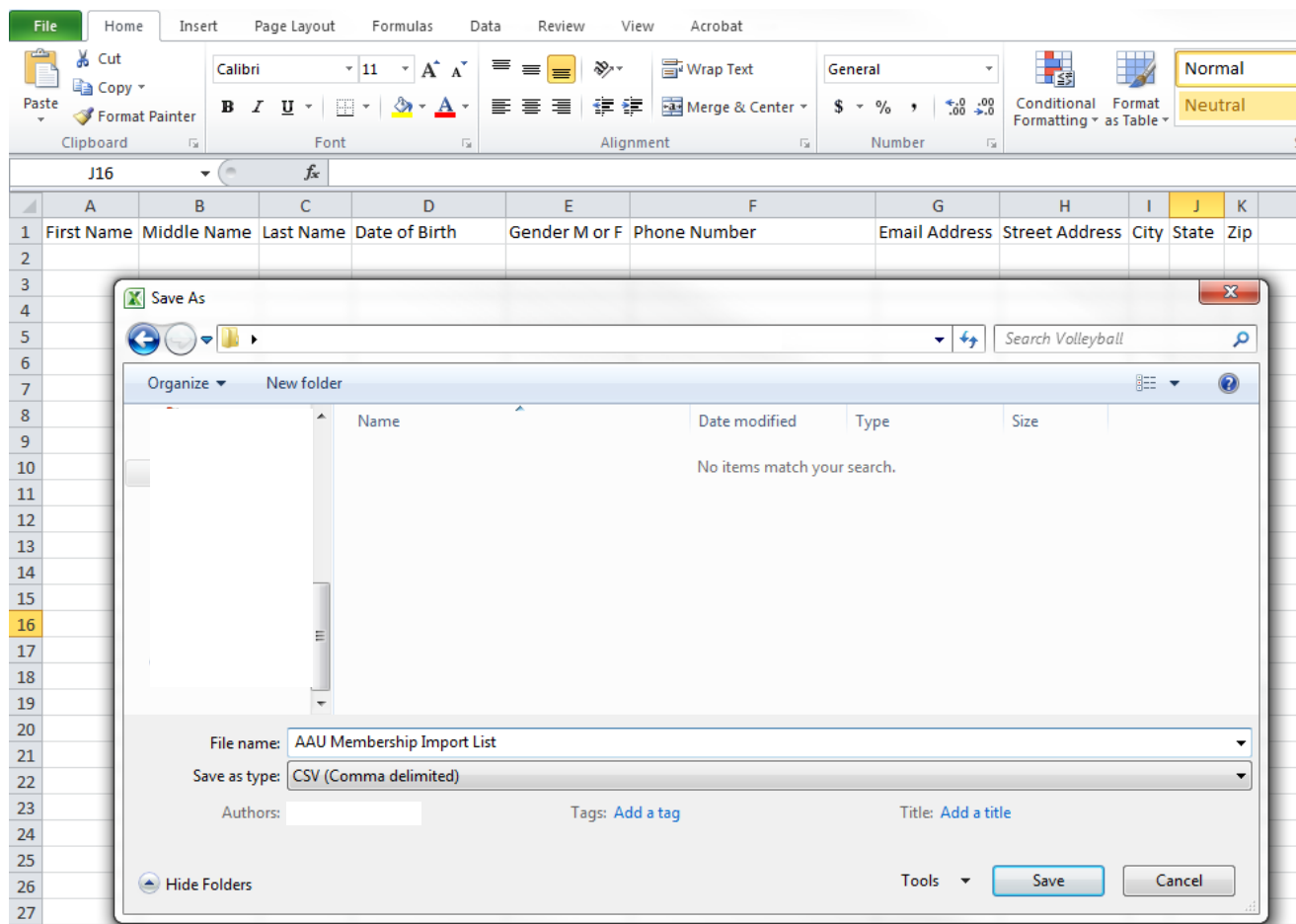
- Put the remaining columns in the following order.

- 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.

The screenshot shows the AAU USA website interface. At the top, there is a navigation bar with links for various sports: ATHLETICS, BASEBALL, BASKETBALL, FOOTBALL, MARTIAL ARTS, VOLLEYBALL, WRESTLING, and MORE SPORTS. Below this is a date bar indicating 'Wednesday, January 21, 2015' and a 'Logout' button. The main content area is divided into several sections. On the left, there are buttons for 'NEW MEMBERSHIP', 'MEMBERSHIP CARD', and 'CLUB APPLICATION'. In the center, there are buttons for 'CURRENT MEMBERSHIP', 'RENEW MEMBERSHIP', 'ORDERS', and 'MANAGE YOUR CLUB'. On the right, there is a sidebar with links for 'Home Page', 'Pending Order(s)', 'Membership', 'View Order History', and 'Club Membership'. A green arrow points from the 'BULK PURCHASE MEMBERSHIPS' button in the 'MANAGE YOUR CLUB' section to the 'BULK PURCHASE MEMBERSHIPS' button in the 'CLUBS' section. The 'BULK PURCHASE MEMBERSHIPS' button is highlighted with a green box.

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: *

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.

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
<input type="button" value="MODIFY"/>	<input type="button" value="DELETE"/>	Athlete	VB	Youth	\$14.00
					Total: \$14.00

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