



# TEAM CHECK-IN PROCESS



## Pre-Festival Check-In To Dos

- Reserve Check-In time (see info to the right)  
Session #1 (11s-13s) — June 21<sup>st</sup> 11 a.m. - 8 p.m.  
Session #2 (14s-18s) — June 24<sup>th</sup> 2 p.m. - 8 p.m. or  
June 25<sup>th</sup> 11 a.m. - 8 p.m.
- There is NO Late Team check-in. All teams must check-in during one of the above time periods. If a team does not check in, they will be removed from the tournament.
- Verify your online AES Event Roster is correct and all AAU numbers are aquired.
- Rosters will be locked at the following times:  
Session #1 – June 16<sup>th</sup> at 11:59 p.m. PT  
Session #2 – June 19<sup>th</sup> at 11:59 p.m. PT
- Roster change fees will be applied.
- For last minute roster changes email [info@volleyball-festival.com](mailto:info@volleyball-festival.com). To ensure these roster changes are updated for check-in, please email these by 6/19 (11-13s) and 6/22 (14-18s).
- Roster changes on site will be sent to the help desk where a fee will be charged a fee.
- Make sure to email Team Code and Event Pass purchase instructions to parents/spectators.  
Event Pass Early Purchase deadline , — June 14<sup>th</sup> (save \$10)  
Event Pass online purchase deadline — June 18<sup>th</sup>
- Event Passes and single day tickets may be purchased onsite at Volleyball Festival ticket counters in the Upper and Lower lobbies of the North Building before entering the court areas beginning June 21<sup>st</sup>.



**MAKE SURE TO COUNT ALL BADGES  
AND WRISTBANDS BEFORE DRIVING AWAY.  
NO REPLACEMENTS WILL BE MADE  
AFTER YOU HAVE CHECKED IN.  
REPLACEMENT FEES WILL BE CHARGED.**

## Online Booking Reservations

- Click the “Book Now” tab on “SimplyBook.me”  
<https://vbfestival.simplybook.me/v2/>
- Select Session #1 (11s-13s) or Session #2 (14s-18s)
- Only check-in 11s and 13s teams on June 21<sup>st</sup>. All other teams must be checked in on June 24<sup>th</sup> or 25<sup>th</sup>.
- Select the time slot you want for Team Check-In
- When filling in details, use the Age Division, Club Name, and Team Name exactly as it appears on your AES Event Roster.
- If checking in multiple teams at once, make sure to list ALL teams and age divisions.
- A confirmation email with your selected time and form details will be sent.
- Make sure to check your “spam” folder if you don’t see your confirmation email.
- To change or cancel your reserved time slot, use the CANCEL button on your confirmation email.
- If you cannot make your check-in time reservation, make sure to change or cancel it so it becomes available for other teams, and we can staff appropriately.

## Day of Check-in Instructions

- Drive Thru Team Check-in is at the pull-in drive outside the North Ballroom of the Phoenix Convention Center.  
**ADDRESS: 411 E. Monroe St., Phoenix 85004**
- Arrive at your RESERVED Team Check-In time  
Session #1 (11s & 13s): June 21<sup>st</sup>  
Session #2 (14s-18s): June 24<sup>th</sup> or June 25<sup>th</sup>
- Pull into the designated Registration area.
- Stay in your car and wait for a Festival Staff member to greet you. Please be patient as we may be assisting other guests.
- No paperwork is needed as EVERYTHING must be handled before Team Check-In. If there are any issues with your roster or AAU numbers you will be sent to the help desk.
- Please tell your Festival greeter your club and team name. They will bring you a registration bag for each team you are checking in. One person can check in multiple teams.
- Whoever is picking up the bags must sign the roster with their name and phone number and provide that back to our staff.
- The Team Check-In bag includes the following: Team Coach, Player, and Chaperone badges (Roster will be included), Spectator Event Pass Wristbands (List of paid Event Pass holders will be included), Bag Tag Loops for each player, Lanyards for Coaches and Chaperones, Player gift for each player; Souvenir Poster for each player