



TEAM CHECK-IN PROCESS



Pre-Festival Check-In To Dos

- Reserve Check-In time (see info to the right)
Session #1 (11s-13s) — June 20th 11 a.m. - 8 p.m.
Session #2 (14s-18s) — June 23rd 1 p.m. - 8 p.m. or
June 24th 10 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 acquired.
- Update coaches' emails and cell #s on AES Event Rosters to ensure they receive their digital facial ID entry credentials.
- Rosters will be locked at the following times:
Session #1 — June 16th at 11:59 p.m. PT
Session #2 — June 18th at 11:59 p.m. PT
- \$50 late roster fee will be applied if late or needs changes.
- For last minute roster changes email festivalrosters@gmail.com. To ensure these roster changes are updated for check-in, please email these by 6/18 (11-13s) and 6/21 (14-18s).
- Roster changes on site will be sent to the help desk where a fee will be charged a \$50 late fee.
- Digital event passes can be purchases online at <https://festival.iplixtickets.com/>
 - 4-Day Passes: \$55 (\$10 savings) before 11:59pm June 13, \$65 there after
 - Single Day Passes: \$20
 - Multi-day passes cannot be shared with multiple people.
 - No passes required for the Player Party 6/24 6:30 p.m.

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 20th. All other teams must be checked in on June 23rd or 24th.
- 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 20th
Session #2 (14s-18s): June 23rd or June 24th
- 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), Bag Tag Loops for each player, Lanyards for Coaches and Chaperones, Player gift for each player, and Souvenir Poster for each player.



SPECTATOR AND COACHES ENTRY PASSES ARE DIGITAL. UPDATE COACHES' EMAILS AND CELL #S ON AES EVENT ROSTERS TO ENSURE THEY RECEIVE THEIR DIGITAL FACIAL ID ENTRY CREDENTIALS. PHOTO ID UPLOAD REQUIRED.