



# 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](http://www.advancedeventsystems.com).** If you do not have an account, you will need to create a Club Director account.
2. **At the top of the page click on "AAU Data Import."**

The screenshot shows the AES Club Director interface. At the top left is the AES logo (advanced event systems). At the top right is a user navigation bar with 'Login', 'Welcome', and 'Logout' buttons, along with links for 'My Info', 'Tech Support', and 'Video Tutorial'. Below the navigation bar is a 'Club Director' header. A 'Quick Links' menu is displayed, with 'AAU Data Import' highlighted in a green box. Other links include 'Club Info', 'Teams', 'USAV Data Import', 'Staff', 'Players', 'Enter Event', 'My Events', 'Manage Club Users', 'Verified Users', and 'aes instructions'. Below the quick links is a 'Team List' section with an 'Add Team' button and a table header with columns: 'Team Name', 'Division Type', 'Team Code', 'Results', and 'Delete'. The table currently shows 'No Items To Display'.

3. **Enter your 2014 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 club contact that is listed on your AAU club membership.*

The screenshot shows the AES Club Director interface with the 'AAU Data Import' form. At the top left is the AES logo. At the top right is a user navigation bar with 'Login', 'Welcome adminsam', and 'Logout' buttons, along with links for 'My Info', 'Tech Support', and 'Video Tutorial'. Below the navigation bar is a 'Club Director' header. A 'Quick Links' menu is displayed, with 'AAU Data Import' highlighted. Below the quick links is the 'AAU Volleyball - - AAU Data Import' section with a 'Contact AAU' button. Below the button is a paragraph of instructions: 'Enter your AAU Club Code and AAU Membership ID of the club contact (must be the club contact listed on your AAU club membership). AES will authenticate information with the AAU membership system and pull in new players or staff data, or update existing records in AES with verified AAU membership numbers. Only those AAU members that have your Club Code on their membership will import.' Below the instructions is a form with two input fields: 'Club Code: \*' and 'MembershipID: \*'. Below the form is a 'Login' button and an 'AAU Notes:' section.

**\*\*Please note AAU Members data does not capture Grad Year, once import is complete click player list and update this record if you see a 0.**

- Click "Login." 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.)
- AES will list the number of records imported or updated at the top of the page.

**aes**  
advanced event systems

Login  
Welcome [User Name] Logout  
[My Info](#) | [Tech Support](#) | [Video Tutorial](#)

Club Director

Quick Links: [Club Info](#) [Teams](#) [USAV Data Import](#) [AAU Data Import](#) [Staff](#) [Players](#) [Enter Event](#) [My Events](#) [Manage Club Users](#) [Verified Users](#) [aes instructions](#)

AAU Data Import

- 0 New Users added to AAU Volleyball . 2 Users were Updated.
- Changes Successfully Saved

Contact AAU

Enter your AAU Club Code and AAU Membership ID of the club contact (must be the club contact listed on your AAU club membership). AES will authenticate information with the AAU membership system and pull in new players or staff data, or update existing records in AES with verified AAU membership numbers. Only those AAU members that have your Club Code on their membership will import.

Enter AAU ClubCode & MembershipID

Club Code:  \*

MembershipID:  \*

Login

AAU Notes:

*\*\*Please note AAU Members data does not capture Grad Year, once import is complete click player list and update this record if you see a 0.*

- Click Players or Staff at the top 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.

**aes**  
advanced event systems

Login  
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Club Director

Quick Links: [Club Info](#) [Teams](#) [USAV Data Import](#) [AAU Data Import](#) [Staff](#) [Players](#) [Enter Event](#) [My Events](#) [Manage Club Users](#) [Verified Users](#) [aes instructions](#)

AAU Volleyball - Player List

Add Player Import Players Export Comma Export Tab USAV Import AAU Import

Player List

	Last Name	First Name	USAV Number	USAV Import	AAU Number	AAU Import	Birth Date	Grad Yr.	Delete
1	[Redacted]	[Redacted]	IN PROCESS	No	[Redacted]	Yes	[Redacted]	0	<input type="checkbox"/>
2	[Redacted]	[Redacted]	IN PROCESS	No	[Redacted]	Yes	[Redacted]	0	<input type="checkbox"/>

Update

## [Redacted] - Player Info

## User Information

 First Name: [Redacted]  
 Last Name: [Redacted]  
 Birthdate: [Redacted] \*Verified\*  
 Gender: Female ▾ \*

## Address

 Address: [Redacted] \*  
 City: [Redacted] \*  
 Country: United States of America (USA) ▾ \*  
 State: California ▾ \*  
 Zip Code: [Redacted] \*

## Contact Info

 E-mail: [Redacted]  
 Day Phone: [Redacted]  
 Cell #: [Redacted]  
 Organization: [Redacted]  
 Fax: [Redacted]  
 Website: [Redacted]

## Volleyball General

## Player Info

## School Info

Grad Year: 0 \*

College Commitment: --- (If you select Signed Senior or Verbally Committed please enter College Name)

 College Name: [Redacted]  
 ACT Score: [Redacted]  
 SAT Verbal: [Redacted]  
 SAT Math: [Redacted]

## Email Settings

Update

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](http://www.aauvolleyball.org) and click "Member Login" to edit a membership. For assistance, contact AAU at [volleyball@ausports.org](mailto:volleyball@ausports.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.

## AAU Demo

Team: AES 12-1

Team Code: fj2aitst1we

Club: Advanced Event Systems VB

Division: 14 Hi Jim desc

Jers. #/Pos.	Name	AAU #	AAU # Ver.	Birthdate	Entry Date
12/Left	Center, Daniel	YD5D4DA4	Y	5/15/2001	4/18/2014
9/Right	Conte, Adrian	YD6TATA4	Y	1/21/2001	4/18/2014
Assistant Coach	Knutson, Anthony-Yahoo		N	3/11/1981	4/7/2014

Total team count: 3 (2 players and 1 staff members)

\*\*Denotes player is team captain

### The roster will be legal & acceptable proof of AAU registration

1. Only if all persons listed have a Y under AAU Verification
2. AS an N means NO AAU membership found.
3. The assistant coach on this roster could not coach, sit on the bench etc.