

Tournament Entry Information: The California Kickoff is using Advanced Event Systems (AES) to register teams and to manage the event.

Step One: Click on the Tournament Entry Link on the California Kickoff website home page. This will take you to the home page of AES.

Step Two: You will need to create an account for your club.

- Click on Register (upper right menu item)
- Click on Create Club Director
- Fill in the necessary fields
- The five letter club code is created by your Region. If you don't know your code or don't have one, you should e-mail your region to get it before continuing. (NCVA teams should e-mail Vball@ncva.com to receive your code)
- User information is necessary even if it is the same as used for the club information.
- Complete login credentials for access to your account.
- Finish by clicking on Create Club Account at the bottom

Step Three: Now that you have an account you can add your teams by logging in and selecting Club Director on the top menu bar and then "Clubs".

- Click on Add Team.
- Fill in the fields.
- The team code will generate automatically from the club code you created plus the division type you select.
- Click Update and add additional teams

Step Four: You are now ready to enter the tournament.

- After updating your last team, you click on Enter Event in the red menu list above.
- Fill in the fields to search for events (USAV + No. California will result in California Kickoff and Bay View Classic appearing at the top of the list)
- Select California Kickoff
Click red "Register teams" button
- All of your teams will appear with their code and team name.
- Go to Eligible Divisions and selecting the team you want to enter, scroll down to find the division you want for this team.
- Click update at the bottom. This will show the selected team(s) on the next page.
- Check the box at end that says "Register without Roster"
- Select red "Register" button to complete registration of this team.
- Registration Confirmation Page will appear.
- Continue (close message page) check "Entry Form" Box and then select Pay Now to access Credit Card Payment.

- Select Print Entry Form to access a printable Entry Form to submit with a check.

Congratulations, you have created your club account and enter teams in the California Kickoff 2012