

Instructions for importing members & rosters into AES

- * Club administrator needs to login into AES with their AES specific login information (www.advancedeventssystems.com).
- * Click on "Club" on the left menu
- * Click on "USAV Data Import" on left menu
- * Provide your Webpoint club administrator login information (this is different than the AES login). Club administrator privileges into Webpoint is required for the process to work.
- * Once the import is completed a message will appear on the screen on how many users were added and how many were updated. Once this appears the import process is completed.

The import process will add and/or updated membership information for anyone with a current season membership associated with the club. In order for adults to be added as staff into AES through the process the background screening status needs to be "current".

If you have any problems please contact USAV at 719-228-6800

Thanks, Mark