



## **AAU Tournament Registration Instructions 2012 Travel Basketball Season**

**Before you can register for an AAU Tournament, all Players, Coaches and Bench Personnel must have a current year Individual Membership with AAU. If you have not yet registered and paid for your players, coaches and bench personnel's 2012 AAU Membership, please see the AAU Membership Instructions listed below. YOU MUST COMPLETE THIS STEP BEFORE YOU CAN CREATE YOUR ROSTER AND REGISTER YOUR TEAM FOR AN AAU TOURNAMENT.**

### **AAU Membership Instructions:**

1. Go to the AAU Boys Basketball (<http://www.aauboysbasketball.org/>) or AAU Girls Basketball (<http://www.aagirlsbasketball.org/>) website.
2. On the right side of the page under Join AAU Today, click "AAU Membership Programs" then click either "Athlete Membership" for players, or "Non-Athlete Membership" for Coaches and support staff.
3. You will be redirected to the AAU Membership Login Screen. Please note, all 2012 all AAU Club and Individual Members (even those with prior memberships) must have a user name and password. To sign up click "Register".
4. Fill out all registration and payment information.
  - a. Please be sure to enter in the Jupiter Jaguars Club Code in the Club Code field. The Jupiter Jaguars Club Code is TF5FC6.
5. You are now ready to create your AAU Roster Online and Register for AAU Tournaments. Please see the instructions below.

### **AAU Roster & Tournament Registration Instructions:**

1. Go to the AAU Boys Basketball (<http://www.aauboysbasketball.org/>) or AAU Girls Basketball (<http://www.aagirlsbasketball.org/>) website.
2. Click on Enter Team Roster Online icon. The Team Roster Icon is located under the main slideshow area on the homepage.
3. If you are a Returning User, click on the "Returning User? Click here." hyperlink located in the yellow box near the top of the screen.
4. If you are a new user, please scroll down to the bottom and click the "Click Here to Start" green hyperlink.
  - a. To create your account, fill out the Create a User Name and Password form and click "Register"
  - b. You will receive a Welcome/Activation email from AAU containing your User Name and Password. In this email is a hyperlink to activate your account, click on it. If you do not activate you account you will be unable to login.
5. Next, enter your Login credentials on the Roster Login Screen and click "Login".

6. You will now be directed to an area where you will create your team.
7. To create your team, enter your Team Name (Jupiter Jaguars), AAU Club Code (Jupiter Jaguars AAU Club Code is TF5FC6), Your Sport, Age Group and Division. Before you click “Continue” be sure to check the box next to agree to terms.
8. You are now on your Team Roster Screen. To complete your roster you will need to have the Individual Membership Numbers for all of your Players, Coaches and Bench Personnel. If any of your players, coaches or bench personnel do not have their Individual Member Numbers yet, please refer to the AAU Membership Instructions above.
9. To enter your Roster, begin by clicking on the “Enter Athletes” hyperlink on the left side of the screen.
  - a. Enter the players AAU Membership Number and Postal Zip Code and click “Save”. All player information with the exception of the player number should automatically be imported into your roster by the AAU system. Please note, you will need to complete this step for each player.
10. Next, click on the Add Coaches and Bench Personnel hyperlink
  - a. Enter the coaches AAU Membership Number and Postal Zip Code and click “Save”. Next, designate their position on the team (i.e. – Coach, Bench Coach, etc.). All other pertinent information for each Coach should automatically be imported into your roster by the AAU system. Please note, you will need to complete this step for all Coaches and Bench Personnel.
11. Next, click on “Where do you want this roster delivered” hyperlink. The next screen will bring up a list of event types including popular events such as the Spring Fling (Girls Event) or the Disney Classic (Boys Event). Click on the event or event type you are interested in registering for. You will now be redirected to an event page.
12. To register for the event, check the box for the event you are interested in and click “Continue”.
13. Next, you will be taken to a screen which displays a list of the events that you have selected. To register and pay for the event(s), click on the event shopping cart icon, it will be displayed on the left side of the screen.
14. Enter your payment information and click “Continue”.
  - a. Please note, if you have multiple events in your event shopping cart the system will ask you to pay for all of them at once. To pay for each event individually you will need to contact AAU at (407) 934-7200. They are more than happy to take your payments over the phone with a credit or debit card. Just ask for the Basketball department when you call.
15. After entering your payment information, you will be brought to a payment confirmation page, please print and save this for your records.
16. You have now created your AAU team roster and are registered and have paid for your AAU Event(s).