

## Creating an Officials Account in AES:

1. Go to AES: <https://www.advancedeventsystems.com/#>
2. On the top right, click “create account”
3. Click on “Official”
4. Enter all of your information, then click create account

Once your account is created, you will see a screen that says “register for events”, which is your home screen.

## Registering for Events in AES:

1. Login to your account
2. Click “register for events”
3. Adjust search filters to find tournaments in PA and USAV (found under event affiliation).
4. Find tournaments that are open for registration and click register

If you sign up for an event in AES, you will be placed in pending status. If you are accepted, you will receive an acceptance email from AES and will be scheduled for that tournament.

## Creating an Arbiter Officials Account with KRVA

1. Send the office an email at [events@krva.org](mailto:events@krva.org) an email with your current email address and let her know you would like an officials arbiter account.
2. The staff will add your email and name to their Arbiter account. Once that is complete you will receive a welcome email with sign up instructions.
3. Follow the instructions on the email to finish creating your account and to be linked with KRVA.

Once these tasks are completed, you may then be assigned to tournaments. When you are assigned, you will get an email from Arbiter letting you know you have a new assignment.

**Be sure to block off dates that you cannot work!**

## Accepting / Declining Tournament Assignments in Arbiter

1. Sign into your Arbiter account
2. Find the tournament details, look at the details, and click accept or decline
3. the tournament will be added to your schedule if accepted, or taken off if declined

Be sure to check back in prior to the event to make sure no details have changed. If you are no longer able to fulfill an assignment, send an email to [events@krva.org](mailto:events@krva.org) to let the office know as soon as you do.

Too many turned back assignments can result in fewer events being assigned to you. Be sure to Block out dates that you are unable to work and make sure you are able to complete the assignment prior to accepting.

To sign up for KRVA Regional Championships, follow the “registering for events in AES” instructions above. When you are filtering for events, type in “2018 KRVA Girls Regional Championships” and the correct event will come up.

Please contact Chynna at [events@krva.org](mailto:events@krva.org) with any questions.