



EVENT DIRECTORS LOOK UP TOOL FOR VERIFICATION OF MEMBERSHIPS

1. **If you are an event director on the license application, you can do the following:**
 - a. Entry information that does not include the clubs current valid club membership should not be accepted. You need this information!
 - b. Go to www.aausports.org
 - c. Go all the way to the bottom left and select EVENT DIRECTOR LOOKUP
 - d. You will need the following Information
 1. **Event Code:**
Enter your 10-digit Event Code.
 - Membership ID:**
Enter your AAU Membership Id.
 2. **Push login to continue.**
 3. **To successfully login you must be listed as the primary contact for the event you are trying to log into.**
 4. **Your access will start 3 weeks before the Event and ends 3 days after.**
 - e. Event Directors – remember the importance of filing Incident and Accident Reports that might occur at your event. Go to www.aausports.org and select Insurance Tab – Forms are there for printing.
2. As an event director you may also verify by requiring each club to send an official roster from the AAU web site to you via email. Those instructions are listed on the web site as
 - a. **ATTACHING YOUR ATHLETES TO YOUR CLUB & SENDING VERIFICATION TO EVENT DIRECTORS**