



ATTACHING YOUR ATHLETES TO YOUR CLUB & SENDING VERIFICATION TO EVENT DIRECTORS

1. It is extremely important that your athletes are attached to your club number – if an athlete is **not attached**, they are floating in AAU land and considered unattached athletes. You can select the EDIT and REPRINT option – you will need to put in your name birthday and zip code to bring up the membership and then add the club membership number to attach to your club. Or you can always contact membership at the national office and have them attach a member.
2. In order for your athlete to be verified for membership for entry to any event (not using Meet Maker) – you will be required to send in a official printout created in your club files to the event director. In order for all of your athletes to be listed they must be attached to your club.
 - a. **Note if the event is using Meet Maker** – you must put in your athlete exactly as shown on your membership information. Otherwise, the athlete and or coach will not be found – no match.
 - b. Go to Member Log In
 - c. Select Manage Your Club
 - d. Top Left Menu Bar – Club Membership Reports – There are 3 selections
 1. Select Printable Report – You will get a pdf of all of your members to send to your event director verifying your memberships. Save it. If you add new members you will need to pull a new report. If you have athletes from other states (border districts) they will also print provided you have them attached to your club number.
 2. On Screen – you can select this option and then – print –
 3. These are the only two documents that can be used to verify your membership.
3. **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.