Setting Up Area Volunteer Staff Registration

While we do not recommend registering any players at the Section or Area level due to issues regarding Fees, management, teams, balancing, etc. It might be desirable to allow Area Staff volunteers who no longer have a “home” region to register as a volunteer at the Area level.

This will show you how to setup your registration to allow for “Area Staff Volunteers” to do their annual volunteer registration form.

Note, any volunteer who needs to register to volunteer at a regional level (i.e. referee, coach, etc.) does not need to register at the Area level.

Start by clicking the Registration Tab. This will show the default 2017 Fall Core program (if you have the spring program also listed, click the “Archive” button to remove that program).

Click the “Edit” button
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So that it is clear, add “(Area Volunteers Only)” to the end of the program name, and add the text shown “This is just for Area Staff that does not have a home region to complete their volunteer registration.” to the program description.

This is a “safety” warning for changing the Program Name, click the “Yes, I know what I am doing”. Then, click the “Next” button.
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We are now on Step 2 – Program Questions. There are only two changes needed.

Remove this question from ALL (Section / Area / and Region) sites, the medical release is the second to last question as specified by AYSO.

It will turn pink as shown

You have to click edit for the School Name and enter at least one item

Enter a name, here I entered “None”, then click “Save Changes”
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Click “Save Settings” and then click “Next”

Step 3 – just click Next.
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**Step 4 – Volunteers**

This step is important to ensure consistency in the section and to minimize any confusion.

This is the screen you should see, we are going to create a new volunteer role “Area Staff Volunteer” by entering it at the bottom of the screen.
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First thing is to add a new volunteer role – “Area Staff Volunteer”

Then click “Add New Volunteer Role”

Now you will see the custom role in the list. Click the “Edit” button.

Check the “Include in Volunteer Verification”
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In most setups there is an incorrect setting, requiring the mailing address zip code, uncheck the required box next to the ZIP Code after the mailing address.

Then click the “Update” button at the bottom.
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Now set ALL the volunteer roles display setting to NO, leaving just the new “Area Staff Volunteer” role set to yes. This is the only role a volunteer should select at the Area Level.

Click the “Save Settings”, then select “Next”
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Step 5 – Program Emails

Just select “Next” since there will not be any actual division registrations (no participants, only volunteers).
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Step 6 – Division Details

Since we actually don’t want a division (we don’t want participants) there are a number of changes to make this happen. Click the “Remove” for every division accept one.
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The screen will now look like this. Click the “Save” button at the bottom.
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After clicking Save, you will have just one division left and the division information will display as shown below.

Edit the information in this dialog, in particular pay attention to the dates, these dates should be used for MY2017 to allow volunteer registration throughout the MY Year. The min/max division age is set to the same date making it virtually an unavailable division.

Then click “Save” then click “Advanced”
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When you click the “Advanced” button you access the advanced settings for the division. We will make only one change, we will set the max number of participants to 1. This will help negate the actual division.

1. Click on the “Max number of participants” field and set it to 1.

2. Click on the “Save Settings” button.

3. Check the “Add A Custom Fee Or Discount” option.
Click “Finish”

We have now setup a complete program for just registering Volunteers (next year we can “clone” this program for the MY 2018 year and will only need to do minor changes).

The next set of screen shots is how a volunteer get to the point of registering.
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Click “My Account” if you are not on the my account screen.

Select the “VOLUNTEER” tab on the left

Now select the “+Select” button for the program, then the “View Roles” button
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Now you will see the divisions (the only one should be Area Staff Volunteer)

Click the “SIGN UP” button, then the “Continue” button

Select the volunteer and click “Continue”

Now just fill in the forms as indicated and welcome to being an Area Staff Volunteer