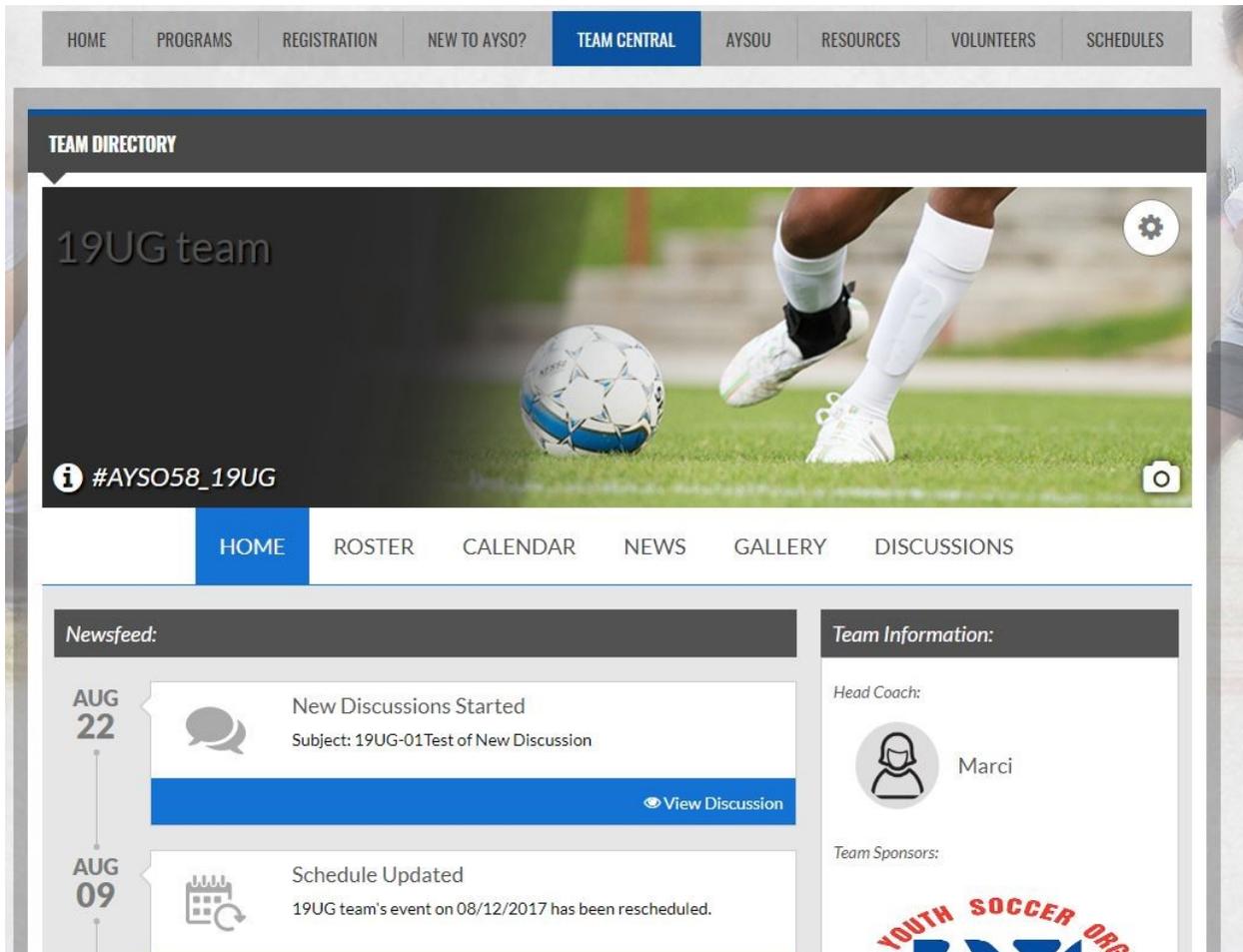


AYSO Region 58 Blue Sombrero Team Pages How to Guide

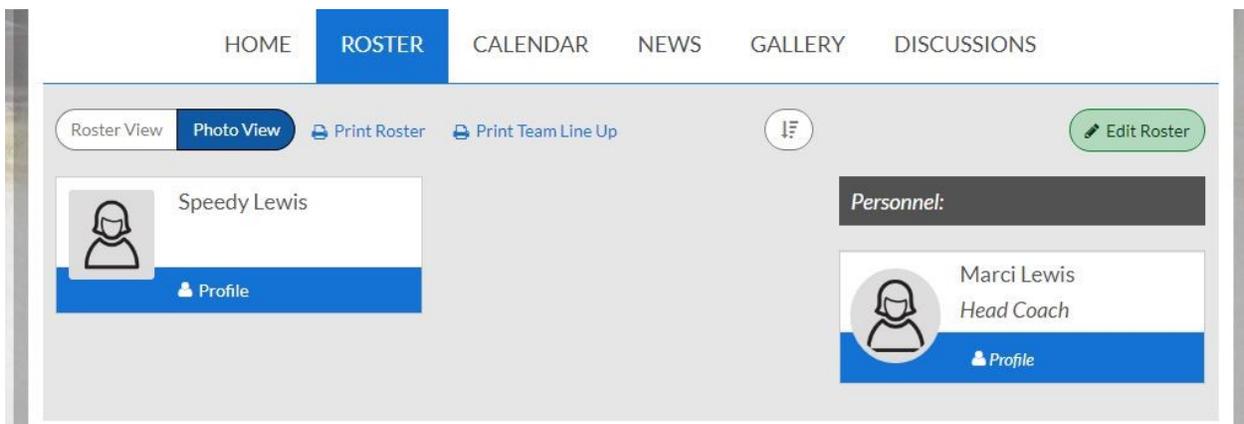
How to add a Team Parent or Assistant Coach to your Roster (and give them access to enter uniform numbers and schedule events)

1. go to your team's website



2. Click on the Roster menu

3. if the parent is already shown under the Personnel column, they are already a registered volunteer in the Volunteer Role shown, and they already have access to the Edit Roster button and the Calendar events functions.



4. If the parent is NOT shown on the Personnel list, then ALL of the following steps need to be completed in order for them to be added:

- a) The parent must register as a volunteer (to be completed by the parent – click this link for [How To Guide – Registering as a Volunteer](#))
- b) The AYSO National background check must be completed and cleared (automatically triggered once the parent registers as a volunteer)
- c) The parent gets “assigned” to your team in the volunteer role that they signed up for (to be completed by the Division Manager or the Registrar, after the parent notifies us that their volunteer status is Clear – shown on their volunteer record on the Volunteer tab of their account).

Once ALL of the above steps are done, the parent will appear on the Personnel list and will automatically have the access and permissions to your team site.

2. Click on Volunteer tab (on the left side)
3. Click on the Details button (see screen shot below)

4. Scroll down to the bottom and make sure that the Accept Waiver is set to "YES"
5. On the next screen click on the "Click Here to Update eSign Form", but make sure that POPUP BLOCKERS ARE TURNED OFF.

6. The Volunteer form will appear - scroll down to the Emergency Authorization section - Click the option saying "I agree to use an electronic signature"
Then check the next option saying that you are an adult of the age of majority....
Then type your name in the Yellow highlighted area to the right of "Volunteer Signature"

7. Scroll to the bottom of the form and click the "Continue to Review" button

8. The form should refresh with your information (including your electronic signature) included. Scroll to the bottom and click the Submit signed volunteer application button.

The screen should refresh and show you that the eSign is complete: Click the Continue button and you will be returned to your account screen - you are done.