



How to Register a Youth Volunteer in Blue Sombrero

1. Go to your Region's Blue Sombrero portal. You can find it with our Region locator at the following link: http://www.ayso.org/Region_Locator.htm#.WQtiMNIrKUK

2. Click on **“Register Now”** in the top right hand corner of the site.



3. Complete the **“Create New Account”** section on the Login screen. Then click **“Create Account”**.

Create New Account

You are not considered registered until you submit your order at checkout!

First Name

Last Name

Email Address

Create Username

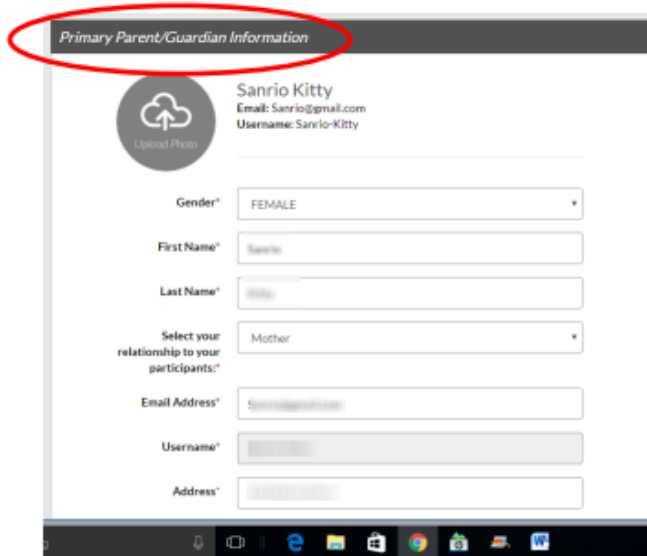
Password

Confirm Password

Create Account!

Already have an account? [Sign in here!](#)
Forgot your [Username](#) or [Password](#)?

- Complete the **Primary Parent/Guardian Information** section. If you wish to add a Secondary Parent/Guardian to the account (to be cc'd on all Program related emails), click the **+Add Secondary Account Holder** button and enter their information in the **Secondary Parent/Guardian Information** section. If not, click **Continue.**



The screenshot shows a registration form titled "Primary Parent/Guardian Information". The title is circled in red. The form includes the following fields:

- Upload Photo:** A circular icon with a plus sign and the text "Upload Photo".
- Sanrio Kitty** (Name)
- Email:** Sanrio@gmail.com
- Username:** Sanrio-Kitty
- Gender:** FEMALE (dropdown menu)
- First Name:** Sanrio (text input)
- Last Name:** Kitty (text input)
- Select your relationship to your participants:** Mother (dropdown menu)
- Email Address:** (text input)
- Username:** (text input)
- Address:** (text input)

- Select the type of registration that best describes your situation.



The screenshot shows a selection screen titled "Which best describes you?". It features three options, each with an icon and a description:

- Option 1:** Icon shows three people. Text: "I am a parent or guardian registering a participant". Description: "Select this option if you are registering a participant in an activity. You'll also have the option to volunteer or sign up as a team coach or other personnel here."
- Option 2:** Icon shows a person with a key. Text: "I am a team coach or other team personnel". Description: "Select this option if you want to skip registering a participant and only sign up to coach or volunteer."
- Option 3:** Icon shows a single person. Text: "I am registering myself in an activity". Description: "Select this option if you are registering yourself as a participant in an activity."



6. Complete the **Add New Participant** section. Please be sure your child's birth date is set correctly. Click **“Continue.”**

Add New Participant:

Is the participant the same as the primary account holder? No

Hello Kitty

Upload Photo

Gender* FEMALE

First Name* Hello

Middle Name

Last Name* Kitty

Suffix Select Suffix

Nickname

7. You will see the available programs listed for your player. Click on **“+Register”** and then click **“Continue”**

Programs Available for Hello Kitty

Program	Activity Type:
1	Soccer
\$0.00	+REGISTER



8.

Complete the **Program Information** section. Click **“Continue.”**

NOTE RE WAIVERS:

Please be sure to click on the 2 boxes after the words **“I accept the waiver.”** These waivers are regarding Authorization, Disclaimer, Assumption of Risk and Waiver and Consent Agreements.

I accept the waiver*

AYSO Membership Fee Information

The AYSO Membership Fee is non-refundable and non-transferable. Membership is required for each Membership Year (8/1 - 7/31) before a member may participate in any AYSO program or event. This fee entitles the member to all benefits for that membership year.

AYSO Annual Membership benefits include:

- * Membership Card
- * Annual subscription to the Play Soccer magazine
- * Newsletters
- * Soccer Accident Insurance
- * Special offers and discounts
- * Access to the AYSO Player website channel

I accept the waiver*

Please Note the that AYSO Membership fee of \$17.50 is non-refundable.



9. Click on “Click Here to eSign Form.”

- a) Click on the box next to the words “I agree to use an electronic signature.”
- b) Click on the radio button next to the words “I represent and warrant that I am the parent or legal guardian”
- c) Type your name in the yellow box for “Parent/Guardian Signature.”
- d) Click on “Continue to Review” located after the concussion form.

I HAVE READ THE EMERGENCY AUTHORIZATION AND ALL AGREEMENTS SET FORTH HEREIN, AND I FULLY UNDERSTAND THE TERMS OF EACH AND THIS FORM AND AGREEING TO THESE TERMS. I SIGN THIS FORM FOR MYSELF AND, IF PARENT, ON BEHALF OF PLAYER AND MEMBERS OF PLAYER'S FAI WITHOUT INDUCEMENT. I ALSO AGREE TO INFORM AYSO IN A TIMELY MANNER IF ANYTHING ON THIS FORM CHANGES.

I agree to use an electronic signature ([read more](#))

I represent and warrant that I am the parent or legal guardian of the Player named on this application, a minor, and that I am authorized on behalf of myself, Agreement IN CONSIDERATION OF Player's being able to participate in the Events. I agree the terms and conditions hereof shall apply to all of my Player's participation takes place, unless superseded by a new player application.

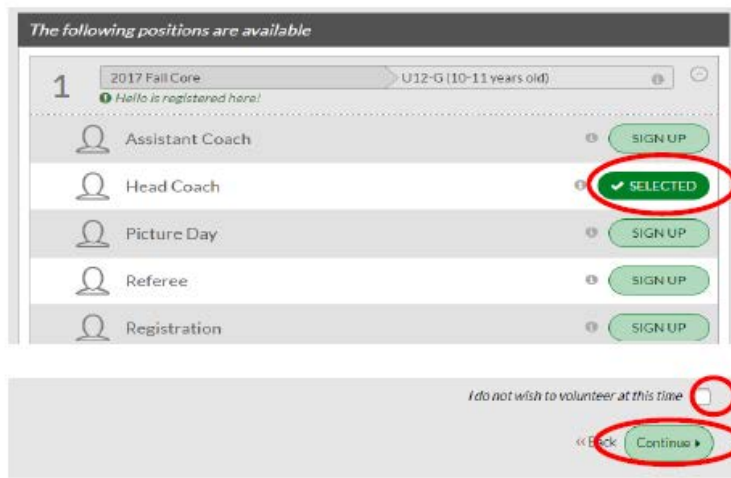
Parent/Guardian Signature Savio Kitty Date _____

10. Review the information on the registration and concussion forms, click on “Submit signed player information” located after the concussion form and then click “Continue.”

If you are going to add a Youth Volunteer please follow the next steps 11-15.

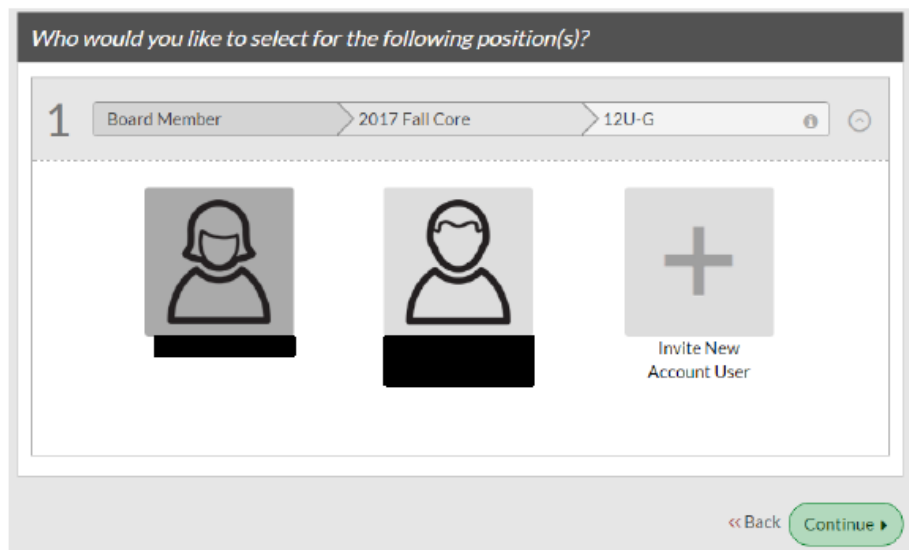


11. Complete the Volunteer Selection page. **DO NOT SELECT MORE THAN ONE VOLUNTEER POSITION AT THIS TIME.** Additional volunteer roles can be added at a later time after registration is complete. Select the Volunteer position the youth volunteer is interested in, and you will be prompted to complete information about the volunteer position and click **“Continue.”**



12. Select the option **“Invite New Account User”** and then click **“Continue.”**

The youth volunteer will receive an email and by accepting the invite can create an account linked to their parent's account.





13. Fill out the information for the person being invited. Make sure to accept the waiver and then click on “**Continue.**”

14. Click on “**Click Here to eSign Form.**”

- a) Click on the box next to the words “I agree to use an electronic signature.”
- b) Click on the radio button next to the words “I am an adult of the age of majority in my state”
- c) Type your name in the yellow box for “Volunteer Signature.”
- d) Click on “**Continue to Review.**”

I HAVE READ THE EMERGENCY AUTHORIZATION AND ALL AGREEMENTS SET FORTH HEREIN, AND I FULLY UNDERSTAND THE TERMS OF EACH AND THAT I AM SIGNING THIS FORM AND AGREEING TO THESE TERMS. I SIGN THIS FORM FOR MYSELF AND, IF PARENT, ON BEHALF OF PLAYER AND MEMBERS OF PLAYER'S FAMILY, WITHOUT INDUCEMENT. I ALSO AGREE TO INFORM AYSO IN A TIMELY MANNER IF ANYTHING ON THIS FORM CHANGES.

I agree to use an electronic signature ([read more](#))

I am an adult of the age of majority in my state. I agree the terms and conditions hereof shall apply to all of my participation in the Events, regardless of the year or by a new player application.

Volunteer Signature Date _____

15. Review the information on the volunteer form, click on “**Submit signed volunteer application**” and then click “**Continue.**”

16. The last screen is the Checkout Screen.

- a) Review your **Registration Summary**. You will see the Region Division Fee and the AYSO Membership Fee as separate line items and then a subtotal.



Registration Summary

Coupon Code:

1 2017 Fall Core U12-G (10-11 years old)

Payment Options:

PAY IN FULL **SELECTED**

Registration Breakdown:

Division Price



AYSO Membership Fee \$17.50


Subtotal

Note: If your Region offers scholarship you can apply the coupon code on this screen

b) Enter payment information and click “Continue.”

Payment Information

Payment Method* Credit Card Check  

Card Number* 

Expiration Date*

Security Code* [What's this?](#)

Is the billing address same as the primary account holder's address? Yes

First Name*

Last Name*

Address 1*

Address 2

City, State*

Zip*



Please read the **Terms and Conditions**. Click on the radio button next to the words “I Agree to the Terms and Conditions” and click “**Continue**.”

Confirmation

1 2015-2016 Fee: Soccer 11/12 Days 10/12 Days

Paid in Full

Division Price	\$100.00
AYSO Membership Fee	\$100.00

ORDER TOTAL: \$200.00

DUE TODAY: \$200.00

I Agree to the [Terms and Conditions](#)

17. Submit your order by clicking on “**Complete Order**.”


Submit Your Order

Registration Summary

Registration Subtotal: \$200.00

\$200.00

Your card ending in [redacted] will be billed for registration(s) and any donation. You will see a charge on your statement from **Blue Sombrero**.



Please note: Even though we can whip up a fantastic guacamole, we are not a mexican restaurant.

Complete Order



18. You will see a **Registration Order Summary** page. You will also receive a confirmation email, detailing your registration.

Registration Order Summary

1

Description	Price	Balance Amount
Division Price		\$0.00
Yeah		

ORDER TOTAL:

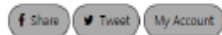
Payment Amount:

Order Detail

Order Number	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
City/State/Zip	<input type="text"/>

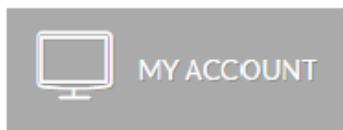
Order Confirmation Message for: 2015 ABM03 Rec Soccer

Thanks for signing up for 2015 Rec Soccer. I hope you're as ready for the season as we are.

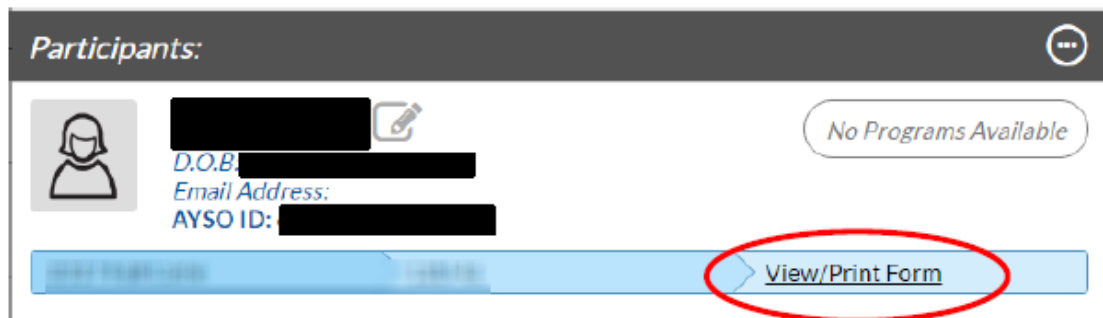




- 19. You have completed the online registration process.
- 20. Print 1 copy of your child's registration and concussion forms. To print your child's forms, click on "My Account."



- 21. Click on "View/Print Form."



If you do need further assistance please call the Blue Sombrero Support Center at [866-258-3303](tel:866-258-3303). Or you can also send an email support@bluesombrero.com.