

Adding Safety Education & Coaching Certificates for AYSO

AYSO asks their volunteers/admins to complete a range of safety-related courses. Currently, these courses are completed in AYSO National's Online Learning (<http://aysou.org/>) platform. When courses are completed, a certificate of completion is sent to the volunteer and AYSO National is notified.

****Please Note: The Username/Password on your Region portal will give you login access into AYSOU.****

To ensure the safety of players, certificates of course completion must be added to the volunteer's user profile and verified by the Regional Commissioner.

Adding the course completion certificates to volunteer/admin profiles can happen in one of three ways:

Option One: AYSO National Uploads Certificates of Completion

Courses completed by Wednesday, at 8:00 PM PT will be uploaded by AYSO National to the volunteer profiles on the following Thursday, ensuring that any volunteers set to participate in the upcoming weekend games will have met the safety and education requirements.

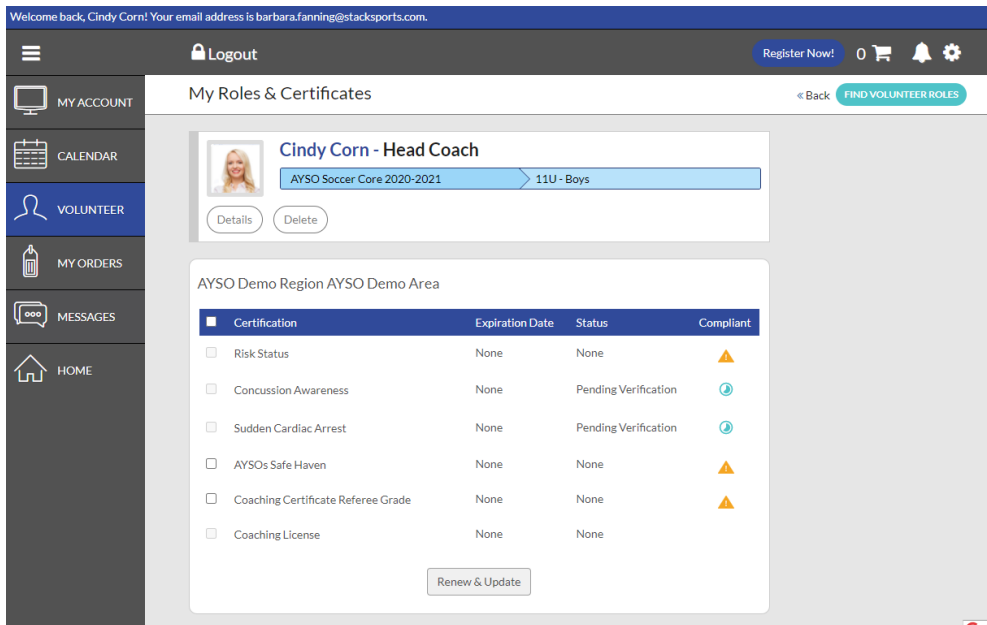
Once AYSO National has completed the upload, Regional Commissioners will log into the Association platform and verify they have completed any safety training.

NOTE: All courses must be completed by 8:00 PM PT on the Wednesday before the scheduled weekend.

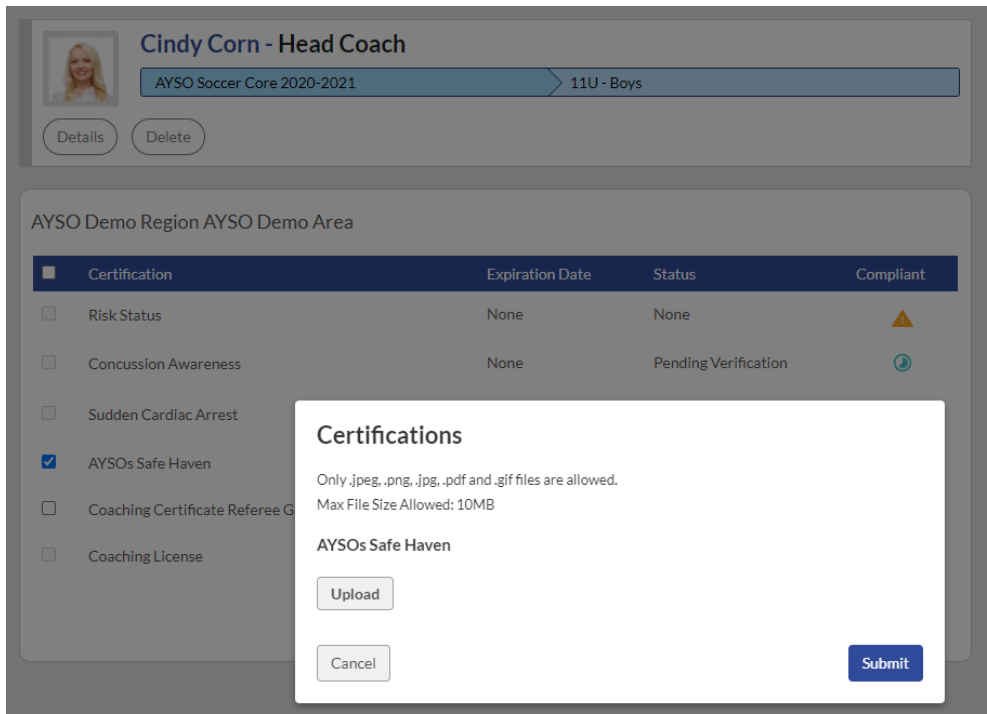
Option Two: Volunteer Uploads Certificates of Completion

This process should be used if you, as a volunteer, miss the deadline for AYSO National to submit certificates on your behalf and you are scheduled to be on the field before the next AYSO upload.

1. To upload your Certificates, log into your Account on your Region's website.
2. Choose Volunteer to display your volunteer roles and safety and training details.



3. To upload a certificate, check the box beside the name of the certificate you wish to upload.
4. Choose Renew & Update.
5. A pop-up window will display prompting you to upload the certificate.



6. Click Upload to locate the certificate on your computer, and choose Submit.

7. Your certificate will now display as Pending Verification and will be submitted to the National AYSO Platform for verification by your Regional Commissioner.

Cindy Corn - Head Coach

AYSO Soccer Core 2020-2021 > 11U - Boys

Details Delete

AYSO Demo Region AYSO Demo Area

<input type="checkbox"/>	Certification	Expiration Date	Status	Compliant
<input type="checkbox"/>	Risk Status	None	None	⚠
<input type="checkbox"/>	Concussion Awareness	None	Pending Verification	✅
<input type="checkbox"/>	Sudden Cardiac Arrest	None	Pending Verification	✅
<input type="checkbox"/>	AYSOs Safe Haven	None	Pending Verification	✅
<input type="checkbox"/>	Coaching Certificate Referee Grade	None	None	⚠
<input type="checkbox"/>	Coaching License	None	None	

Renew & Update

8. Once verified, your certificate will display as Verified your account.

NOTE: If you have games scheduled for the upcoming weekend, contact your Regional Commissioner and let them know you have uploaded your certificate and it needs to be verified. Failure to do so may result in you not being able to participate.

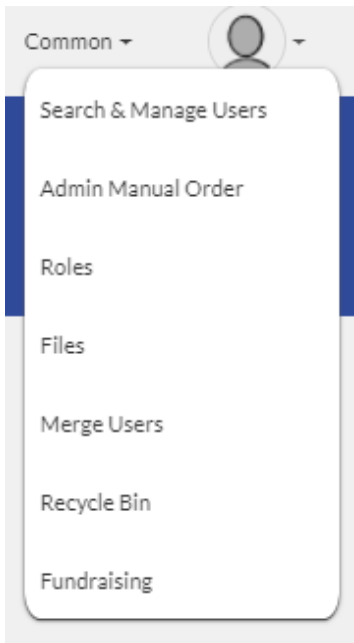
Option Three: The Regional Commissioner Uploads Certificates of Completion to Volunteer Profile

This process should be used your volunteer has missed the deadline for AYSO National to submit certificates on their behalf and they are unable to upload the Certificate themselves. We do not recommend uploading certificates on a volunteer's behalf unless absolutely necessary.

1. Upon completion of these courses, your volunteer will need to notify you that they require assistance uploading their certificate and share the certificate with you.

2. To upload their certificate, log into your Region's portal as an administrator.

3. Choose Common from the main navigation and then choose Search & Manage Users.



4. Search for the name of the volunteer.

5. If found, the volunteer record will display.

Cindy Corn (Primary User)

Manage Accounts ▼

Register Now

Customer Details

Site Security Role: Registered Users

Additional Contact:

Username: CindyCorn

Created Date: 12/22/2020

Email: barbara.fleming@tackasports.com

Telephone: 111-111-1234

Secondary Email:

Cell Phone: 111-111-1111

Participant Details

Name	Sex	Birth Date	Program	Division	Team	Start Date	End Date
Cal Corn	M	03/06/2010	AYSO Soccer Core 2020-2021	11U - Boys		05/01/2020	07/31/2021
Chad Corn	M	03/06/2010	AYSO Soccer Core 2020-2021	11U - Boys		05/01/2020	07/31/2021

Volunteer Details

Name	Role	Program	Division	Team	Sign-Up Date
Cindy Corn	Head Coach	AYSO Soccer Core 2020-2021	11U - Boys		12/22/2020 01:19 PM

Order Details

Order Number	Order Date	Order Total	Order Status
121765636	12/22/2020 01:20 PM	\$292.75	Completed

6. Choose Manage Accounts and then choose View Account to be taken to the volunteer's profile.

7. Choose Volunteer to display the volunteer roles and safety and training details.

Welcome back, Cindy Corn! Your email address is barbara.fanning@stacksports.com.

Logout Register Now! 0

MY ACCOUNT CALENDAR VOLUNTEER MY ORDERS MESSAGES HOME

My Roles & Certificates Back FIND VOLUNTEER ROLES

Cindy Corn - Head Coach
AYSO Soccer Core 2020-2021 11U - Boys
Details Delete

AYSO Demo Region AYSO Demo Area

Certification	Expiration Date	Status	Compliant
<input type="checkbox"/> Risk Status	None	None	⚠️
<input type="checkbox"/> Concussion Awareness	None	Pending Verification	🕒
<input type="checkbox"/> Sudden Cardiac Arrest	None	Pending Verification	🕒
<input type="checkbox"/> AYSOs Safe Haven	None	None	⚠️
<input type="checkbox"/> Coaching Certificate Referee Grade	None	None	⚠️
<input type="checkbox"/> Coaching License	None	None	

Renew & Update

8. To upload a certificate, check the box beside the name of the certificate you wish to upload.

9. Choose Renew & Update.

10. A pop-up window will display prompting you to upload the certificate.

Cindy Corn - Head Coach
AYSO Soccer Core 2020-2021 11U - Boys
Details Delete

AYSO Demo Region AYSO Demo Area

Certification	Expiration Date	Status	Compliant
<input type="checkbox"/> Risk Status			
<input type="checkbox"/> Concussion Awareness			
<input type="checkbox"/> Sudden Cardiac Arrest			
<input type="checkbox"/> AYSOs Safe Haven			
<input checked="" type="checkbox"/> Coaching Certificate Referee G			
<input type="checkbox"/> Coaching License			

Renew & Update

Certifications
Only .jpeg, .png, .jpg, .pdf and .gif files are allowed.
Max File Size Allowed: 10MB

Coaching Certificate Referee Grade

Upload Cancel Submit

11. Click Upload to locate the certificate on your computer, and choose Submit.

12. The certificate will now display as Pending Verification and will be submitted to the National AYSO Platform for verification by you, the Regional Commissioner.

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