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Creating your AYSO Board

Setting up your AYSO Board Program and Board Member Role in Mobile-First Registration

NOTE: We have updated the Board Building process when using Mobile-First Registration.

1. Click on Add Program to begin setting up your board program.

2. Select your sport - Soccer

3. **Step 1 - Program Settings** - Complete the program settings.

- Name your Program
- Select National Affiliation: AYSO
- Select your Section
- Select your Area
- Select your Region
- Select the Season
- Select Play Level: **Board Member**
- Enter a program description

4. **Step 2 - Division Settings**

• Archive the Board Member- Girls Division, **NOTE: This will leave a single division for the Board Member registration process.**

• Click on the Pencil Icon to edit the Division Name.

• Remove the word Boys Division name; the Division name will now be Board Member

• Adjust your age range to the following:

- Oldest Birthday: 1/1/1931
- Youngest Birthday: 12/31/1938

NOTE: These settings ensure that users do not register as a Player.

5. **Step 3 - Registration Questions** - Related only to Player registrations; simply leave as-is. **NOTE: If you want to add specific Referee questions, see #7 Team Staff below.**

6. **Step 4 - Discount & Fees** - Related only to Player registrations, simply leave as-is. Click Save to move to the next Step in the creation process.

7. **Step 5 - Team Staff** - AYSO's standard roles will display here.

• Since you are creating a Board Member only program, please delete all roles except 'Referee'.

• Review the questions asked of registering board members, and add any custom questions you wish to ask this role.

HINT: Consider adding a custom question to identify the board member role in which they are applying.
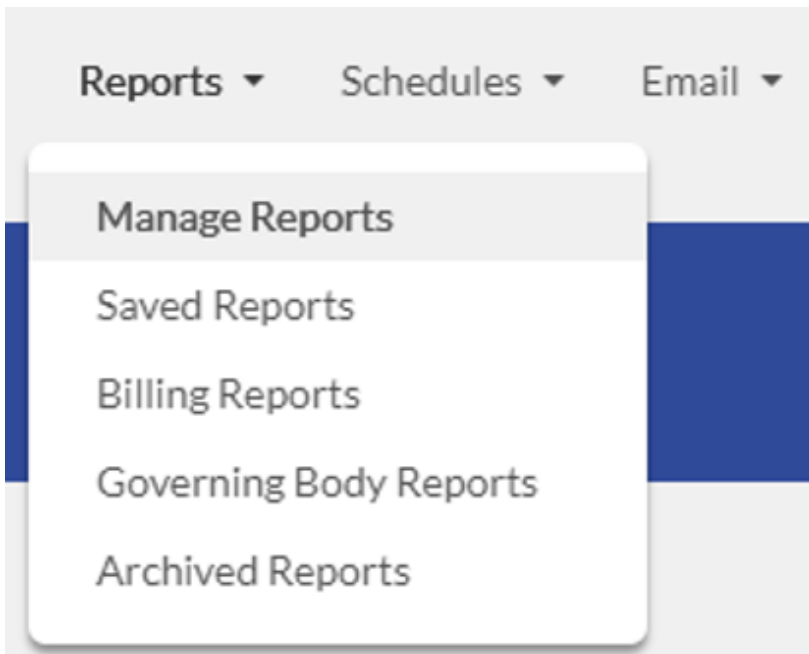

8. Enter any confirmation notes for the Board Member Program and click Save.

When board members register for this program, a profile will be created in your Region Portal and passed to the Association Platform. Board members will also be prompted to complete a background check.
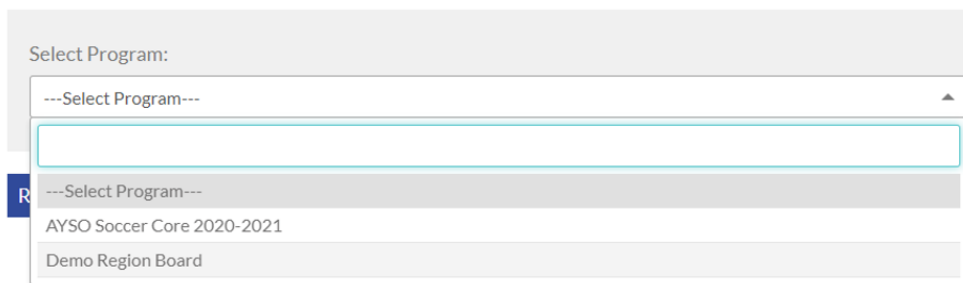
NOTE: If your Board Members perform tasks in the Association Platform (i.e. run reports), you will need to add them to the security tab on the Association Platform.

Viewing Board Member Registrations in your Region's Portal

1. To View your registered Board Members, choose Reports >> Manage Reports from the top toolbar.

2. Choose your Board Member Program.

3. Choose the Volunteer Details Report.

4. To view the standard report choose View. To customize and add additional fields choose Edit. To Export as a file (Excel, CSV, Google Drive) to download the default report.

Registration ⌃

1   Enrollment Details
The Chuck Norris of reports! Our most common report allows you to gather all the information collected during registration. You can even collect the responses to your custom questions!

Edit   View   Export ▼

2   Participant Report
A player report that displays registration answers and much more!

View

3   Volunteer Details
Review information collected from volunteers. You can even collect the responses to your custom questions! Please contact Sports Connect Support if you need to pull social security and drivers license numbers.

Edit   View   Export ▼

5. When choosing View, your report will display.

Report Results

Export ▼   Return

Program Name	Division Name	Team Name	Volunteer Role	Volunteer First Name	Volunteer Last Name	Volunteer Street Address	Volunteer Address Unit	Volunteer City	Volunteer State	Volunteer Postal Code	Volunteer Email Add
Demo Region Board	Board Member - Girls	Unallocated	Demo Region Board Member	Sally	Squash	225 Broadway		San Diego	California	92101	_

6. Once all of your board members have registered you can build your board on the Association Platform by completing the Region Affiliation process.

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