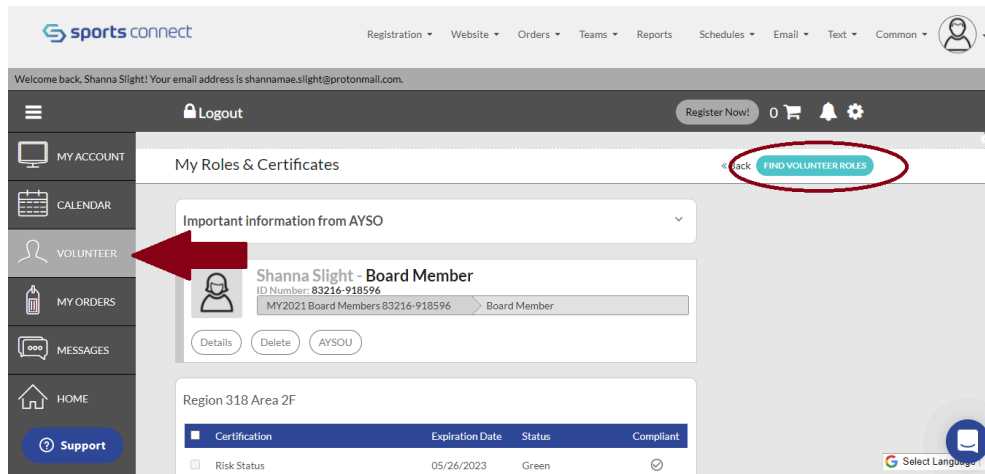


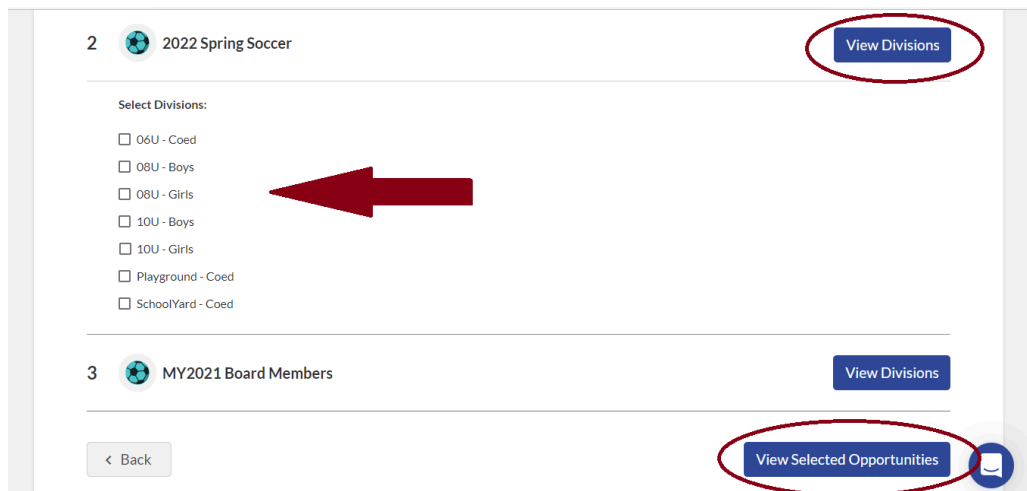
*These steps below are to be completed after you have registered your child to play in a division for the upcoming season.*

## 1. Instructions to Register as a Volunteer in AYSO Carson Valley

- On the Volunteer tab of your cvayso.org account, click the blue button at top right that says 'FIND VOLUNTEER ROLES'



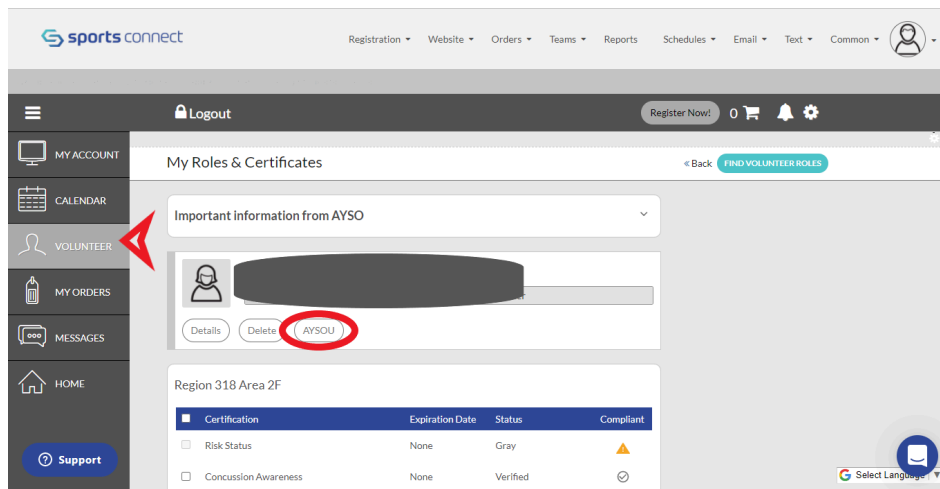
- Select the 'View Divisions' button that corresponds to the current soccer season and check the division your child is in, and then 'VIEW SELECTED OPPORTUNITIES'



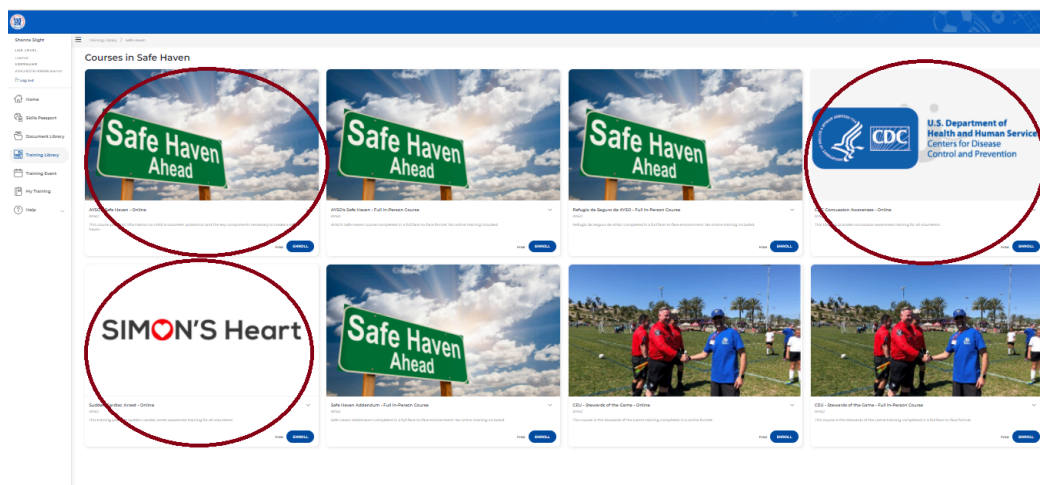
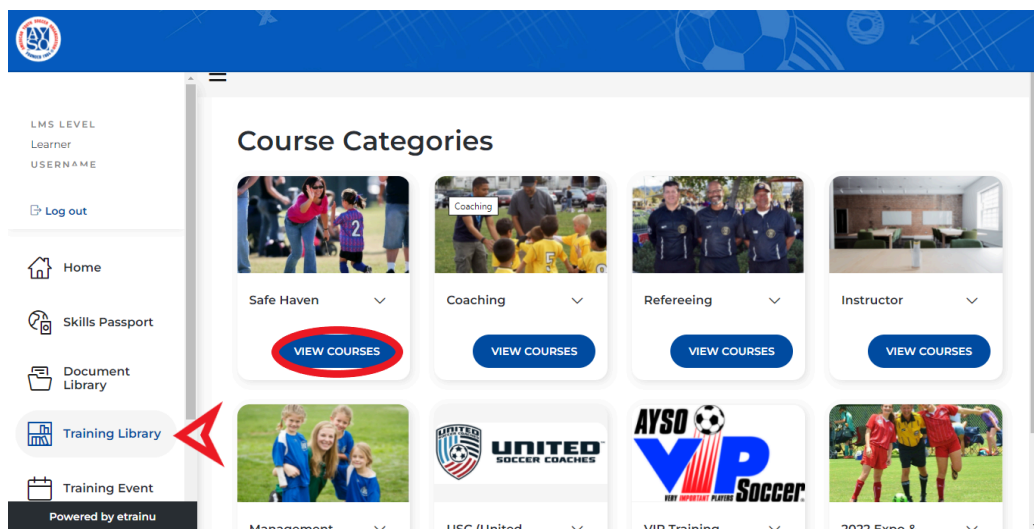
- Select the position you're desiring then click the 'Sign Up Registered User' button under the position you would like to volunteer for and continue.
- Complete all the information with what is shown on your state provided ID (driver's license) as it will need to match exactly for background check purposes
- You will now receive an additional email from the background check company. You should have received an email from [TheAdvocates@sterlingvolunteers.com](mailto:TheAdvocates@sterlingvolunteers.com) regarding your background check. Please look in your spam folder if you don't see it. There's a few more steps now that need to be completed through the Advocates site in order to complete your background check. They will be able to give you an approximate date when the check should be complete.

## 2. Instructions to Complete Online Required Courses

- Click on the 'AYSOU' button directly below your name on the volunteer tab of your cvayso.org account.



- This will take you to the AYSO website.
- Go to the 'TRAINING LIBRARY' button at the left
- SAFE HAVEN - Click on the 'VIEW COURSES' under Safe Haven, and you'll find the following required trainings:
  - AYSOU's Safe Haven - Online
  - CDC Concussion Awareness - Online
  - Sudden Cardiac Arrest - Online



- COACHING COURSES - Click on 'VIEW COURSES' under the Coaching tab to do any of the following trainings:
  - Playground / Schoolyard Activity Leader
  - 6U Coach
  - 8U Coach
  - 10U Coach (online training, field training separate)
  - 12U Coach Training Pre-Course (online training, field training separate)
  - 14U Intermediate Coach
  - CEU – Annual Coach Updates
  - **\*\*Important Information regarding leveled coaching classes\*\***
  - ***If you have never coached the level you are volunteering to coach, you must complete ALL the levels up to and including the division you are to be coaching. However, if you have coached lower divisions before but are moving up to an upper level, you must complete the upper level course only.***
- IN PERSON COACH CLASSES - Click on 'Training Event' at left
  - Make sure Region 38 is showing in region, then register for class by clicking on the item on the calendar.

**Training Event**

Regions: Region 318 x Search events by region(s)

Location: Search events by location 10km

Courses: Search events by course(s)

☐ My Enrolled Events ☐ My Waitlisted Events ☐ Events With Positions Available

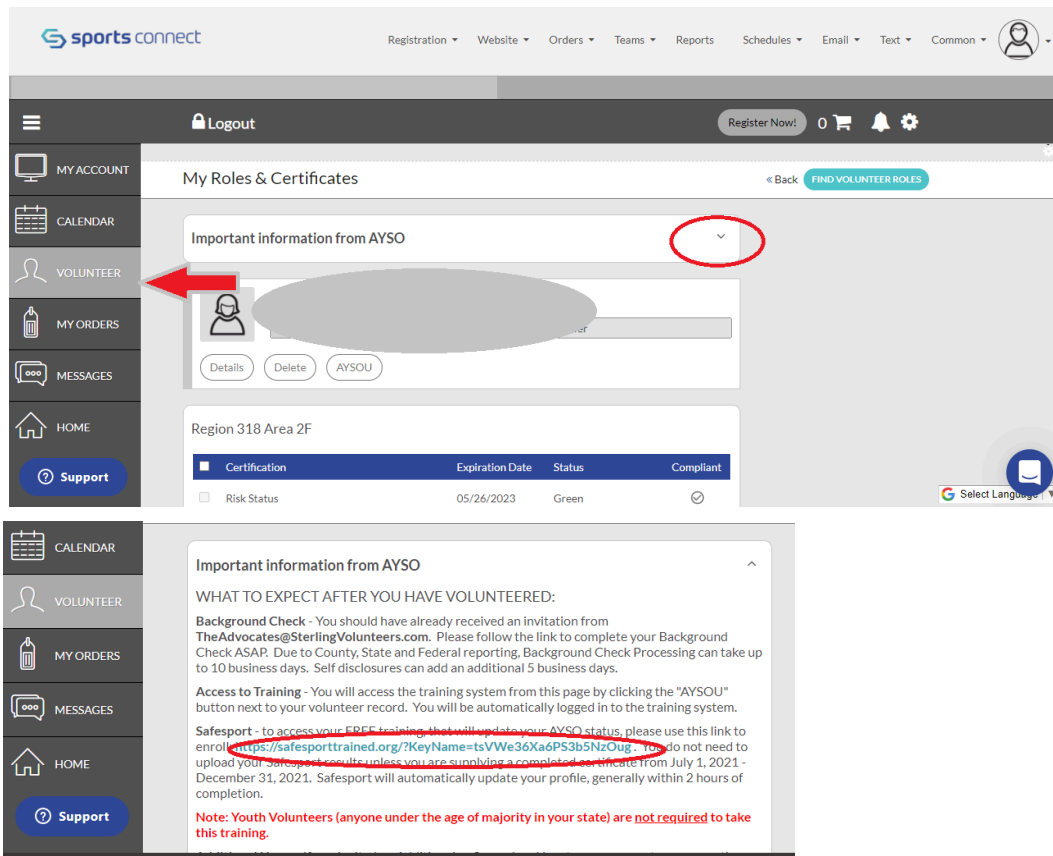
February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	
4	5	6	7	8	9	
11	12 5:30p Coach Training 6U & 8U	13	14	15	16	
18	19	20	21	22	23	
25	26	27	28	29	1	

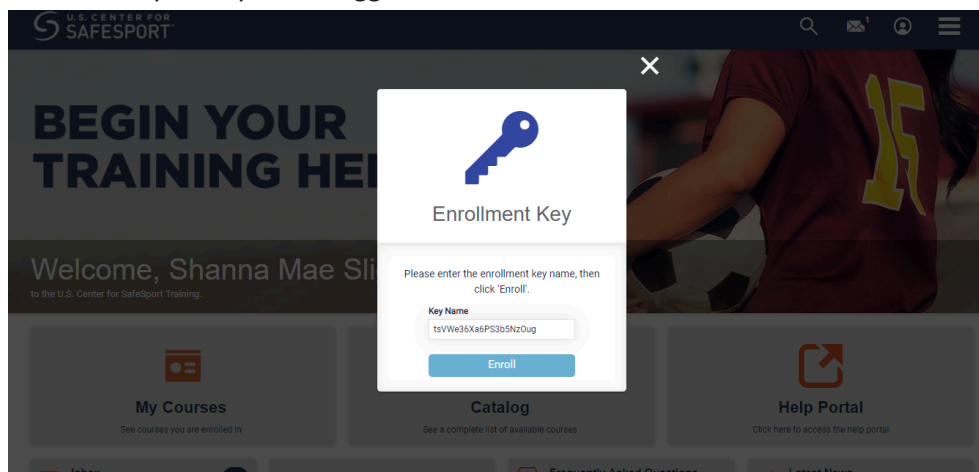
- I also highly recommend that you watch the following found under the Refereeing Courses
  - AYSO's Summary of the Laws of the Game (should take about 15 min)
- As you finish courses, **please save your completion certificates** for each. This will prevent you from having to retake courses in the case of a computer issue.

### **3. Instructions to Complete SafeSport**

- On the Volunteer tab of your cvayso.org account, click the drop down arrow by "Important Information from AYSO"



- Create an account on SafeSport and accept the Terms and Conditions. The enrollment key should load automatically once you are logged in.



- Once you click "Enroll" the course will be added to "My courses" for you to complete.
- Follow the instructions, and be sure to save the completion certificate at the end.

## 4. Troubleshooting

The most common issue is your volunteer checklist not updating. On the Volunteer tab of your cvayso.org account, there is a checklist of everything you need to complete. You may ignore "CA Mandated Fingerprinting".

- **Risk Status/Background Check.** This should read "Gray" once you have completed your background check, and "Green" once it comes back clear. If it says "None" or if you need the Sterling Advocate email to be resent, check the box and click "Renew and Update"

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- **Courses** including SafeHaven, Sudden Cardiac Arrest, Concussion Awareness, and Coaching Liscense - These should have a status of “Verified” if not, please check the box and click “Renew and Update” just like above. Upload an image of your completion certificate and click “submit”