



## AYSO Region 673 Volunteer Registration Instructions

### Registration, Volunteering and Background Checks:

1. Create your online account at <https://aysso.bluesombrero.com/region673>

**\*\*If you are NOT the Primary User on this AYSO account, you MUST create an additional profile. This part is critical. If you don't have your own login, your data and certifications will end up being assigned to the primary user of the account!\*\***

There are two ways to create your own individual login identity:

- a. Have the Primary User send you an invitation to join. You will receive an email, and you must then create your own Secondary User Account. This account MUST have a separate email address from the Primary User.
- b. Create an entirely separate AYSO account for yourself, using an individual email, and follow the instructions for registering, listed below.

2. Once you've created an account for you and your players, and you are registered, you should be able to find volunteer roles to sign up for. Complete the volunteer forms and background check by following these steps:

- a. Click on the "Volunteer" menu tab.
- b. Click "Find Volunteer Roles" in the upper right hand portion of the horizontal menu bar.
- c. Select the roles that you are interested in volunteering for.  
\*If you are not linked to a player, scroll down and select "Show More", then select "Volunteer Registration-MY20", then select "Find Volunteer Roles" and choose your role.

d. Fill out the Position Information Form.

e. Once you've filled out the form and submitted it, **you will be sent an email from Sterling Volunteers. This email contains a link to your background check forms. As soon as you receive it, fill it out. When you get to the payment option, select the one that has our region pay the background check fees.** You do not need to pay for this out of pocket. Submit the background check. Our regional administrators are generally notified within a few days of the cleared background check, and you should also receive an email confirming your submission and clearance.

3. Once you've completed the background check and registration, you just need to complete your AYSOU certifications! You do not have to wait for the results of your background check to begin certifying, but:

**\*\*You may have to wait 24 hours to do these next steps. Blue Sombrero sends new data to AYSOU and our administrative systems overnight. Please notify your Coach Administrator if you are unable to log in after a full business day.\*\***

Page 2 will walk you through your necessary certifications:



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### Step by Step Navigation of AYSOU for Coaching and Safe Haven certifications:

1. Login at <https://aysou.org/>
2. This will take you to AYSO University.
3. Login again at AYSOU by using the same login information as your AYSO account.
4. You will be entered into the AYSOU portal.
5. Click on "Online Courses", located in the red Menu bar.
6. You will need to complete ALL FOUR of the courses in the Safe Haven program (Safe Haven, Heads Up Concussion Training, Sudden Cardiac Arrest and Stewards of the Game)
7. When you've completed that, you will need to complete **all Coaching courses, up to and including the level you will coach.** For example, I am an assistant coach for 10uG, so I needed to complete all training for Schoolyard, 6u, 8u, and 10u, so that I understood the phases of development within the program.
8. As you finish a course/class, it will register as completed by making the completion circle turn green.
9. When you have finished a course, PLEASE IMMEDIATELY SAVE YOUR CERTIFICATE OF COMPLETION in pdf format. This is your verification of completion.
10. When the circle is completely green and you have the ability to print your certificate, please email me and let me know that you've completed your courses.
11. The Safe Haven courses don't take long to complete. All three Safe Have courses can be done in less than an hour, and the Coaching certifications take about 1 hour per age group to complete.