

There are 2 ways to add an additional user to volunteer, depending on your need.

## 1st OPTION

### AYSO - Adding Additional Users to an Account through Volunteer Registration

In the Volunteer Registration workflow, the user has the ability to register a new user for a volunteer role while inviting them to be an additional user to the account. This process is most commonly used for registering youth volunteers to their parents' accounts, but it can also be used for a primary account holder registering their spouse as a volunteer and inviting them to be an account holder.

In order to complete this process correctly, the user will need to follow the steps outlined below:

From the **My Account** page, select the **Volunteer** tab on the left hand side of the screen and select **Find Volunteer Roles**. This initiates the volunteer registration process.



Select the Program and Division from the available options. Then select the appropriate role for the volunteer from the volunteer cards. Select **Sign up a new user** and Continue.

**\*\*NOTE\*\*:** Selecting “Sign up a Registered User” will select an existing account holder (either the Primary Account Holder or an Additional Account Holder) and NOT invite a new user.

2023 Fall Season  
08U - Boys

Head Coach  
Select

Team Manager  
Team Manager  
Select

Assistant Coach  
Who would you like to sign up for this role?  
Sign up a registered user  
Sign up a new user

Referee  
Select

< Back

Show All Available Opportunities

Skip >

The user is taken to a page to fill in the New User Information and the Volunteer Registration Questions under Additional Information. This is all completed on the same page.

New User

You've selected the following opportunity:

2023 Fall Season  
08U - Boys  
Assistant Coach

### Contact Information

Upload Profile Picture

Legal First Name \* Middle I... Legal Last Name \*

Email Address \* Date of Birth \*

Gender \* Street \*

Unit City \* State \* ZIP \*

Home Phone Cell Phone \*

Other Phone

## Additional Information

We need a little more information for the following roles you've selected.



2023 Fall Season  
OBU - Boys  
Assistant Coach

Special Comments/Requests

Preferred Practice Day

Preferred Practice Time

12 00 AM

Preferred Practice Field

Preferred Game Field

Coaching License

Middle Name

Enter Answer

0 / 40

COVID-19 Assumption of Risk, Waiver and Release of Liability Agreement \*

View / Accept

WAIVER, CONSENT, RELEASE, DISCLAIMER AND ASSUMPTION OF RISK AGREEMENT \*

View / Accept

+ Fingerprinting California Only

Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB

+ Concussion Awareness

Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB

+ Sudden Cardiac Arrest

Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB

+ AYSOs Safe Haven

Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB

+ SafeSport

Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB

After selecting **Invite User and Continue**, the volunteer registration is complete, and an invite to complete the account creation process is sent through email. The invited user must complete the account creation process from the link in their email in order to access the account profile in the Sports Connect portal. This is also required in order for the new user to access **AYSOU** from their volunteer profile.

## 2nd OPTION

### Adding an additional user to an account

You can add an additional user to be linked to a single account! An invite can be sent through email to be added to an account, where the additional user will have their own username and password to access the account. This will allow multiple users to get updates, view payments, and volunteer while linked to one account but still have a separate login.

To add an additional user, you can add them as an additional contact while initially creating an account, as a volunteer during registration, or add them later from your **My Account Screen >> Edit Account Info >> Add Additional Account Holder**

While creating a new user, you will have the option to enter in an additional contact.

#### Additional Account Holder Information

<input type="text" value="First Name"/>	<input type="text" value="MI"/>	<input type="text" value="Last Name"/>
<input type="text" value="Gender"/>	<input type="text" value="Relationship to Player"/>	

#### Contact Information

<input type="text" value="Additional Contact Email"/>	<input type="text" value="Secondary Email Address"/>
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[< Back to My Account](#)

[Save](#)

The additional user will receive an email where they can accept the invite to the account. They will then be prompted to make their own Username and Password and create a new account to be linked as an additional user. You can also add the additional user in as a volunteer.

To re-send an invite to the additional user, cancel the invitation to the additional user, or invite an additional user at a later time, go to **Account Settings >> Edit Account Info** in the top right corner of the My Account screen.

You will then be able to resend an invite, cancel the invite, or invite another user. Please note, you can invite more than one additional user to your account. If the additional user does not accept the invite and create a new username/password, the additional user will still receive Team and Schedule communication from your organization.

Tip: If the additional user invite is being sent because of an added volunteer role, but your family only wants one login, consider changing the primary contact first name and last name to that of the volunteer/additional user.



**Billy Ruston**

Email: test@test.com

Username: Pending

[Resend Invitation](#)

[Cancel](#)

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[+ Add Additional Account Holder](#)

[< Back to My Account](#)

[Save](#)