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.

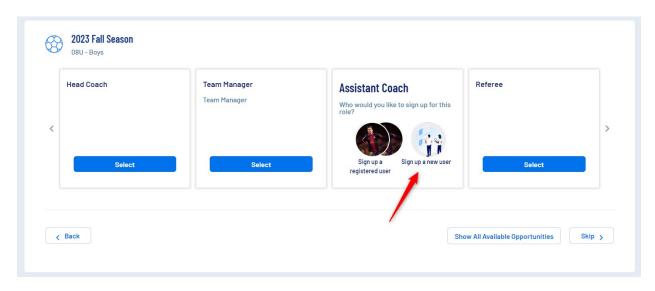
In order to complete this process correctly, the user will need to follow the steps outlined below:

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.

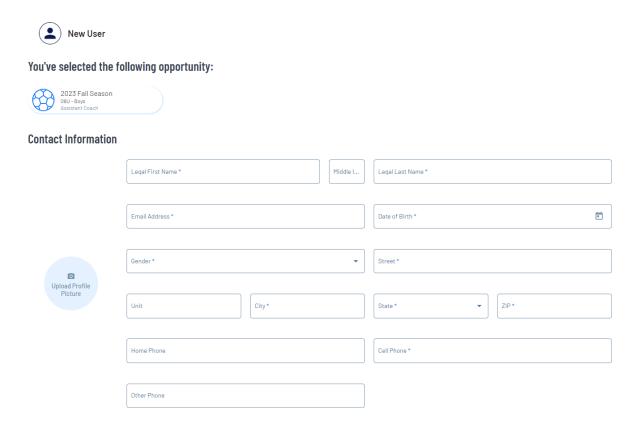


Select the Program and Division from the available options. Then select the appropriate role for the volunteer from the volunteer cards. Select **Sign up a new user** and Continue.

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.



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.



Additional Information We need a little more information for the following roles you've selected. 2023 Fall Season Assistant Coach Special Comments/Requests Preferred Practice Day 12 ♦ 00 ♦ AM ▼ Preferred Practice Field Preferred Game Field Coaching License Middle Name COVID-19 Assumption of Risk, Waiver and Release of Liability Agreement $\,^*$ View / Accept WAIVER, CONSENT, RELEASE, DISCLAIMER AND ASSUMPTION OF RISK AGREEMENT * Concussion Awareness Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size IOMB View / Accept Fingerprinting California Only Sudden Cardiac Arrest Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB AYSOs Safe Haven SafeSport Only .png, .pdf, .jpeg, .gif files allowed. Max file size 10MB ıly .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

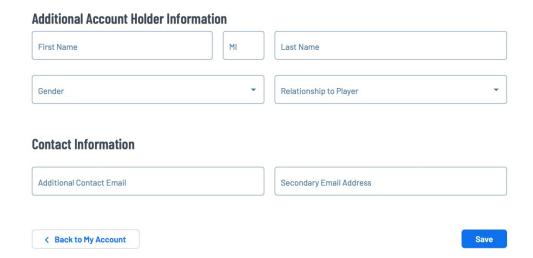
Adding an additional user to an account

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.



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.



Resend Invitation

Cancel

Add Additional Account Holder

< Back to My Account

Save