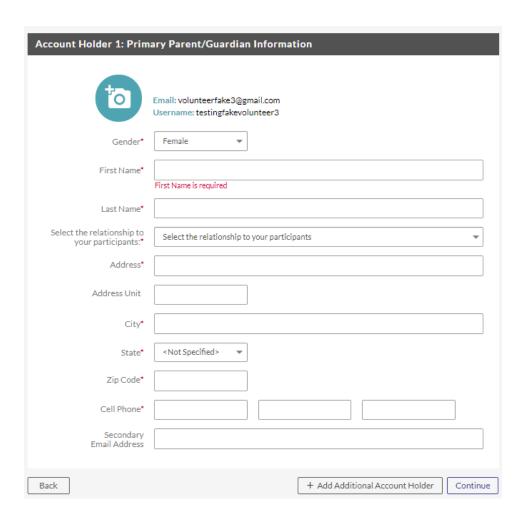


How to register as a new adult Volunteer

- 1. Go to your Region's Sports Connect portal and click on **Register Now**.
 - Enter your own email address
 - Create your own username
 - Create a password
 - Click on Create Account
- 2. Fill in the Account Holder 1: Primary Parent/Guardian Information as "yourself" then, click **Continue**





3. Select the middle circle "I am a coach or other team personnel"



4. Select the program that applies to the season and your volunteer role (these may appear different for your specific region) then, click **View Available Positions.**

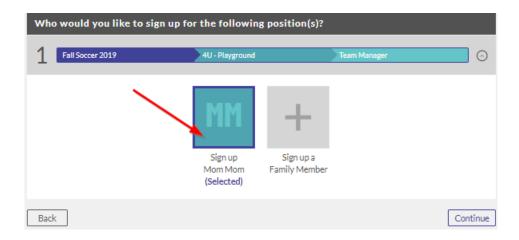




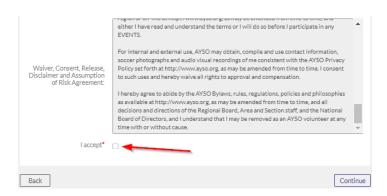
5. Scroll through to find your preferred division and volunteer position and click **Sign Up** then scroll down to bottom of page and click **Continue.** If you are volunteering for multiple divisions and positions, you can select them all now to complete at once.



6. Your name should be selected by default since you are signing up yourself so, click **Continue**.



7. Fill out all the required information on your volunteer application, then, check the 'I accept' box and click Continue.





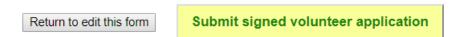
8. Click on Click Here to eSign Form.



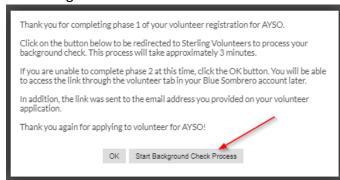
9. Scroll down to bottom of page, check off the first box and circle, consenting to e-sign and being an adult then type in your legal name. The date will auto-populate once you click **Continue to review** at bottom of page.



Review the information then click Submit signed volunteer application at bottom of page.

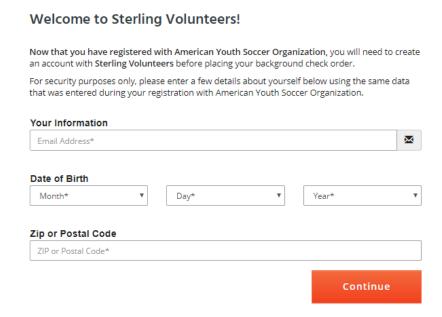


11. Now, click **Start Background Check Process** to begin submission of your required background check in Sterling Volunteers.





12. You are now in Sterling Volunteers. Enter the same email address, Date of Birth and Zip Code used during your volunteer registration then, click Continue.



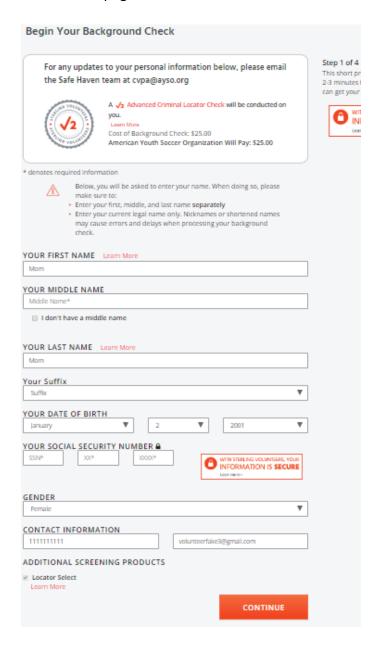
13. Your information should now be validated. Create a username and password to continue submitting your background check and to log back into Sterling for future uses then, click **Create Account**. (You may want to use the same username and password you used for your Sports Connect account for easy remembering but, it's your preference)

Great! Your information has been validated.

Please create your Sterling Volunte your background check order proce	ers username and password in orde ess.	r to begin
Username		Username & Password Requirements
Password		Submit
Confirm New Password		
Set up security questions now By checking this box, I accept a Privacy Policy and Terms of Use p		

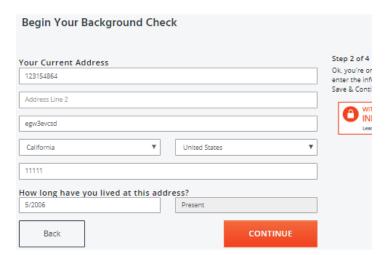


14. Now begin Step 1 of the 4-step background check by filling out the required information, matching what you entered on your volunteer application then, click **Continue** at the bottom of the page.

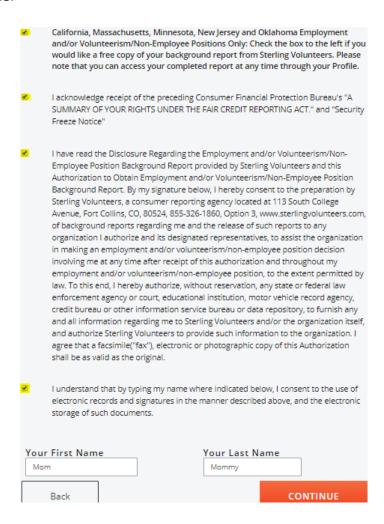




15. Step 2 of 4 - Fill in the required address information then, click **Continue**.

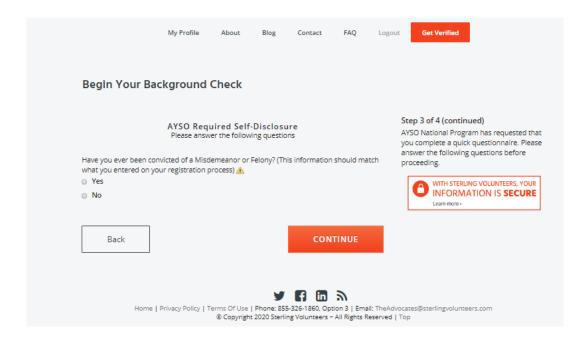


16. Step 3 of 4 – Check off the 4 boxes and enter your First Name and Last Name then, click **Continue**.





17. Step 3 of 4 (cont.) – Answer the self-disclosure question with the same answer used on the registration application then, click Continue.



18. Step 4 of 4 – Confirm personal info is correct then, check the box "The Information above is correct" or click Go Back & Edit. If your region is paying for volunteer background checks, you will be given the option to contribute up to \$25.00 or you may choose "Not at the time". It may look like you are required to pay \$25.00 but it is optional. Please review the screen carefully.

If your region is NOT paying for volunteer background checks, you will NOT be given the option to choose "**Not at this time**", you will be required to enter your payment information.

In both scenarios, you may purchase the **Fast-Pass** for \$3.99 (this does NOT expedite the background check process) to share your background check with another organization whom also uses Sterling Volunteers for their background screening or choose "**No thank you**". (At this time, AYSO does NOT accept shared background checks from other organizations). Once this form is complete, click **Submit Order**.



If Region is paying for background check

Begin Your Background	Check		
Confirm your personal inform: Name: Mom Mommy SSN: 321-18-1234 Gender: Female	DOB: 7/4/2001 Phone: (111) 111-1111 Email: volunteerfake3(@gmail.com	Step 4 of 4 Last step! Pi information payment inf
The Information above is correct	Larn More	Go Back 8	L Edit Win
Help your local AYSO progra Background Check	am pay for your Volun	teer	
The cost to your local AYSO program f If you are unable to help defray the co contribution.			
And, by the way, any cost paid by you advisor.	may be tax deductible! Please	check with your	tax
I will pay \$ 25.00 ▼ order. Not at this time	to cover AYSO National Pro	gram's cost of th	he
Sign up for the Fast-Pass Yes! I would like to pure No thank you.	chase the Fast-Pass for \$3.99.		
OWhat's a Fast-Pass?	with? Take a peek!		
Show Order Detail		⊠ <u>Quest</u>	ions
Your Background Check Order # Level 2: Advanced Criminal History Re		Price \$3	25.00
Locator Select			
ORDER SUMMARY	Total cost of Backg Amount Paid by AYSO Natio		25.00)
		Sub-Total \$1 Tax \$6	
	Amoun	it paid by me \$1	0.00
		Submit Or	der



19. Congrats! You have successfully submitted your background check order.



Congrats!

You're one step closer to becoming a Sterling Volunteer.

Your background check has been ordered. You can view the status of your order at any time simply by viewing your profile. Just so there's no confusion, we'll send you an email when American Youth Soccer Organization has reviewed your Background Check!

Order Number: 2944797 - 85523722

Go to My Profile

Once you register as a volunteer you will need to access **AYSOU** from your Region web portal to access the online trainings. You will be able to take AYSO Safe Haven, CDC Concussion, and other trainings using AYSOU.

Here is how to access AYSOU:

- 1. Log into your Region's portal
- 2. Navigate to the HOME page
- 3. Click on AYSOU
- 4. Click on Online Courses in the tool bar both courses are listed at the top
- 5. After you complete those two courses, if you scroll down you will find the following other courses by discipline that you can take

If you have any problems registering as a volunteer, please call Sports Connect Support at 866-672-1067.