

General registration information for players and volunteers:

Online Registration

For your convenience, we have assembled an instruction sheet to help you as you register online. Please read the instructions below and then click on the “Online Registration” link to key the player’s information. Registering online is the first step in the registration process. E-signed paper copies of the forms and payment must be received by the registrar before a player’s registration is complete and can be placed on a team. By Arizona law, the third page (“concussion form”) needs to be hand signed by parent/guardian and athlete.

We hope this will eliminate any questions that you have; otherwise feel free to contact our Registrar at registrar@ayso310.org. Thank you for your interest in AYSO Region 310!

(Mac users must use the Firefox browser.)

1. Register all players/volunteers online at <https://www.eayso.org/> (see instructions below for how to use eAYSO).
2. Print and bring in 1 copy for each player. Print and retain 1 copy for your receipt. (The form consists of three pages: Player info, medical waiver, concussion form)
3. Provide a document for Age Verification (e.g. photo copy of birth certificate or passport) if player is new to AYSO Region 310.
4. If volunteering fill out the online application and submit online. Volunteers must re-register yearly.
5. Bring all documents (1 copy of eAYSO player forms--all three pages, age verification if new to AYSO) and payment to one of the walk-in registration events.

How to use eAYSO to register a player for the Fall Season:

My child DID play in the Fall 2014:

1. Login into www.eayso.org
2. Select "Application for a returning player"
3. Select player's name.
4. Click on the radio button "I want my child(ren) to play in the region" and type the following 3-digit number 310.
5. Next is the "Parent Information" screen for you to input contact information for the player's mother and father.
6. The next screen is a list of volunteer jobs for your consideration. Put a check next to the one(s) that you are interested in.
7. Next is the Player Information Screen. Be sure to fill in this entire screen including the Emergency Contact Information and Physicians' information at the bottom of the page. (NOTE: If this is not complete, registrations CANNOT be processed until you provide that information).
8. If you do not choose a volunteer job, the system gives you a 2nd opportunity to select a volunteer position.
9. Next you are the options to "Add Another Player" or "Print Forms". When you print the forms, please print 2 copies.
10. If you selected to be a volunteer, you may click on the "Volunteer Now!" button to complete your volunteer application on-line.
11. At the end of the registration you can click on "Finished".
12. Complete registration process. **Make sure you e-sign the form.**
13. Select the printer icon at the top of the form.
14. Print three copies of each player's form (all three pages).
15. Keep one copy for your records and bring in or mail in two copies with the payment (see "general registration information" above.)

NOTE: This online registration process allows you to enter the information and print the registration form. A player is not fully registered until we physically receive the form and the payment. **Payment must be made online by credit card before the early registration deadline to receive the discount rates.**

My child is NEW to AYSO:

1. Login into www.eayso.org
2. Select “Application for a new player”
3. The screen will ask you to type the following:
 - a. Your first name
 - b. Your last name
 - c. Your home phone number
4. The next screen will ask you to type the following:
 - a. Your e-mail address
 - b. A password for you to create
 - c. Re-type in your password to confirm
 - d. Choose a secret question
 - e. Give the answer for your secret question
5. Click on the radio button “I want my child(ren) to play in the region” and type the following 3-digit number 310.
6. Next is the “Parent Information” screen for you to input contact information for the player’s mother and father.
7. The next screen is a list of volunteer jobs for your consideration. Put a check next to the one(s) that you are interested in.
8. Next is the Player Information Screen. Be sure to fill in this entire screen including the Emergency Contact Information and Physicians’ information at the bottom of the page. (NOTE: If this is not complete, registrations CANNOT be processed until you provide that information).
9. If you do not choose a volunteer job, the system gives you a 2nd opportunity to select a volunteer position.
10. Next you are the options to “Add Another Player” or “Print Forms”. When you print the forms, please print 2 copies.
11. If you selected to be a volunteer, you may click on the “Volunteer Now!” button to complete your volunteer application on-line.
12. At the end of the registration you can click on “Finished”.
13. Complete registration process. **Make sure you e-sign the form.**
14. Select the printer icon at the top of the form.
15. Print three copies of each player’s form (all three pages).
16. Keep one copy for your records and bring in or mail in two copies with the payment (see "general registration information" above.)

NOTE: This online registration process allows you to enter the information and print the registration form. A player is not fully registered until we physically receive the form and the payment. **Payment must be made online by credit card before the early registration deadline to receive the discount rates.**

"Troubleshooting"

If you have additional **questions regarding registration**, please contact the registrar at: registrar@ayso310.org

If you have **problems printing your player form** please contact the registrar at least two days prior to the walk-in registration date you plan on coming to at: registrar@ayso310.org

If you have **problems with your eayso account** (sign-in problems, password retrieval etc.) please contact the eayso help desk at 1-866-588-2976.