

# Instructions:

## For parents & volunteers who have not signed up online via eAYSO before:

At the Welcome screen, click on the button labeled **First time**.

- 1) Onscreen directions will guide you through the process
- 2) SCROLL DOWN! Many of the data screens extend below the bottom of your monitor. Use the Page Down key or the down arrow key to be sure you've scrolled to the bottom of each page.
- 3) Though not required to complete pre-registration, if you take the time to get a user name and password, this online process will be even faster in future seasons. The system uses an e-mail address for the username (many feel this is easier to remember). It does not have to be your regular e-mail address, and it is not the one used to send any messages to you.
- 4) When asked to choose a region, follow the directions to enter the region number. Belmont-Redwood Shores AYSO is region #108.
- 5) Provide as much contact information as possible to make it easier for us to reach you. **E-mail addresses are enabling better communications between the region and our members and are the primary means by which coaches and the league will communicate with you. Please provide us with an e-mail address...otherwise you may not get important announcements throughout the season (picture day, rainouts, practices, etc.).** NOTE: When you enter your physical address, please provide a complete address including apartment or suite number and any directional indicators (i.e., North Main St. or 125<sup>th</sup> St. S.E.).
- 6) Our region is completely volunteer run. We need your help. Please indicate a volunteer position that interests you. Options include: Coach, Assistant Coach, Referee, Field Maintenance, Sponsor, Team Parent, and/or Board of Directors Member.
- 7) The information in any field marked with a red asterisk is required.
- 8) You're not finished until you've clicked on "Submit" AND printed three copies of your forms. Then bring them to one of our registration events.

## For parents & volunteers who signed up online via eAYSO last year:

- 1) If you did not get a username and password, you will have to follow the instructions above for a first time user. If you did setup a username and password in the past, go to the eAYSO site and at the Welcome screen, click on the button labeled **Log In**
- 2) At the **Log In** screen, enter the e-mail address username and your existing password. There are links on this screen if you've forgotten them.
- 3) At the Welcome screen, you can click on **My Login Info** if you wish to change either your username or password. Otherwise, in the menu bar, click on **Parent** to begin the process of re-registering your player(s) OR to re-register to be a volunteer, click on **Volunteer** on the menu bar. When signing up for the new year, it is important that you review all the data screens and change anything that needs to be updated. **DO NOT USE THE LINKS LABELED PLAYER FORM OR VOLUNTEER FORM IN THE LINE under **General Instructions**.** These links should be used only if you are unable to print forms right away after you've updated your registration information.
- 4) On the screens that follow, check to see if any of the information needs to be changed. Read each of the screens carefully. Scroll to the bottom of each screen. Many of the data screens extend below the bottom of your monitor. Use the scroll bar, the Page Down key or the down arrow key to be sure you've scrolled to the bottom of each page. Of particular mention... **E-mail addresses are enabling better communications between the region and our members and are the primary means by which coaches and the league will communicate with you. Please provide us with an e-mail address...otherwise you may not get important announcements throughout the season (picture day, rainouts, practices, etc.).** Follow the onscreen directions to print copies of each of the forms, and then bring them to one of our registration events.
- 5) Our region is completely volunteer run. We need your help. Please indicate a volunteer position that interests you. Options include: Coach, Assistant Coach, Referee, Field Maintenance, Sponsor, Team Parent, and/or Board of Directors Member.
- 6) The information in any field marked with a red asterisk is required.
- 7) You're not finished until you've clicked on "Submit" AND printed three copies of your forms. Then bring them to one of our registration events.

## TECHNICAL NOTES FOR USING eAYSO

**BROWSERS:** This website works ONLY on Windows 2000/XP and Mac OSX using the following three browsers – Internet Explorer version 6.0 and above, Netscape version 6.2 and above, Fire fox version 1.0 and above. This website does NOT work with Safari, Opera and other browsers, nor with Linux. If you are Mac user and would like to download the Fire fox browser, go to <http://www.mozilla.com/firefox/all.html>. Click on the download link under Mac OS for the English language version

**POP-UP BLOCKERS:** Allow pop ups for this website. Internet Explorer users click on Tools – Pop up blocker – Pop up blocker settings. On the area "Address of website to allow", enter [www.eayso.org](http://www.eayso.org) and click on Add. Fire fox users add the site after clicking on Tools – Options – Content - Allowed sites. Your Internet Service Provider (ISP) may have its own pop up blocker as well. Please turn this one off too.