

REGION 55

Volunteer Application Process – eAYSO Instructions

FOR NEW VOLUNTEERS (DID NOT VOLUNTEER LAST YEAR)

THANKS FOR VOLUNTEERING!

1) Go to the eAYSO site at www.eayso.org and at the Welcome screen, select "I am new to AYSO and want to volunteer".



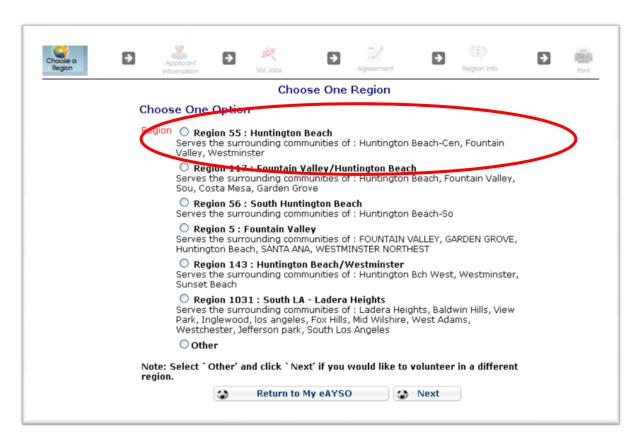
2) Once you have created a log-in you will see two columns of options. The column on the right is for volunteer applications.



3) Click on **Apply as a new adult (or youth) volunteer.** When the following screen loads, type **"92647"** in the Zipcode box and click next.



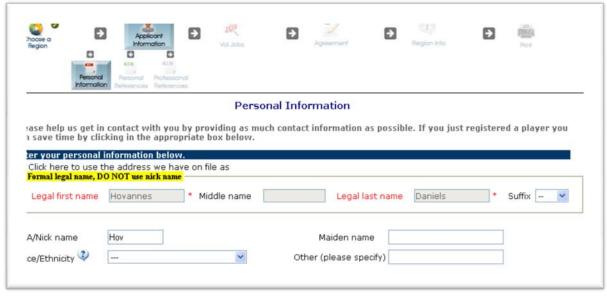
4) Select the "Region 55: Huntington Beach" radio button, then click next



5) On the screens that follow, enter your information. 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.

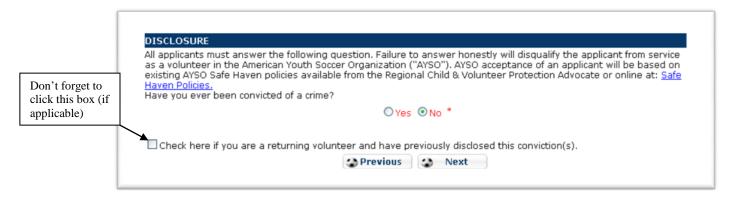
There are three screens for "Applicant Information."

The first will be Personal Information, followed by Personal References, then Professional References.



Please make sure you provide at least one personal and one professional reference. We cannot process your application without these.

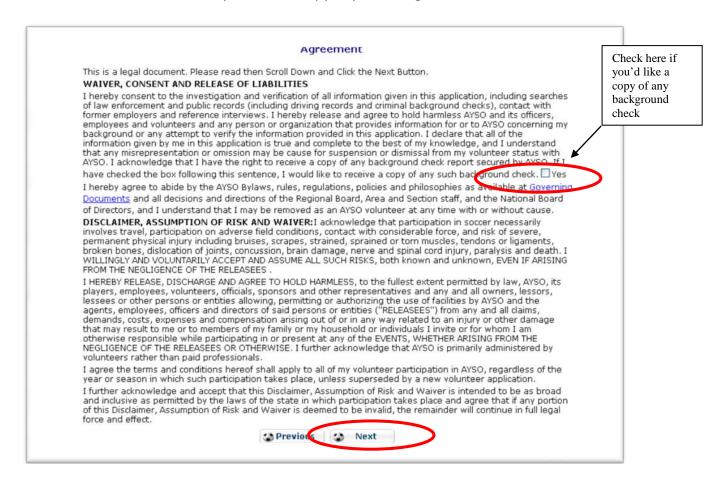
6) **VERY IMPORTANT:** On the Professional References screen, at the very bottom of the screen, you MUST complete the disclosure questions. **Answering "yes" will** not automatically disqualify you as a **volunteer.** Click "next" when done.



7) You'll be able to indicate what you'd like to volunteer for on the next screen. Please select the volunteer position you're interested in applying for.



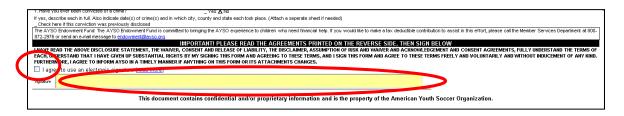
8) The Agreement language is on the following screen. Please read the agreement, then click next. Remember to check the box, if you'd like a copy of your background check.



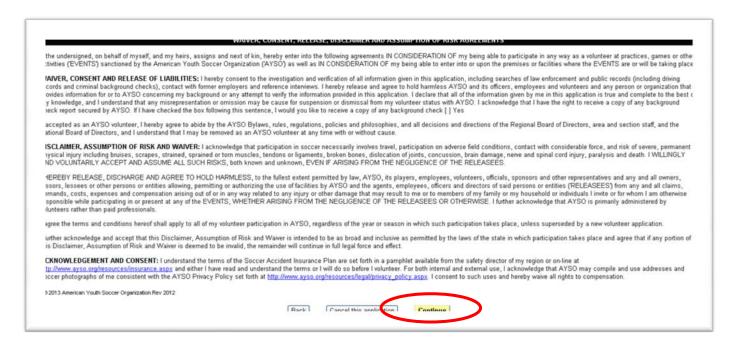
9) When you click next, the "e-sign" message will show up. Click "continue"



10) After you click "continue," your volunteer form will show on the screen. Be patient, this may take a minute for your form to show. Scroll to the bottom of the screen, click the "agree" box, then type in your name in the yellow area. This is your e-signature.



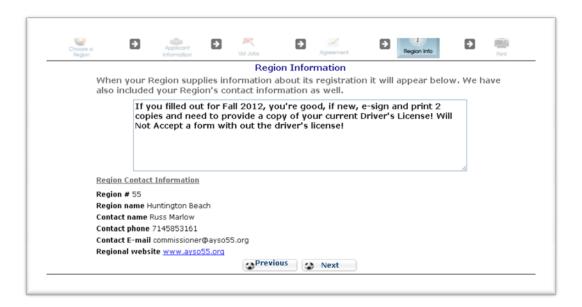
11) Continue to scroll down and read the waiver. Once you've read the waiver, please select the "continue" button.



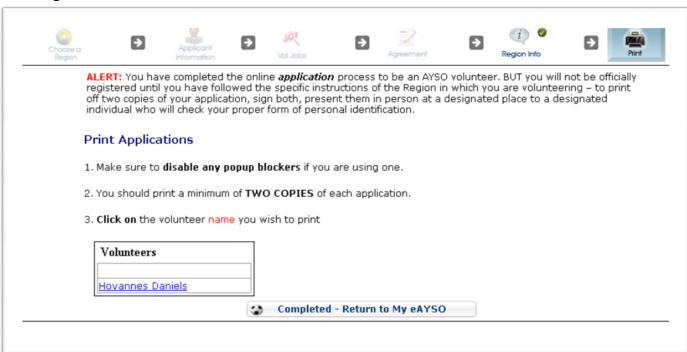
12) When you click "continue," your form will regenerate a second time. This time, you will see your "esignature" with a date assigned (again, in yellow). Please review the form once more, then scroll to the bottom. If you have done everything correctly (and the system has accepted it), you will see the date/time stamp of your e-signature at the bottom of the form. Select "Submit." If you need to fix anything, select "return to edit this form."



13) Since you are a new volunteer, or since you didn't volunteer in MY2012, click "next" and you will be taken to the application print screen.



14) The following screen will show. Follow the instructions on the screen. Print two copies and bring them to our registration event.



15) **IMPORTANT:** If you are completing the application after registration, please export the form to pdf and email with a scanned copy of your CADL to the Child Volunteer Protection Advocate at cvpa@ayso55.org



16) Once you have done this and your application has been processed, you will need to go to www.aysotraining.org to complete the safehaven training. You will then be qualified to volunteer.

Thanks for volunteering!

Region 55 CVPA