

REGION 55

Volunteer Application Process – eAYSO Instructions

FOR PARENTS WHO VOLUNTEERED LAST YEAR

THANKS FOR VOLUNTEERING!

1) Go to the eAYSO site at www.eayso.org and at the Welcome screen, enter your Login E-mail address and password.

There are links on this screen if you've forgotten them. (If you aren't sure use the Forgot Login E-mail routine and follow directions to retrieve your Login and /or reset a password). At anytime you can click on **My eAYSO** if you wish to change either your username or password.



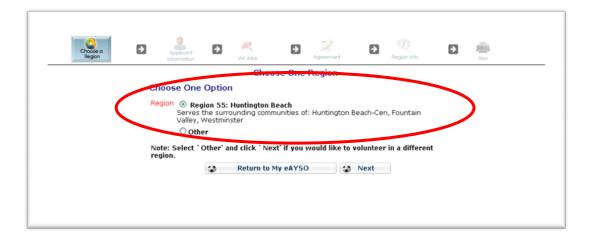
2) Once you have logged on you will see two columns of options. The column on the right is for volunteer applications.



3) Click on **Apply as a returning adult (or youth) volunteer** (the blue letters that are underlined) then select your name by clicking on the blue letters of the name.



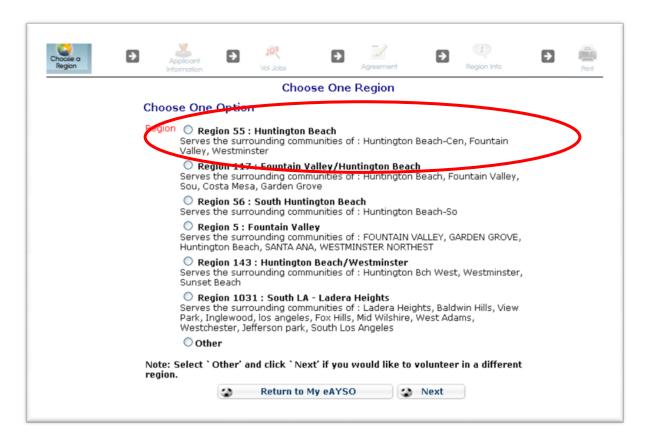
4) Once you have selected your name, if you volunteered with Region 55 last year, you will see the following screen. The Region 55 radio button will be selected. **Click next and go to step 8.** If you volunteered at another region, you will want to select the "Other" radio button, then click next.



5) Type "92647" in the Zipcode box and click next



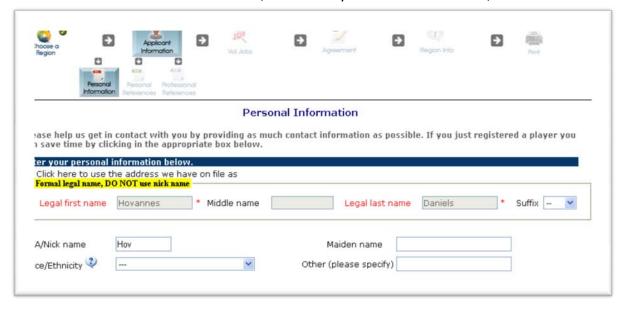
6) Select the "Region 55: Huntington Beach" radio button, then click next



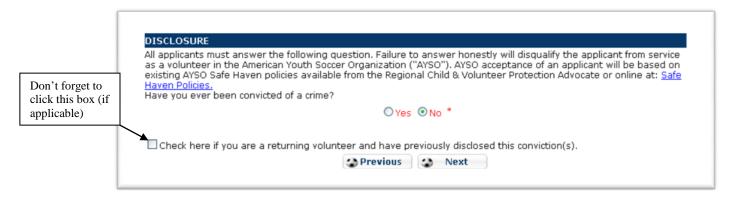
7) On the screens that follow, check to see if any of the information needs to be changed. Read each of the screens carefully. Scroll to the bottom of each screen. Many of the data screens extend below the bottom of your monitor. Use the scroll bar, the Page Down key or the down arrow key to be sure you've scrolled to the bottom of each page.

There are three screens for "Applicant Information."

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



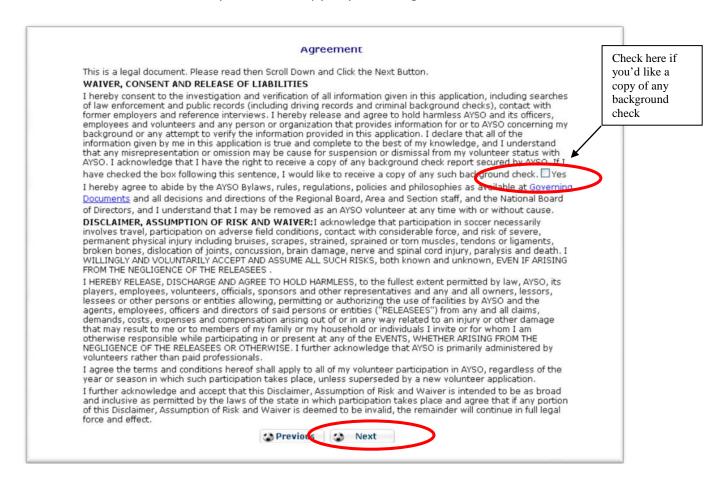
8) **VERY IMPORTANT:** On the Professional References screen, at the very bottom of the screen, you MUST complete the disclosure questions. **Answering "yes" will** not automatically disqualify you as a **volunteer.** Click "next" when done.



9) You'll be able to indicate what you'd like to volunteer for on the next screen.



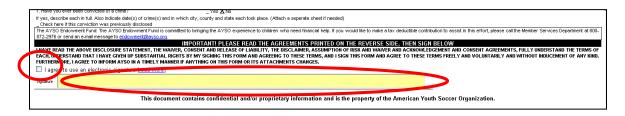
10) The Agreement language is on the following screen. Please read the agreement, then click next. Remember to check the box if you'd like a copy of your background check.



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



12) 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.



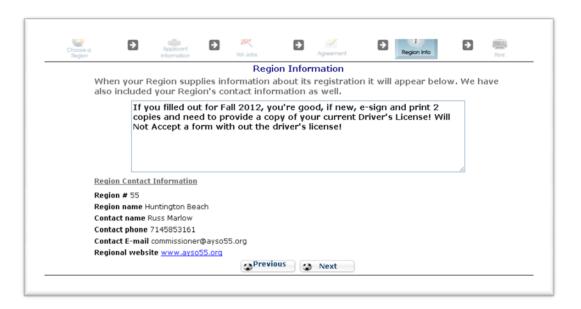
13) Continue to scroll down and read the waiver. Once you've read the waiver, please select the "continue" button.



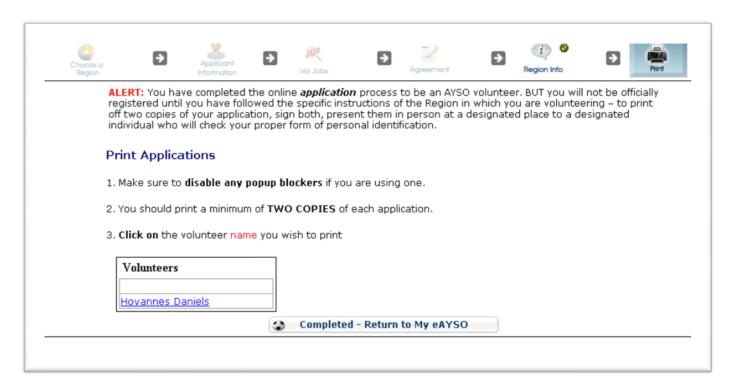
14) When you click "continue," your form will regenerate a second time. This time, you will see your "esignature" with a date assigned (again, in yellow). Please review the form once more, then scroll to the bottom. If you have done everything correctly (and the system has accepted it), you will see 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."



15) If you are a returning volunteer from MY2012, click "next" and you are done with your volunteer application.



16) The following screen will show. **Volunteers returning from MY2012 do not need to print the application form.**



Thanks for volunteering!

Region 55 CVPA