

How to pre-register using eAYSO:

Go to www.eayso.org

For parents & volunteers who are first time users:

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 Region 55.
- 5) Provide as much contact information as possible to make it easier for us to reach you when teams are formed, etc. E-mail addresses are enabling better communications between the region and our members. Please provide us with an e-mail address if you have one. NOTE: When you enter your address, please provide a complete address including apartment or suite number and any directional indicators (i.e., North Main St. or 125th St. S.E.).
- 6) Our region is completely volunteer run. We need your help. Please select a volunteer position.
- 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 your forms. Please print two copies, sign and date the first page and initial (for player forms) the second page on both copies.

For parents & volunteers who signed up online for the Fall/Spring 2009/2010 Season:

- 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 get a username and password, 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.
- 5) Follow the onscreen directions to print two copies of each of the forms. Please sign, initial and date both copies.