

## Sign Up as a Volunteer – first time

Since you are seeing this it means you are on the Santa Barbara Region 122 website and hit the “Volunteer/Sign-up for Classes” button and at the pulldown menu clicked on the first item “Instructions for registering as a First Time volunteer on Blue Sombrero can be found here”, which opened another tab so that you can have these instructions to get through registering.

Go back to the other tab now and click on “Link to registering as a volunteer with Blue Sombrero” at the “Blue Sombrero” link. That click then opened another tab that took you to the Santa Barbara Region 122 Blue Sombrero Home Page.

You will be on the Home Page for Santa Barbara on Blue Sombrero. Since you have not registered before you are going to click on the “Register Now” button on the upper right corner of the page. You will be on a page with the “Create New Account” on the upper right corner of the page. Enter your email address, create a “User Name” which does not need to be your email address and then enter a “Password”. Then click on “Create Account”.

This will take you to the first page with the Green 1 in the upper left corner. Fill out the info on that page (at least the ones with the \* (stars) by them. If you do not have a child in the program the answer to relationship to participants is “Other”. Hit the “Continue” button at lower right.

You will now have a new screen with a popup that asks if you are “A parent or Guardian”, “I am a Coach or other team personnel” (this is the one you want to click on) or “I am registering myself as a participant” do not chose this one. “Click on Coach/other”

You will not have a “Step 2” as we register the participants (players) in a different program. You are now on “Step 3” – program info. There is only one program available to you – “Program 1” Volunteer Registration – MY19, first click on the “Select” button. Then click on the “View Available Positions” below.

It will take you to a screen that lists volunteer positions. If you are a Referee and a Coach only choose Coach as it is the highest review level (most interaction with the players). Then click on “Sign Up”. It will turn that button to green and say “Selected”. Now scroll to bottom of page and click on “Continue”.

You will be on a new page “Who would you like to sign up for the following position(s)?” / #1 Volunteer Registration for MY19. Since you are in the process you will chose the box on the left. Click on “Continue”.

New page – fill out the required info on this page. At the bottom of the page answer the question about Crime. Below that on the left side click on the “I accept” box, then hit “Continue”.

You are on a new page. Under the green line on the left side click on the “Click Here to eSign Form”. You have to do this or you will not be registered as a volunteer. It will take you to the form that you filled out. Verify the info, then at the bottom of the page Fill in the yellow box “Volunteer Signature”. The program will put the date on the form. Just above the yellow box you

will also have to click on the box that states “I agree to use an electronic signature”. Then at the bottom of the form you need to click on the yellow box that reads “Continue to review”.

You will now see the same form but with the signature filled in. At the bottom of the page there is a yellow box that says “Submit signed volunteer application”, click on it.

There will now be an overlay white box on the screen. It will say:

“Thank you for completing phase 1 of your volunteer registration with AYSO. The next step is to submit your information to Sterling Volunteers to process your background check.

Sterling Volunteers will send you a link from the following email address: The [Advocates@SterlingVolunteers.com](mailto:Advocates@SterlingVolunteers.com) to enter your information and complete the background check process. You will have 72 hours to complete the process, so we ask that you check your email daily to ensure you received the email from them.

If you do not receive the email from Sterling Volunteers, please email [questions@ayso.org](mailto:questions@ayso.org)

Thank you again for applying to volunteer for AYSO!”

Hit “OK”

New page with you listed as a volunteer with your job title and your ID number.

Next you need to link your Blue Sombrero account to AYSOU.org which you will be using for some classes, such as Safe Haven and CDC Concussion.

Click on the “Home” button on the left side of your screen. Then on the new screen (Home page) there is a bar above the photo. On the right side of this bar is the tab “AYSOU”. This will take you to AYSOU and log you in automatically. It will also link the record keeping between the two programs.

If you go to AYSOU.org directly without this step your records will not be linked. Thank you for completing this last step.

You can now “Logout”