

## 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 Youth 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. Since you are not an adult in the program the answer to relationship to participants is “Other”. For Job and Employer enter None. 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. As a youth the only position you can register as a volunteer for is “Youth Referee”. 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 choose the box on the left. Click on “Continue”.

New page – fill out the required info on this page. You will have one of your parents fill in their info at the bottom, read the “Emergency Authorization”. 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 you will need your parent to click on the “I agree to use an electronic signature” button. Next they will click on the “I represent and warrant that I am the parent...” button. Now fill in the yellow box “Volunteer Signature”. The program will put the date on the form. 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. (As a youth they will not do a background check)

You are now back to the Volunteer Page of Santa Barbara Blue Sombrero page. You are now registered as a Youth Volunteer with your ID number listed below your name.

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”