

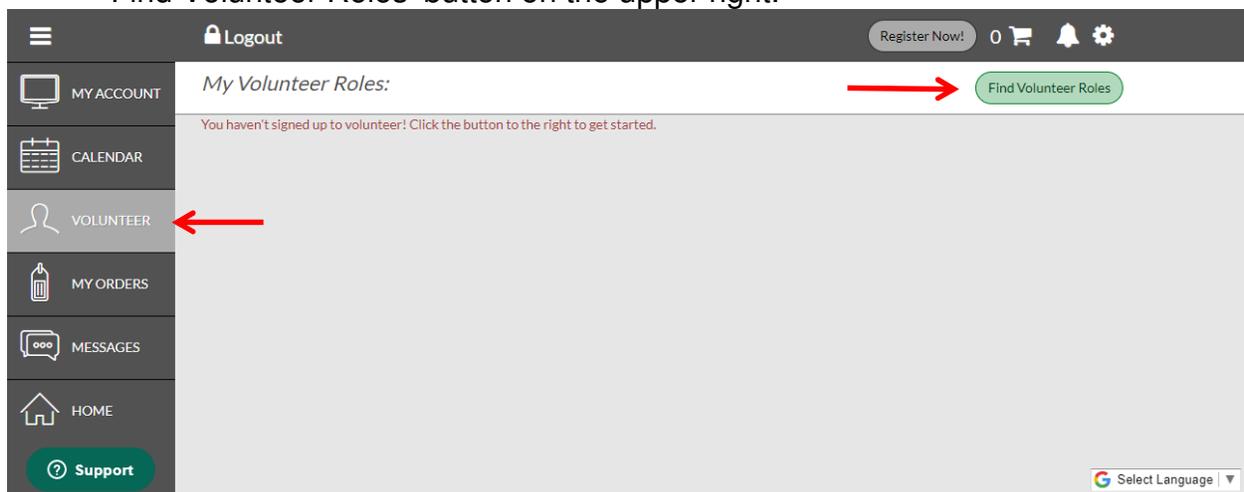
BLUE SOMBRERO ONLINE VOLUNTEER REGISTRATION INSTRUCTIONS

This document has four sections. Please go to the appropriate section depending on your situation:

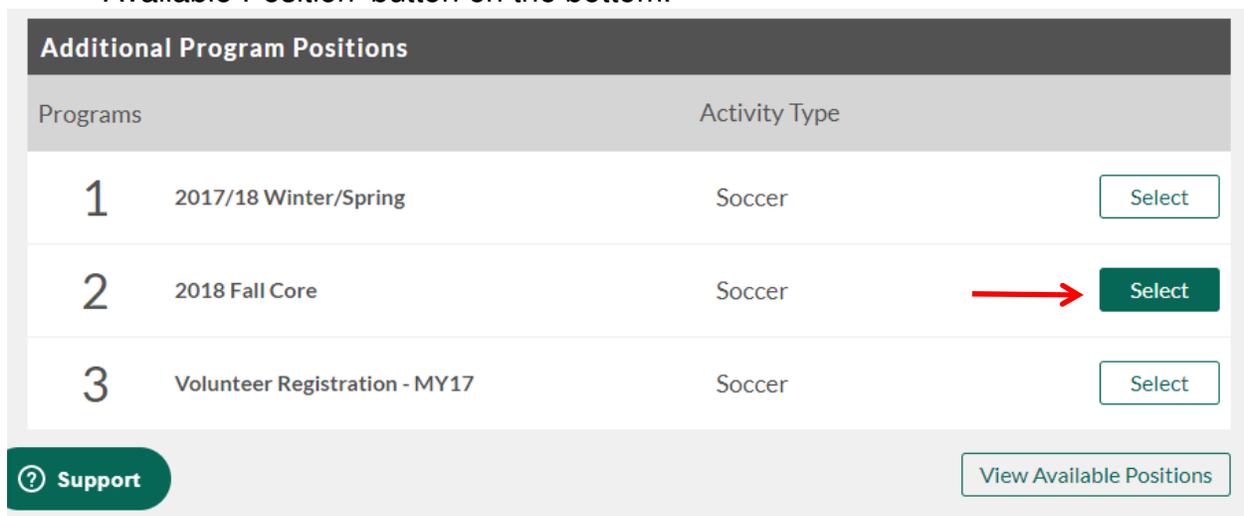
- I. For Returning Volunteers
- II. For Volunteers Without a Blue Sombrero Account
- III. For New Volunteers That Already Have a Primary Blue Sombrero Account
- IV. For New Volunteers Who Wish to Join an Existing Primary Blue Sombrero Account (e.g. spouse already created an account and signed up the player)

I. For Returning Volunteers

1. Log into your account then select the Volunteer on the left pane then press the 'Find Volunteer Roles' button on the upper right.



2. Select the proper Program is multiple Programs show up then hit the 'View Available Position' button on the bottom.



3. Hit the  icon next to the appropriate Division to open up the available volunteer positions.

Available Positions

1	2018 Fall Core	Playground Soccer-Boys	Positions	⌵
2	2018 Fall Core	5U-Boys	Positions	⌵
3	2018 Fall Core	10U-B	Positions	⌵
4	2018 Fall Core	10U-G	Positions	⌵
5	2018 Fall Core	Playground Soccer-Girls	Positions	⌵
6	2018 Fall Core	5U-Girls	Positions	⌵
7	2018 Fall Core	12U-B	Positions	⌵

4. Hit the 'Sign Up' button next to the Volunteer position of interest. Multiple selections can be made.

Available Positions

1 2018 Fall Core > Playground Soccer-Boys > Positions

Youth Trainer ⓘ	Sign Up
Picture Day ⓘ	Sign Up
Team Parent ⓘ	Sign Up
Youth Referee ⓘ	Sign Up
Head Coach ⓘ	Sign Up
Referee ⓘ	Sign Up
Parent Volunteer ⓘ	Sign Up
Board Member ⓘ	Selected
Registration ⓘ	Sign Up

Show More

Support I do not wish to volunteer at this time **Continue**

5. Select the person who is volunteering then fill in the following screens with the volunteer information. All fields marked with a red asterisk * are mandatory fields and the system will not let you volunteer unless these are filled.

Who would you like to sign up for the following position(s)?

1 2018 Fall Core > Playground Soccer-Boys > Board Member

 <p>Sign up John Itai (Selected)</p>	 <p>Sign up Catherine Itai (Invitation Pending)</p>	 <p>Sign up a Family Member</p>
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Back **Continue**

1

2018 Fall Core

Playground Soccer-Boys

Board Member



Please click the image to the left to upload your photo.

New or Returning Volunteer?*

Returning

Legal First Name* ⓘ

John

Middle Name ⓘ

Nickname

30 Characters Remaining

Legal Last Name*

Itai

Suffix

Select Suffix

Maiden Name ⓘ

Have you ever been convicted of a crime (felony or misdemeanor)?* ⓘ

No

I hereby agree to abide by the AYSO Bylaws, rules, regulations, policies and philosophies as available at <http://www.ayso.org>, as may be amended from time to time, and all decisions and directions of the Regional Board, Area and Section staff, and the National Board of Directors, and I understand that I may be removed as an AYSO volunteer at any time with or without cause.

I accept*



6. Ensure that you eSign the volunteer form, check the two boxes and type in your legal name in the yellow signature field.

2018 Fall Core

Playground Soccer-Boys

Board Member

[Click Here to eSign Form](#)

EMERGENCY AUTHORIZATION: I, hereby authorize each of the coaches, team parents, or other officials of AYSO to act as my agents in the Emergency Contact to consent to medical, surgical or dental examination and/or treatment.

I HAVE READ THE EMERGENCY AUTHORIZATION AND ALL AGREEMENTS SET FORTH HEREIN, AND I FULLY UNDERSTAND THE TERM AGREEING TO THESE TERMS. I SIGN THIS FORM FOR MYSELF AND, IF PARENT, ON BEHALF OF PLAYER AND MEMBERS OF PLAYER'S AGREE TO INFORM AYSO IN A TIMELY MANNER IF ANYTHING ON THIS FORM CHANGES.

I agree to use an electronic signature [\(read more\)](#)

I am an adult of the age of majority in my state. I agree the terms and conditions hereof shall apply to all of my participation in the Even player application.

Volunteer Signature Kawika Cow

(Please signify your agreement with the foregoing by signing in the space indicated on the top of this form.)

Back

Cancel this application

Continue to review

(Please signify your agreement with the foregoing by signing in the space indicated on the top of this form.)

Return to edit this form

Submit signed volunteer application

7. After your volunteer form is electronically submitted, your volunteer status will be shown back on the Volunteer tab. 'Eligible' means that your volunteer background check has been completed and you are eligible to volunteer. 'Pending' means that your background check is still in progress.

My Volunteer Roles:



John Itai - Board Member ELIGIBLE
AYSO ID: 99558321

2018 Fall Core Playground Soccer-Boys [View/Print Form](#)

[Details](#) [Delete](#)

Certifications:
Coach -

- Advanced Coach
- Intermediate Coach
- Safe Haven Coach
- U-10 Coach
- U-12 Coach

II. For Volunteers Without a Blue Sombrero Account

1. Visit the website: www.kaneoheayso.org
2. Click on “Register Now” in the top right hand corner of the site.



3. Complete the “Create New Account” section on the Login screen. Then click “Create Account”.

A registration form titled 'Create New Account' with a purple arrow pointing to the title. Below the title is a note: 'You are not considered registered until you submit your order at checkout!'. The form contains six input fields: 'First Name', 'Last Name', 'Email Address', 'Create Username', 'Password', and 'Confirm Password'. Below these fields is a green 'Create Account!' button circled in purple. At the bottom, there are two links: 'Already have an account? [Sign in here!](#)' and 'Forgot your [Username](#) or [Password](#)?'

4. Complete the Primary Parent/Guardian Information section. All fields with an “*” are mandatory and must be filled in before continuing to the next page. Click “Continue.”
 - a. If you previously were a registered Volunteer in eAYSO the following must be the same for the records to transfer over to Blue Sombrero:
 - i. First and last name
 - ii. Date of birth
 - iii. Last four digits of the SS number

Primary Parent/Guardian Information

 **Kawika Cow**
 Email: 12322@hawaii.rr.com
 Username: ILoveMilk

Gender* MALE

Select your relationship to your participants* Other

Address* 1234 Meadow Gold Lane

Address Unit

City* Honolulu

State* Hawaii

ZIP Code* 96813

Home Phone* 808 543 1234

Cell Phone* 808 351 1234

Receive Text Alerts? No [What's this?](#)

5. Select the type of registration that best describes your situation. If you are not registering a player, then the second choice is best.

Which best describes you?



I am a parent or guardian registering a participant

Select this option if you are registering a participant in an activity. You'll also have the option to volunteer or sign up as a team coach or other personnel here.



I am a team coach or other team personnel

Select this option if you want to skip registering a participant and only sign up to coach or volunteer.



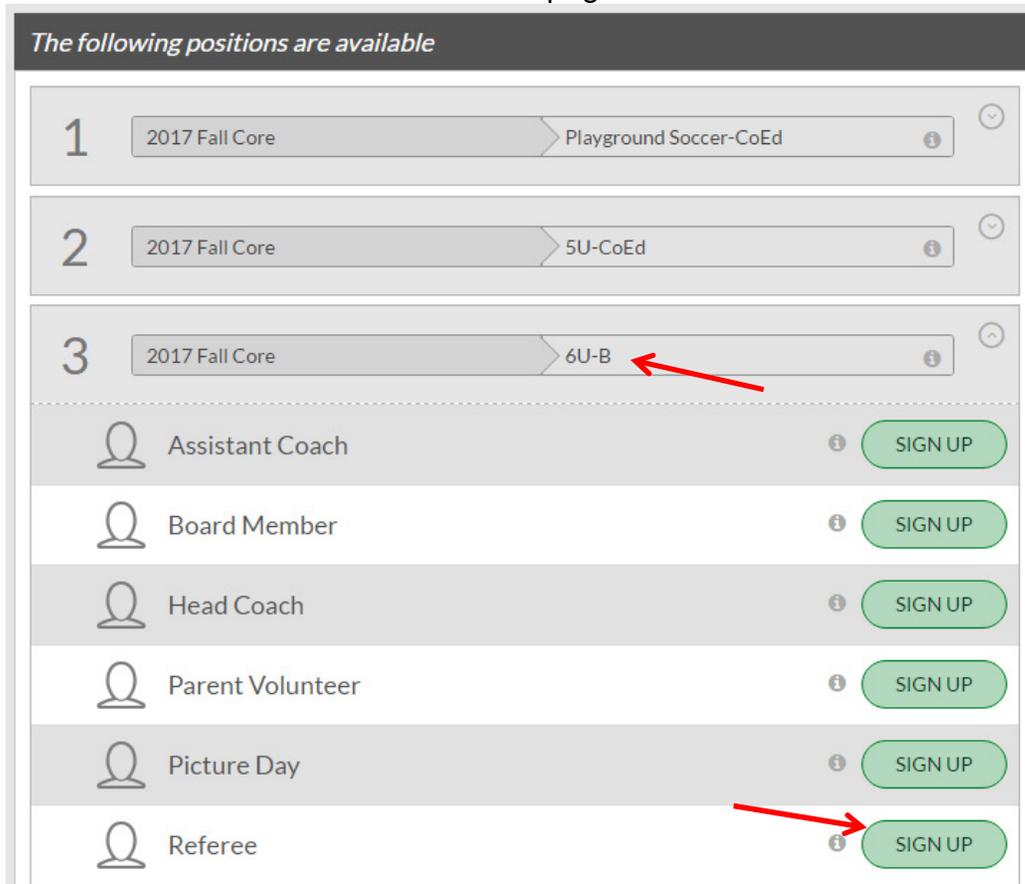
I am registering myself in an activity

Select this option if you are registering yourself as a participant in an activity.

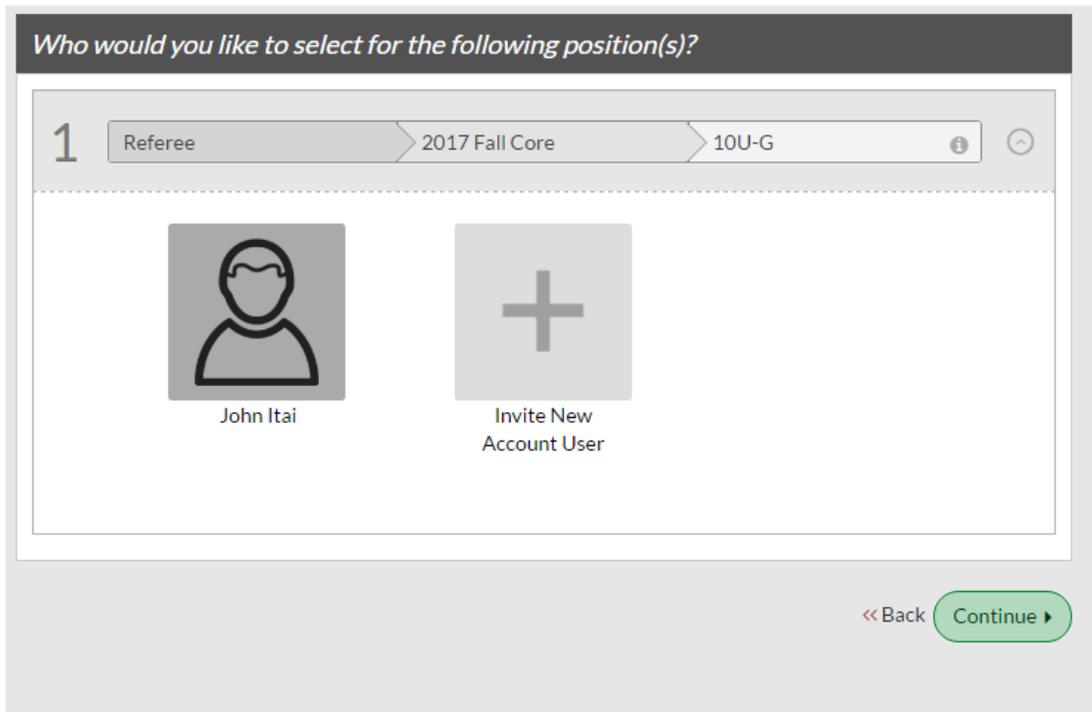
6. Hit the '+Select' to choose the appropriate Program, then hit the View Roles button to display the available volunteer roles.



8. All of the available volunteer roles in each Division will be displayed. Hit the  icon next to the appropriate Division to open up the available volunteer positions. Select the 'Sign Up' button for the appropriate volunteer role. Then hit the 'Continue' button on the bottom of the page.



7. Select yourself or hit the 'Invite New Account User' to send an invitation to someone else to volunteer. Hit 'Continue'.



8. Fill out the information in the volunteer form. All fields with an “*” are mandatory. Hit ‘Continue’ on the bottom of the page.

9. E-sign the release form to allow a background check to be completed.

EMERGENCY AUTHORIZATION: I, hereby authorize each of the coaches, team parents, or other officials of AYSO to act as my agents in the Emergency Contact to consent to medical, surgical or dental examination and/or treatment.

I HAVE READ THE EMERGENCY AUTHORIZATION AND ALL AGREEMENTS SET FORTH HEREIN, AND I FULLY UNDERSTAND THE TERM AGREEING TO THESE TERMS. I SIGN THIS FORM FOR MYSELF AND, IF PARENT, ON BEHALF OF PLAYER AND MEMBERS OF PLAYER'S AGREE TO INFORM AYSO IN A TIMELY MANNER IF ANYTHING ON THIS FORM CHANGES.

I agree to use an electronic signature [\(read more\)](#)

I am an adult of the age of majority in my state. I agree the terms and conditions hereof shall apply to all of my participation in the Even player application.

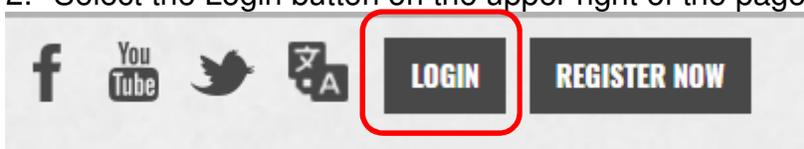
Volunteer Signature

10. Congratulations! You’ve just volunteered for AYSO!

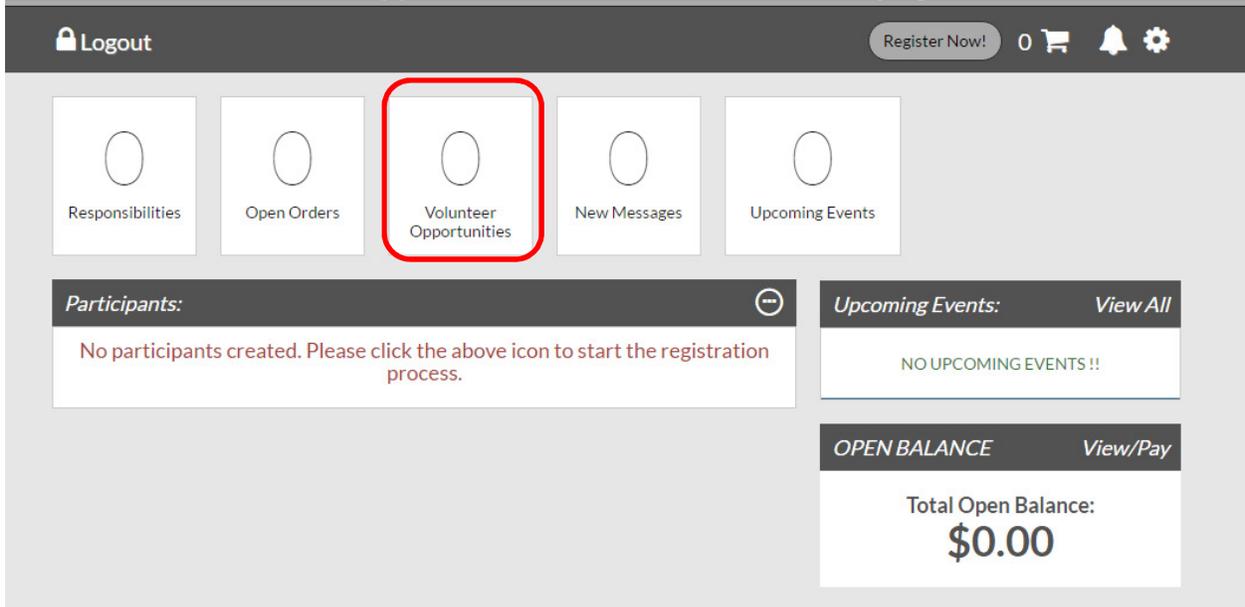
III. For New Volunteers That Already Have a Primary Blue Sombrero Account

1. Go to the website: www.kaneoheayso.org

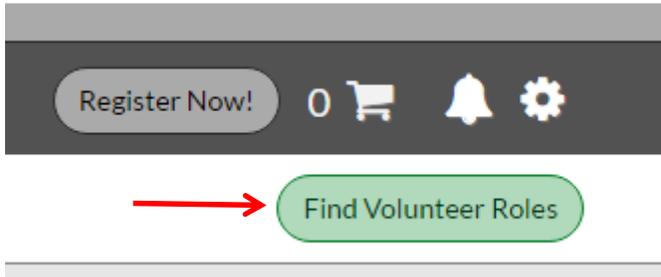
2. Select the Login button on the upper right of the page.



3. Select the 'Volunteer Opportunities' button on the account page.



4. Hit the 'Find Volunteer Roles' button on the upper right side.



5. Hit the '+Select' to choose the 2017 Fall Core Program, then hit the View Roles button to display the available volunteer roles.



6. All of the available volunteer roles in each Division will be displayed. Hit the  icon next to the appropriate Division to open up the available volunteer positions. Select the 'Sign Up' button for the appropriate volunteer role. Then hit the 'Continue' button on the bottom of the page.

The following positions are available

1	2017 Fall Core	Playground Soccer-CoEd	
2	2017 Fall Core	5U-CoEd	
3	2017 Fall Core	6U-B	
	Assistant Coach		SIGN UP
	Board Member		SIGN UP
	Head Coach		SIGN UP
	Parent Volunteer		SIGN UP
	Picture Day		SIGN UP
	Referee		SIGN UP

Note: A red arrow points to the 'SIGN UP' button for the Referee role.

7. Select yourself or hit the 'Invite New Account User' to send an invitation to someone else to volunteer. Hit 'Continue'.

Who would you like to select for the following position(s)?

1	Referee	2017 Fall Core	10U-G	
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John Itai



Invite New Account User

[<< Back](#) [Continue >](#)

- Fill out the information in the volunteer form. All fields with red asterisk '*' are mandatory. Hit 'Continue' on the bottom of the page.
- If you have already been thru a background check, then you will immediately be accepted for that role and given a 'green' status.

The screenshot shows two volunteer profiles for John Itai. The first profile is for the role of 'Board Member' with a status of 'ACCEPTED'. It includes an 'AYSO ID' of '2017 Fall Core' and a role of 'Playground Soccer-CoEd' with a 'View/Print Form' link. Below the profile are 'Details' and 'Delete' buttons. The second profile is for the role of 'Head Coach' with a status of 'ACCEPTED'. It includes an 'AYSO ID' of '2017 Fall Core' and a role of '10U-G' with a 'View/Print Form' link. Below this profile are also 'Details' and 'Delete' buttons.

10. Congratulations! You've just volunteered for AYSO!

IV. For New Volunteers Who Wish to Join an Existing Primary Blue Sombrero Account (e.g. spouse already created an account and signed up the player)

- In the Primary account screen, have them invite you to join by hitting the '+Add Additional Account Holder' button.

The screenshot shows the 'Primary Parent/Guardian Information' form for John Itai. The form includes fields for 'Email', 'Username', 'Gender*' (set to MALE), 'First Name*' (John), and 'Last Name*' (Itai). There is a 'Receive Text Alerts?' section with a 'Yes' radio button selected and a link 'What's this?'. At the bottom of the form, there are three buttons: '+ Add Additional Account Holder' (highlighted with a red arrow), '<< Back', and 'Update'. A 'Change Password' button is also visible at the bottom left.

2. A window will open up where information on who you would like to invite to join the account is populated. All fields annotated with an '*' are mandatory. When done, hit the 'Create Additional Account User & Continue' button.

Invite Additional Account User [X]

Gender* FEMALE [v]

First Name* []

Last Name* []

Address* []

City* Kaneohe []

State* Hawaii [v]

Address* []

City* Kaneohe []

State* Hawaii [v]

ZIP Code* 96744 []

Cell Phone* [] [] []

Additional Contact Email* []

Select your relationship to your participants* [v]

Change Password [] << Back Create Additional Account User & Continue []

3. An email will be sent to the invitee. That person should hit the 'Accept Invite' button and create a separate User Name and Password.



Region 113

Invitation to join account!

Hey, John
Sharon created an account on the Region 113 website and invited you to join it! By accepting this invitation you'll be asked to create a new username and password. You'll then have access to manage your joint account and participants as well as sign up as a team staff member or club volunteer.

Accept Invite

If you have any questions or concerns please feel free to reach out to our support ninjas at support@bluesombrero.com.
Thanks!

- The invited person will be added to the Primary account as an additional account user and will receive all of the emails from Blue Sombrero regarding game schedules and can also access the Team page.

Additional Account Users



Catherine Itai

Email: [catherine.itai@blue-sombrero.com](#)

Username: Pending

[Edit](#) [Resend Invitation](#) [X](#)

- Now you can volunteer by following the instructions in Section III above.