

# Online Registration for Section Meetings

## For Subsidized Staff

eAYSO provides the ability to register online for Section Meetings at [www.eayso.org](http://www.eayso.org). Please read the instructions provided below. **If you have any questions call the Events Department at (424) 221-7976.**

### **Registration Instructions:**

Registering for a Section Meeting as a “Subsidized Volunteer” online through eAYSO requires additional information. Please follow the steps listed below.

**NOTE: ONLINE REGISTRATIONS WILL NOT BE PROCESSED WITHOUT PAYMENT BY CREDIT CARD (if necessary).**

1. Click on the Sign Up pull down menu. Click on the Section Meeting option. Select the meeting and click Sign up.
2. Enter/Select the required information including the badge position and years of service.
3. Answer the questions regarding rooming and hotel accommodations. Including “Do you need hotel accommodations?”, arrival/departure dates, and room and bed type.
4. The Meeting Registration package is pre-selected for you; please select any other desired packages. When finished, click the submit button and proceed to the payment screen.
5. You **MUST** pay with a credit/debit card **ONLY**. Select the credit card option and click the button at the bottom to go to the next page. Fill out your credit card information and complete the payment process. At the end of the process you will have the option to print a confirmation letter. Please print the confirmation and bring it to the Section Leadership Meeting for verification purposes if needed. Please note credit card charges are processed immediately.

### **Confirmations:**

Please print registration and payment confirmations. This confirmation page is required if you need to make any changes to the registration. Confirmation letters will be emailed immediately after registration and payment have been processed.

**Cancellations/Changes:** Changes or cancellations to registrations must be received in writing to the Events Department by fax or email to (310) 525-1157 or [Events@ayso.org](mailto:Events@ayso.org). **Cancellation** requests must be received by the Events Department, no later than 5 p.m. Pacific Time, 14 days prior to the Section Meeting for a refund. **Changes/Substitutions** in lieu of cancellations are encouraged. Refunds will be processed approximately 21 days after your meeting.