

Online Registration for Section Meetings

Please read the instructions provided below to register online at www.eayso.org. If you already have an eAYSO account to sign in, proceed to the **Registration Instructions** below. If you **do not** have a profile set up, please begin with the steps below:

1. To sign up for a user profile, go to www.eayso.org
2. Click on the “First Time” button and follow the online instructions to register as an AYSO Volunteer
3. Contact your RC, AD or SD and request access. If they are unavailable contact the eAYSO Help Desk at (866) 522-2976 or send an email to eaysosupport@ayso.org

Registration Instructions: There are 2 ways to register:

Process 1: The RC can sign up themselves and members of their Regional Board.

Process 2: Volunteers can sign themselves up for a meeting.

NOTE: ONLINE REGISTRATIONS WILL NOT BE PROCESSED WITHOUT PAYMENT BY CREDIT CARD.

Process 1:

If you are an RC and would like to register all of your board members, follow the steps below:

1. Click on the Sign Up pull down menu. Then click on Section Meeting option. Select the Meeting and click Sign up.
2. DO NOT select any options at this point, simply, scroll down and click on the “Add/Edit Attendee” button. First add all Board members and then add yourself at the end before paying with a credit card.
3. Using the lookup page search for your attendee/board member. Click on the button next to the attendee’s name to select. Click Add/Edit button. Verify the name and other information. Enter the years of service and select Badge position. The Meeting Registration package is already selected. Repeat step 2 and 3 to add each additional attendee.
4. When finished adding all attendees, enter the required information pertaining to you; including your badge position and years of service. The Meeting Registration package is pre-selected for you. Click the submit button and proceed to payment screen.
5. You **MUST** pay with a credit/debit card in order for the registration to be complete. Select the 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 Meeting for verification. Please note credit card charges are processed immediately.

Process 2:

If you are an AYSO Volunteer registering for a Section Meeting, follow the steps below:

1. Click on the Sign Up pull down menu. Click the Section Meeting option. Select the meeting and click Sign up.
2. Verify your name and other information. Enter the years of service and select Badge position. The Meeting Registration package is already selected, click Submit.
3. You **MUST** pay with a credit/debit card in order for the registration to be complete. Select the 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 Meeting for verification. Please note credit card charges are processed immediately.

NOTE: Registrations will not be processed if attendees close the screen prior to payment by credit card.

Confirmations:

A confirmation letter will be emailed immediately after registration and payment has been processed.

Cancellations/Changes:

No cancellations or changes can be made on eAYSO. Changes or cancellations must be sent in writing to the Events Department by fax or email to (310)525-1157 or 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. Substitutions in lieu of cancellations are accepted and encouraged. Refunds will be processed approximately 21 days after your meeting.