



# Hints from the Help Desk

## INSTITUTING THE U-5 REGISTRATION OPTION

At the 2007 NAGM in New Orleans, the membership approved a change to the National Rules & Regulations that creates an exception to the Age Determination date, ONLY FOR PLAYERS NOT YET 4 YEARS OF AGE AS OF 7/31. This provision was further amended by the membership at the 2009 NAGM. This change was sponsored by Regions where a primary playing season (and in some cases the only playing season) does not start until later in the membership year. It allows the registration of those players who are 4 years of age by the start of soccer activities, but who were not 4 years of age on 7/31. All Regions are free to consider this option, but must secure the approval of both the Area Director AND the Section Director to do so. THE AGE DETERMINATION DATE FOR ALL OTHER PLAYERS REMAINS UNCHANGED. This AYSO National Rules & Regulations change is now in effect.

Regions contemplating implementation of this option are reminded of the National Coaching Commission's strong recommendation that, for these 4 year old players, the Region adopt the specially-developed U-5 Program. It is believed that placing 4 year olds in a U-6 division will inhibit the proper development of skills for these youngest of AYSO's eligible players.

The decision on whether or not to offer this U-5 Registration option is solely that of the Region, but the Region must secure the approval of the Area Director and the Section Director for the exception to be implemented. Here is how the process works.

### SECURE APPROVAL OF THE AREA DIRECTOR AND SECTION DIRECTOR

1. The Regional Commissioner should make contact with the Area Director (and copy the Section Director) requesting approval. The Area Director should inform the Section Director of his/her approval or non-approval.
  - a) If you don't have contact information for the Area Director or Section Director, log on to eAYSO
  - b) Rest your cursor on the **Lookup** option on the toolbar and click on **Region**.
  - c) When the **Lookup – Region Information** screen opens, you can find telephone and email information for the Area Director and Section Director

### SECTION DIRECTOR INDICATES APPROVAL TO NSTC

1. The Section Director must send a message to [registration@ayso.org](mailto:registration@ayso.org) indicating the Region number and that the Region has approval to implement the U-5 Registration Option. Copy the Regional Commissioner of the requesting Region so they are aware the notice has been sent



# Hints from the Help Desk

- Upon receipt of the approval message from the Section Director, staff at the Registration Department of the NSTC will change a setting in eAYSO that will allow the Region to initiate the U-5 Registration Option.

## CONFIRMING THE APPROVAL SETTING BY THE NSTC

The Regional Commissioner and the Registrar have the necessary access rights to perform the following step:

- Log on to eAYSO.
- At the **Welcome Screen**, rest your cursor on the **NSTC** menu option in the toolbar and click on **Regions**.
- The **Configure Regions – Maintain Board** screen opens.

**Configure Regions - Maintain Board**

Region 678  
 Area S  
 Section 10  
 Status Charter  
 Schedule FS2008  
 Guideline Type R  
 NAP Y  
 VIP Y  
 Franchise N

Age Cutoff Date 7/31/2008  
 Pilot Date 3/10/1989  
 Charter Date 3/11/1989  
 RIF Date 4/15/2008  
 Budget Date 12/31/2008  
 Guidelines Date 12/2/2007  
 Signature Date 1/1/2008  
 Website URL www.ayso678.org  
 Under 5 Program Y

[Add New Board Member](#)

	Position	Region Board Member	Status	AYSO Phone	Home Phone	Email	Start Date	End Date	Authorized Purchaser	Effective Date
Edit Delete	RC	Robert Anderson	A	(661)2			2005	6/8/2007	Y	6/23/2005
Edit Delete	RCAST	Barbara Jean Heinzel	A	(000)0			2005		N	
Edit Delete	RCAST	Jeffrey Johansen	A	(000)0			2005		Y	
Edit Delete	RGTR	Roger Almond	A	(000)0			2005		Y	
Edit Delete	RCVPA	John Potter	A	(000)0			2005		N	
Edit Delete	RGSF	Thomas Dailor	A	(000)0			2003		Y	
Edit Delete	RGWEB	Jim Frayer	A	(000)0			2005		Y	
Edit Delete	RGCD	Tracey Orzechowski	A	(000)0			2005		Y	
Edit Delete	RGRG	Robert Gardner	A	(000)0			2005		N	
Edit Delete	RGAUD	Tony Tumasone	A	(000)0			2005		Y	
Edit Delete	RCA	GREG MILLEMAN	A	(000)0			2005		Y	
Edit Delete	RRA	Bill Bellows	A	(000)0			2005	3/31/2006	Y	4/1/2005
Edit Delete	RRA	John Bartke	A	(000)0			2005		Y	
Edit Delete	RGSEC	Tina Olinger	A	(000)0			2005		Y	
Edit Delete	RAP	Branda DiVitale	A	(000)0			2005		Y	
Edit Delete	RGRST	Barbara Jean Heinzel	A	(000)0			2005		N	
Edit Delete	RGRST	Barry Golob	A	(000)0			2005		N	
Edit Delete	RGRST	Cynthia Bevans	A	(000)0			2005		N	
Edit Delete	RGRST	Daniel Trippeda	A	(000)0			2005		N	
Edit Delete	RGRST	Dennis Knopf	A	(000)0			2005		N	
Edit Delete	RGRST	Doug Eagle	A	(000)0			2005		N	
Edit Delete	RGRST	George Stevens	A	(000)0			2005		N	
Edit Delete	RGRST	Jaisha Reddick	A	(000)0			2005		N	
Edit Delete	RGRST	Jennifer Miller	A	(000)0			2005		N	
Edit Delete	RGRST	Tim Minor	A	(000)0			2005		N	

- Note the field labeled **Under 5 Program** at the top right of the screen. A Y in this field means the Section Director's approval has been recorded by the NSTC.

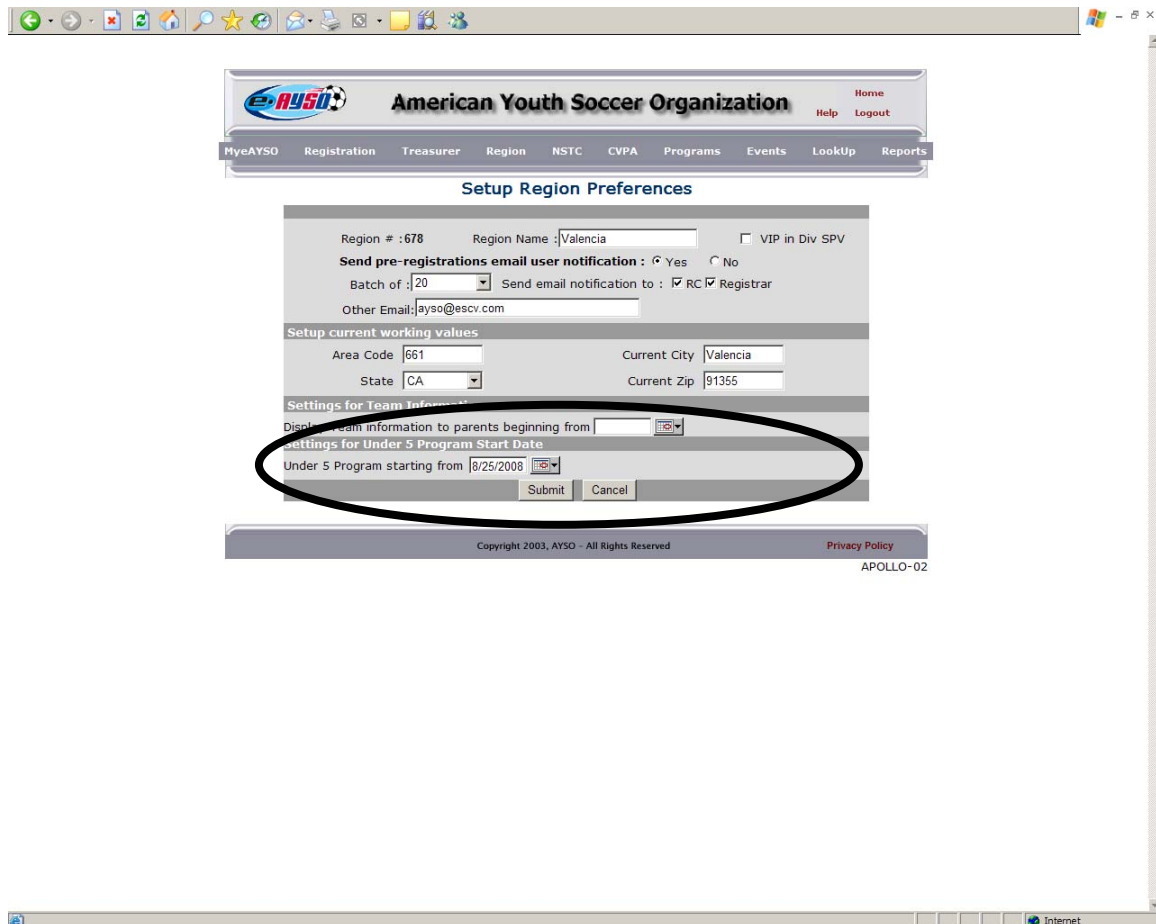


# Hints from the Help Desk

## REGION ESTABLISHES THE START DATE FOR PRACTICES/GAMES

The Regional Commissioner and the Registrar have the necessary access rights to perform the following:.

1. Log on to eAYSO.
2. At the **Welcome Screen**, rest your cursor on the **Region** menu option in the toolbar and click on **Setup**.
3. The **Setup Region Preferences** screen opens.



4. If the Section Director's approval has been set in the system by the NSTC, a new pane will appear at the bottom of this screen, labeled **Settings for Under 5 Program Start Date**.
5. In the text box next to the label reading "**Under 5 Program starting from**", enter the date of the first U-5 practice or game for that playing season, whichever comes first. The date format is MM/DD/YYYY. You can also click on the calendar icon and scroll the calendar to select the date, which will be



## Hints from the Help Desk

entered in the proper format. This is the date that will be used to calculate the registrant's playing age for that membership year.

NOTE: The system will only re-calculate the playing age for 4 year olds. The playing age for all other registrants will be calculated based on their age as of 7/31.

6. Scroll down if necessary and click on the button labeled **Submit** to save this setting.

Once this process is completed parents trying to enroll a child not yet 4 on 7/31 but 4 as of the Start Date set by the Region will no longer encounter an error message and will be permitted to complete and print the application. Also, a registrar entering data from a completed hard copy application will be allowed to complete the registration process. All such players are entered into the U-5 division by default.

**If you are experiencing a problem with any of these instructions, please contact the Member Services Department at the NSTC at 800-872-2976 X5462 or send an e-mail to [registration@ayso.org](mailto:registration@ayso.org). Good luck!**