



SPORTS CONNECT HOW TOS: CREATING A VOLUNTEER REGISTRATION PROGRAM



BEFORE YOU BEGIN: Using a MYXX volunteer registration program allows you to register volunteers without having the volunteer role tied to a specific player. This is ideal for Board Members at all levels, Referees and staff members at the Area or Section level. Remember that the first volunteer application filled out each MY will be the one that triggers the background check fee for that volunteer.

NOTE: The easiest way to create a volunteer registration program is to simply clone the program from the previous MY. These instructions assume that you are creating the program from scratch.

1. Log into your account and go to the “REGISTRATION” menu and select “REGISTRATION FORMS”. Then select “NEW PROGRAM”.

REGISTRATION + New Program

Current Programs ✓ Save Sort Order

1	2020 Summer Soccer Nights 1 Divisions set up for this program! - View Divisions	Edit ▼	View	Copy ①	Clone ①	Enrollments	📄 ①
2	2020 Fall Soccer 11 Divisions set up for this program! - View Divisions	Edit ▼	View	Copy ①	Clone ①	Enrollments	📄 ①
3	Volunteer Registration - MY19 1 Divisions set up for this program! - View Divisions	Edit ▼	View	Copy ①	Clone ①	Enrollments	📄 ①
4	Volunteer Registration - MY20 1 Divisions set up for this program! - View Divisions	Edit ▼	View	Copy ①	Clone ①	Enrollments	📄 ①

2. Once there select “CREATE A TRYOUT/COMPETITIVE PROGRAM” from the list.

Select Registration Type

Non-Tryout/Rec Program:
This is our most common registration type. It is mostly used for recreational or non-tryout activities because after a participant is registered they are available to be placed on a team. It includes Team Building & Scheduling.

Create a Non-Tryout/Rec Program

Tryout/Competitive Program:
This option is a two-step registration process. Step 1 - The participant registers for the actual tryout. Step 2 - The participant has to come back and accept a position on a team after tryouts take place (if offered a spot). It includes Team Building, Scheduling, and Automated Team Acceptance and Non-Acceptance Email Notifications. Important: Since this is a two-step process, only use this registration type if you're accepting tryout registrations online. [Find out more here](#)

Create a Tryout/Competitive Program

Camp Program:
This option is the most basic registration type. *Important: This registration type does not include any Team Building or Scheduling features.

Create a Camp Program

3. Select the MY# you wish to use and enter the program information as seen below. Make sure to include a description that explains what this program is for.

1 Program Information

What kind of program would you like to create?

Membership Year runs from August 1st of the year selected to July 31st of the following year.

*Membership Year: 2019

*Season: Fall

*Registration Type: Tryout/Competitive

*Program Name: Volunteer Registration - MY19
21 Characters Remaining

*AYSO Program Type: Core

Program Description: AYSO members who are not related to specific teams, such as board members and referees, should register to this program to complete their volunteer form, esignature and initiate their background check. Please email webadmin@riverdeltaayso.org if you need additional assistance.

Save Settings Previous Step Next

4. Make sure you have a custom question instructing users that this program is not to register players. See the text for this example in second image below.

The screenshot shows a configuration page for 'Program Questions'. At the top, there are six steps, with Step 2 'Program Questions' selected. Below the steps, there are three tabs: 'Program Question', 'Require', and 'Manage'. The main area contains a list of questions:

ID	Question	Require	Actions
1	Volunteer Program: Stop Registration (Custom Question)	Yes	Preview, Edit, Remove
5	Insurance Company	No	Preview, Edit
6	Insurance Policy #	No	Preview, Edit
7	Insurance Policy Holder	No	Preview, Edit
9	Height (Custom Question)	No	Preview, Remove
10	Weight (Custom Question)	No	Preview, Remove
15	Authorization, Disclaimer, Assumption of Risk and Waiver and Consent Agreements (Custom Question)	Yes	Preview
16	AYSO Membership Fee Information (Custom Question)	Yes	Preview

At the bottom, there are buttons for 'Add New Question', 'Save Settings', 'Previous Step', 'Skip', and 'Next'.

The screenshot shows a configuration page for a 'Waiver'. At the top, there are six steps, with Step 2 'Program Questions' selected. Below the steps, there are three tabs: 'Program Question', 'Require', and 'Manage'. The main area contains a form for entering a question and waiver text:

Waiver
You add a disclaimer, waiver, release, etc. for people to agree to.

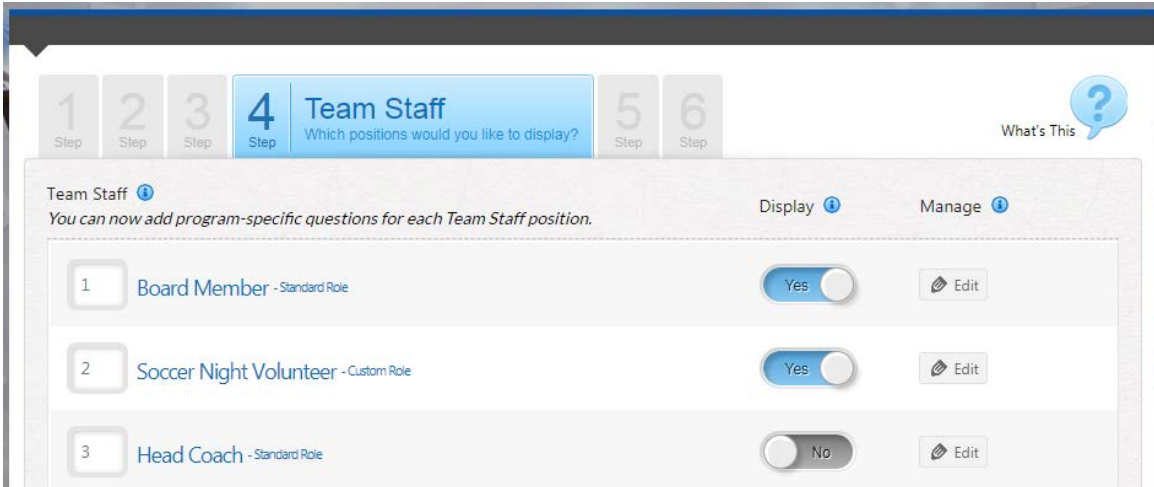
Please type the Question * 463 Characters Remaining

When do you want the question to be asked? During Tryout Registration During Division Registration

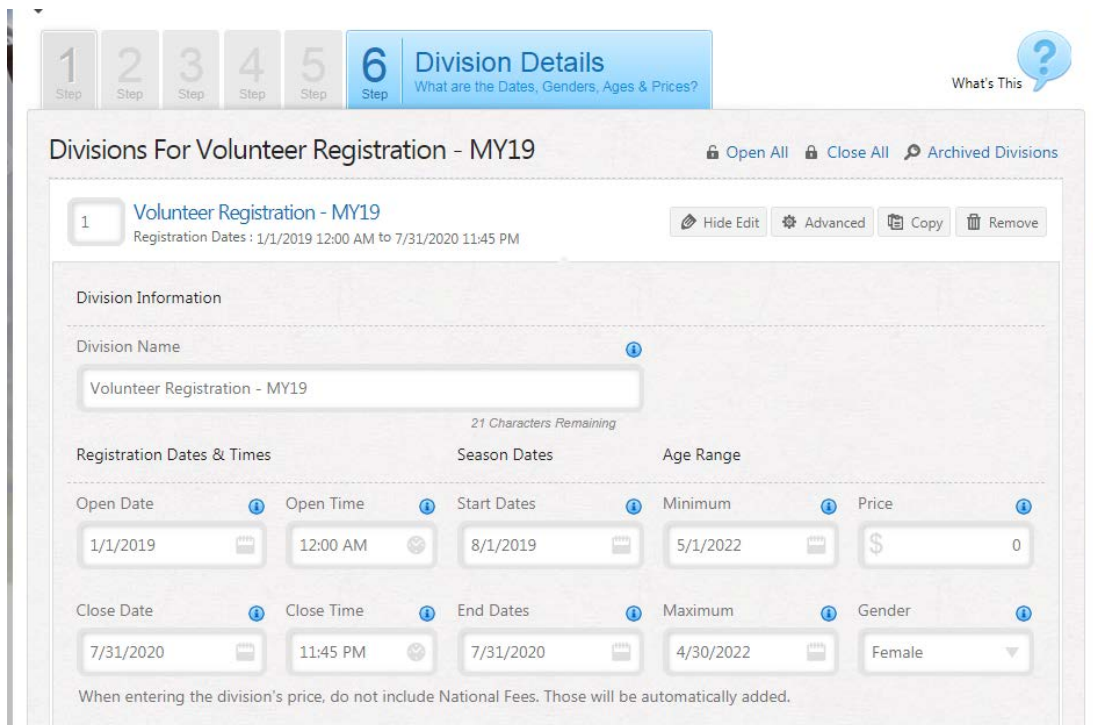
Waiver Text

Advanced Settings ⌵

5. Choose the Staff Positions you wish to allow volunteers to register for. These can be generic, such as “Board Member” & “Area Staff Volunteer”, or you can create specific custom team roles for each position on your board/staff. Please note that a volunteer registering for any custom role, “Treasurer”, “CVPA”, “Assistant AD”, etc will NOT be assigned corresponding website permissions by the system. Those permissions need to be granted individually by the RC (or AD, SD) or Account Admin (often the same person).



6. Enter the division details as shown below. This example is for MY19, for MY20 simply adjust the dates by one year. You're all set! Email your board and tell them to get registered!



Questions? Email webmaster@aysosection2.org