Yes, cash and checks may be accepted by Regions, but are not recommended. When parents pay by either credit card, debit card or pre-paid credit cards, the fees flow through Blue Sombrero directly to Region, Area, Section and National Office bank accounts with complete transparency. Corresponding automated entries are made to NAP Online to record revenue and provide financial updates.

When a Region, Area or Section accepts cash or check payments, they will be required to pay the National Membership Fee to the National Office before the player can be assigned to teams. In order to better serve those Regions who need to accept larger volumes of cash/check payments for player registration fees, we have implemented the following “batch” process to enable the payment of the National Annual Membership fees for those players:

* First, all parents must complete their Player’s Registration Form in Blue Sombrero and eSign it so that a Player Registration form with all the required waivers is on file (per Bylaw 1.04, Policies & Protocols). Parents who do not want to pay be credit, debit or pre-paid credit card can leave the registration in their shopping cart without paying and print their form when they review it during the eSignature process. This registration becomes an Open Shopping Cart Order.
* Regions can accept cash/check payment in person, but are still required to update the system with payments they have accepted. A new report, “AYSO Cash/Check File” is available under Reports >Billing Reports which reports players requiring payment of the National Membership Fee. Regions generate this report as an Excel spreadsheet and mark the players paid in the spreadsheet.
* Regions email the Excel spreadsheet to [feepayment@ayso.org](mailto:feepayment@ayso.org) and send a check for ($20.00 + $1.00) for each player marked paid to the AYSO Lockbox address. There is an additional $1.00 per player fee for each player processed. Once Finance has confirmed payment, the player records will be updated as “paid” for the Membership Year and the Region will be notified.

The Region can then complete the registration order by opening each paid Open Order and indicating the Region fees paid by cash/check.  
This process is very similar to the current procedures for paying National Fee Invoices from eAYSO and should help Regions bridge the gap to electronic payments.

Alternatively, Regions may apply for and use a Wells Fargo Commercial credit card to pay for the player’s National Membership fees. When a Region, Area or Section accepts cash or check payments, they will be required to use a Wells Fargo Commercial credit card to pay for the player’s National Membership fee. Payment of the National Membership fee “registers” a player to make the player eligible to be assigned to a team and print a player ID card.