



## How to register as a new adult Volunteer

1. Go to your Region's Sports Connect portal and click on **Register Now**.
  - Enter your own email address
  - Create your own username
  - Create a password
  - Click on **Create Account**
2. Fill in the Account Holder 1: Primary Parent/Guardian Information as "yourself" then, click **Continue**

### Account Holder 1: Primary Parent/Guardian Information



Email: volunteerfake3@gmail.com  
Username: testingfakevolunteer3

Gender\*

First Name\*   
First Name is required

Last Name\*

Select the relationship to your participants:\*

Address\*

Address Unit

City\*

State\*

Zip Code\*

Cell Phone\*

Secondary Email Address



3. Select the middle circle “I am a coach or other team personnel”



Which best describes you?

**I am a parent or guardian**  
Click here to register your participant. You will also have the chance to sign up for team roles as well

**I am a coach or other team personnel**  
Click here to sign up as a coach or another team role. This bypasses participant registration completely.

**I am registering myself as a participant**  
Click here to register yourself for an activity as a participant.

4. Select the program that applies to the season and your volunteer role (these may appear different for your specific region) then, click **View Available Positions**.

Additional Program Positions			
Programs		Activity Type	
1	Fall Soccer 2019	Soccer	Select
2	Volunteer 2019-2020	Soccer	Select
Back		View Available Positions	



5. Scroll through to find your preferred division and volunteer position and click **Sign Up** then scroll down to bottom of page and click **Continue**. If you are volunteering for multiple divisions and positions, you can select them all now to complete at once.

**Available Positions**

1 Fall Soccer 2019 > 4U - Playground > Positions

Division

Team Manager Sign Up

Referee Sign Up

6. Your name should be selected by default since you are signing up yourself so, click **Continue**.

**Who would you like to sign up for the following position(s)?**

1 Fall Soccer 2019 > 4U - Playground > Team Manager

Sign up Mom Mom (Selected)

Sign up a Family Member

Back Continue

7. Fill out all the required information on your volunteer application, then, check the 'I accept' box and click **Continue**.

Waiver, Consent, Release, Disclaimer and Assumption of Risk Agreement:

I hereby agree to abide by the AYSO Bylaws, rules, regulations, policies and philosophies as available at <http://www.ayso.org>, as may be amended from time to time, and all decisions and directions of the Regional Board, Area and Section staff, and the National Board of Directors, and I understand that I may be removed as an AYSO volunteer at any time with or without cause.

I accept\*

Back Continue



8. Click on **Click Here to eSign Form**.

9. Scroll down to bottom of page, check off the first box and circle, consenting to e-sign and being an adult then type in your legal name. The date will auto-populate once you click **Continue to review** at bottom of page.

10. Review the information then click **Submit signed volunteer application** at bottom of page.

11. Now, click **Start Background Check Process** to begin submission of your required background check in Sterling Volunteers.



12. You are now in Sterling Volunteers. Enter the same email address, Date of Birth and Zip Code used during your volunteer registration then, click Continue.

### Welcome to Sterling Volunteers!

Now that you have registered with American Youth Soccer Organization, you will need to create an account with Sterling Volunteers before placing your background check order.

For security purposes only, please enter a few details about yourself below using the same data that was entered during your registration with American Youth Soccer Organization.

#### Your Information

 

#### Date of Birth

  

#### Zip or Postal Code

Continue

13. Your information should now be validated. Create a username and password to continue submitting your background check and to log back into Sterling for future uses then, click **Create Account**. (You may want to use the same username and password you used for your Sports Connect account for easy remembering but, it's your preference)

### Great! Your information has been validated.

Please create your Sterling Volunteers username and password in order to begin your background check order process.

Username & Password Requirements

 Submit

- Set up security questions now
- By checking this box, I accept and agree to comply with the [Privacy Policy](#) and [Terms of Use](#) posted on the Site.

Create Account



14. Now begin Step 1 of the 4-step background check by filling out the required information, matching what you entered on your volunteer application then, click **Continue** at the bottom of the page.

### Begin Your Background Check

For any updates to your personal information below, please email the Safe Haven team at [cvpa@ayso.org](mailto:cvpa@ayso.org)



A  **Advanced Criminal Locator Check** will be conducted on you.  
[Learn More](#)  
Cost of Background Check: \$25.00  
American Youth Soccer Organization Will Pay: \$25.00

Step 1 of 4  
This short process takes approximately 2-3 minutes and can get your information verified.

 WITH STERLING VOLUNTEERS, YOUR INFORMATION IS SECURE

\* denotes required information

 Below, you will be asked to enter your name. When doing so, please make sure to:

- Enter your first, middle, and last name **separately**
- Enter your current legal name only. Nicknames or shortened names may cause errors and delays when processing your background check.

**YOUR FIRST NAME** [Learn More](#)

  
**YOUR MIDDLE NAME**  
 I don't have a middle name

**YOUR LAST NAME** [Learn More](#)

  
**Your Suffix**  
**YOUR DATE OF BIRTH**    
**YOUR SOCIAL SECURITY NUMBER**     
 WITH STERLING VOLUNTEERS, YOUR INFORMATION IS SECURE

**GENDER**

  
**CONTACT INFORMATION**   
**ADDITIONAL SCREENING PRODUCTS**

Locator Select  
[Learn More](#)

**CONTINUE**



15. Step 2 of 4 - Fill in the required address information then, click **Continue**.

**Begin Your Background Check**

Step 2 of 4  
Ok, you're or enter the info  
Save & Conti

**Your Current Address**

123154864

Address Line 2

egw3evcsd

California United States

11111

**How long have you lived at this address?**

5/2006 Present

Back CONTINUE

16. Step 3 of 4 – Check off the 4 boxes and enter your First Name and Last Name then, click **Continue**.

California, Massachusetts, Minnesota, New Jersey and Oklahoma Employment and/or Volunteerism/Non-Employee Positions Only: Check the box to the left if you would like a free copy of your background report from Sterling Volunteers. Please note that you can access your completed report at any time through your Profile.

I acknowledge receipt of the preceding Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT." and "Security Freeze Notice"

I have read the Disclosure Regarding the Employment and/or Volunteerism/Non-Employee Position Background Report provided by Sterling Volunteers and this Authorization to Obtain Employment and/or Volunteerism/Non-Employee Position Background Report. By my signature below, I hereby consent to the preparation by Sterling Volunteers, a consumer reporting agency located at 113 South College Avenue, Fort Collins, CO, 80524, 855-326-1860, Option 3, www.sterlingvolunteers.com, of background reports regarding me and the release of such reports to any organization I authorize and its designated representatives, to assist the organization in making an employment and/or volunteerism/non-employee position decision involving me at any time after receipt of this authorization and throughout my employment and/or volunteerism/non-employee position, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, to furnish any and all information regarding me to Sterling Volunteers and/or the organization itself, and authorize Sterling Volunteers to provide such information to the organization. I agree that a facsimile("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I understand that by typing my name where indicated below, I consent to the use of electronic records and signatures in the manner described above, and the electronic storage of such documents.

**Your First Name** Mom

**Your Last Name** Mommy

Back CONTINUE



17. Step 3 of 4 (cont.) – Answer the self-disclosure question with the same answer used on the registration application then, click Continue.

18. Step 4 of 4 – Confirm personal info is correct then, check the box **“The Information above is correct”** or click **Go Back & Edit**. If your region is paying for volunteer background checks, you will be given the option to contribute up to \$25.00 or you may choose **“Not at the time”**. It may look like you are required to pay \$25.00 but it is optional. Please review the screen carefully.

If your region is NOT paying for volunteer background checks, you will NOT be given the option to choose **“Not at this time”**, you will be required to enter your payment information.

In both scenarios, you may purchase the **Fast-Pass** for \$3.99 (this does NOT expedite the background check process) to share your background check with another organization whom also uses Sterling Volunteers for their background screening or choose **“No thank you”**. (At this time, AYSO does NOT accept shared background checks from other organizations). Once this form is complete, click **Submit Order**.



## If Region is paying for background check

### Begin Your Background Check

#### Confirm your personal information is correct

Name: Mom Mommy  
SSN: 321-18-1234  
Gender: Female  
DOB: 7/4/2001  
Phone: (111) 111-1111  
Email: volunteerfake3@gmail.com

#### Step 4 of 4

Last step! Please  
confirm your  
payment information

The information above is correct. [Learn More](#)

[Go Back & Edit](#)



#### Help your local AYSO program pay for your Volunteer Background Check

The cost to your local AYSO program for your volunteer background check is \$25.00. If you are unable to help defray the cost to the program at this time, please consider a contribution.

And, by the way, any cost paid by you may be tax deductible! Please check with your tax advisor.

I will pay \$  to cover AYSO National Program's cost of the order.

Not at this time

#### Sign up for the Fast-Pass

Yes! I would like to purchase the Fast-Pass for \$3.99.

No thank you.

[+ What's a Fast-Pass?](#)

[+ Who can I share my Fast-Pass with? Take a peek!](#)

[Show Order Detail](#)

[Questions](#)

#### Your Background Check Order # 3370961

Level 2: Advanced Criminal History Record Locator Search

Price \$25.00

Locator Select

#### ORDER SUMMARY

Total cost of Background Check	\$25.00
Amount Paid by AYSO National Program	(\$25.00)
Donation	\$0.00

Sub-Total \$0.00

Tax \$0.00

Amount paid by me \$0.00

[Submit Order](#)



19. Congrats! You have successfully submitted your background check order.



### Congrats!

You're one step closer to becoming a Sterling Volunteer.

Your background check has been ordered. You can view the status of your order at any time simply by viewing your profile. Just so there's no confusion, we'll send you an email when American Youth Soccer Organization has reviewed your Background Check!

Order Number: 2944797 - 85523722

[Go to My Profile](#)

Once you register as a volunteer you will need to access **AYSO** from your Region web portal to access the online trainings. You will be able to take AYSO Safe Haven, CDC Concussion, and other trainings using AYSOU.

Here is how to access AYSOU:

1. Log into your Region's portal
2. Navigate to the HOME page
3. Click on AYSOU
4. Click on Online Courses in the tool bar – both courses are listed at the top
5. After you complete those two courses, if you scroll down you will find the following other courses by discipline that you can take

**If you have any problems registering as a volunteer, please call Sports Connect Support at 866- 672-1067.**