



AYSO Events Registration Instructions

Registering as a Regional Commissioner

1. Login to <http://events.ayso.org> with your AYSO ID # and your last name.
2. Click on the type of event you are looking to attend.

Welcome *Miguel Trujillo* to Events Signup

If you have any questions on your registrations, please contact
 AYSO National Office
 at events@ayso.org

Signup EXPO

Signup NAGM

3. Click on drop down to select the EXPO location you wish to register for.

Select an AYSO EXPO Location : --Select--
Pacific (Waikiki, HI)
Western States (Las Vegas, NV)

Back

Signup

4. On the next screen, before entering any of your information, add your board members by selecting "Add/Edit Attendee" at the bottom of the screen:

AVAILABLE PACKAGE(S)

Select	Package Name	Cost/Unit	Unit	Unit Disc
<input type="checkbox"/>	Single Day Pass	\$200.00	1 ▾	
<input checked="" type="checkbox"/>	AYSO EXPO Registration	\$5.00	1 ▾	

I will NOT be attending but I am registering volunteers from my Region

Submit

Add/Edit Attendee

Cancel

5. Enter the AYSO ID of the volunteer you are looking to register, then select "Search for Volunteer."

Their name should appear immediately below. Select the appropriate volunteer, then click on "Add/Edit Attendee," and "Submit" at the bottom.

Manage Attendees

MEETING INFORMATION

Meeting Code expo99 Meeting Name Western States (Las Vegas, NV) Venue Rio All-Suites Hotel & Casino
 Year 2018 Start Date 3/2/2018 End Date 3/4/2018

SEARCH VOLUNTEER

AYSO ID AKA/Nick Name Zip
 First Name City Home Phone
 Last Name State Region #

Search for a Volunteer
Clear All

Member Name	AYSOID	S/A/R	Meeting Year	City	State	Zip
✓ ▶ Domenico, Matt	412121212	0	2018	Las Vegas, NV	NV	89101

Add/Edit Attendee

Back



- Next, enter the required fields for your attendee (Badge Position from the dropdown menu, and enter your volunteer’s Years of Service), select a registration package, then “Add To Attendee Package.”

Edit Attendee Meeting Details

MEETING INFORMATION

Attendee Name	<input type="text" value=""/>	Year	2018
AYSO ID	<input type="text" value=""/>	Venue	Rio All-Suites Hotel & Casino
Entered	<input type="text" value=""/>	Updated	10/11/2017
Meeting Name	Western States (Las Vegas, NV)	Meeting Code	expo99
From	<input type="text" value=""/>	To	3/4/2018
S/A/R	<input type="text" value=""/>		

BILLING INFORMATION

Bill AYSO ID	<input type="text" value=""/>	Billed to	<input type="text" value=""/>
Badge Position	--Select-- *	Years Of Service	<input type="text" value=""/> *
Preferred Name	<input type="text" value=""/>		

Meeting Package Details

<input checked="" type="checkbox"/>	Package Name	Meeting Year	Unit Cost	Units	Unit Disc
<input type="checkbox"/>	Single Day Pass	2018	\$ 200.00	<input type="text" value="1"/>	<input type="text" value="0"/>
<input type="checkbox"/>	AYSO EXPO Registration	2018	\$ 5.00	<input type="text" value="1"/>	<input type="text" value="0"/>

Add To Attendee Package

- Details will appear in the “Attendee Meeting Package Details” section, and select “Submit.”

Attendee Meeting Package Details

Volunteer Name	Package Code	Package Name	Meeting Year	Unit Cost	Units	Total Cost	Unit Disc	Total Discount	Net Total
<input type="text" value=""/>	AER	AYSO EXPO Registration	2018	5.00	<input type="text" value="1"/>	\$5.00	<input type="text" value="0"/>	\$0.00	5.00
									Total \$5.00
									Total Payment \$0.00
									Balance \$5.00

Remarks

Red - Mandatory Fields

- Repeat Steps 5-7 until the desired volunteers have been added.



- Once all of your volunteer's information has been added, enter your Years of Service and select your Position in the required fields, then select your own registration package and click on "submit" to proceed to enter payment information.

If you are registering volunteers from your Region, but will not be attending yourself, you have the option to check "I will NOT be attending, but I am registering volunteers from my Region."

Western States (Las Vegas, NV) - Online Registration
From 3/2/2018 To 3/4/2018

If you have any questions on your registrations, please contact AYSO National office at events@ayso.org

ATTENDEE INFORMATION

Name		S/A/R	
Address		City	
State		Zip	
Home Phone		Work Phone	
Email		Fax	
Date Registered			
Years of Service	<input type="text"/>		
Badge Position	--Select--		
Preferred Name	<input type="text"/>		

Comments

AVAILABLE PACKAGE(S)

Select	Package Name	Cost/Unit	Unit	Unit Disc
<input type="checkbox"/>	Single Day Pass	\$200.00	1	
<input checked="" type="checkbox"/>	AYSO EXPO Registration	\$5.00	1	

I will NOT be attending but I am registering volunteers from my Region

AID PACKAGE(S)

Select	Volunteer Name	Package Name	Cost/Unit	Unit	Unit Disc	Total
<input checked="" type="checkbox"/>	XXXXXXXXXX	AYSO EXPO Registration	\$5.00	1	\$0.00	\$5.00
<input checked="" type="checkbox"/>	XXXXXXXXXX	AYSO EXPO Registration	\$5.00	1	\$0.00	\$5.00
<input checked="" type="checkbox"/>	XXXXXXXXXX	AYSO EXPO Registration	\$5.00	1	\$0.00	\$5.00



10. The next screen will show you what you've selected and who you're registering.

If you wish to pay by credit card, click on the check box below, then select "next." If you wish to pay by check, please print this page and mail it with your check payment made payable to "AYSO."

Please note: For those paying by check, your registration is not confirmed until it has been received and processed by the National Office.

Registration

If you have any questions on your registrations, please contact AYSO National Office at events@ayso.org
 Please review the packages listed below. Click Next to continue or Back to make changes.

PACKAGE(S) SUMMARY

Volunteer Name	Package Name	Cost/Unit	Unit	Unit Disc	Total
Torrence Hill	AYSO EXPO Registration	\$5.00	1	\$0.00	\$5.00
Terrence Hill	AYSO EXPO Registration	\$5.00	1	\$0.00	\$5.00
Terrence Hill	AYSO EXPO Registration	\$5.00	1	\$0.00	\$5.00

Total Amount Due: \$15.00

Reservation for a Single Day Pass expires if payment is not RECEIVED BY the date listed above. Please make a payment via credit card using the payment option below. If you choose to make a payment by mail please send (1) this form and (2) a check made payable to "AYSO" to:

**AYSO National office Attention: Events Department
 19750 S. Vermont Avenue Suite 200
 Torrance, CA 90502.**

Payment Options

Pay by Credit card / Debit card

11. If you selected "Pay be Credit card / Debit card," please enter your payment information on this next screen and select "Make a Payment" to proceed to the next screen.

Personal Information

First Name: *

Last Name: *

Company:

Email: *

Address: *

Apt/Suite No.:

City: *

Country: *

State: *

Zip Code: *

Phone:

Amount to be Paid

Payable to AYSO

Total Amount \$ 210.00

Secure Payment Information

Payment Type: * VISA M/C DISCOVER AMEX

Card Holder: *

Card Number: *

Expiration: * 01 [Select Year]

Security Code: * What's this?

* Required field

Make a Payment



- Select "Print Confirmation Letter" to show the name(s) and type of registration you have selected. This will open another screen (see image on next page). You will also receive an automated email confirming your registration.

Lastly, select "Done" on the right-hand side.

Transaction Result page 5 of 5

You will receive an email on confirmation of '2018 Pacific (Waikiki, HI)' once your payment is through.

Credit Card Information	
Credit card number	XXXXXXXXXXXXXXXXXXXX
Expiration date	/
Customer Contact Information	
Customer name	Alisa Pascual
Billing street address	402 W. 204th Street
	Torrance, CA 90504
Country	US

Example of Event Confirmation pop-up:

AYSO Confirmation

19750 S. Vermont Ave., Suite 200 Torrance, CA - 90502 www.ayso.org

Phone: (800) 872 2976 Fax: (310) 525-1157

Western States (Las Vegas, NV)
March 02, 2018 - March 04, 2018
Rio All-Suites Hotel & Casino
3700 West Flamingo Road
Las Vegas, NV-89103

REFUND DEADLINE: February 8, 2018. Refunds must be requested in writing by emailing events@ayso.org before February 8, 2018.

INSTRUCTOR COURSES: Registration for Instructor Courses are NOT confirmed until you have been contacted by the instructor.

Guests					
Package	Reference	Qty	Charges	Discount	Payment
AYSO EXPO Registration	XXXXXXXXXXXX	1	5.00	0.00	5.00
AYSO EXPO Registration	XXXXXXXXXXXX	1	5.00	0.00	5.00
AYSO EXPO Registration	XXXXXXXXXXXX	1	5.00	0.00	5.00
			Charges	Discount	Payment
			15.00	0.00	15.00
					Bal Due/Cr.
					0.00