

Add a Youth Referee that is already a Player (Participant in BSB terms)

Summary Description:

- Login to Blue Sombrero (BSB)
- +Add Additional Account Holder
- Signup the player as a New Account Holder then assign them to a VOLUNTEER ROLE of YOUTH REFEREE, fill out the information and ESign the form
- Go to www.aysou.org, under MY Courses take these online courses
 - AYSO's Safehaven
 - CDC Concussion Course
- Signup and take the Referee Training in www.AYSOU.org

Detailed Description:

- Login to Blue Sombrero (BSB)
- Edit Account Information (Click on Cog Wheel – upper right)
- +Add Additional Account Holder (bottom of page)
- Filling in the Youth Referee information (Same information as the Player, the reason for this is an Account Holder can be assigned a ROLE, in this case a Youth Referee. A player (or Participant) cannot be assigned a ROLE.
- +Invite Account Holder & Continue (bottom of page)
- An Invite will be send to the New Account Holders Email. Accept this and create an account.
- Go to the VOLUNTEER Tab (on the left)
- Select FIND A VOLUNTEER ROLE (upper Right)
- Select the Program that applies, typically the CORE program (i.e. 2018 FALL CORE)
- Click on VIEW AVAILABLE POSITIONS
- Select SIGN UP for the positions that applies (in this case YOUTH REFEREE) in all divisions (age groups – gender) that apply. SCROLL down to the next division until all you want to Referee have SIGN UP selected (i.e. 8U-B and 8U-G, you can select as many as applies).
 - If you are 8U Official (8U-B, 8U-G) would be typical
 - If you are Regional Referee Certified (10U-B, 10U-G) would be typical
- Scroll to the very bottom and select CONTINUE, this will take you to a new page that you can select which ACCOUNT HOLDER will be assigned the ROLE of YOUTH REFEREE in each of the divisions.
- Select the person you want to assign to the ROLE of YOUTH REFEREE for each division.
- Select CONTINUE (bottom of page), this will take you to a new page for the Position Information about the Youth Referee. Some information is prefilled.
- Select NEW VOLUNTEER (the player will be an existing Participant but a NEW VOLUNTEER)
- Scroll to Relationship with Participant – Select MYSELF (if you are registering the Player as a Youth Referee).
- Filling Birth Date, Gender, Age, School and Emergency Contact, Parent
- Scroll to the bottom of the first division and CHECK "I Accept", then click on COPY RESPONSES TO ALL FORMS. If there is any required field that are not filled in they will be highlighted in RED

and will not copy, fill in the missing information and click on COPY RESPONSES TO ALL FORMS again.

- Scroll to the bottom and Select CONTINUE, this will take you to the ESIGN Page
- Please ESIGN each position you selected, it will ask you to review and CONTINUE
- Please note the AYSO ID that the system assigned you, these will have to be merged with the participants AYSO ID by national support.