Registrar's Checklist

Season Dates: _____	**Date**
REGISTRAR CERTIFICATION & TRAINING	
Registrar's Manual • Mailed from the NSTC upon notification of a new appointment • If not received, call Volunteer Services at the NSTC (800) USA-AYSO	
Regional Registrar Position Description • Download from the AYSO Web site: www.ayso.org • Review with Regional Commissioner	
Registrar Certification & Training • **BASIC** – Certification Component also available online at web site: www.aysotraining.org • **Registrar Workshop/Webinar** – Training Component (or Registrar I and Registrar II) • **Registration Day – A Survival Guide** – Continued Training	
PRE-REGISTRATION PLANNING	

Registration Planning Meeting with all Regional Board Members
• Annual Budget & Player Registration Fees determined
• Determine Registration Dates with Board Members
• Review Late Registration and Refund Policy
• Review Scholarship Program, if appropriate
• Coordinate Board Member roles & responsibilities
  o Publicity Coordinator – Advertisements, Flyers, etc.
  o CVPA – Volunteer Registrations/Screening
  o Treasurer – Cash Management/Reconciliation Form
  o Volunteer Coordinator – Volunteer Recruitment
  o Coach and Referee Administrators – Recruitment	

Registration Kit (free) • Order from Registration Dept. at the NSTC at least 6 weeks prior to first Registration Date	
Blank Registration and Volunteer Forms (if needed) • Order from the AYSO Store (888) 297-6786	
Registration Day site/facility • Ensure large enough space/room • Ensure ample parking • Kid's Corner/activities • Obtain permits/certificate of insurance (from Safety Director)	
Update Registration Messages, Settings, in eAYSO • Review Region Settings/Preferences • Update Registration Online Messages for Parents • Prepare e-mail blast for parents with Registration information	
Promote Online Registration in eAYSO	
Print & Distribute Registration Flyers and Advertisements • **Check with local schools, business & newspapers**	

Registrar's Checklist

Prepare Registration Day Stations & Signs • Uniform Sizing (if applicable) • Referee Recruiting • Coach Recruiting • Other Volunteer Recruiting • Cashier	
REGISTRATION DAY	
Bring all necessary equipment and supplies	
Set-up Room and Displays	
Consider Express Line for Online Registrations and Preprinted forms	
Check Forms and New Player Birth Certificates	
Complete Registration Reconciliation Form (signed by Treasurer and Registrar)	
AFTER REGISTRATION DETAILS	
Set Location & Procedure for Late and Waiting List Registrations	
Ensure all monies are transferred to Treasurer (via Registration Reconciliation Form)	
Work with Treasurer to ensure National Player Fee payments are made to NSTC prior to start of the season or within 30 days of receipt	
Process registration applications in eAYSO ASAP	
Prepare Rosters for Team Distribution • Distribute Player Registration Forms to Coaches	
Securely store Region copy of all Player Registration Forms (see guidelines in Registrar Manual)	
Monitor Team Roster • Contact for deletions/additions • Verify with Regional Treasurer for appropriate payment of fees to NSTC	
Coordinate Forms with CVPA • Player Form copies to Coaches, NSTC (if not in eAYSO), archive copies • Volunteer forms all go to NSTC Volunteer Services	
Process dropped players in eAYSO • Submit complete request for any National Player Fee refunds needed • Work with Treasurer to process any player fee refunds according to Region policy in a timely manner	
Thank volunteers for helping with Registration • Registration workers • Forms checkers • Flyer designer, printers, distributers • Data Entry helpers	