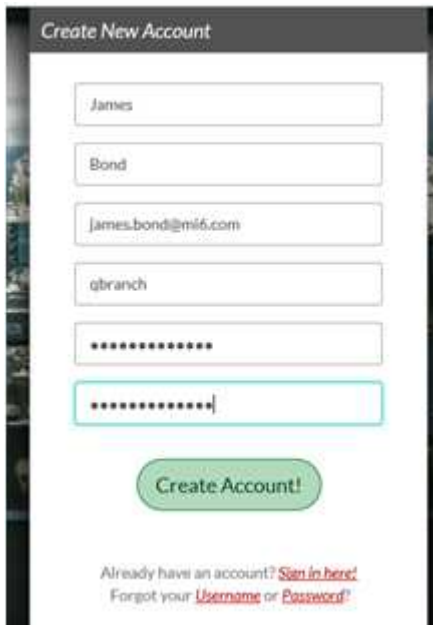


Volunteer Only Registration Instructions

1. Go to our Home Page and click **Register Now** in the upper right corner (if you have a User ID and Password, click **Login** and go to **Step 8**).



2. Enter the information requested under **Create New Account**.
3. Click **Create Account**.

A screenshot of a 'Create New Account' form. The form has a dark header with the text 'Create New Account'. Below the header are several input fields: a text field with 'James', a text field with 'Bond', a text field with 'james.bond@mi6.com', a text field with 'qbranch', a password field with eight asterisks, and another password field with eight asterisks. Below the fields is a green button labeled 'Create Account!'. At the bottom of the form, there is a link: 'Already have an account? [Sign in here!](#)' and another link: 'Forgot your [Username](#) or [Password](#)'.

4. Enter the information requested under **Primary Parent/Guardian Information**.

A screenshot of a 'Primary Parent/Guardian Information' form. The form has a dark header with a circular profile picture icon containing a white tree symbol and the name 'James Bond'. Below the header, the email 'Email: james.bond@mi6.com' and username 'Username: qbranch' are displayed. The form contains several input fields: a dropdown menu for 'Gender*' with 'MALE' selected, a dropdown menu for 'Select your relationship to your participants*' with 'Father' selected, a text field for 'Job*' with 'Secret Service', a text field for 'Employer*' with 'MI6', a text field for 'Address*' with '123 Sesame Street', a text field for 'Address Unit' with '007', and a text field for 'City*' with 'Madison'.

5. Click **Continue**.

Cell Phone* 256 652 0007 X

Secondary Email Address

+ Add Additional Account Holder

« Back Continue »

6. Choose the option that best describes you.

7. Skip to **Step 13**.

Which best describes you?

I am a parent or guardian registering a participant

Select this option if you are registering a participant in an activity. You'll also have the option to volunteer or sign up as a team coach or other personnel here.

I am a team coach or other team personnel

Select this option if you want to skip registering a participant and only sign up to coach or volunteer.

I am registering myself in an activity

Select this option if you are registering yourself as a participant in an activity.

8. If you have your User ID and Password, then click **Login**.

9. Enter your User ID and Password under **Sign In**.

10. Click **Sign In**.

Sign In

qbranch

Norton SECURED
powered by Symantec
ABOUT SSL CERTIFICATES

Sign In

Don't have an account? [Register Now!](#)
Forgot your [Username](#) or [Password](#)?

11. Click **VOLUNTEER** in the grey column to the left.

12. Click **Find Volunteer Roles** in the upper right corner.

0

Find Volunteer Roles

13. Click **Select** under the program of your choice.
14. Click **View Roles**.

Programs	Activity Type	
1 2017 Fall Core	Soccer	+ SELECT

<< Back View Roles >>

15. Options will be available for each division that you can choose from (i.e. – Playground Soccer, 6U Boys, 6U Girls, 8U Boys, 8U Girls, etc.). Click **SIGN UP** for each position and division you would like to volunteer for. You can select multiple positions under multiple divisions. (Note: The Board Member volunteer role only needs to be selected one time under any division)

9 2017 Fall Core 12U-Girls (11,12)

Assistant Coach	SIGN UP
Board Member	✓ SELECTED
Head Coach	✓ SELECTED
Team Manager	SIGN UP
Team Parent	SIGN UP
Youth Referee	SIGN UP

10 2017 Fall Core 14U-Boys (13,14)

Assistant Coach	SIGN UP
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16. Scroll to the bottom and click **Continue**.

I do not wish to volunteer at this time

<< Back Continue >>

17. Each position you selected from the previous screen will be listed and your profile will be highlighted. If you would like to invite a new account user to fill a particular position you chose, click **Invite New Account User**.

Who would you like to select for the following position(s)?

1 Board Member 2017 Fall Core 12U-Girls (11,12)

James Bond Invite New Account User

2 Head Coach 2017 Fall Core 12U-Girls (11,12)

18. Scroll to the bottom and click **Continue**.

<< Back Continue >

19. Enter the information requested under **Additional Position Information**.

Additional Position Information

1 Board Member 2017 Fall Core 12U-Girls (11,12)

James Bond
D.O.B: Feb 2, 1967
Email Address: james.bond@m06.com

New or Returning Volunteer? Returning

First Name* James

Middle Name*

Nickname

30 Characters Remaining

20. At the bottom of each position, click the button to the right of **Account Waiver?** It must say **Yes** for each position to be able to move forward.

21. Scroll to the bottom and click **Continue**.

Accept Waiver? Yes

<< Back Continue >

22. Click **Click Here to eSign Form**. For multiple positions, you will have to repeat this process.

The screenshot shows two identical sections of the e-signature form. Each section is titled "Volunteer E-signature for James Bond" and contains a navigation bar with "2017 Fall Core" and "12U-Girls (11,12)". Below the navigation bar, the position is listed: "Board Member" for the first section and "Head Coach" for the second. A green button labeled "Click Here to eSign Form" is located to the right of each position name.

23. Check the box **I agree to use an electronic signature**.

24. Choose the button **I am an adult of the age of majority in my state. I agree to the terms and conditions hereof shall apply to all my participation in the Events, regardless of the year or season in which such participation takes place, unless superseded by a new player application.**

25. Type your name under **Volunteer Signature**.

26. Since you are only signing yourself up as a volunteer, you do not need to check the button option stating you are a "parent or guardian of the Player named on this application," nor do you need to eSign your name under *Parent/Guardian Signature*.

The screenshot shows the agreement section of the e-signature form. At the top, there is a disclaimer: "I HAVE READ THE EMERGENCY AUTHORIZATION AND ALL AGREEMENTS SET FORTH HEREIN, AND I FULLY UNDERSTAND THE TERMS OF EACH AND THAT I AND PLAYER HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS FORM AND AGREEING TO THESE TERMS. I SIGN THIS FORM FOR MYSELF AND, IF PARENT, ON BEHALF OF PLAYER AND MEMBERS OF PLAYER'S FAMILY, AND AGREE TO THESE TERMS FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT. I ALSO AGREE TO INFORM AYSO IN A TIMELY MANNER IF ANYTHING ON THIS FORM CHANGES." Below this, there are two checkboxes: the first is checked and labeled "I agree to use an electronic signature (eSign.com)", and the second is unchecked and labeled "I am an adult of the age of majority in my state, I agree to the terms and conditions hereof shall apply to all of my participation in the Events, regardless of the year or season in which such participation takes place, unless superseded by a new player application." Below the checkboxes, there are two signature fields: "Volunteer Signature" with the name "James Bond" and "Parent/Guardian Signature" which is empty. A green arrow points to the first checkbox.

27. Scroll to the bottom and click **Continue**.

28. Repeat **Steps 22-27** if you signed up for multiple positions.

29. Scroll to the bottom and click **Continue**.

30. Follow any remaining prompts from here.

31. Your volunteer application is complete when you receive the screen that says **ACCEPTED**.

The screenshot shows the "ACCEPTED" confirmation screen. At the top right, the word "ACCEPTED" is displayed in red. Below it, there is a navigation bar with "2017 Fall Core" and "Playground Soccer (3,4,5) View/Print Form". At the bottom left, there are two buttons: "Details" and "Delete".

32. All volunteers must complete a background check prior to approval. You will receive an email from TheAdvocates@SterlingVolunteer.com with instructions for completing the background check.