Regional Registration for the Registrar
REGISTRAR CHECK LIST and VERIFICATION FORM

Season Dates:_____

	Registrar	Regional Commissioner

☻ ***Registrar's Manual***
- Mailed from the **NSTC** upon notification of new appointment
- If you haven't received this manual call ***Volunteer Services*** at The **NSTC (800) USA-AYSO**

☻ ***Registrar Position Description***
- Download off the website: www.soccer.org
- Review with Regional Commissioner

☻ ***Registration Kits***
- RC or registrar may order one free kit per year from the Registration Department at the NSTC. Order at least six weeks prior to registration
- Kit includes pre-printed forms.

☻ ***Pre –printed forms (For returning players and volunteers)***
- Order at least six weeks prior to registration
- Blank registration forms should be used only for new participants

☻ ***Set Registration Dates (At least six months in advance)***
- Determined jointly by RC, regional board and registrar
- Secure a facility. Be sure there is enough space and parking

☻ ***Registration Details***
- Prepare blast e-mail for parents with registration information
- Update registration information for display on eAYSO screens for parents
- Make a flier advertising registration. Distribute to schools, newspapers, radio stations, etc.
- Make sure regional board members will be present at registration
- Make signs for registration staging:
  Uniform Sizing (if applicable)
  Referee Recruiting Station
  Coach Recruiting Station
  Cashier
  Sign-up
- Ask Treasurer to bring cash drawer, receipts, and start up cask
- Contact volunteers to work at registration. Minimum six - eight

☻ ***Registration Day***
- Bring all necessary equipment and supplies
- Set up displays
- Check volunteer and player application forms for completeness and accuracy
- Verify photo I.D. for all volunteer registration forms
- Reconcile form counts against monies collected

☻ ***After Registration***
- Set up location and procedure for late registration
- Follow procedures for player and volunteer registration
- Send NSTC copies of volunteer forms immediately
- Changes and deletions to the player and volunteer list is to be sent in Where? To whom? Can be downloaded from eAyso
- Debrief with volunteers and regional board concerning suggestions and changes for the next registration
- Thank the volunteers who helped you. How?

Details concerning this checklist are available in the Registrar's Manual