

HOW TO REGISTER FOR AYSO TOURNAMENTS

Registering for AYSO tournaments can seem complicated but its actually an easy process if you follow the steps below. Make sure to give yourself plenty of time to register for tournaments, submit all required paperwork and request payment for the tournament from Redlands AYSO on your behalf.

A request for tournament payment from the regional treasurer must be done 30-days in advance of a tournament.

Step #1 How do I find AYSO Tournaments?

You can find a list of current AYSO Tournaments by visiting <https://ayso.org/ayso-tournaments/> additionally you can Google "Ayso Tournaments. From there you can narrow down the search based upon tournaments that are close by. You can also ask the EXTRA/ Spring Select Coordinator for some tournament recommendations. FYI, our Redlands teams are limited to AYSO tournaments only.

*Side note- AYSO tournaments cannot conflict with league play, meaning you cannot miss league games to attend a tournament.

Step #2 We have found a tournament we wish to attend, what's next?

Now that you have found a tournament that you wish to attend make sure to follow this advice:

- a. Make sure the tournament does not interfere with league games
- b. Make sure your players and parents are able to attend both days of the tournament, including Sunday games
- c. Make sure you have enough money in your team account to cover the cost of the tournament
- d. Make sure you have a 3-person referee crew who can referee games at the tournament. FYI, most AYSO tournaments require team referees as a condition of tournament acceptance.

If you have all the above, proceed to read the “tournament invitation” and “team application form” you are interested in. The tournament invitation and team application forms, provide all the important details regarding the tournament including the tournament name, date, registration deadline and cost. Download and print a copy of both, as you will need them later.

Please note, recently some AYSO Tournaments have moved to an online registration platform for registration. This is mostly paperless registration. Team Snap is the preferred online registration platform of many regions. The benefit is that you can complete the majority of registration online, however you will still need to upload or mail required documents. Either way, please allow time to complete the registration process. Team Snap will not have a tournament invitation or team application form, but all the important information will be on the Team Snap application to download and read.

Make sure to register by the tournament deadline!

#3 We have submitted the application or registered online, what's next?

Now that you have registered for the tournament you will need to mail in or upload all required paperwork as specified in the tournament invitation. Tournaments using Team Snap online registration will have you upload the required forms during the registration process. Otherwise you will mail them to the tournament director.

The typical forms you will be required to mail in or upload are:

- a. **Team Application form**- Print out this form, and complete. You will need to have the Redlands Regional Commissioner or EXTRA/Spring Select Commissioner “wet-sign” the form. Contact the Regional Commissioner to get this signed.
- b. **Team Referee form**- Print out this form and complete. You will need to have the Redlands Referee Admin “wet-sign” this form. Meet with the Regional Referee Admin to get this signed.
- c. **Copy of your Official Team roster**- You will be provided a signed copy of your official roster wet-signed copy by the EXTRA/ Spring Select Coordinator. Keep the original but mail or upload a copy to the tournament.

The Youth Referee form and Guest Player form are less commonly used forms. The Youth Referee form is if your team used youth referees. If you are using youth referees the Regional Referee Admin will need to "wet-sign" the form.

The Guest player form is for "out of region" AYSO players, meaning non-Redlands Ayso players. Guest players must be used by permission of both regions, Redlands & the region where the player is registered. Both Regional Commissioners must approve by signing the Guest player form.

Important note* Most tournaments will not finalize your spot in the tournament until payment has been received, along with all required paperwork.

#4 Registration is complete and forms have been mailed or uploaded, now what?

Now you will prepare to meet with the Redlands AYSO Regional Treasurer to request payment for the tournament. The Regional Treasurer will mail or submit payment online for your tournament fees. Do not pay for tournament fees using personal payment methods. You will not be reimbursed!

Contact the Regional Treasurer and prepare to meet. At the discretion of the Regional Treasurer document exchange may be done via email.

#5 I am meeting with the Regional Treasurer to request tournament payment, what do I need?

Before requesting payment for a tournament, please make sure you have enough money in your team account, and that your account is not negative. Tournament payment will not be given if teams do not have money to cover the tournament in their account or have a negative balance. Additionally, teams who are not in good standing with the region will not be approved.

If you have the money in your team account, great! If not, make arrangements to make a deposit to your team account upon meeting with the Regional Treasurer. Download, print and complete a "Deposit Form" available from the Ayso 50.org website under programs>Spring Select, or by using this link below::

<https://dt5602vnjxv0c.cloudfront.net/portals/14760/contentrotator/spring%20select%20deposit%20form.pdf> Please bring funds to make the deposit.

If you have the money in your account to cover the tournament fees, you will only need to print or email the following items and bring them to the meeting with the Regional Treasurer:

- a. Tournament Invitation form from the tournament.
- b. Proof of tournament registration. A confirm email, or print out is fine.
- c. A completed Tournament Request form. Below is a link to that document:

<https://dt5602vnjxv0c.cloudfront.net/portals/14760/contentrotator/tournament%20request%20form-%20final.pdf>

#6 We have met with the Regional Treasurer, what's next?

Sit back and relax! The Regional Treasurer will mail a check to the tournament director, or pay the tournament fees online. Once the tournament director receives payment (and all your paperwork) you will be officially accepted to the tournament.

If you do not receive an acceptance email from the tournament or notice that the tournament schedules have been released and your team is not listed, email the tournament director asap. If you have any other questions feel free to contact your EXTRA/ Spring Select Coordinator.

