

Registration Calendar					
#	Task	How long before?	Target Completion Date	Person Responsible	Actual Completion Date
1	Set date for Registration	6 months			
2	If using school or town facility, ask permission. You may also need a building permit.	6 months			
3	Call AYSO National Office and request blank Registration forms, volunteer forms, insurance handouts, player and volunteer printout.	2 months			
4	Ask permission to send fliers to each of the schools in your Region.	2 months			
5	Call each of the schools and find out what their enrollment is	2 months			
6	As Registrar, you are in charge of creating the registration flyer and the volunteer sheet. Make sure you check with the Regional Commissioner on the specifics.	2 months			
7	Contact Regional Chief Coach and Referee and let them know dates of Registration. They are in charge of recruiting volunteers to help at the Coach and Referee table.	2 months			
8	Make the correct number of registration flyers.	1 month			
9	Have AYSO posters available for schools, supermarkets, gyms, pizza stores, etc.	1 month			
10	Call volunteers (at least 6 or 8 people) and tell them the time you need them there on registration day. Please ask them not to bring their children. We register over 200 children per day. Your volunteers will be very busy.	3 weeks			

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11	Call the Regional Treasurer and ask him/her to bring the cash drawer, receipts, and start up cash.	3 weeks			
12	Pass out flyers in the schools. (Count them in packs of 25 for easier distribution).	3 weeks			
13	Publicity- visit your local newspaper and bring a flyer for their advertising department. Request that the information be put in the Sports section during the entire week before Registration.	3 weeks			
14	Don't forget your town newspapers.	3 weeks			
15	Place posters in school halls.	3 weeks			
16	Call all Junior and High School Soccer coaches and ask them to personally talk to their players about AYSO registration and give extra flyers to pass out.	3 weeks			
17	Organize all handouts for Registration. Staple all literature for the parents.	2 weeks			
18	Make signs for Registration (Team Parents, Uniforms, Coaches, Referees, Treasurer, etc.)	2 weeks			
19	Call janitors and reconfirm times that you will be setting up.	2 weeks			
20	Supplies - pens, telephone book, extension cord, masking tape, stapler, paper clips, name tags, boxes to separate player forms.	Day of Registration			
21	Have all pre-printed forms listed in alphabetical order and placed in a file. Blank registration forms, volunteers, and any other literature that needs to be handed out should be placed near the entrance table.	Day of Registration			

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22	You will need at least two volunteers to pass out forms at entrance. Every family must fill out a volunteer sheet and return it where forms are reviewed.	Day of Registration			
23	You will need at least two volunteers to check correct birth dates, signatures, etc. All volunteer forms should be collected individually by one or two people, and then the parents should be directed to the volunteer tables.	Day of Registration			
24	Although we don't honor requests, special circumstances should be marked on the form and initialed by the registrar or regional commissioner only.	Day of Registration			
25	Staple sibling forms together only if they belong in the same division.	Day of Registration			
26	Checks are made out to AYSO, and a receipt is given upon request.	Day of Registration			
27	Refreshments- coffee, powdered cream, sugar packets, stirrers, coffee pot, doughnuts, cups, napkins, soda, or juice. Another idea: pizza cut in very small pieces.	Day of Registration			