

**ON-LINE REGISTRATION  
CREDIT CARD PAYMENT INSTRUCTIONS**

1. Please print these instructions out and read them before getting started! This is our fourth year in taking on-line credit card payment. But, we have had to switch our credit card service provider and eAYSO has a “new look” so please take the time to print these instructions out. If the use of credit cards continues to be successful we will be able to continue to offer our parents an alternative payment method!
2. **IMPORTANT NOTE!** If you are registering a child who will play in the U16/U19 (14-18 years old) or U5 (4 years old) divisions --- PLEASE **DO NOT** use the on-line payment feature. This capability is only in place for the \$90 registration price!!! If you use it, you will be charged the full \$90 price and we will not be able to refund your money until well after the season has started!
3. **ON LINE CREDIT CARD REGISTRATION** is available from 1 April 2010 until 12 June 2010.
4. Log into [www.eayso.org](http://www.eayso.org). Please note that the eayso web-site goes down for maintenance every Monday night from 6:00-10:00 PM.
  - a. Enter using your e-mail address and password (if logged on previously)
  - b. If this is your first-time logging in, please follow the instructions for logging in.
  - c. We highly recommend you recording your user name (e-mail address) and password for future use.
5. On the main screen there are several menu options from this screen you may register a player, complete on-line payment (must have credit card), and/or fill out a volunteer form.
6. To register your child, click on the Application for “new” player (even though your player may be returning, this feature is not yet available on eAYSO. Follow the instructions to register your child.
7. Lompoc AYSO is Region 77.
8. Please fill out all information as completely and as accurately as possible. **Please make sure your telephone numbers are all correct.** We use the phone numbers to contact your players about teams, practice, etc. Please make sure your child’s birthdate is correct also – this is critical in getting your child placed on the age appropriate team! Please bring your child’s birth certificate with you to registration if your player is new to the league.
9. After you have completed your registration, the screen will return you to the home screen and you will be able to select the “On-line” payment option (5<sup>th</sup> bullet on the left hand side of the screen). Follow the instructions to pay for your child(ren)’s registration with a credit card.
10. You may also fill out your volunteer form on-line.

11. Please make sure at the end of the session you print **2 copies of each child's form** and if you filled out a volunteer form **2 copies of your volunteer form**.
12. If you paid on-line, please also print **one copy of your receipt**.
13. **IMPORTANT NOTE:** In order to complete your registration, you must bring copies of your forms and a receipt to one of our 2010 walk-in registrations.

Wed April 14th – 6-8 PM – Clarence Ruth Elementary  
Wed April 28th - 6-8 PM – Clarence Ruth Elementary  
Wed May 5th – 6-8 PM – Clarence Ruth Elementary  
Wed May 19th – 6-8 PM – Clarence Ruth Elementary  
Sat May 22nd – 10AM-1 PM – Trinity Church Gym  
Sat June 12th – 10 AM-1 PM – Trinity Church Gym

IF you pay on-line via credit card – you may go to the express line to go through registration more quickly.

14. **YOU MUST ATTEND WALK-IN REGISTRATION TO COMPLETE THE REGISTRATION PROCESS!** Your child will be placed on a team based on the date you attend walk in registration NOT the date you registered on-line. You are eligible for raffle tickets ONLY based on the date you attend walk-in registration!
15. **AVOID THE LONG LINES!!** On Saturday April 25<sup>th</sup> we will be holding a special registration for coaches, volunteers and on-line credit card sign-ups only. We need **two** original signed copies of the medical release form (registration form) **and** your on-line payment receipt. If you can't make the 25 April registration date – you may attend any of the other walk-in registration dates – but you may have to endure long lines. We will attempt to process you as quickly as possible – but make no promises! Look for the registration dates and locations on-line and in the Lompoc Record.
16. If you have questions, you may call the Lompoc AYSO hotline at 735-5133 and leave a message, but it may be several days before someone is able to contact you. You may also send an e-mail to [selenatate@comcast.com](mailto:selenatate@comcast.com) or [kburke@scitor.com](mailto:kburke@scitor.com) . We will respond as soon as possible.
17. We are hopeful that on-line payment will streamline the registration process!