

How to obtain your Coach ID Card

STEP 1 – Find out your eAYSO ID

- Login to <https://www.eAYSO.org> with your email address and password
- Click on Update Volunteer Information and your eAYSO ID is listed after your name
- If you do not see your ID there, you may need to complete your MY2011 Volunteer Application Form and turn it in to CVPA staffs

(If you had done this before, go straight to STEP 4)

STEP 2 – Request Access Code

- For verification and security reasons, please visit <http://ayso2.aut.com/CoachID> (case sensitive URL) and click on Request Access Code link
- Enter eAYSO ID and your Last Name, and press Request Access Code button
- Your Access Code will be sent to the email address registered on eAYSO
- If you have any problem to receive this access code, check the junkmail folder or contact Yui-Bin Chen at yuibin@aut.com

STEP 3 – Upload Photo

- Prepare your photo with any graphic software and make it a 300x400 JPG or GIF image; the height shall not be small than the width (300 pixels) and shall not exceed 400 pixels
- If you do not have any software to help you to crop and resize images, you can click on the online tool link to do it through a third party software; click on Browse to find your picture and click on continue; move mouse pointer to the upper left corner of your desired area; click and hold the mouse left-button and drag to the lower right corner of your desired area; make sure the picture looks like a square size or a 3:4 ratio; choose “make my picture: Custom Size” option and enter width=300 pixels and leave height BLANK; click on I’m Done button; click on Save to Disk option to save to your local computer
- Go back to <http://ayso2.aut.com/CoachID> page and click on Upload Photo link
- Enter eAYSO ID, Access Code, and then click on Browse to find your photo
- If you are only an assistant coach, please specify the division and coach name so that we can give your Coach ID to your coach
- Click on Upload Photo button

STEP 4 – View Coach ID Card and Verify Information

- Click on View Coach ID Card link
- Enter eAYSO ID and Access Code and then click on View Coach ID Card button
- Check Certificate (Coach/Ref/Safe Haven) information (database is updated weekly)
- Check AYSO Membership Year status; if it is not MY2011, please update your Volunteer Application and return your signed/dated copy to CVPA staffs
- If the information is correct, click on the LONG button at the end of this page to submit it to Region 2
- Do not print the ID Card shown on the screen; Region 2 will prepare a laminated ID Card for you