

□ How do you sign up to become a Team Parent?

It is a 2-step process:

Step 1: Each person volunteers themselves

- a. Go to the LCYO website - on the left side under "Online Registration", click on "Coaches/Volunteers".
- b. Click on "I want to volunteer"
- c. Click Yes to the question: "Have you signed up with LCYO On-Line before?"
- d. Sign in with your Username and Password.

[Remember: Your default (and recommended) USERNAME is the **first 4 letters in your last name (all CAPS)** and the **first 4 numbers in your address (eg HALL2234)**. The default password is your **7 digit home phone number** with NO dash or space (eg 7531234)!!]

- e. Click on the correct volunteer - in this case, whoever will be the Team Parent.
- f. Review and modify any "Volunteer " information (name, email, home, and daytime phone numbers)
- g. IMPORTANT: from the pull-down menu, stating "I'm volunteering to be a ", choose TEAM PARENT.
- h. IMPORTANT: from the pull-down menu for the program, select which Division (Bronco, Pony, Division 1).
- i. Click CONTINUE at the bottom of the screen.

If you are a TEAM PARENT for multiple teams, then you will have to do this multiple times because it creates a new entry for each TEAM PARENT team.

Step 2: League assigns the volunteers to the correct team

The league must assign the correct volunteer to the team - the volunteer cannot perform this action. At this point, each Division Director submits the team parents to online@lcyo.org, and specific LCYO personnel will assign the volunteer to the correct team.

Each volunteer can ensure that the process goes smoothly by volunteering to the correct Program/Division.