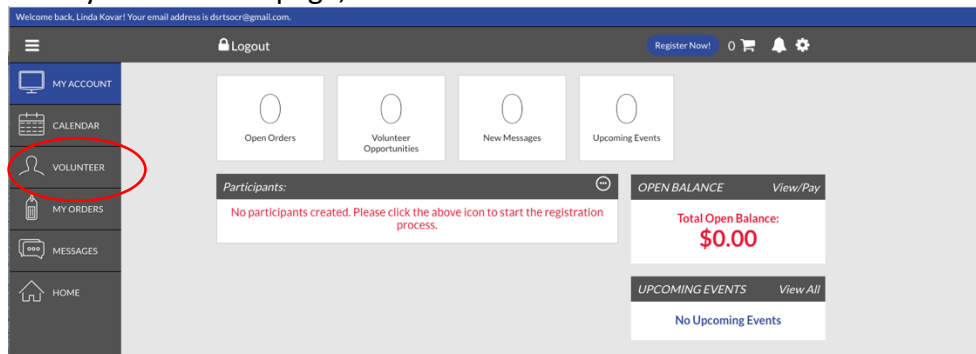


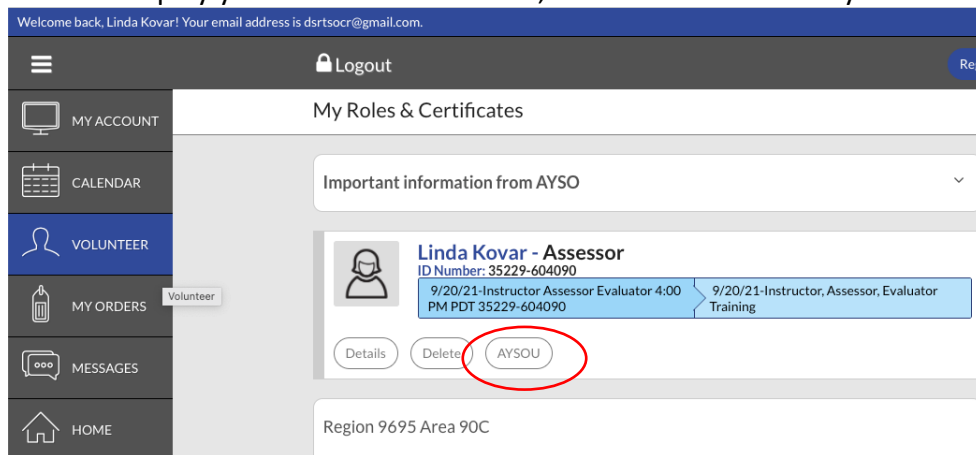
AYSO Instructor

Log into your Regional portal: <https://ayso.bluesombrero.com/region9695>
Replace 9695 with your region #

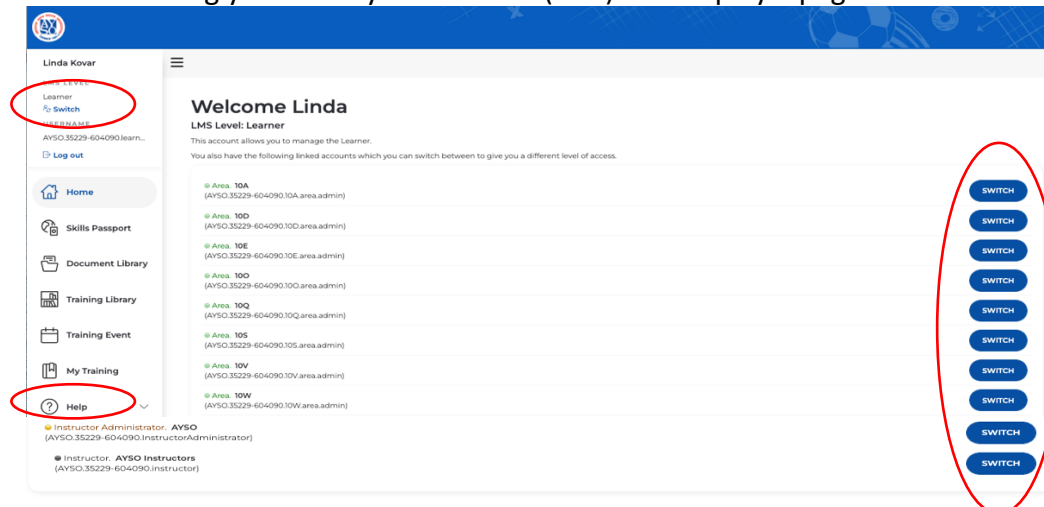
From your welcome page, click on VOLUNTEER in the left hand menu:



This will display your Roles & Certificates, click on AYSOU below your name:

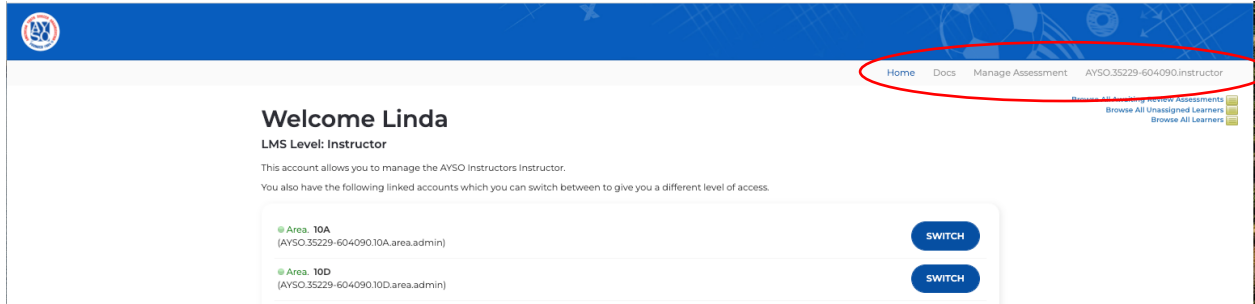


This should log you directly into AYSOU (ETU) and display a page similar to this:

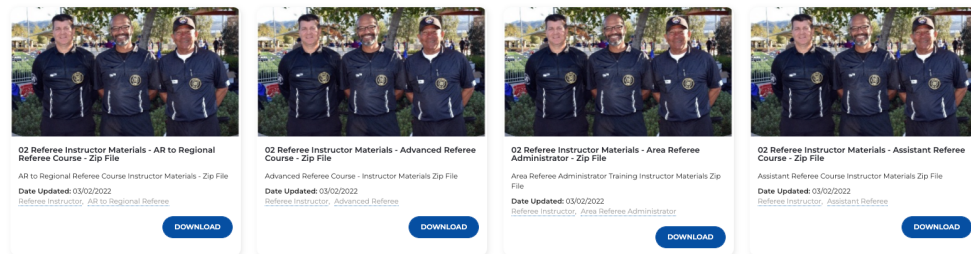


Everyone has a Learner role, but as Instructors/Administrators, you should see the ability to “SWITCH” roles below your name. If not, you will need to click on HELP and submit a request to link your Instructor/Administrator profile to your account.

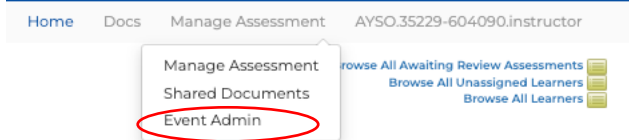
Click on an Instructor role to SWITCH to, and you should see a page similar to this:



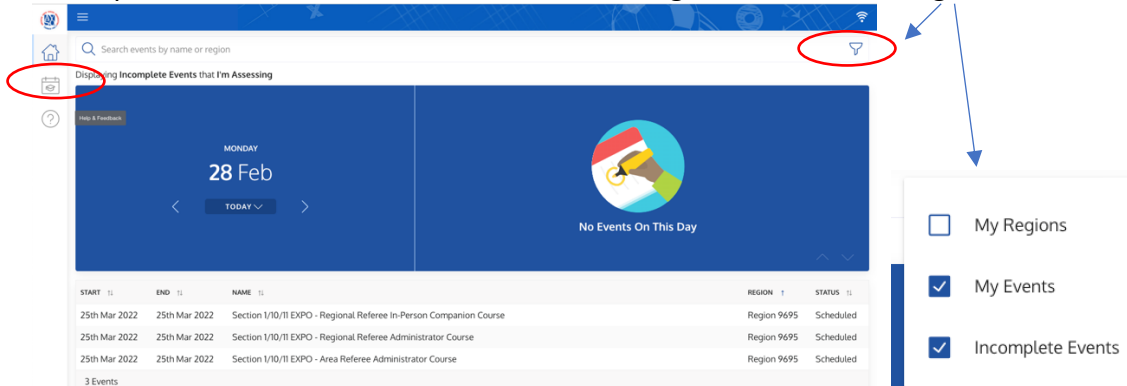
DOCS at the top left will navigate you to the training material. Referee Materials begin at 02, and are in a Zip File. All the documents you need are contained within the Zip File, with the exception of the National Referee Assessor course that has the Assessment Video under a separate tile. Referee Instructor documents are under Instructor materials.



Clicking on Manage Assessment, will bring up another menu:



To schedule a course, click on Event Admin, the default for the filter at the top is My Events and Incomplete Events. Click on the “funnel” to change the default settings:



On the left hand menu, click on Events Management:

The screenshot shows the 'Events Management' interface. At the top, there is a search bar with the text 'Search events by name or region'. Below this, a table displays 'Incomplete Events that I'm Assessing'. The table has columns for START, END, NAME, LEARNERS, REGION, and STATUS. Three events are listed, all with a status of 'Scheduled'. In the bottom right corner of the interface, a blue circle with a white plus sign is circled in red.

START	END	NAME	LEARNERS	REGION	STATUS
25th Mar 2022	25th Mar 2022	Section 1/10/11 EXPO - Regional Referee In-Person Companion Course	1	Region 9695	Scheduled
25th Mar 2022	25th Mar 2022	Section 1/10/11 EXPO - Regional Referee Administrator Course	5	Region 9695	Scheduled
25th Mar 2022	25th Mar 2022	Section 1/10/11 EXPO - Area Referee Administrator Course	3	Region 9695	Scheduled

This displays the courses you are managing. In the bottom right corner, click on the + sign to create a new course and when finished, click on CREATE EVENT in the bottom right corner:

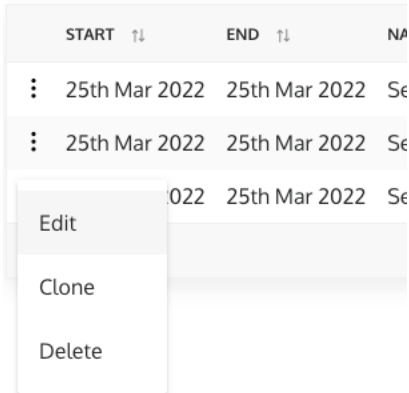
The screenshot shows the 'Create Event' form. It has a blue header with the text 'Create Event'. Below the header, there are several form fields: 'REGION*' with a search bar and a dropdown arrow; 'COURSE(S)*' with a search bar and a dropdown arrow; and 'TOTAL NUMBER OF LEARNERS' with a text input field and a checkbox labeled 'LIMIT EXTERNAL LEARNERS' which is checked. Below these fields, there is a note: 'Leave blank if there is no limits, specify a positive number otherwise'.

Important notes:

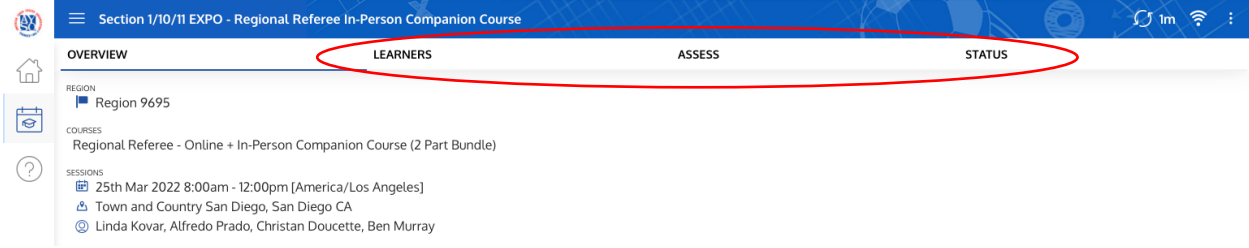
- **Region:** If your region is less than 3 digits long, you cannot just enter the Region number (i.e., type Region 4, NOT 4)
- **Sessions:** If needed, you can post date the course start and finish. When you MARK COMPLETE the roster, the students will have a completion date of the course date.
- **INSTRUCTORS:** Only Instructors that have the appropriate level of certification can be listed as an Instructor. If you know that they are certified, but cannot find them, it may be because they have not logged into ETU and their Instructor profile.

Once you have created the event, it will show up in your Events Management menu. If you need to make any modifications to your course, you can do so by clicking on the 3 vertical dots to the left of your event. From here you can Edit, Clone, or delete the event.

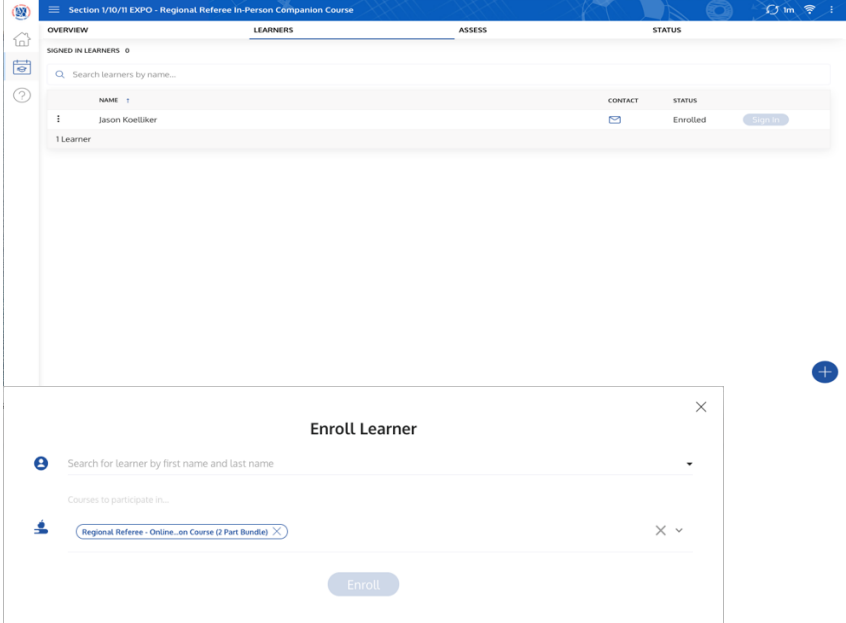
Displaying Incomplete Events that I'm As



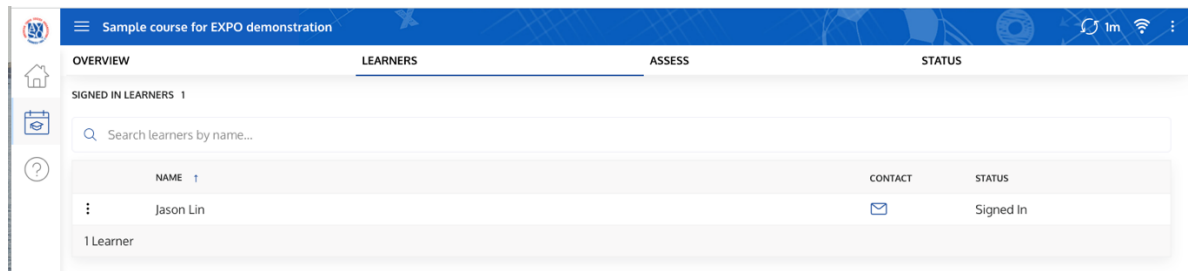
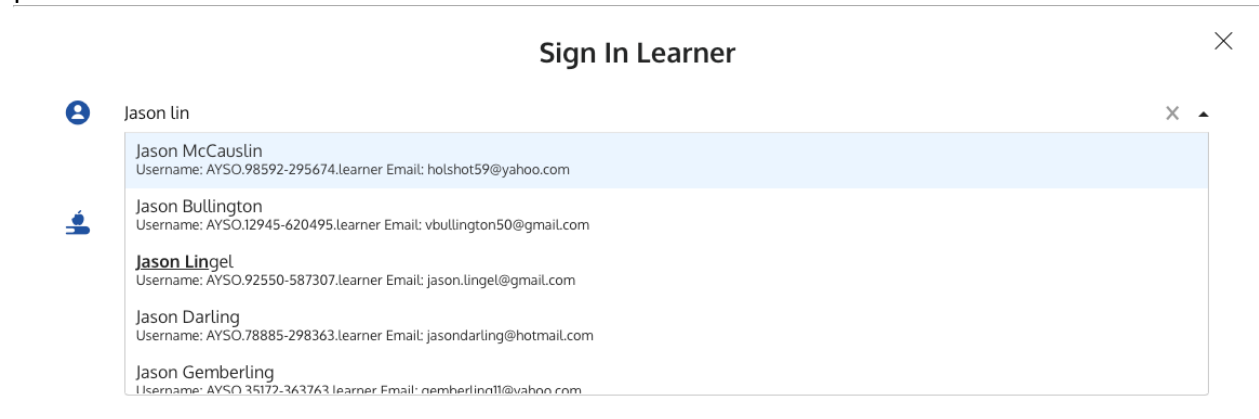
To “register” students for your event, “assess” your students, or complete your roster, simply click on the title of your event:



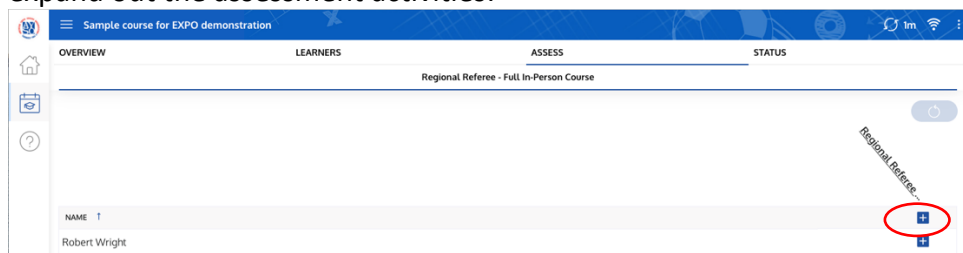
To add students, click on LEARNERS in the top menu bar, and then click on the + sign at the bottom right corner:



Type in the Learner's name, select the one that you want (you may have to go by email) and press ENROLL:



After the course/event is over, click on ASSESS in the top menu and then click on the + sign to expand out the assessment activities:



You can then click off on the top row of boxes, or the individual boxes to show what was completed:

NAME	Mod 4: Pre/Post G...	Mod 9: Offside Ba...	Mod 13: Fundame...	Mod 7 & 12: Restar...	Mod 2: The Game...	Mod 3 & 11: Young...	Mod 8: Fouls & Mi...	Mod 10: Ref and A...	Mod 6: Stopping L...	Mod 5: Stopping L...	Exam - Min 75% L...
LaRoc Kovar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Wright	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you have a learner with an “angry triangle”, triangle with the ! inside, you will have to remove them from your roster. They may have completed a portion of this course under the old AYSO and their record must be updated manually by the ETU staff.

<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Send in a HELP ticket by pressing the ? on the left side menu and Submit Request:

Thank you for using the etrainu assessment application.

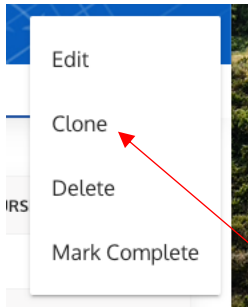
If you are facing difficulties, please click the Help Desk link below to be taken to our library of support resources. Alternatively, if you'd prefer to submit a request to our Help Desk team, simply click the link below to submit a request.

- Help Desk - <https://etrainusupport.zendesk.com/hc/en-us/categories/360000772696-AYSO-Helpdesk>
- Submit Request - <https://etrainusupport.zendesk.com/hc/en-us/requests/new>
- Contact Us - <https://etrainu.com/contact/>

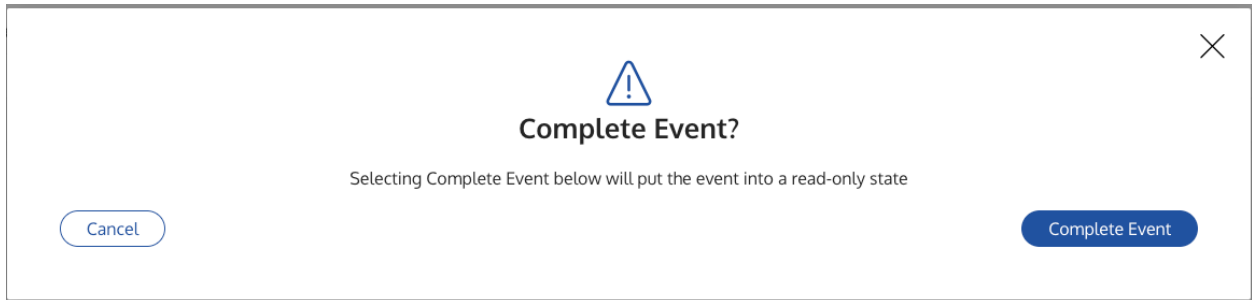
When you click on STATUS in the top menu, you will see those students that have completed the learning and those that are incomplete.

COMPLETE LEARNER	COMPLETE COURSE	COURSE SYNCED DATE
Robert Wright 1 Learner	Regional Referee - Full In-Person Course	-
INCOMPLETE LEARNER	INCOMPLETE COURSE	
LaRoc Kovar 1 Learner	Regional Referee - Full In-Person Course	

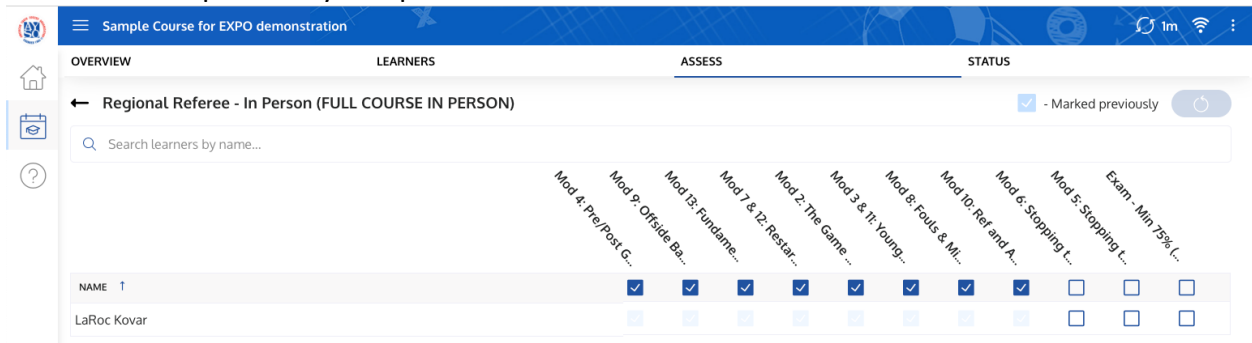
If all looks good, click on the 3 vertical dots in the upper right corner, and select MARK COMPLETE and click on COMPLETE EVENT to close out your event.



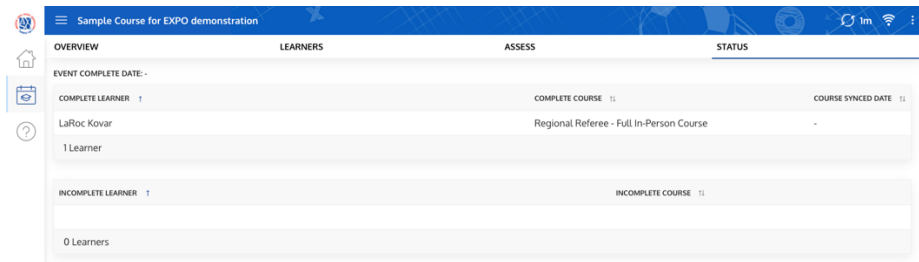
Clone your event if you want to duplicate it before you MARK COMPLETE



Any student that was incomplete, will have their progress captured. They can register for another offering of the course, and you will see the faded out check marks indicating these activities were previously completed:



Check off the remaining modules, and this student will now show as having completed the required learning:



Cloning an Event:

Reasons you might want to Clone:

1. You are holding the same or similar event (e.g., Regional Referee – Full In-person course, you are the contact person). This minimizes the amount of information you have to type in again.
2. You have students that are incomplete, that will finish “soon” (next day or two). DO NOT hold up MARK COMPLETE of your roster for these students, we need to credit those that have COMPLETED their work. Clone your course, MARK COMPLETE your previous course, add your incomplete – soon to finish students to the Cloned roster, and leave this roster open to allow them to finish and then MARK COMPLETE.
3. Because you can!

To Clone: Click on the 3 vertical dots on the left of the list of your Events

Displaying **Incomplete Events** that I'm As

	START ↑↓	END ↑↓	NA
⋮	25th Mar 2022	25th Mar 2022	Se
⋮	25th Mar 2022	25th Mar 2022	Se
⋮	022 25th Mar 2022	Se	

Edit

Clone

Delete

This will bring you to the CREATE EVENT page with all of your “cloned” information

Clone Event

Event Details

REGION*
Region 9695

COURSE(S)*
Regional Referee - Online...on Course (2 Part Bundle)

TOTAL NUMBER OF LEARNERS
LIMIT EXTERNAL LEARNERS

Event Contact

NAME*
Linda Kovar

Referee Assessment/Evaluation

The Assessment/Evaluation is going to fall under EVENT 2 of whatever certification the candidate is working on.

HIGHLY RECOMMEND that the Assessments/Evaluations be ticked off by the ARA/SRA versus the assessor/evaluator.

If you are the assessor/evaluator, you must have an instructor profile to “tick” off the event in ETU.

Follow all the steps as an instructor to create the event and register your candidate.

When you click on Assess, you will see progress to date, and will check off on the single event that you were assessing or evaluating.

When you click on STATUS, if it was the last event to complete their certification, you will see them listed under COMPLETE LEARNER. MARK COMPLETE your event, and your candidate’s status will be updated to include the event you have just evaluated/assessed.

If they are now complete with their upgrade, please be sure to notify their RRA/ARA/SRA so they can follow up with next steps.

Searching a Learner's Training Record

From your Instructor Profile:

Home Docs Manage Assessment AYSO.35229-604090.instructor

Welcome Linda
LMS Level: Instructor
This account allows you to manage the AYSO Instructors Instructor.
You also have the following linked accounts which you can switch between to give you a different level of access.

[Browse All Awaiting Review Assessments](#)
[Browse All Unassigned Learners](#)
[Browse All Learners](#)

Click on Browse Learners in the Upper Right corner:

This will bring up a window that allows you to type in the name of the Learner:

manage learner assessment | browse all learners

Browse Learners
Browse All Learners
Management of Learner Assessment relates only to training which is provided through you. Training delivered by another provider will be managed by them.

Select from the drop down box the column header you wish to sort by then enter the key word in search field in relation to that column.

Keywords **Learner Name** ▾
Linda Kovar

[clear all filters](#)

Click on the header to sort by that column.

Learner Name	Email	Region	Browse Training	Records
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Type in the Learner Name, and click on SUBMIT:

manage learner assessment | browse all learners

Browse Learners
Browse All Learners
Management of Learner Assessment relates only to training which is provided through you. Training delivered by another provider will be managed by them.

Select from the drop down box the column header you wish to sort by then enter the key word in search field in relation to that column.

Keywords **Learner Name** ▾
Linda Kovar

[clear all filters](#)

Click on the header to sort by that column.

Learner Name	Email	Region	Browse Training	Records
Linda Kovar	drtsoocr@gmail.com	Region 9695	Browse	

You can now click on BROWSE and see the complete training history of the Learner

Emailing Learners

From the Learner screen, click on the 3 vertical dots in the upper right corner:

The screenshot displays the 'Learners' screen of a software application. The interface includes a navigation bar with tabs for 'OVERVIEW', 'LEARNERS', 'ASSESS', and 'STATUS'. Below the navigation bar, there is a search bar labeled 'Search learners by name...'. A table with columns 'NAME', 'CONTACT', and 'STATUS' is visible, but it is currently empty. A dropdown menu is open in the top right corner, showing options: 'Edit', 'Clone', 'Delete', 'Email All', and 'Export'.

You can select to Email All. You can also Export your roster to Excel and manipulate the data as you need.