



AMERICAN YOUTH SOCCER ORGANIZATION  
19750 S. Vermont Ave., Suite 200  
Torrance, CA 90502  
(800) 872-2976 • [www.ayso.org](http://www.ayso.org)

Executive Members,

In an effort to provide a solution that supports Regions' registration efforts, we are making some changes to the cash/check player file upload process.

The Excel player report from Blue Sombrero containing information on players who paid their registration fees with cash/check will now be uploaded within one business day of receiving the file via email at [feepayment@ayso.org](mailto:feepayment@ayso.org).

Please follow these instructions:

- 1. Go to Blue Sombrero and download the report (the AYSO Cash/Check player file).** For step-by-step instructions on this process, please click [here](#).
- 2. Delete players whom you have not received cash/check payment.** Only players who have paid their Region should be submitted for uploading. **DO NOT** create your own file or add players manually. Each player must have an e-signature and have an AYSO ID in order to be uploaded. If AYSO IDs are missing or players are manually entered into the report, it will delay the process. The file will be sent back to the Region to be fixed.
- 3. Send the spreadsheet in an Excel format to [feepayment@ayso.org](mailto:feepayment@ayso.org) with only the players that need to be uploaded.** **DO NOT** leave players who have **NOT** paid on the report. The AYSO National Office will upload the whole file and does not know who has, or hasn't, paid the Region fees.
- 4. Players will be uploaded within one business day.** When the upload is complete, an email confirmation will be sent to the Region along with step-by-step instructions on the additional process for marking players who paid for their Region fees as "paid."
- 5. Please mail your Region's check to the AYSO National Office Lock Box.** Please note that you have to pay \$17.50 plus a \$1.00 transaction fee per player. The check needs to be mailed to our AYSO lock box as soon as possible after emailing the file for upload:

File 1259  
1801 W. Olympic Blvd.  
Pasadena, CA 91199-1259

Again, we understand Regions are trying to form teams and that the file upload process is a crucial step to be able to assign cash/check players to a team. We will be monitoring the upload queue in order to fulfill the Regions' needs. Thank you for all your volunteer time.

Respectfully,  
AYSO Support