HOW TO REGISTER A TEAM

Before proceeding to the step-by-step instructions please read the following information so that you have all the information you need to create your team and add the members to the team.

1. Determine which local ASA has jurisdiction over your registration. Use the following page on the ASA website to locate your association: http://www.teamusa.org/USA-Softball/About/Contact-Us/Association-Search. Adjust your profile if needed.

2. Once you have your profile on RegisterASA, and are in the correct association, ensure that you assigned yourself the role of "Team Administrator" in your profile page and also on the team member profile. Then start your background check on the HomePlate.

3. For every member that you add to your team you'll need the member's first name, last name, ZIP code and date of birth. Alternatively, if you have the member's RegisterASA Member ID number you can use that number plus the date of birth to add a member to your team. This information is used to locate existing profiles on RegisterASA as well as to create new profiles (when a match is not found).

4. If required by your local association, you may also need birth certificates and background check consent forms.

5. If you select the photo ID card option you'll need a photograph in either JPG or GIF format for uploading into the system. The ASA photo ID cards require the photos to be headshots.

HOW TO REGISTER A TEAM

Before a team may be approved, the Team Administrator must clear a background check. To start a background check, click the "Background Check" tab at the bottom on the HomePlate page.

Once you have obtained the required information proceed to your Homeplate and continue with the following instructions to register your team and submit your registration for approval. After you submit your registration (which is the process of creating the invoice) you'll need to mail all documentation to the "Payable to" entity on the registration invoice. Don't forget to include a copy of the invoice when you mail your payment as well as copies of birth certificates and background check consent forms as needed.

Your local ASA office may allow PayPal payments so please check with the ASA administrator regarding required documents.

After you mail your payment please allow 5-7 business days for processing. Once your commissioner has received payment and approves your registration the ASA national office will print and ship the ID cards to you. This is usually done one business day after your registration is approved. Check the Status column under your "My Teams" listing for an "Approved" status. After approval you can print your roster and insurance certificate.

HOW TO REGISTER A TEAM

STARTING A NEW SEASON?

Make sure you have "Team Administrator" Selected in the dropdown box. If it is not appearing please click the profile link and save the "Team Administrator" role in your "Personal Info".

To start creating your team, click the "Add Team" button.

CLICK for FREE TRIAL

VIDEO ANALYSIS WITH NO SOFTWARE INSTALLATION !

HomePlate   Grids ▾   Tournaments   Orders/Invoices   Profile   FAQ   Submit Help Ticket   LogOut(yodais...)

Heads Up!

Welcome back, [Team Administrator ▾] !   Your Member ID is: 90087

This is your new HomePlate! Above you can select a role you wish to assume. Selecting a role above will display options and menus below. All roles are the same as before as well as the actions you can perform.

The Personal Steps Grid has been removed and replaced by the tabbed section below. The tab section below contains everything you need to manage your background check, ACE Certification, as well as team, league, and umpire registrations if you have been given access to those functions.

Tech Support: 8am-5pm CDT Monday-Friday
Current ASA National Office Time: 11:07:48 AM CDT

Important!
All ACE and Background Check participants, please verify that the mailing address on your profile is correct prior to starting your ACE or Background Check.

Role Information

Below are a couple of links to help you get started managing your teams.

[Add Team] [View Teams]

Local Contact Information

If you have questions or concerns here is contact information for your local association.

Name:
Association:
Phone:
Email:

Verify Address

Please verify that the address below is correct. All items shipped will be sent to the address below.*

Mailing Address
2801 NE 50th St
Oklahoma City, OK 73111
Or update address Here

* = Additional fees may apply for any, or all, returned items.

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ADMINISTRATOR ROLE

Add New Team

| Players | Information | Possible Conflicts | Invoice Preview |

Your Role on Team ☐ Team Administrator ☐ Head Coach ☐ Coach ☐ Jr. Coach
☐ Other ☐ Board Member

Team Name		
Season	2014 Year ▼	*
Community/HomeTown		
Registration Type	Individual Registration	
Team Type	Youth ▼	*
Division	-- Select a Division -- ▼	*
Classification	--Select a Classification-- ▼	*
State	Oklahoma ▼	*
Association	OK - Oklahoma ASA ▼	*
Group	-- Select a Group -- ▼	*
League	-- Select a League -- ▼	*
Registration Option	-- Select a Registration Option --	
Website		
Notes		

Fees

Reg Option Short	Player Price	Coach Price	ACE1 w/BGCK	ACE2 w/BGCK	ACE3 w/BGC

[Add Team] [Cancel]

Assign yourself the "Team Administrator" role as well as your other roles like "Coach". Only Team Administrators can create invoices and submit teams for approval.

(NOTE: A team can have only one Team Administrator. Only the Team Administrator can see a team and add/remove members.)

Select all the required data on this form and then click the "Add Team" button to create your new team.

ADDING A MEMBER

ADDING A MEMBER

ADDING A MEMBER

Add Player

Member ID # 900873

[Submit]

-- OR --

First Name

Player

[Submit]

Note: Scroll the Grid to the

Drag a column header here to

Select	Photo

[Add Member]

Page 1 of 1 (1 items) [<] [1]

Create Filter

If the member listed on the search results then please click the Add New button below to add a new member.

[Add New]

[Cancel]

If the member you searched for is not found, a new profile page will appear and you'll need to save the profile to add the member to the team.

If the member you searched for is not one of the members in the grid below click the Add New button to add the member's profile.

⚠ If you know that the person you're trying to add to your team is already registered (either this year or in a previous year) please obtain the member's correct information so that you do not create a new profile.

⚠ If you create a new profile for a person that is already registered in the current season you will be charged another registration fee.

ADDING A MEMBER

Add New Member   See member's history

Fill out the individual's role and information

Member ID:

Team Name: Delaware Magic South 14U				Photo

Role

- ☑ Player
- ☐ Jr. Coach
- ☐ Team Administrator
- ☐ Scorekeeper
- ☐ Head Coach
- ☐ Other
- ☐ Coach
- ☐ Board Member

Click here to Upload Image

Concussion Certified
Certificate Agency : None On File   Update Certificate
Cert Date : None On File | Expire Date : None On File

	First Name	Middle Name	Last Name	Suffix	
Name	Player *		Name *		Email
					Confirm Email

Address	2001 NE 50th

City	Oklahoma City	State	Oklahoma ▼	Zip	73111 *	Date of Birth	10/5/2001 *	MM/DD/YYYY

Notes	

Add To Team | Save & Add New Member

Once you've typed all the information on this screen, click the "Add To Team" button. If you would like to add more members to this same team then click the "Save & Add New Member" button and that will take you back to the page where you search for existing members.

The Team Page

Team Name

Status: Pending   Lost or Missing Cards... Click Here   Generate Invoice Preview

Issues: No

Roster Type: None

Invoice Number: None

Team ID: 66497

| Team Members | Information | Possible Conflicts | Invoice Preview |

Background Consent Form for All States JO

Approve   Deny   Remove   Add Member

Select All   Unselect All   Select all on the page   Unselect all on the page   Refresh Grid

Drag a column header here to group by that column

	#	PersonID	Name	Role	DOB	Status	Status Date	Inv	BG Status	BG Date	ACE	ACE Date	Photo
⊞	☐	900872	Yoda Jedi Master	Team Administrat	10/5/1975	Pending			Cleared	8/15/2014	ACE Level 1	8/20/2014	View Photo
⊞	☐	900873	Player Name	Player	10/5/2001	Pending							

Page 1 of 1 (2 items)   < Prev   **[1]**   Next >

Create Filter

Click the "Add Member" button to add more members to the team.

The members have been added to the team page, as seen here and will be in Pending status.

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Generate Invoice Preview

1. Status: Pending = waiting to be submitted, Submitted – created invoice waiting to be approved, Approved – You have met the requirements.

2. Click the "Yes" link to view your team's issues.

3. Roster type : None, Standard, Championship. To upgrade a roster you will simply need to click the upgrade button, or if one is not available please contact your local commissioner.

4. Invoice Number: Click here to view your invoices.

INVOICE PREVIEW

Notice the new tab. You're still on the team page. THIS IS NOT AN ACTUAL INVOICE SO DON'T PRINT THIS PAGE.

If a correction is needed we have a link to provide suggestions.

Notice that the invoice detail includes only members without a previous invoice for the current season.

If the invoice is not correct click back to the Team Members grid or the Information grid and make the necessary adjustments and try again.

Click the Create Invoice button if the invoice is correct.

Name

Pending   Lost or Missing Cards... Click Here

e: None

um... None

to View Inv... Statuses and to Pay by PayPal

Generate Invoice Preview

Team ID: 66497

Team Members | Information | Possible Conflict | **Invoice Preview**

If the Invoice Preview appears correct, please click the Submit & Create Invoice Button to continue ------>

Invoice Preview

This is *NOT* an actual Invoice

How to fix the invoice before you print it

Please Note: Any Changes made to... tabs may affect the actual Invoice...

ng Information:

oda Jedi Master

2801 NE 50th St
Oklahoma City , OK 73111

Team ID: 66497

Team Name: Team Name

Group Name: JO

League Name: Alva Softball

Association:
OK - Oklahoma ASA

Invoice Created By: Yoda Jedi Master
Players: 1
Non-Players: 0

Classification: Girls Fast Pitch - Unclas...

ease note that all pending members will be submitted during the invoicing process.

rag a column header here to group by that column

Member Information	Item Description	Qty	Price	Amount
00873 - Player Name (Player) Birth Certificate Required	JO Individual Player - $250.00, Non-Photo Card	1	$??.00	$??.00

age 1 ... items) [<] [1] [>]

reate Filter

Total:	$??.00
Shipping & Handling:	$4.95
Amount Due:	$??.00

Create Invoice

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SUBMIT YOUR INVOICE

Verify the information in the Registration Submission Confirmation screen and click Submit to continue.

When created, you can open the invoice with the pop-up screen that follows. The invoice number will also be listed in the Manage Team page.

Registration Submission Confirmation ⊠

Thank you for submitting your registrations. Please enter your shipping address and payment information for any items that may be shipped to you.

Roster Type: Standard ▼

Registration Option: JO (Youth) Individual, $250 Deductible, Non-Photo ▼ *

Ship Method: USPS 1st Class ▼

Recipient Name: Yoda Jedi Master

Ship To:

2801 NE 50th St
Oklahoma City
OK 73111

Special Shipping Instructions

Payment Method: Check ▼

Please note that you must mail in your invoices with payment before approval can be issued by commissioners.

Submit Cancel

Invoice Information ⊠

An invoice has been generated for the team.

Open Invoice

Print the invoice and follow your association's instructions. Some associations require birth certificates and background check consent forms so please check with your commissioner before mailing your payment.

Some associations are accepting PayPal. If your association allows PayPal transactions, you will be given the option to pay with PayPal after clicking the "Submit" button.

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HOMEPLATE

When returning to RegisterASA.com, one way to get back to your team page is to click the "View My Teams" button. That will take you to a grid that has all of the teams you are associated with. You can print insurance forms and rosters using this option."

HOMEPLATE

Note the year of registration.
(This screen shot is from the user's Homeplate.)

		Team Name	Status	Status Date	Mbr Count	Issues	Roster	Insurance	Classification	Group/League	Season
⊞	☐	Tester	Submitted	8/15/2014	3	Yes	Not Submitted	Not Submitted	Girls Fast Pitch - Unclassified	JO / Alva Softball	2014 Year
⊞	☐	Examples 14U	Pending	8/18/2014	2	Yes	Not Submitted	Not Submitted	Girls Fast Pitch 14/Under	JO / Claremore	2014 Year

My Teams
- 2014 Year
- 2013 Year
- 2012 Year

Select All | Unselect All | Select all on the page | Unselect all on the page | Export To Pdf | Export To Excel | Refresh Grid

Drag a column header here to group by that column

Background Check | ACE Certification | Registration Status | My Teams

te Filter

Click on the team name to display the team's information.

Click the [+] sign to view the members on the team.

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