# **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: <a href="http://www.teamusa.org/USA-Softball/About/Contact-Us/Association-Search">http://www.teamusa.org/USA-Softball/About/Contact-Us/Association-Search</a>. 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?

"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.



#### Heads Up!

Welcome ack, 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

Below are a couple of links to help you

View Teams

get started managing your teams

Add Team

Role Information

#### Local Contact Information

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

Name:

Association: Phone:

Email:

#### 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.

#### Verify Address

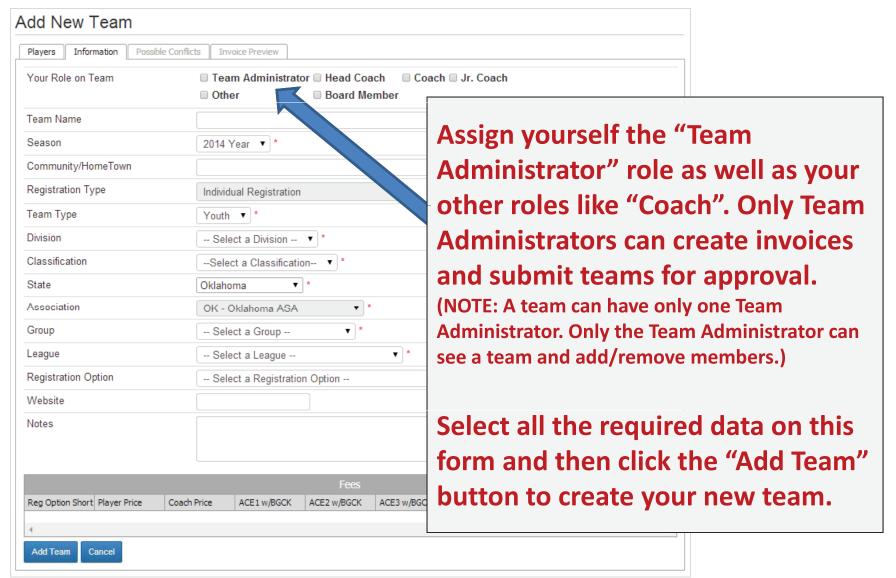
Please verify that the address below is correct. All items shipped will be sent to the address below.\*

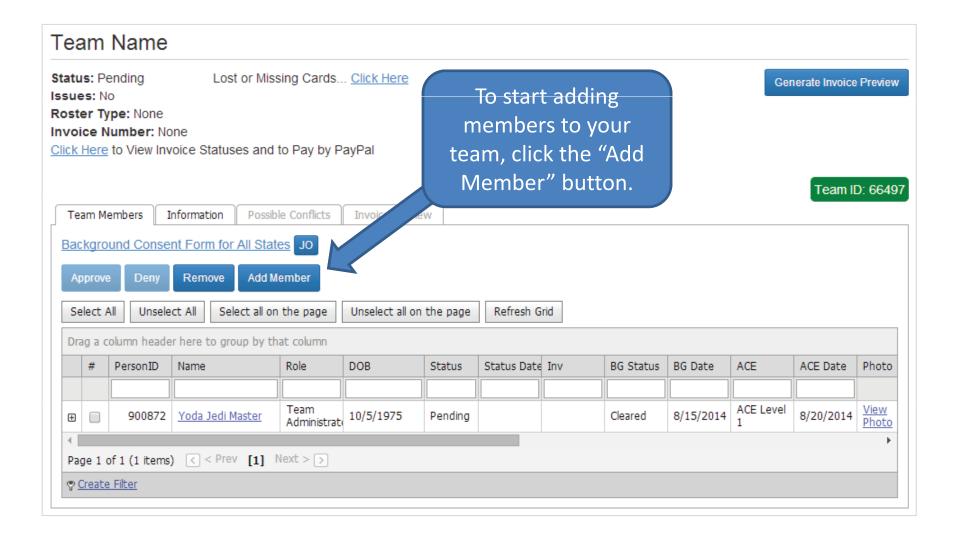
#### **Mailing Address**

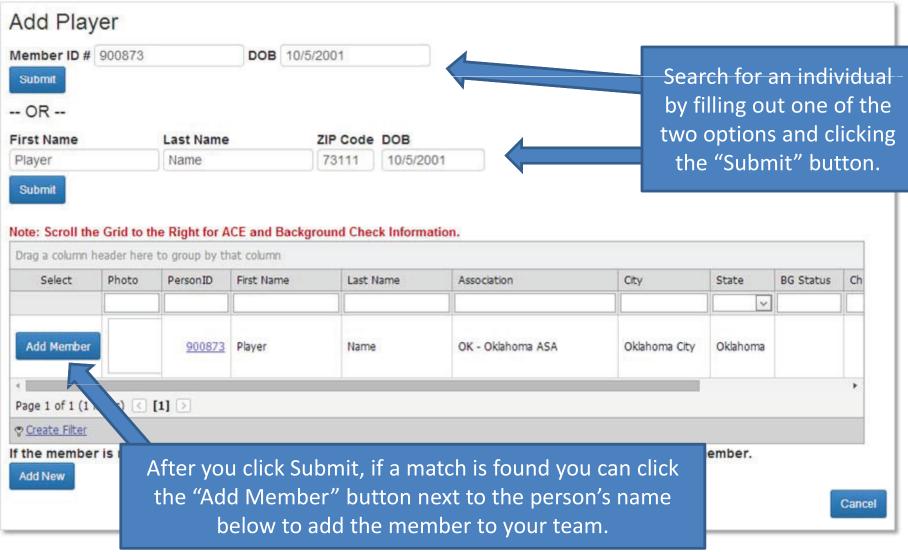
2801 NE 50th St Oklahoma City, OK 73111 Or update address <u>Here</u>

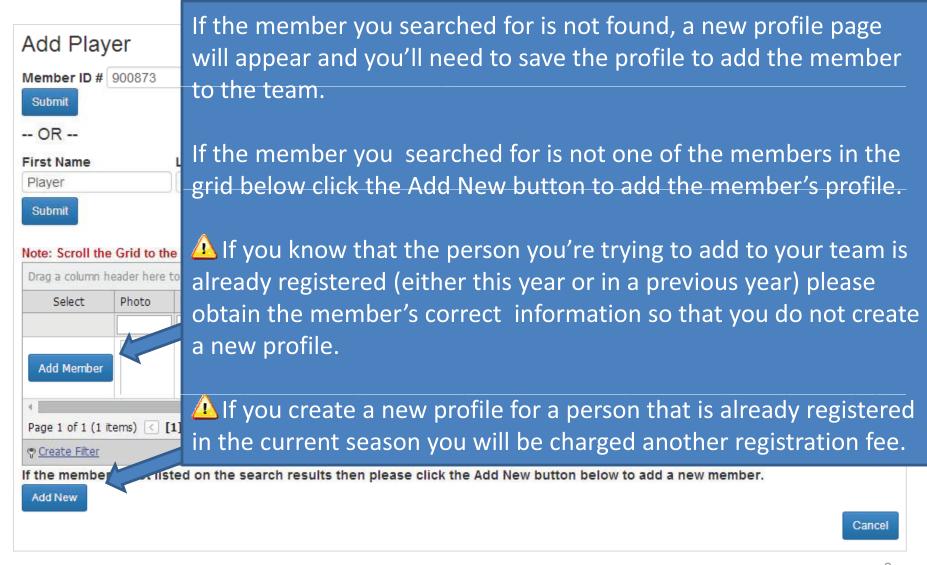
\* = Additional fees may apply for any, or all, returned items.

## **ADMINISTRATOR ROLE**



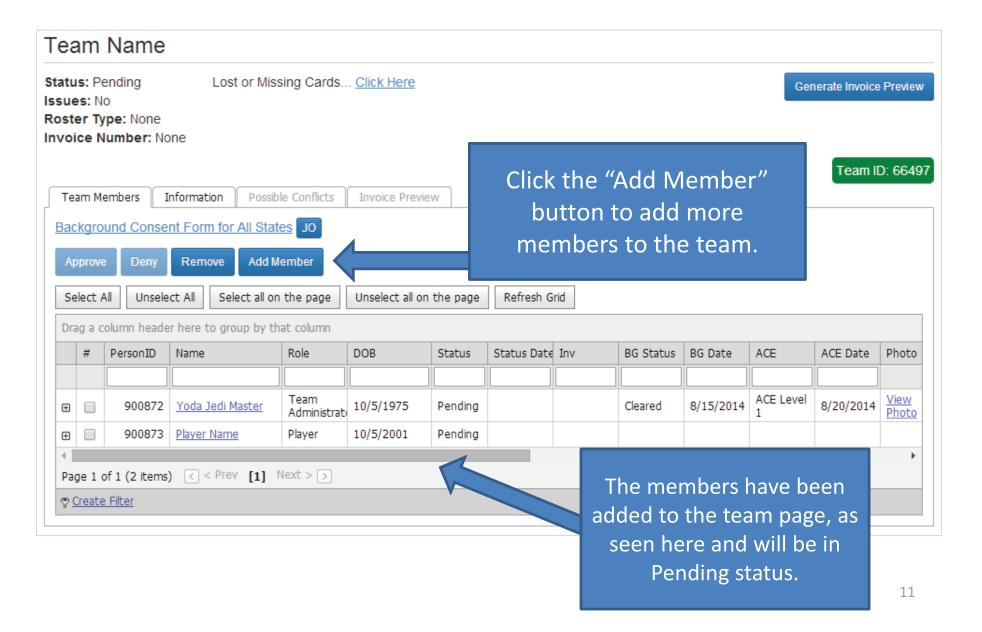




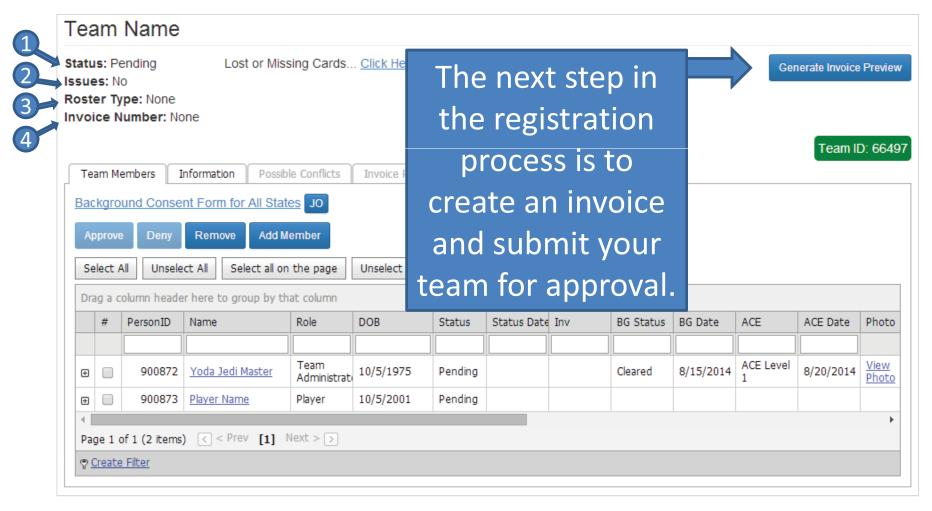


Add New I	Member See member's his	torv	Dry						Return	Search Players	
Role	Fill out the individual's role						Photo  Click here to Upload Image				
Concussion Certified	Certificate Agency : None On File										
	First Name	Middle Na	dle Name Last Name			Suffix					
Name	Player *		Name	Name *		:		Email			
								Confirm Email			
Address	2001 NE 50th										
City	Oklahoma City	State	Oklahoma	•	Zip	73111	*	Date of Birth	10/5/2001	* MM/DD/YYYY	
Notes	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**

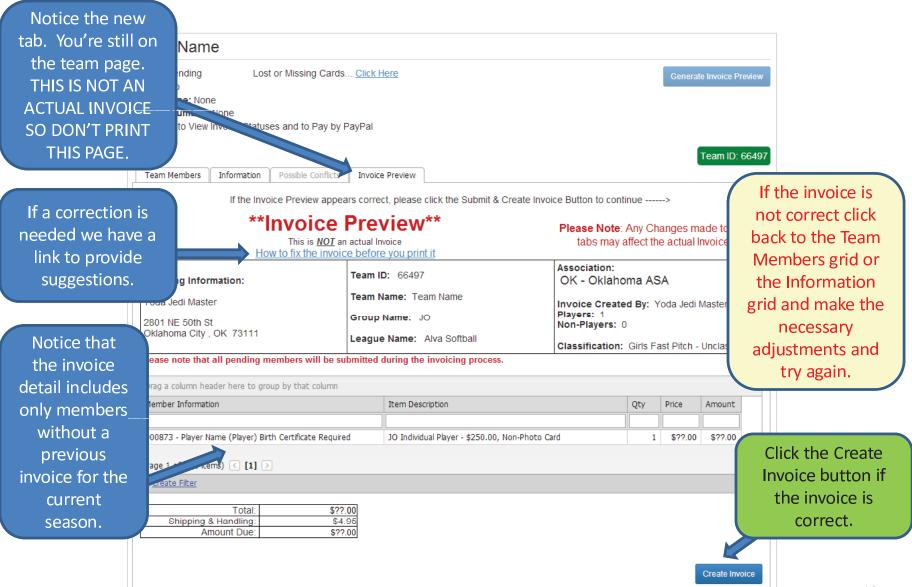


#### **Generate Invoice Preview**



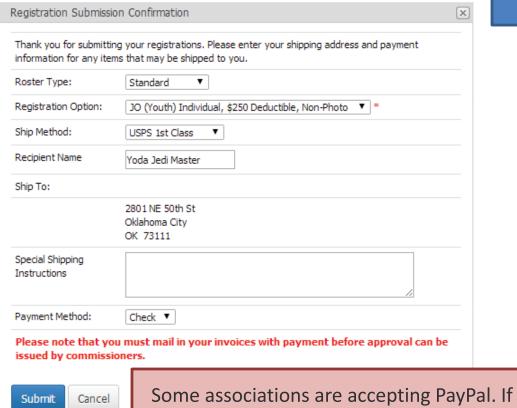
- 1. Status: Pending = waiting to be submitted, Submitted created invoice waiting to be approved, Approved You have met the requirements.
- 2. Click the "Yes" link to view your team's issues.
- 3. Roster type: None, Standard, Championship. To upgrade a roster you will simply need to click the upgrade button, or if one is not available please contact your local commissioner.
- 4. Invoice Number: Click here to view your invoices.

# **INVOICE PREVIEW**



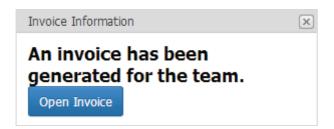
# **SUBMIT YOUR INVOICE**

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



your 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.

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.

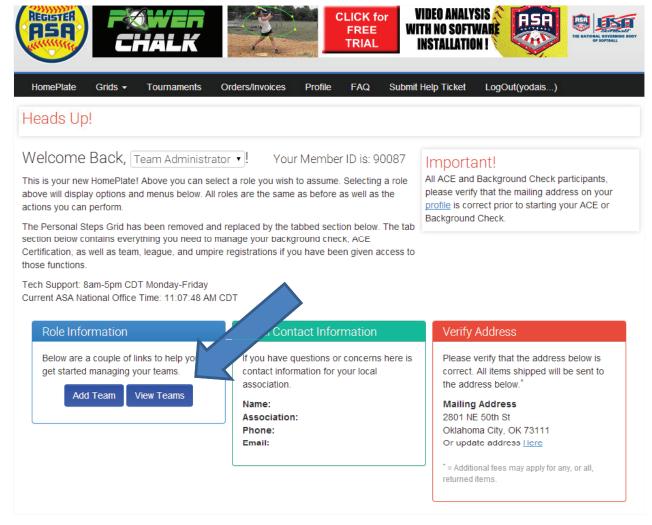


Print the invoice and follow your association's instructions. Some associations require birth certificates and background check consent forms so please check with your commissioner before mailing your payment.

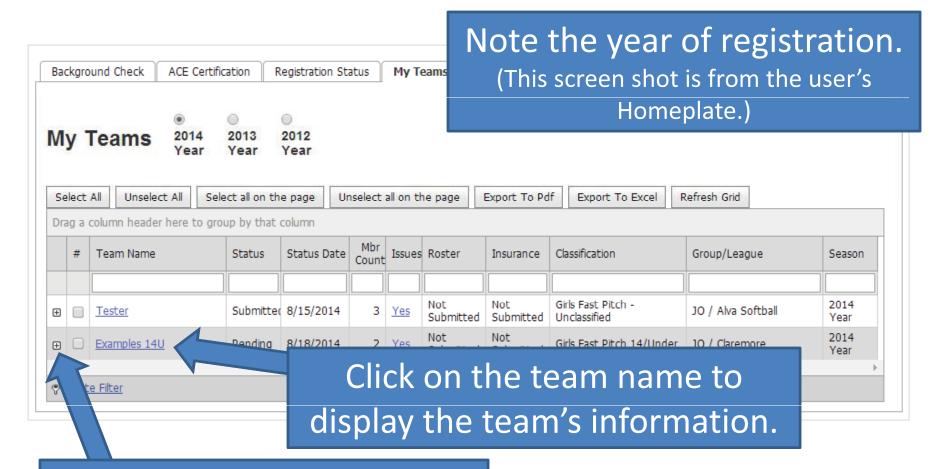
# HOMEPLATE

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



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