



REGISTERASA



ASA's Online Registration

HOW TO REGISTER A TEAM

Version 1.04 Rev 2014.01

www.RegisterASA.com
2014 Season

HOW TO REGISTER A TEAM

- If you previously registered your team on RegisterASA you first need to decide if you're going to use one of your existing teams or if you're going to create a new team. If you're going to create a new team, please continue with the next page.
- If you want to use one of your existing teams, and some or all members on the team, skip to page 17.

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.asasoftball.com/about/register.asp>. 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.
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. When uploading the option to crop a photo, we require a head shot only.

HOW TO REGISTER A TEAM

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.

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?



The screenshot shows the ASA website's registration menu. At the top, there are logos for ASA and B&MART. Below the logos is a navigation bar with links for HomePlate, Individuals, Leagues, Tournaments, Orders/Invoices, Profile, FAQ, Submit Help Ticket, and LogOut(d...). The main content area displays the member information for Devin Loehrs, MD - Maryland - DC ASA, with Member ID: 333544. A red arrow points to the 'Add Team' button in the 'Registration Menu'.

Registration Menu: Add Team View My Teams Add League View My Leagues Invoices Umpires

Personal Steps

ACE ID Card Notice: 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.

#	Requirement	Status	Purchase	Purchase Status	Expire Date
					4/30/2014

Click the “Add New Team” button that appears on your Homeplate

ADMINISTRATOR ROLE

Assign yourself the “Team Administrator” role. Only Team Administrators can create invoices and submit teams for approval. (NOTE: A team can have only one Team Administrator plus 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

Teams

For Example

Status : Pending

Issues : [Yes](#)

Roster Type: Standard

Invoice Number:None

Player Count By Association: [Hover Mouse Here](#)

To start adding members to your team, click the "Add Member" button.

Team ID : 51412

[Move Team](#)

[Generate Invoice Preview](#)

Team Members Information Invoice Preview

[Background Consent Form for Residents of CA, MN, NY, & OK](#) [Background Consent Form for All Other States](#)

[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

#	Person Name	Role	DOB	Status	Status Date	Inv	BG Status	BG Date	ACE	ACE Date	Photo	Issue CP
<input type="checkbox"/>	33354	Devin Loehris	10/1/1920	Pending			Not Started				View Photo	Yes
<input type="checkbox"/>	15795	Lori Coleman Test	12/3/1991	Pending							View Photo	Yes

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[Create Filter](#)

ADDING A MEMBER

HomePlate Individuals Leagues Tournaments Orders/Invoices Profile FAQ Submit Help Ticket LogOut(dloehr...)

Individuals Site-On-[Restrict Tour:On]


Member ID # 123456 DOB 02/29/1999

-- OR --

FirstName Emily LastName Smith Zip 73111 Date of Birth 02/29/1999

Note: Scroll the Grid to the Right for ACE and Background Check Information.

Drag a column header here to group by that column

Select	Photo	PersonID	First Name	Last Name	Association	City	State	BG Status	Ch
<input type="button" value="Add Member"/>		123456	Emily	Smith	OK - Oklahoma ASA	Oklahoma Cty	Oklahoma		

Page 1 (1 items) [1] Filter

If the member is not listed on the search results then please click the **ADDNEW** button below to add new member.

Search for an individual by filling out one of the two options and clicking the "Submit" button.

After you click Submit, if a match is found you can click the "Add Member" button next to the person's name below to add the member to your team.

ADDING A MEMBER



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.

If the member is not listed on the search results then please click the ADDNEW button below to add new member.

Add New



Team Members

Add New Member [See member's history](#)

[Return](#) [Search Players](#)

Member ID:

Fill out the individual's role and information

Team Name: For Example

Photo



[Browse...](#)

- Role
- Player
 - Team Administrator
 - Head Coach
 - Coach
 - Scorekeeper
 - Other

First Name	Middle Name	Last Name	Email
Emily	Sue	Smith	
Address	City	State	Zip
6401 West...	Oklahoma City	Oklahoma	73111
Confirm Email	Date of Birth	Phone	Gender
	MM/DD/YYYY		Female
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 "Add to team & Add new member" button and that will take you back to the page where you search for existing members.

The Team Page

HomePlate Individuals Leagues Tournaments Orders/Invoices Profile FAQ Submit Help Ticket LogOut(alt...)

Teams

For Example

Status : Pending
Issues : [Yes](#)
Roster Type: Standard
Invoice Number:None
Player Count By Association: [Hover Mouse Here](#)

Team ID : 51412

[Generate Invoice Preview](#) [Move Team](#)

Team Members Information Invoice Preview

[Background Consent Form for Residents of CA, MN, NY, & OK](#) [Background Consent Form for All Other](#)

[Remove](#) [Add Member](#) [Unselect all on the page](#) [Refresh Grid](#)

Drag a column header here to group by that column

#	Person Name	Role	DOB	Status	Inv	BG Status	BG Date	ACE	ACE Date	Photo	Issue CP
<input type="checkbox"/>	333544 Devin Loehrs	Team Admin	10/1/1970	Pending	<input type="checkbox"/>	Not St	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View	Yes
<input type="checkbox"/>	123456 Emily Smith	Player	02/29/1999	Pending	<input type="checkbox"/>						Yes

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

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.

Generate Invoice Preview

Teams

For Example

1

Status : Pending
Issues : [Yes](#)

3

Roster Type: Standard
Invoice Number:None

4

Player Count By Association: [Hover Mouse Here](#)

The next step in the registration process is to create an invoice and submit your team for approval.

[Move Team](#)



[Generate Invoice Preview](#)

Team ID : 51412

Team Members [Information](#) [Invoice Preview](#)

[Background Consent Form for Residents of CA, MN, NY, & OK](#)

[Remove](#)

[Select All](#) [Unselect All](#) [Select all on the page](#) [Unselect a](#)

Drag a column header here to group by that column

#	Person	Name	Role	DOB	Status	Status Date	Inv	BG Status	BG Date	ACE	ACE Date	Photo	Issue	CP:
<input type="checkbox"/>	333544	Devin Loehrs	Team Admin	10/1/1970	Pending			Not Started				View Photo	Yes	
<input type="checkbox"/>	123456	Emily Smith	Player	02/29/1999	Pending							View Photo	Yes	

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.

Crabby Wilkies

Season: Pending
Team: 123
Roster Type: New
Invoice Number: None
Player Count By Association: Minor League (0)

Team ID: 66411

****Invoice Preview****
This is **NOT** the actual invoice.
How to fix the invoice: [before you print it.](#)

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

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

Shipping Information
Team Name: Crabby Wilkies
Group Name: Youth - 30
League Name: D1605-0106

Association: OR - Oregon ASA
Invoice Created By: Steve Taylor
Players: 12
Non-Players: 4
Classification: Girls Class 8 Rec Pitch 16 Under

Member Information	Team Description	Qty	Price	Amount
158930 - Brianna Roth (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
159103 - Chris Miller (Coach)	30 Individual Non-Player - \$210, Photo Card	1	\$20.00	\$20.00
159928 - Kelli Baker (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
160416 - Lori Vassallo (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
164118 - Kaleigh Miller (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
168222 - Ariana Christler (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
169385 - Britt Andrews (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
169778 - Jessica Oliver (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
168880 - Tash Andrews (Head Coach)	30 Individual Non-Player - \$210, Photo Card	1	\$20.00	\$20.00
169138 - Madeline Under (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
170224 - Megan Egl (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
170249 - Kaitlyn (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
450283 - Jessica Johnson (Coach)	30 Individual Non-Player - \$210, Photo Card	1	\$20.00	\$20.00
637997 - Hannah Thomas (Player)	30 Individual Non-Player - \$210, Photo Card	1	\$20.00	\$20.00
722918 - Brenley Kue (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
139103 - Chris Miller Background Check (Consent Form Required)	Background Check - Non-Photo Card	1	\$7.00	\$7.00
148880 - Tash Andrews Background Check (Consent Form Required)	Background Check - Non-Photo Card	1	\$7.00	\$7.00
407033 - Jerry Vassallo Background Check (Consent Form Required)	Background Check - Non-Photo Card	1	\$7.00	\$7.00
437498 - Jeff Egl Background Check (Consent Form Required)	Background Check - Non-Photo Card	1	\$7.00	\$7.00

Page 1 of 1 (20 items) | [1] | [2]

[Create Invoice](#)

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

Total	\$342.00
Shipping & Handling	\$4.00
Amount Due	\$346.00

[Create Invoice](#)

Click the Create Invoice button if the invoice is correct.

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.

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 registration to our Southern California ASA representative. As per the instructions on the site, please submit payment and all accompanying paperwork to the person listed

Roster Type:	Standard
Registration Option:	JO Individual, \$250 Deductible, Photo Card *
Ship Method:	USPS 1st Class
Recipient Name:	Jeff Egli
Ship To:	po box 428 aurora OR 97002
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.

HOMEPATE

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.



Click here for team fundraiser ideas

HomePlate Individuals Leagues Tournaments Orders/Invoices Profile FAQ Submit Help Ticket LogOut(dbo.)

Member Info : Devin MD - Maryland - DC ASA , MEMBER ID:333544

Registration Menu: [2013 Add Team](#) [View My Teams](#) [Add League](#) [View My Leagues](#) [Invoices](#) [Umpires](#)

Personal Steps

ACE ID Card Notice: All ACE and Background Check participants, please verify that the mailing address on your profile is correct prior to starting your ACE Background Check.

#	Requirement	Status	Purchase	Purchase Status	Expire Date
	ACE Certification w/ Background Check	Last Cert: None --> ACE 1 Not Complete	Purchase	Unpaid	
	Background Check	Not Started	Purchase	Unpaid	12/31/2013
	Team without Admin	Need to Fix		N/A	12/31/2013
	Photo	Complete		N/A	12/31/2013
	DOB	Complete		N/A	

HOMEPATE

Show Registration Status for Season: 2014 Year Load Grid

My Teams My Leagues

Select All Unselect All Select all on the page Unselect all on the page

Drag a column header here to group by that column

#	Team Name	Status	Mbr Count	Issues	Roster	Insurance	Classification	Group/League
<input type="checkbox"/>	For Example					Not		Central
<input type="checkbox"/>	Team Long...					Not		/A
<input type="checkbox"/>	Woodridge Wild...							/A
<input type="checkbox"/>	Woodridge Wildcats Black							ity
<input type="checkbox"/>	Oklahoma Force 98							District 4 / Lycoming County
<input type="checkbox"/>	Grav...					Not		Girls Fast Pitch / District - Hillsborough
<input type="checkbox"/>	TAM...							D / Central Accel

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

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

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

Returning team and want to just add your team to the new season?
How to “Add Team to New Season”



LAST YEAR'S TEAM

Locate the team from a previous year's registration. (This screen shot is from the user's Homepage.)

Registration Status
Season: 2013 Year
Load Grid

My Teams

Select All Unselect All Select all

Drag a column header here to group by

#	Team Name	Status Date	Issues
<input type="checkbox"/>	99 Maniacs	9/27/2013	Yes
<input type="checkbox"/>	99 Maniacs	1/28/2013	Yes

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

Create Filter

Internet | Protected N

LAST YEAR'S TEAM

Status : Approved
Issues : No
Roster Type: Standard
Invoice Number: [86709](#)
Player Count By Association: [Hover Mouse Here](#)

Team ID : 27965

The team page will open to the Information tab.

Team Members	Information
Team Name	Delaware Magic
Season	2013 Year
Community/HomeTown	
Registration Type	Individual Registration
Team Type	Youth
Division	Girls Fast Pitch
Classification	Girls Class A Fast Pitch
State	Delaware
Association	DE - Delaware ASA
Group	JO Travel - Travel
League	JO Travel
Registration Option	JO Individual, \$250 Deductible, Non-Photo
Website	

CONVERT TEAM TO NEW SEASON

Status : Approved
Issues : No
Roster Type: Standard
Invoice Number:86709

Player Count By Association: [Hover Mouse](#)

Team ID : 27965

This is the last season this team was registered

Team Members Information Possibilities Conflicts Invoice Preview

Team Name	Delaware
Season	2013 Year
Community/HomeTown	
Registration Type	Individual Registration
Team Type	Youth
Division	Girls Fast Pitch
Classification	Girls Class A Fast Pitch
State	Delaware
Association	DE - Delaware ASA
Group	JO Travel - Travel
League	JO Travel
Registration Option	JO Individual, \$250 Deductible, Non-Photo
Website	

Add Team to New Season

To add this same team to a new season, click the "Add Team to New Season" button.

CONVERT TEAM TO NEW SEASON

The screenshot displays a web interface for team management. At the top, a blue header reads 'Teams'. Below it, the team name 'Delaware Magic' is shown. A green box in the top right corner indicates 'Team ID : 27965'. The main content area is divided into two tabs: 'Team Members' and 'Information'. The 'Information' tab is active, showing a table with the following data:

Team Name	Delaware Magic
Season	2012 Year
Community/HomeTown	Individual Regist
Registration Type	Youth
Team Type	Girls Fast Pitch
Division	Girls Class A Fast Pitch
Classification	Delaware
State	DE - Delaware ASA
Association	JO Travel - Travel
Group	JO Travel
League	JO Individual, \$250 Deductible, Non-Photo
Registration Option	
Website	

A modal dialog box titled 'Add Team to New Season' is overlaid on the table. It contains a dropdown menu set to '2014'. Below the dropdown is a red instruction: 'After clicking the Add Team to Season button please access the Information tab to update your group and league, classification or registration option if necessary.' At the bottom of the dialog are two buttons: 'Add Team to Season' and 'Close'. Two blue arrows point to the '2014' dropdown and the 'Add Team to Season' button.

THE TEAM PAGE

Delaware Magic

Status : Pending
Issues : No
Roster Type: None
Invoice Number:None
Player Count By Association: How many players are available
Generate Invoice Preview
Team ID : 27965

Team Members Information Available Conflicts

Add Team to New Season

Team Name	Delaware Magic
Season	2014
Community/HomeTown	
Registration Type	Individual Registration
Team Type	Youth
Division	Girls Fast Pitch
Classification	Girls Class A Fast Pitch
State	Delaware
Association	DE - Delaware ASA
Group	JO Travel - Travel
League	JO Travel
Registration Option	JO Individual, \$250 Deductible, Non-Photo
Website	

Return to the information tab to review the team information before modifying your players and coaches.

DON'T MISS THIS!

Review the settings on this screen! Make sure that these are up to date before the team is submitted. Once the correct settings have been selected scroll down on this screen and click the "Save" button at the bottom of the screen.

Delaware Magic

Status : Pending
Issues : No
Roster Type: None
Invoice Number:None
Player Count By Association

This team is now in a new season so the status will be reset to "Pending". You can make changes to the roster while the team is in Pending status.

Generate Invoice Preview

Team ID : 27965

Team Members

Background Consent Form for Residents of CA, MN, N

& OK

Background Consent

Remove

Select All

Unselect All

Select all on the page

Unselect all on the page

Drag a column header here to group by that column

#	Person Name	Role	Status	Status	ACE Date	Photo	Issue
<input type="checkbox"/>							
<input type="checkbox"/>		Coach	Pending	Pending			Unkn
<input type="checkbox"/>		Head Coach	Pending	Pending			Unkn
<input type="checkbox"/>		Coach	Pending	Pending			Unkn
<input type="checkbox"/>		Player	Pending	Pending			Unkn
<input type="checkbox"/>		Player	Pending	Pending			Unkn
<input type="checkbox"/>		Player	Pending	Pending			Unkn
<input type="checkbox"/>	44455 Peter Parker	Player	Pending	Pending			Unkn
<input type="checkbox"/>	44455 Clark Kent	Player	Pending	Pending			Unkn

Like last year, you can remove and edit your players as needed prior to creating the invoice.

This is the "Team Members" grid that displays everyone that's currently on your team.

HOW TO REGISTER A TEAM



**THE NATIONAL GOVERNING BODY
OF SOFTBALL**