

This is for individual insurance / registration only. If you already have insurance, please exit. Team registration is a manual process and can not be done online. Team registration has no insurance value.

Call Chuck at 816-520-6778
or email bsoakc@gmail.com.

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REGISTERASA



ASA's Online Registration

HOW TO REGISTER A TEAM

Version 1.04 Rev 2015.01

www.RegisterASA.com

2015 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.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.

The screenshot shows the ASA website dashboard for a Team Administrator. At the top, there are logos for 'REGISTER ASA', 'POWER CHALK', a photo of a softball player, 'CLICK for FREE TRIAL', 'VIDEO ANALYSIS WITH NO SOFTWARE INSTALLATION!', and the ASA and USA Softball logos. Below the logos is a navigation bar with links: HomePlate, Grids, Tournaments, Orders/Invoices, Profile, FAQ, Submit Help Ticket, and LogOut(yodais...). The main content area starts with a 'Heads Up!' banner. Below that, a welcome message says 'Welcome back, Team Administrator' with a dropdown menu showing 'Team Administrator' and 'Your Member ID is: 90087'. A paragraph explains that this is the new HomePlate and that roles can be selected. Another paragraph notes that the Personal Steps Grid has been replaced by a tabbed section. Below this is tech support information: 'Tech Support: 8am-5pm CDT Monday-Friday' and 'Current ASA National Office Time: 11:07:48 AM CDT'. The dashboard is divided into three main sections: 'Role Information' (with 'Add Team' and 'View Teams' buttons), 'Local Contact Information' (with fields for Name, Association, Phone, and Email), and 'Verify Address' (with a mailing address and a link to update it). An 'Important!' box on the right side of the dashboard reminds users to verify their mailing address.

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.

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/BGCK

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

Team Name

Status: Pending Lost or Missing Cards... [Click Here](#)

Issues: No

Roster Type: None

Invoice Number: None

[Click Here](#) to View Invoice Statuses and to Pay by PayPal

[Generate Invoice Preview](#)

Team ID: 66497

Team Members Information Possible Conflicts Invoices New

[Background Consent Form for All States](#) [JO](#)

[Approve](#) [Deny](#) [Remove](#) [Add Member](#)

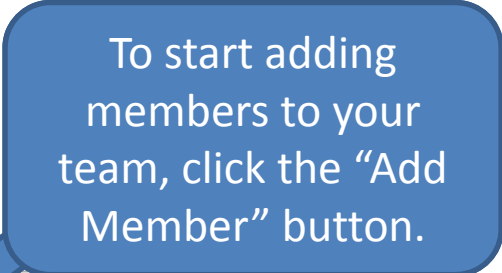
[Select All](#) [Unselect All](#) [Select all on the page](#) [Unselect all on the page](#) [Refresh Grid](#)

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
⊕ <input type="checkbox"/>	900872	Yoda Jedi Master	Team Administrator	10/5/1975	Pending			Cleared	8/15/2014	ACE Level 1	8/20/2014	View Photo

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

[Create Filter](#)



ADDING A MEMBER

Add Player

Member ID # DOB

-- OR --

First Name Last Name ZIP Code DOB

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"/>		900873	Player	Name	OK - Oklahoma ASA	Oklahoma City	Oklahoma		

Page 1 of 1 (1)

[Create Filter](#)

If the member is

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

Add Player

Member ID #

-- OR --

First Name

Note: Scroll the Grid to the bottom

Drag a column header here to

Select	Photo
<input type="checkbox"/>	


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


[Create Filter](#)

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


ADDING A MEMBER

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

[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	<input checked="" type="checkbox"/> Player <input type="checkbox"/> Team Administrator <input type="checkbox"/> Head Coach <input type="checkbox"/> Coach <input type="checkbox"/> Jr. Coach <input type="checkbox"/> Scorekeeper <input type="checkbox"/> Other <input type="checkbox"/> 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						
Name	First Name: <input type="text" value="Player"/> *	Middle Name: <input type="text"/>	Last Name: <input type="text" value="Name"/> *	Suffix: <input type="text"/>	Email: <input type="text"/>	Confirm Email: <input type="text"/>	
Address	<input type="text" value="2801 NE 50th"/>						
City	<input type="text" value="Oklahoma City"/>	State	<input type="text" value="Oklahoma"/>	Zip	<input type="text" value="73111"/> *	Date of Birth	<input type="text" value="10/5/2001"/> * MM/DD/YYYY
Notes	<input type="text"/>						

[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

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

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
⊕	<input type="checkbox"/>	900872	Yoda Jedi Master	Team Administrat	10/5/1975	Pending		Cleared	8/15/2014	ACE Level 1	8/20/2014	View Photo
⊕	<input type="checkbox"/>	900873	Player Name	Player	10/5/2001	Pending						

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

[Create Filter](#)

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

Generate Invoice Preview

The screenshot shows a web interface for team management. On the left, four numbered blue circles (1-4) have arrows pointing to the following text: 'Status: Pending', 'Issues: No', 'Roster Type: None', and 'Invoice Number: None'. A large blue callout box in the center contains the text: 'The next step in the registration process is to create an invoice and submit your team for approval.' An arrow points from this box to a blue button labeled 'Generate Invoice Preview' in the top right corner. Below the callout, there is a green box with 'Team ID: 66497'. The main interface includes tabs for 'Team Members', 'Information', 'Possible Conflicts', and 'Invoice'. Below these are buttons for 'Approve', 'Deny', 'Remove', and 'Add Member', along with selection options like 'Select All' and 'Unselect All'. A table with columns for #, PersonID, Name, Role, DOB, Status, Status Date, Inv, BG Status, BG Date, ACE, ACE Date, and Photo is visible. The table contains two rows: one for a 'Yoda Jedi Master' (Team Administrator) and one for a 'Player Name' (Player). Both have a status of 'Pending'. The page footer shows 'Page 1 of 1 (2 items)' and a 'Create Filter' link.

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.

Name

Lost or Missing Cards... [Click Here](#) Generate Invoice Preview

Team ID: 66497

Team Members Information Possible Conflicts **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

Team Information:
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

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

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

Page 1 of 1 items) < [1] >

[Create Filter](#)

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

Create Invoice

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 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

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.

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.”

REGISTER ASA POWER CHALK VIDEO ANALYSIS WITH NO SOFTWARE INSTALLATION! ASA THE NATIONAL GOVERNING BODY OF SOFTBALL

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

Heads Up!

Welcome Back, ! 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

Role Information

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

Contact Information

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

Name:
Association:
Phone:
Email:

Verify Address

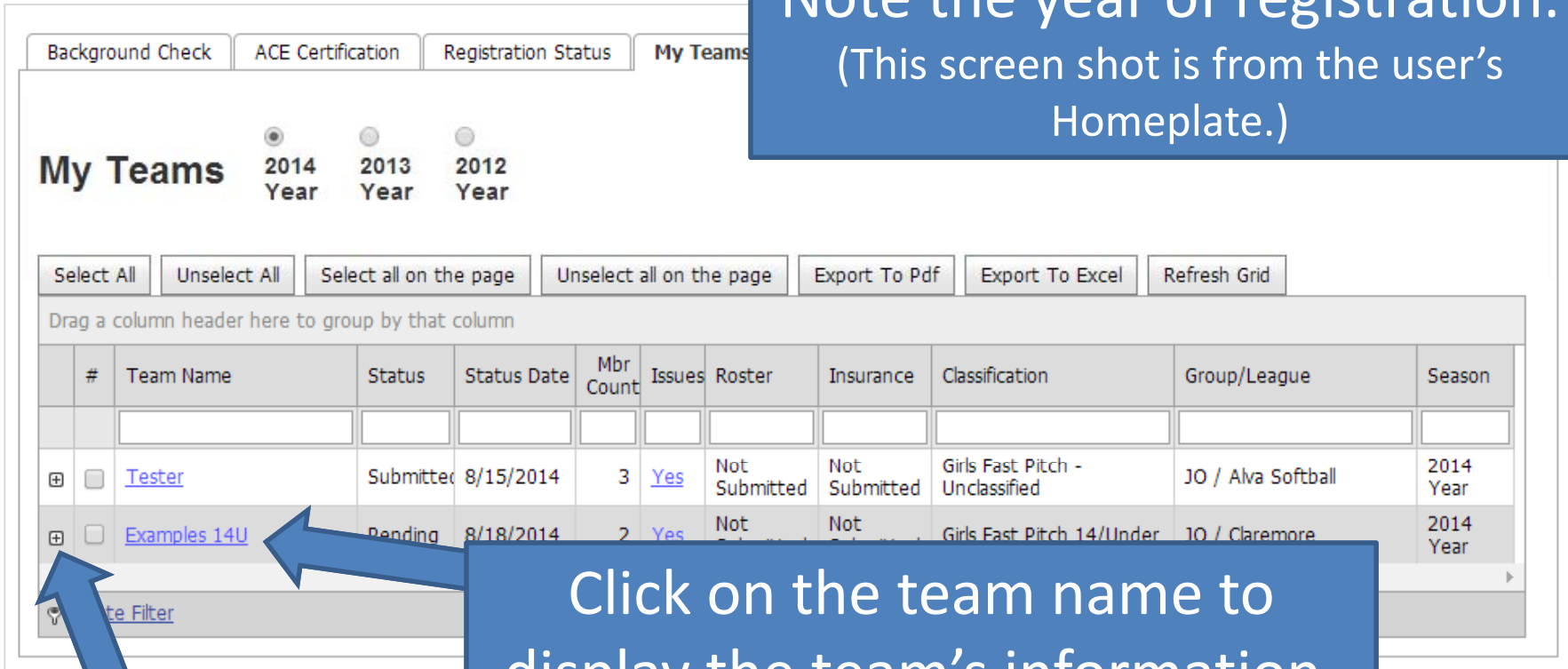
Please verify that the address below is correct. All items shipped will be sent to the address below.*

Mailing Address
2801 NE 50th St
Oklahoma City, OK 73111
Or update address [Here](#)

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

HOMEPLATE

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



The screenshot shows a web interface for 'My Teams'. At the top, there are tabs for 'Background Check', 'ACE Certification', 'Registration Status', and 'My Teams'. Below the tabs, there are radio buttons for selecting a year: '2014 Year' (selected), '2013 Year', and '2012 Year'. A toolbar contains buttons for 'Select All', 'Unselect All', 'Select all on the page', 'Unselect all on the page', 'Export To Pdf', 'Export To Excel', and 'Refresh Grid'. Below the toolbar is a text prompt: 'Drag a column header here to group by that column'. The main table has the following columns: '#', 'Team Name', 'Status', 'Status Date', 'Mbr Count', 'Issues', 'Roster', 'Insurance', 'Classification', 'Group/League', and 'Season'. Two rows are visible: one for 'Tester' and one for 'Examples 14U'. A blue callout box points to the '+' sign next to the 'Examples 14U' team name, and another blue callout box points to the team name itself.

#	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

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

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