

Important **ASA VIP Series** Tournament Registration Information!

All tournament registrations for the ASA VIP Series will only be accepted online through www.tournamentasa.com.

This will allow us to track your team, registrations and print your rosters. You will only need to fill out the member information once and will be able to add additional teams you manage that will be tracked through your member registration.

In order for the system to track your team accurately, it is important that only one coach create your team. The Tournament Directors would prefer this to be the coach that will be in contact with them. You can view messages sent to you by Tournament or Facility Directors by using the 'Member News' tab once you're registered.

Instructions:

1. Register:

Go to website <http://www.tournamentasa.com/>

Select: **Girls Fastpitch**

Select **Become a Member**

Complete **User Information**

Select **Submit Information**

2. Create your Team:

Once your email address has been verified, you will be able to create your team. To create a team, select **add team**. Select the appropriate association such as Kansas City ASA if your team is from the KC Metro area.

If you have previously created a team and moving to another age division, archive old team and create a new team. You will also need to re-create your team after September 1st each year.

Complete team information.

Register for the age division for which you qualify. You can register to play in a higher age division when registering for a tournament.

The team you just created will appear under the "Your Teams" section.

Click the "**Add Team**" button at the bottom.

If you have multiple teams, you will need a different email account for each team.

3. Create your Roster:

Select **Team Roster**

Select **Add a Coach to Your Roster (enter all information, including email address)** Do not add the manager. The 1st 2 assistant coaches listed will receive gate passes at the tournaments.

Select **Add a Player to Your Roster**

Enter Player Information:

Name

Address

DOB

Once completed, the VIP Series can now print your roster for each tournament. You will also receive **2 FREE** balls for each tournament when you roster is complete, including your 2 assistant coaches.

4. Register for Tournaments:

Click on 'Tournament Selection Page' button at the top right.

Select **Register** to the left of the tournament you wish to enter.

Select the age division in which you wish to compete.

Select **Continue to Payment Options (If you are paying by credit card, you can only pay through PayPal. There is not an additional charge) You can select email invoice and then go back later and pay through PayPal.**

You will receive an Email from Tournamentasa confirming your information after you choose the option to finalize the registration.

Once you have a team setup, you click on the link for each tournament you wish to enter.

Our mission is to provide a softball tournament series for the non-competitive teams to participate against other non-competitive teams. Recreational teams now have a tournament to compete in without having to compete against "A" or "B" tournament teams. While nurturing an environment of fun, it also gives an overall tournament experience to the players. Our priority is to provide a fun and lasting experience for the recreational softball player.

Visit website www.asavipseries.com for tournament updates, rules and additional information.

Contact Chuck Kirtley at chuck@asavipseries.com