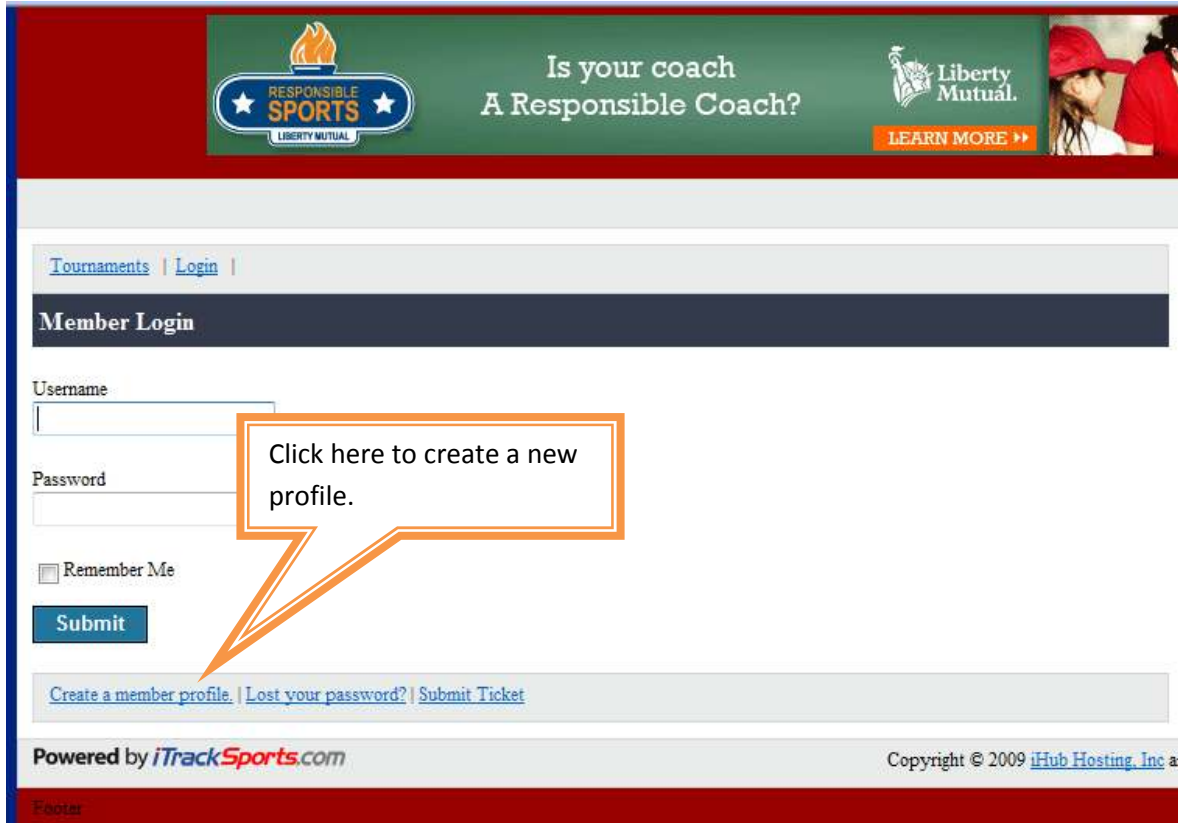


# RegisterASA.com Survival Guide

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Log onto Registerasa.com

You will need to create a member profile in RegisterASA.com.



If you previously had a RegisterASA.com Profile and cannot login click the Lost your Password Link and you will be prompted to enter your e-mail address. The system will issue a password reset e-mail to the e-mail address in your profile.

RegisterASA will send an e-mail to the address in your profile. Before you can register any coaches or players for the 2010 season you will need to activate your profile by clicking the activation link in the e-mail the RegisterASA.com system will send to you.

Go back to the RegisterASA site to login.

Is your coach  
A Responsible Coach?

RESPONSIBLE SPORTS  
LIBERTY MUTUAL

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Tournaments | Login |

**Member Login**

Username

Enter your Username and Password

Password

Remember Me

**Submit**

[Create a member profile.](#) | [Lost your password?](#) | [Submit Ticket](#)

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Footer

Once you have logged in you will notice that in the top left you will see your username and the title: Home Plate. Scroll to the bottom of the Home Plate page to the “Quick Links” section and select the “Add Team” quick link.

This will bring up a “Team Page” (shown on the next page) where you will be asked to check and/or enter information about the team and your role. Note: as you enter or select the information the page updates with options. For example, if you select one of the coaching options, a box will be added for you to select whether you would like ACE certification. The background check box will automatically be checked for coaches.

It is highly recommended that only one person be allowed to enter members and coaches for the team. This will be the team administrator – make sure you click the box – you can select more than one box. (If there are a number of teams to be entered, then someone will probably be designated for your area as a “league administrator” and they will have the authority to enter members and coaches.)

1. Select one or more roles you have with this team. If the team administrator will be in the dugout also check Manager, Assistant Manager, Head Coach or Assistant Coach.
2. Type in your Team Name and select the 2010 year.
3. Choose INDIVIDUAL REGISTRATION, YOUTH, GIRLS FAST PITCH, your classification, your Group (which is JO-City for “city league” teams and JO-Travel for traveling teams.), your league, and the type of registration – which is the Non-Photo option (unless you want photos – costs more.) When you choose a registration option a fee chart will appear below – this is for your information.
4. Click ADD TEAM to submit.

## Teams

### Add New Team

Search Teams

1

Your Role on Team

Team Administrator 
  Team Assistant 
  Manager 
  Assistant Manager  
 Head Coach 
  Assistant Coach 
  Other

2

Team Name  \*

3

Season  \*

Community/HomeTown

Registration Type  \*

Team Type  \*

Division  \*

Classification  \*

State  \*

Association  \*

Group  \*

League  \*

Registration Option  \*


Notes

4

Fees						
Reg Option Short D	Player Price	Coach Price	ACE1Cost	ACE2Cost	ACE3Cost	ACE4C
JO Indiv \$250 Non-Photo (Options: ACE, BGCK)	\$10.00	\$10.00				

When you see the green bar telling you the team was added successfully, you will see the team name in the upper left side of the page. This is a status page (see below) and you will need to scroll down to click on ADD MEMBER to add coaches and players to your team.

**Teams**

 The team was added successfully.

**Test Team**
Add New Team

**Status : Pending** Submit

**Issues : No**

**Roster Type: None**

**Invoice Number:None**

Team Name	Test Team *
Season	2010 Year * <a href="#">Add Team to New Season</a>
Community/HomeTown	
Registration Type	Individual Registration *
Team Type	Youth *
Division	Girls Fast Pitch *
Classification	Girls Fast Pitch 10/Under *
State	California *
Association	Northern California ASA *
Group	N/A - N/A *
League	N/A *
Registration Option	JO Indiv \$250 Non-Photo (Options: ACE, BGCK) *
Notes	

**Fees**

Reg Option Short D	Player Price	Coach Price	ACE1Cost	ACE2Cost	ACE3Cost	ACE4C
JO Indiv \$250 Non-Photo (Options: ACE, BGCK)	\$10.00	\$10.00				

Save
Cancel
Add Member

Once you click the “Add Member” button a new screen will appear. See the following.

## Add a Team Member

The screenshot shows a web interface for adding a team member. At the top, there are navigation links: HomePlate, Associations, Individuals, Teams/Leagues, and Tournaments. Below these is a dark header with the word 'Individuals'. The main form has four input fields: 'FirstName' (containing 'Barney'), 'LastName' (containing 'Fife'), 'Zip' (containing '73111'), and 'Date of Birth' (containing '3/3/1930'). A blue 'Submit' button is located below the form. Below the form is a table with columns: 'FirstName', 'Association', 'City', 'State', and 'Rating'. The table contains several rows, each with a 'Select' button on the left. A callout box points to the 'Submit' button and the table, containing the text: 'Click Submit. If a possible match is found (already in the system) the member will be listed in the grid below the submit button. Click the Select button on the left side of the member's name to add that member to the team. Otherwise the new member screen will appear.' Another callout box points to the 'LastName' field, containing the text: 'Enter the team member's First Name/ Last Name, Zip Code and Date of Birth.'

The new member screen requires you to select the member's role on the team. If the person is a coach, then an e-mail address will be required. This is so the person can be ACE certified and/or authorize a background check.

If you requested photo IDs, this page allows you to browse to find a photo to use. This can be a team picture and the individual player or coach can be "cropped" out of the photo and added here – just like Barney.

You will see options at the bottom of the page. To continue to add members click the "Add to Team & Add New Member" button. If you have no more members to add at this time click the "Add Team" button.

Clicking the "Add Team" button brings up the team screen (see page 7). You will probably see that the team "has issues". If you click on the "Yes" it will list the items that are needed. If you click the "submit" button an invoice will be created. The first column will list the person (and any issues related to them). It will also detail the fees and indicate where the check can be mailed.


**Add New Member** [Return](#) [Search Members](#)

<b>TeamName</b>	<b>Cutie PaTooties</b>
<b>Role</b>	<input type="checkbox"/> Player <input type="checkbox"/> Team Administrator <input type="checkbox"/> Team Assistant <input type="checkbox"/> Manager <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Head Coach <input checked="" type="checkbox"/> Assistant Coach <input type="checkbox"/> Scorekeeper <input type="checkbox"/> Other
<b>Additional Options</b>	<input type="checkbox"/> Ace With Background <input type="checkbox"/> Background
<b>First Name</b>	<input type="text" value="Barney"/> *
<b>Middle Name</b>	<input type="text"/>
<b>Last Name</b>	<input type="text"/> *
<b>Email</b>	<input type="text"/>
<b>Confirm Email</b>	<input type="text" value="Welcome Email"/>
<b>Date of Birth</b>	<input type="text"/>

For roles other than player the screen will update and show some additional options to add to your team invoice.

Choose this member's role on the team.



Fill out all required fields that don't have information.

<b>Date of Birth</b>	<input type="text" value="3/31/1939"/>
<b>Photo</b>	 <input type="button" value="Browse..."/>
<b>Address</b>	<input type="text" value="333 Hollywood Blvd"/>
<b>City</b>	<input type="text" value="Hollywood"/>
<b>State</b>	<input type="text" value="CA"/>
<b>Zip</b>	<input type="text" value="90028"/>
<b>Phone</b>	<input type="text" value="310-555-1234"/>
<b>Driver's License</b>	<input type="text"/>
<b>Notes</b>	<input type="text"/>

Click Add To Team if you have no more members to add.

Click here to add this member to your team and to return to add a new team member.

Again, when registering a member that will be background checked or ACE certified you should enter a valid e-mail address so they can login and complete these steps online


Is your coach  
A Responsible Coach?

LEARN MORE >>

[Dashboard](#) | [Associations](#) | [Ind](#) | [Profile](#) | [Admin](#) | [Logout](#)

**Teams**

**Test Team** Add New Team

Status : Pending Submit

Issues : [Yes](#)

Roster Type: None

Invoice Number:None

Click here if Issues says "Yes" to see the items that must be completed by your team members.

Coaches most likely need to complete their ACE Certification and/or Background Check.

Players will most likely need a birth certificate

Click Submit when ready to create an invoice.

Team Name	T	*
Season	2010 Year <span style="font-size: 0.8em;">* Add Team to New Season</span>	
Community/HomeTown		
Registration Type	Individual Registration	*
Team Type	Youth	*
Division	Girls Fast Pitch	*
Classification	Girls Fast Pitch 10/Under	*
State	California	*
Association	Northern California ASA	*
Group	N/A - N/A	*
League	N/A	*
Registration Option	JO Indiv \$250 Non-Photo (Options: ACE, BGCK)	*
Notes		

Complete the Registration Submission Confirmation screen and then click on SUBMIT

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
Requested Recieve Date:	12/05/2009
Ship Method:	USPS Priority Mail
Recipient Name	Sandy Scott
Ship To:	Primary <a href="#">Add New Address</a>
	P. O. Box 2829 Fair Oaks CA 95628
Special Shipping Instructions	
Payment Method:	Check

**Submit**

Click Submit to create an invoice.

When prompted open the invoice and print it.

**ATTN: Individual Registrat**

Look for the address where you should submit payment, invoice and any birth certificates required.



Checks Payable To / Mail To:

# INVOICE

To: Sandy Scott P. O. Box 2829 Fair Oaks, CA 95628		Shipping Information: Sandy Scott P. O. Box 2829 Fair Oaks, CA 95628		Invoice Date: 11/26/09 Invoice No: 64		
<b>Individual Registration</b>		<b>Description</b>		<b>Qty</b>	<b>Price</b>	<b>Amount</b>
Susie Softball (Player) Birth Certificate Required		JO Individual Player - \$250.00, Non-Photo Card		1	\$10.00	\$10.00
Charlie Coach (Head Coach)		JO Individual Non-Player - \$250, Non-Photo Card ACE 1st Year ACE Certification		1	\$35.00	\$35.00
JO Indiv \$250 Non-Photo (for Non-Players)						
		Total Cards: JOIndi1			Total:	\$45.00
		Shipping & Handling: USPS Priority Mail				\$0.00
					Amount Due:	\$45.00

Note the Birth Certificate Required indicator.

All coaches must be individually registered to be covered. Invoices must be received within 30 days from when it was created or it will be denied.