

Registration Instructional Manual

REGISTER ASA



Welcome to RegisterASA

Thanks for joining our team at www.registerasa.com



Create A Member Profile

- When you are ready to use the system for the first time you must create a member profile.
- Click "Create a member profile"

[Logout](#) | [Login](#) |

Member Login

Some associations are not accepting online registrations at this time and you may not be able to register at this time. Feel free to email us using the [Submit Help Ticket](#) below for more information. If your association is not listed in the Association drop-down list please check back soon.

Username:

Password:

Remember Me

↓

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



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Previous User or First Time

- If you are a previous user of RegisterASA and it is your first time on the new system, you need to click the "lost password" link to reset your password to get access.
- If you try and create your profile and get the message stating that the "email address is already in use", you need to return to the main screen and click "lost password" link to get started.

Complete Member Profile Form

- Fill out the "member profile form"
- Create your personal username
- Password must be at least 7 characters
- Select your Association

The screenshot shows a web form titled "Create your member profile". At the top, there is a warning: "Some associations are not accepting online registrations at this time and you may not be able to register at this time. Feel free to email us using the Submit Help Ticket below for more information. If your association is not listed in the Association drop-down, please check back soon." The form includes fields for Username, Password, Confirm Password, Personal Email, Confirm Personal Email, Association (with a dropdown menu), First Name, Last Name, Date of Birth, Gender (with a dropdown menu), Address, City, State (with a dropdown menu), Zip, Work Email, Confirm Work Email, Phone, Work Phone, Mobile Phone, and Ipad Phone. At the bottom, there is a "Membership Type" section with a grid of checkboxes for various roles: Local Administrator, Club, Assistant Manager, Tournament Director, District Club Commissioner, District Commissioner, Team Administrator, Head Coach, Umpire, District ICC, Adult Commissioner, Team Assistant, Assistant Coach, Umpire, League Administrator, Commissioner, Manager, Discipline, Board Member, and District ICC Commissioner. A "Submit" button is located at the bottom left of the form.

- A person can register under more than membership type i.e. local administrator, head coach, umpire, commissioner, etc.
- When you click a box beside a membership type, you will appear in a grid with your name listed separately with each member type. This does NOT mean you will be charged a fee for each membership type.
- By listing your name beside each registration type allows the Commissioner to determine who he/she will approve for a role.

Finish Member Profile Form

- You may select more than one role.
- When you click "submit" you will receive an email.
- Check your email and click the link to authorize your account with RegisterASA.
- If you do not see an email from ASA, check your "junk email" or "spam" folder.
- You may now login as a new member!



- If you cannot find the authorization email from ASA, and you have checked your junk/spam folders, click the "lost your password?" link on the member login page and you will receive an email to change your password.
- If that does not work, then contact the ASA National Office for assistance.



Sample Email



Login

Login using your new Username and Password.
Click the blue Submit button.

[Tournaments](#) | [Login](#) |

Member Login

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Username

Password

Remember Me

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



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When you type your new username and password, enter as you did in your setup of the member profile.

Softball Coach

This section is for step-by-step instructions for softball coaches on how to register an individually registered team



Home Plate

When you login you will be automatically directed to the "home plate" page.

From this page you will click "add new team" at the quick links located at the bottom of the page.

A screenshot of the ASA coaching system's "Home Plate" page. The page has a dark blue header with the text "Home Plate : Nancy Tooker". Below the header, there are several sections: "Personal Steps" with a table that is currently empty and shows "No data to display"; "Registration Status" with a dropdown menu set to "2016 Year"; "My Teams" with a table that is also empty and shows "No data to display"; and "Quick Links" at the bottom with two links: "Add New Team" and "Admin Center". The page also features a navigation bar at the top with links like "Home/Plat", "Assessments", "Individuals", "Team/League", "Transactions", "Communications", "Profile", "Admin", and "LogOut/Cancel".

NOTE: You can also go to the "individuals" link and select "teams" on the gray bar, then choose the "add team" blue button.

Add New Team

Every team must have a "team administrator"

The team administrator can be the same person as the head coach, or a different person. This is the member that takes care of the team's registration process.

Under the heading "registration type" select "individual" as you are entering individual players.

When you have filled out the form click the "add team" blue button at the bottom of the page.

- Fill out the form completely

The screenshot shows a web form titled "Add New Team" with a search bar. The form is organized into several sections with a left-hand navigation menu. The sections include:

- Team Information:** Team Name, Coach (Select a Coach), Registration Type (Please Choose a Registration Type), Team Type (Youth), Division (Select a Division), Classification (Select a Classification), Team (Dropdown), Assistant (Dropdown).
- Registration Details:** Venue (Select a Venue), League (Select a League), Registration Option (Select a Registration Option).
- Roles:** Team Administrator, Team Assistant, Manager, Assistant Manager, Head Coach, Assistant Coach (checkboxes).

At the bottom of the form, there are "Add Team" and "Cancel" buttons.

IMPORTANT

Every Team Administrator needs to select one of the coaching roles in order to be on the invoice to be able to apply for ACE and a background check.



REGISTRATIONTYPE

When you are registering a team, although you are registering a group, it is considered an **INDIVIDUAL** registration.

The reason is that **Team** Registrations are **Uninsured** and **Individual** Registrations are **INSURED**.



Add Members (Players, Coaches, Etc.)

At this point you are ready to build your team in order to insure all of your members and to be able to create an invoice and a roster.

Under the "Fees" grid a new button will appear that reads "Add Member".

Click the blue "Add Member" button.

You will be directed to a new page to start adding members.

A screenshot of the ASA registration system interface. The top section shows team details for 'Interlodge Gold' with fields for Team Name, Location, Registration Type (Individual Registration), Team Type (Youth), Division (Girls Fast Pitch), Classification (Girls Gold Fast Pitch 18Under), State (California), Association (Orange Area), Area (Youth - JO - Youth - JO), League (Test), and Registration Codes (JO Inlc: \$18 Photo Card (Options: ACE, \$500)). Below this is a 'Fees' table with columns for 'Reg Option', 'Short', 'Player Price', 'Coach Price', and four 'ACE w/ROK' options. A blue 'Add Member' button is visible below the table. At the bottom, there is a 'Team Members' section with a table showing a list of members, including 'Team Administrator' with a date of 11/23/1982 and a phone number 405-475-8822. A blue arrow points to the 'Add Member' button.

First Step To Adding Members

Fill in the player or coach's information and click the blue "submit" button.

If a match is found click the "select" button to add the member to your team. If no match is found then on the next form, complete the rest of the information and click the "add member to team" button.

You will be taken to another form to complete the rest of the information.

You are now building your team roster as you repeat this process for each member.

The Team Admin or Administrator may add 20 players plus the coaching staff (no limit on number of coaches).

NOTE: If you find a player that is already in the system, the box below will appear. If you see the player's name then click the blue "select" button.

Team Member

To add a team player or other coaching staff member fill out the form completely.

When finished filling out the member's information, click the blue button "add to team & add new member" to continue adding members,

OR

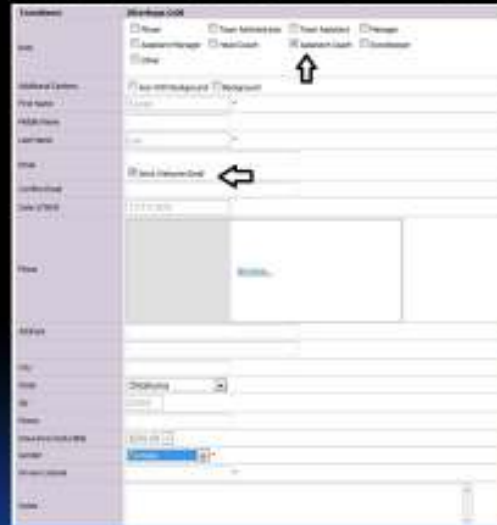
click "add to team" when you are finished adding players.

Name	Role	Deduction	DOB	Phone	Team	One	Play	Status	Status Date
Jemie Murtack	Team Administrator	\$200.00	11/28/1996	405-425-3492	200	0000	0000	Pending	

Add A Coach

When the Team Administrator selects a coach (head coach or the assistant coach), under the email heading, an option to "send welcome email" will appear. Select this option for the coach to receive a welcome email with instructions on logging into the system in order to be able to start the background check process and take the ACE Certification Test.

- Send Welcome Email

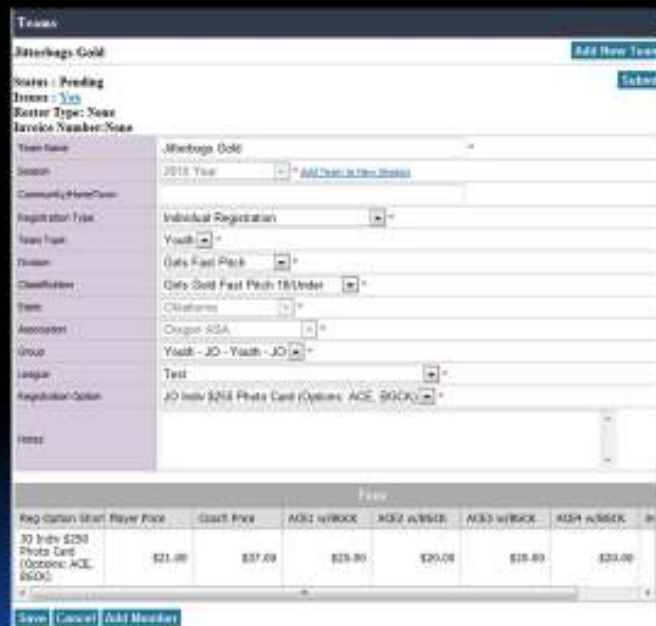


Submit Your Team

After you have taken care of building your roster, a blue "submit" button will appear in the upper right hand corner of the page.

NOTE: You can always check your team's status in the upper left hand corner under your team's name.

You cannot print a roster or certificate of insurance until you have submitted and your requests are approved by your Commissioner.



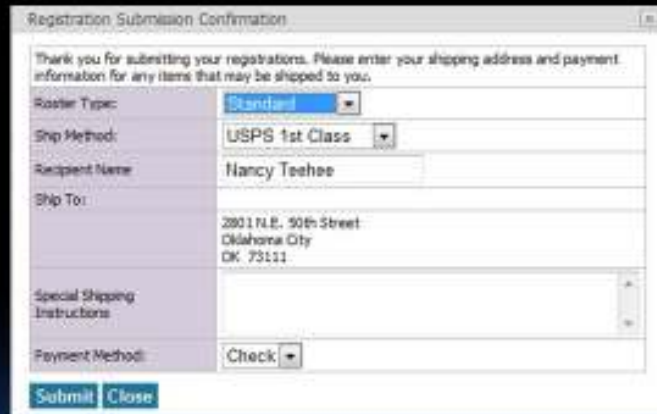
Fees						
Reg Option Start	Player Fee	Coach Fee	ASB w/BOOK	ASB w/BOOK	ASB w/BOOK	ASB w/BOOK
30 Indiv \$250 Photo Card (Options: ACE, BGDC)	\$21.00	\$37.00	\$25.00	\$20.00	\$18.00	\$20.00

Set Up For Mailing Invoice

When the "submit" button is clicked from the previous page, you are brought to this form which will direct you on where to mail your invoice and check to register your team.

Choose between roster types, ship methods, and the rest will be automatically filled in for you.

Now click the blue "submit" button.



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

Ship Method: USPS 1st Class

Recipient Name: Nancy Teehee

Ship To: 2801 N.E. 50th Street
Oklahoma City
OK 73111

Special Shipping Instructions:

Payment Method: Check

Submit Close

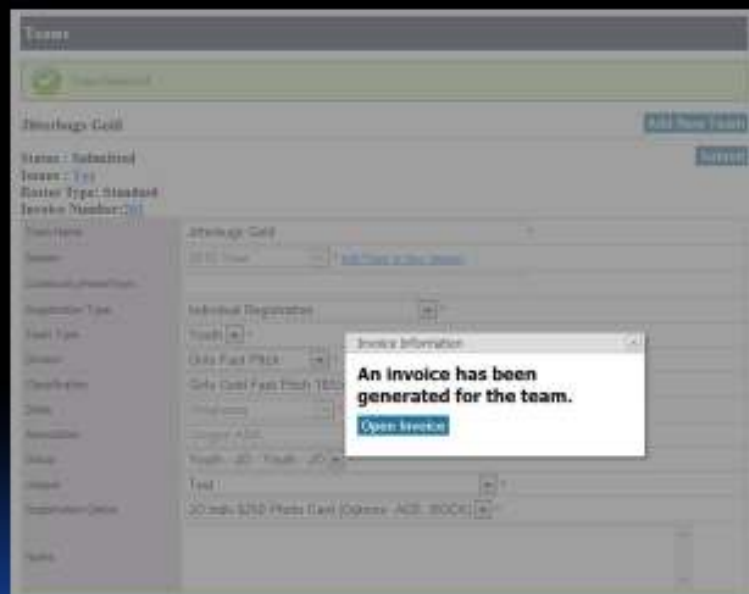
Invoice

When you clicked the "submit" button it automatically created an invoice for your team.

You can see in the background an invoice number has been created.

Your roster status now shows "submitted".

Click the blue button that reads "open invoice".



Teams

Atchafalaya Gold

Status: Submitted

Roster Type: Standard

Invoice Number: 701

Team Name: Atchafalaya Gold

Team: 2011 Team

Registration Type: Individual Registration

Team Type: Youth

Class: Girls First Place

Classification: Girls Gold First Place TEE

Class: Youth

Team: Youth - 2011 Youth - 2011

Team: Youth

Registration Dates: 30 Sep 2010 - 30 Sep 2010 (Girls - AGE: 2000)

Invoice Information

An invoice has been generated for the team.

Open Invoice

Open Invoice and Review

You may review your invoice you created.

Notice there is an invoice number and date.

The top right hand corner displays information on where and to whom you are to mail your invoice and check to for you in order to complete your registration.

Place your check and a copy of your invoice in an envelope and place the proper postage for mailing.

The screenshot shows a web browser window displaying an invoice from ASA (American Soccer Association). The page title is "ATTN: Individual Registration". The ASA logo is prominently displayed. The word "INVOICE" is centered on the page. In the top right corner, there is a "Check Payable To / Mail To" section with the following details: Origin #2475, 2002 W. Lee Dr, Okmulgee, OK 74450. Below this, there is a table with columns for "To", "Shipping Information", and "Invoice Date". The "To" section lists "Sandy Thibodeau" at "2002 W. Lee Drive, Okmulgee, OK 74450". The "Shipping Information" section lists "Sandy Thibodeau" at "2002 W. Lee Drive, Okmulgee, OK 74450". The "Invoice Date" is listed as "08/09/09". Below the table, there is a section for "Individual Registration" with a "Description" of "2010 ASA Youth Soccer Registration" and a "Qty" of "1". The "Amount" is listed as "\$21.00". At the bottom of the invoice, there is a "Total Costs" section with a "Total" of "\$21.00" and a "Shipping & Handling (USPS 1st Class)" of "\$0.00", resulting in an "Amount Due" of "\$21.00".

Review Your Team Page & Profile

The top arrow shows you still have "issues" and other roster information. As a coach, you need to take care of all the issues you can before submitting your roster.

The bottom arrow tells you that your roster was successfully submitted.

You may click on the invoice number to review, and click on "yes" beside issues to check to see what needs to be taken care of for your team.

The screenshot shows a web page for a team profile. The team name is "Aterbargo Gold". The page displays various registration details, including "Registration Type" (Individual Registration), "Youth" (Youth), "Gender" (Girls Fast Pitch), "Classification" (Girls Fast Pitch 16/Under), "State" (Oklahoma), "Association" (ASA), "League" (Youth - 10 - Youth - 10), and "Team" (Youth - 10 - Youth - 10). Below the registration details, there is a table with columns for "Reg Option", "Short Player Price", "Coach Price", "AGE1 w/REG", "AGE2 w/REG", "AGE3 w/REG", and "AGE4 w/REG". The table shows prices for "10 Indrs \$250 Photo Card (Dorsey ACE, WSOX)". At the bottom of the page, there is a "Team Submitted" button with a green checkmark and a "Yes" button.

Team Members Approved

After your team is approved by your Commissioner or JO Commissioner, you will be able to print your roster and insurance certificates.

You must add your "additional insured" and have approved prior to being able to print your final insurance copy.

You cannot print any final document until approved by your Commissioner.

The screenshot shows a web application interface for team registration. At the top, there is a navigation bar with links: Home/Day, Association, Individuals, Team/League, Documents, Order/Invoice, Profile, Admin, and Logout/Logout. Below this is a 'Teams' section with a green checkmark and the text 'Team Member Approved'. The main content area is titled 'Jittershops Gold' and includes buttons for 'Add New Team', 'Print Roster', and 'Insurance Cert/Print'. The status is 'Approved' and the roster type is 'Championship'. The registration details are as follows:

Team Name	Jittershops Gold
Season	2013 Year
Registration Type	Individual Registration
Team Type	Youth
Gender	Girls Fast Pitch
Classification	Girls Gold Fast Pitch 10U/Under
State	Oregon
Association	Oregon ASA
League	Youth - 10 - Youth - 10
League	Fast
Registration Option	10 Indr \$250 Photo Card (Options: ACS, 95000)

At the bottom, there is a 'Prices' table:

Reg Option	Short	Player Price	Coach Price	ACI w/BOOK	ACI w/BOOK	ACI w/BOOK	ACI w/BOOK	In
10 Indr \$250 Photo Card (Options: ACS, 95000)		\$21.00	\$27.00	\$25.00	\$26.00	\$26.00	\$26.00	

CONGRATULATIONS!

Welcome to the Amateur Softball Association

- You are now a member of the ASA, the National Governing Body of softball in the United States and a member of the United States Olympic Committee.
- The ASA has become one of the nation's largest sports organizations and now sanctions competition in every state through a network of 76 local associations.
- The ASA has grown from a few hundred teams in the early days to over 210,000 teams today, representing a membership of more than three million.
- By playing ASA you are among the Best of the Best!