

Registration Instructional Manual



THE NATIONAL GOVERNING BODY OF SOFTBALL

**OF SOFTBALL** 

# 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"

Tournaments   Login	
Member Login	
Some associations are not accepting online using the Submit Help Ticket below for mo back soon.	e registrations at this time and you may not be able to register at this time. Feel free to email us ore information. If your association is not listed in the Association drop-down list please check
Username	
Password	
Remember Me	Somball
Submit	THE NATIONAL GOVERNING BODY OF SOFTBALL
Create a member profile.   Lost your passwo	ord?   Submit Ticket

# 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

Create your memb	er profile							
ome associations are not o email us using the Subm st please check back soor	accepting online registrations a it Help Ticket below for more in	at this time and you formation. If your a	may not be able to regist ssociation is not listed in	ter at this time. Feel free the Association drop-dow				
Jsername		8						
Password								
Confirm Password								
Personal Email		(Prir	nary) *					
Confirm Personal Email		*						
Association	Select an Association	Select an Association 💌 *						
Group	Select a Group 🔹							
League	Select a League 💌 *							
First Name		8						
Middle Name								
Last Name								
Date of Birth	*							
Gender	Select Gender 💌 *							
Address		8						
City								
State	Select State 💌							
7in	*							
Work Email								
Confirm Work Email								
Phone		(Primary) *						
Work Phone								
Mobile Phone								
Fax Phone								
Website								
	Local Administrator	10 Commissioner	Adult Commissioner	Commissioner				
		Team Administrate	r Team Assistant	Manager				
Membership Type	Assistant Manager	Head Coach	Assistant Coach	Scorekeeper				
	Tournament Director	Umpire	Other	Board Member				
	District Adult Commissioner	District UIC	League Administrator	District JO Commissioner				
Submit								

• 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

#### Your password request from ASA Portal

ASA Softball [TEST-1\_noReply@registerasa.com] Sent: Thu 1/7/2010 7:29 PM To: Nancy Teehee

You have requested a password reminder from <u>ASA Softball</u>. For security reasons your password is not sent through email. Please Click the following link to reset your password.

http://testregisterasa.itracksports.com/Account/ResetPassword.aspx? reset=XEFSh40WUsyhRu1For2METB8TZUT1JgomiPv12WUfunHT/edVKp6ww==

This is a sample of the email you will receive for either the activation email or lost password.



#### ResetPassword

Password has been successfully reset to the new password.

Login | Lost your password?

# Login

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

Tournaments   Login	
Member Login	
Some associations are not accepting online registrations at a using the Submit Help Ticket below for more information. I back soon.	this time and you may not be able to register at this time. Feel free to email us f your association is not listed in the Association drop-down list please check
Username	
login under username	ASA CONTRACTOR
Password	
•••••	
Remember Me	Softball
Submit	THE NATIONAL GOVERNING BODY
	OF SOFTBALL
Create a member profile.   Lost your password?   Submit Ticke	<u>t</u>

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.

Personal Steps         #       Requirement       Required       Status       Purchase       Purchase Status         No data to display       No data to display       No data to display         Registration Status       Season :       2010 Year       Image: Classification       Classification       Group/League       Season       Status         Select All       Unselect All       Select all on the page       Unselect all on the page       Export To Pdf       Export         Drag a column header here to group by that column       Image: Classification       Group/League       Season       Status         #       Team Name       Classification       Group/League       Season       Status         No data to display       No data to display       No data to display       No data to display		Admin LogOut(1	voices   <u>Profile</u>	<u>Iournaments</u> Orders/Inv	uais   Teams/Leagues	Nancy Teehe	Plate : N	Home
#       Requirement       Required       Status       Purchase       Purchase       Purchase       Status         No data to display       No data to display       No data to display       No data to display         Registration Status         Season : 2010 Year       No data to display         My Teams         Select All Unselect All Select all on the page Unselect all on the page Export To Pdf Export         Drag a column header here to group by that column       Group/League       Season Status         #       Team Name       Classification       Group/League       Season         No data to display       No data to display       No data to display						05	nal Step	erso
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V Season Equals 2010 Year	Class				<u>r'</u>	Equals '2010 Ye	[Season] E	<b>v</b>
	Clear							

Add New Team | Submit Ticket

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

<u>Every</u> 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

Head Coach Assistant Coach Other  *
- Select a Season *
Please Choose a Registration Type 💌 *
Youth 💌 *
Select a Division 💌 *
Select a Classification 💌 *
Oklahoma 👻 *
Oregon ASA <
Select a Group 💌 *
Select a League 💌 *
Select a Registration Option 💌 *
×
Fees
rice Coach Price ACE1 w/BGCK ACE2 w/BGCK ACE3 w/BGCK ACE4 w/BGCK

# 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.



### **REGISTRATION TYPE**

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.

litterbugs Gold							4	Add Nev	v Tear
itatus : Pending ssues : <u>Yes</u> Roster Type: Non invoice Number:!	e None							1	Subm
Team Name	Jitter	ougs Gold			8				
Season	2010	Year	* Add Team to New	/ Season					
Community/HomeTov	vn								
Registration Type	Individ	dual Registration		*					
Team Type	Youth	n 💌 *							
Division	Girls	Fast Pitch	*						
Classification	Girls	Gold Fast Pitch 1	8/Under 💌 *						
State	Oklał	noma	* *						
Association	Oreg	on ASA	*						
Group	Youth	n - JO - Youth - JO	•						
League	Test			•					
Registration Option	JO In	div \$250 Photo Ca	ard (Options: ACE,	BGCK) 💌 *					
Notes								^	
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Notes Reg Option Shor JO Indiv \$250 Photo Card (Options: ACE, RGCK)	Player Price \$21.00	Coach Price \$37.00	Fe ACE1 w/BGCK \$25.00	es ACE2 w/BGCk \$20.	C AC	E3 w/BGCł \$20.	( ACE	4 w/BGC \$20	K I
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# 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).

HomePlate   Associ	ations   Individuals   Teams/	Leagues   Tournament	s   Orders/Invoice	s   Profile   Admin   LogOut(nancy)
Individuals				
FirstName	LastName	Zip	Date of Birth	
Cindy	Brady	53124	1/2/2010	

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.

ndivio	iuals					
irstNam	e	LastName	Zip Date of Birth			
Jamie		Murdock	73111 11/27/00			
Suhmi	t					
Jubiiii	C .					
the m	ombor is not listor	on the courch results	then place click the ADDNEW by	ttop below to ad	I now member	
the m	ember is not listed	on the search results	then please click the ADDNEW bu	tton below to add	d new member.	
the m	ember is not listed	l on the search results	then please click the ADDNEW bu	tton below to add	d new member.	
the m Add Ne	ember is not listed ew	l on the search results	then please click the ADDNEW bu	tton below to add	d new member.	
f <b>the m</b> Add Ne Drag a	ember is not listed ew column header her	d on the search results	then please click the ADDNEW bu	tton below to add	d new member.	
f <b>the m</b> Add Ne Drag a	ember is not listed ew column header her FirstName	d on the search results re to group by that col Last Name	then please click the ADDNEW bu	tton below to add	d new member. State	Ratin
the m Add Ne	ember is not listed ew column header her FirstName	d on the search results re to group by that col Last Name	umn Association	City	d new member. State	Ratin
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# 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.

Team Members								
Add New Member							Return	Search Membe
TeamName	Jitterbugs G	iold		_				
Role	Player Assistant Other	Manager 🔲 H	eam Administra lead Coach	tor Team	Assistant	t ∎M h ∎S	anager corekeeper	
First Name	Courtney		*					
Middle Name								
Last Name	Pinion		*					
Email								
Confirm Email								
Date of Birth	8/7/1992							
Photo			Browse					
Address								
City								
State	Oklahoma	•						
Zip	73162							
Phone								
Insurance Deductible	\$250.00 -	]						
Gender	Select Ge	ender 💌 *						
Drivers License								
Notes								*
Add To Team Add	to Team & Add	New Memb	er Cancel					
Members								
Drag a column head	der here to group b	by that colum	n					
Name	Role	Deductible	DOB	Phone	Issue	Ema P	hot Status	Status Date
Nancy Teehee	Team Administrator	\$250.00	11/23/1960	405-425- 3492	Yes	Ema P	hot Pending	
♥ <u>Create Filter</u>								

### Add Photo For ID Card

#### **GREAT NEW FEATURE**

You can use a team photo to crop each player's photo to form their ID card.

One photo = ALL Players ID Cards!  Click the "browse" link in the Photo box on the form to add a member's picture for their ID card.



# Find Photo

Select the "browse" button to locate your team photo or individual player's photos on your personal computer.

Click "next" to upload the image onto your computer.



# Crop Your Photo

- A box will appear around your photo that will highlight a portion of the area of the picture.
- 2. Click in the middle of the box and you will be able to crop your photo.
- 3. Point your cursor to one of the end boxes on the photo and drag close together to crop the photo to highlight the person you wish to create their ID card.



3 Easy Steps!

# Cropped Photo

Sample to the right shows the area of the photo that is cropped.

When you have the photo cropped to your designated area click the "finish" button.

You can use ONE team photo to create ID cards for your entire team!



### ID Card Photo

After you crop your photo it will appear on your player or coach's profile page.

To add photos for each player repeat the process by first going to the member's profile page of the person you wish to upload a photo.

You can get to the profile page by clicking on the member's name on the team page (player's names are located at the bottom of the page).





# 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.

Teams							
Jitterbugs Gold	l					Add New T	eam
Status : Pending Issues : <u>Yes</u> Roster Type: Nor Invoice Number:	ne :None					Su	bmit
Team Name	Jitte	rbugs Gold			*		
Season	201	0 Year	<ul> <li>Add Team to Ne</li> </ul>	w Season			
Community/HomeTo	wn						
Registration Type	Indi	vidual Registration		*			
Team Type	You	th 💌 *					
Division	Girl	s Fast Pitch	*				
Classification	Girl	s Gold Fast Pitch	18/Under 💌 *				
State	Okl	ahoma	*				
Association	Ore	gon ASA	*				
Group	You	th - JO - Youth - J	0 💌 *				
League	Tes	t		*			
Registration Option	JO	ndiv \$250 Photo C	ard (Options: ACE	E, BGCK) 💌 *			
Notes						*	
			Fe	ees			
Reg Option Shor	Player Price	Coach Price	ACE1 w/BGCK	ACE2 w/BGCK	ACE3 w/BGCK	ACE4 w/BGCK	In
JO Indiv \$250 Photo Card (Options: ACE, BGCK)	\$21.0	\$37.00	\$25.00	\$20.00	\$20.00	\$20.00	
•			m				•
Save Cancel	Add Member						

# 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.

Thank you for submitting information for any items	y your registrations. Please enter your shipping address and payment s 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 -

# 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".



# 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.



# 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.

Jitterbugs Gold						Add New T	ear
Status : Submitte Issues : <u>Yes</u> Roster Type: Stat Invoice Number:	ed ndard <u>261</u>	ļ				Su	bm
Team Name	Jitter	ougs Gold			*		
Season	2010	Year					
Community/HomeTov	vn						
Registration Type	Indivi	dual Registration					
Team Type	Youth						
Division	Girls						
Classification	Girls	Gold Fast Pitch 1	8/Under 💌 *				
State	Oklah	ioma	*				
Association	Oreg	on ASA	*				
Group	Youth	n - JO - Youth - JO	) 🔻 *				
League	Test			*			
Registration Option	JO In	div \$250 Photo Ca	ard (Options: ACE	e, BGCK) 💌 *			
Notes						A 7	
		5. v	Fe	ees			
Reg Option Short Player Price		Coach Price	ACE1 w/BGCK	ACE2 w/BGCK	ACE3 w/BGCK	ACE4 w/BGCK	In
JO Indiv \$250 Photo Card (Options: ACE, BGCK)	\$21.00	\$37.00	\$25.00	\$20.00	\$20.00	\$20.00	

# 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 <u>must add your</u> "additional insured" and have approved prior to being able to print your final insurance copy.

You <u>cannot</u> print any final document until approved by your Commissioner.

HomePlate   Associations	Individu	<u>als</u>   <u>Teams/League</u> :	s   <u>Tournaments</u>	Orders/Invoices   P	Profile   <u>Admin</u>   <u>L</u>	ogOut(nancy)	
Teams							
Team Members Approved							
Jitterbugs Gold			A	dd New Team	Print Roster In	surance Certific	ates
Status : Approved Issues : <u>Yes</u> Roster Type: Championship Invoice Number: <u>261</u>							
Team Name	Jitterk	ougs Gold			8		
Season	2010	Year	Add Team to New	v Season			
Community/HomeTown							
Registration Type	Individual Registration						
Team Type	Youth 💌 *						
Division	Girls Fast Pitch 💌 *						
Classification	Girls Gold Fast Pitch 18/Under 💌 *						
State	Oklahoma 💌 *						
Association	Oregon ASA 🔍						
Group	Youth - JO - Youth - JO 💌 *						
League	Test 💌 *						
Registration Option	ation Option JO Indiv \$250 Photo Card (Options: ACE, BGCK) 💌 *						
Notes						*	
		14	Fe	es			
Reg Option Shorl Player Pri	ce	Coach Price	ACE1 w/BGCK	ACE2 w/BGCK	ACE3 w/BGCK	ACE4 w/BGCK	In
JO Indiv \$250 Photo Card (Options: ACE,	\$21.00	\$37.00	\$25.00	\$20.00	\$20.00	\$20.00	

# 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!

# RegisterASA.com



AMATEUR SOFTBALL ASSOCIATION OF AMERICA - ESTABLISHED 1933 THE NATIONAL GOVERNING BODY OF SOFTBALL