

How to Register a League

Version 1.02 Rev 2012.01



RegisterASA.com

2012 Season

v1.02 Rev 2012.01

How to Register a League

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IMPORTANT CHANGES FOR 2012 SEASON

1. It is recommended that League Administrators use existing RegisterASA data to register their members for the current year. A new process called *Registration Extract* has been added to the league screen for this purpose, however this option may not be available under all associations. *Please see other pages in this document for more information.*
2. A new column named “MemberID” has been added to the Excel file that needs to be imported into RegisterASA. This Member ID, also referred to on the site as Person ID, will help locate existing members and avoid the creation of multiple profiles for the same person. *(Multiple profiles sometimes lead to multiple invoice charges.)*
3. Telephone numbers and addresses are now required for all adult members of youth leagues.

How to Register a League

Version 1.02 Rev 2012.01

Please read carefully before proceeding with your league registrations.

1. Determine which local ASA has jurisdiction over your registrations. Use the following page on the ASA website to locate your association:
<http://www.asasoftball.com/about/register.asp>. Adjust your profile if needed. Some associations have their own customized League Registration manuals so check with your commissioner before continuing.
2. You'll need to be an "approved" League Administrator in the RegisterASA system to be able to use the league functions.
3. If you do not see the League Registrations button you need to email your commissioner and ask to be approved as a League Administrator.
4. If required by your local association, you may also need birth certificates and background check consent forms for the members you need to register.
5. **New for 2012: Determine if you need to use the "Registration Extract" process to register your members.**

How to Register a League

Version 1.02 Rev 2012.01

What is needed to register a league individually with ASA?

1. A user profile with an approved League Administrator role.
2. Create a new League for the current season.
3. Use Extract Registration process to create your Excel file. (Optional)
4. Upload your completed Excel to the league.
5. Gather required forms such as birth certificates and background check consent forms.
6. Perform the “Submit and Create Invoice” process on the system.
7. Print your invoice and send required payment and documentation.
8. Wait for your State/Metro ASA Commissioner to approve your registrations.
9. If needed, upload additional members using a separate Excel file and create another invoice and mail the payment and required forms. This step can be run as many times as needed.

Who can use the Registration Extract Process?

Version 1.02 Rev 2012.01

How to determine if you can use the Registration Extract Process

If the previous year is an option in the Season drop-down box on your Homeplate you should be able to see your leagues from the previous year and run the Registration Extract process. See the pages titled “Registration Extract Process” in this document for guided instructions.

If you don't have access to a previous year, or if you're a new League Administrator for the current season, please see the instructions under “Create a New League” also located in this document.

Show Registration Status for Season:

2011 Year
2012 Year
2011 Year

Load Grid

My Leagues

My Teams

Select All Unselect All Select all on the page Unselect all on the page Export To Pdf Export To Excel Refresh Grid

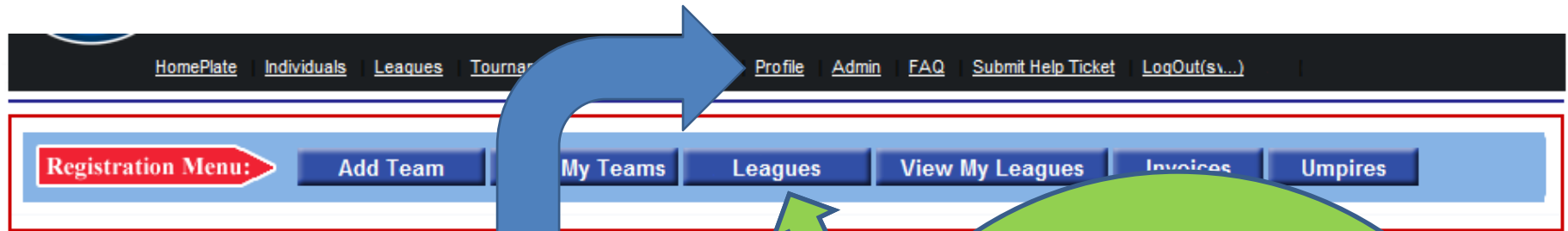
Drag a column header here to group by that column

#	League Name	Status	Status Date	Mbr Count	Issues	Insurance	Classification	Group/League

No data to display

League Administrators: Your Role

Version 1.02 Rev 2012.01



Verify that you have selected the League Administrator role in your profile. If you don't see the league registration buttons ask your commissioner to approve you as a League Administrator.

Once you see the "Leagues" button in the Registration Menu you should be ready to perform the functions of a League Administrator. This means exporting data (only your own from a previous year), importing registrations, creating invoices, generating ID cards for your members and printing insurance certificates.

Create a New League

Version 1.02 Rev 2012.01

Leagues

About Leagues

League ID	League Name	Season	Association
<input type="text"/>	<input type="text"/>	2012 Year	CA - Northern California ASA

Load Grid

OR

Add League

A new league needs to be created in order to register for the current season. After you create the new league you'll be able to import registrations either from your own Excel file or from a file extracted from RegisterASA from your previous year's registrations.

Start by clicking on the "Add League" button in the League screen.

Create a New League

Version 1.02 Rev 2012.01

Leagues

Add New League

Role Name	<input checked="" type="checkbox"/> League Administrator <input type="checkbox"/> Head Coach <input type="checkbox"/> Coach <input type="checkbox"/> Other *
Additional Options	<input type="checkbox"/> Background
League Name	Redwood City Girls Softball League *
Season	2012 Year *
Community/HomeTown	Redwood City, CA
League Type	Youth *
Division	Girls Fast Pitch *
Classification	Girls Fast Pitch - Unclassified *
State	California *
Association	CA - Northern California ASA *
Group	JO Rec 1 - San Mateo County - JO Rec 1 - San Mateo Count *
League	Redwood City GSL *
Registration Option	JO Individual, \$250 Deductible, Non-Photo * <input type="checkbox"/> BG-No Car
Website	

1. Select League Administrator role
2. If the League Admin needs a background check place a checkmark on "Background"
3. Type the League name
4. Select the season
5. Type the Community /Hometown name
6. Select the League Type (Adult or Youth)
7. Select the Division
8. Select the classification. Note: if multiple age groups will be selected use the "Girls Fast Pitch – Unclassified" option.
9. The State and Association are selected by default from the League Admin's profile
10. Verify the Group and League. Should be the same as the League Administrator's selection
11. Select the Registration Option.
12. CLICK THE "ADD LEAGUE" BUTTON AT THE BOTTOM OF THE SCREEN.

Create a New League

Version 1.02 Rev 2012.01

Leagues



The league was added successfully.

Check for this green message bar. This confirms that you created the league successfully and that you can continue with the next steps.

Manage League :Redwood City Girls S

Status : Pending

Issues : [Yes](#)

Invoice Number:None

Submit and Create Invoice

Registration Extract

Upload

League ID : 114

League Name	R
Season	2
Community/HomeTown	R
League Type	Y
Division	C
Classification	C
State	C
Association	C
Group	J
League	R
Registration Option	J
Website	

Select "Upload" if you have not previously registered your members on RegisterASA. The "Upload" option allows you to download an Excel template that you will use to import your registrations.

If you have previous season data, and your association settings permit, continue with slides 10-14, otherwise skip to slide 15.

Registration Extract Process

Version 1.02 Rev 2012.01

First locate your previous year's league by providing your search criteria as the example shows above. Click Load Grid to display your results.

Use the Registration Extract process to create an Excel file to use as the basis for the import process for this year's registrations. This process is available only if you have access to a previous season.

Registration Extract Process

Version 1.02 Rev 2012.01

Leagues

Manage League :Redwood City Girls Softball league

Status : Submitted

Issues :

Invoice

In the Manage Leagues screen you can start the extract process by click the “Registration Extract” button.

Registration Extract

League ID : 53265

Registration Extract Process

Version 1.02 Rev 2012.01

1. Select the Registration Type
2. Click "Select All"
3. Click "Create Registration File"
4. Save the Excel file to your computer.

League Export

Select All Unselect All Select all on the page Unselect all **3** Create Registration File

Select Registration Type: Player

#	MemberID	LastName	FirstName	MiddleName	Suffix	Address	City	State	Zip
<input checked="" type="checkbox"/>	151290	Morinda Nungaz	Dany						
<input checked="" type="checkbox"/>	101322	Richardson	Samantha						
<input checked="" type="checkbox"/>	451874	Holmes	Emmanuel						
<input checked="" type="checkbox"/>	712407	Sullivan	Thomas						

Do this process for every different Registration Type you've used. For example, you'll need to do this for Players, Coaches, etc., separately and then import them into the system one at a time.

Registration Extract Process

Version 1.02 Rev 2012.01

Registration Extract process, continued...

After you click the “Create Registration File” button you’ll be prompted to save the file. You need to save the Excel file somewhere on your computer so you can open it in Excel and then make any necessary edits before importing back into RegisterASA.

Some of the changes that you you need to do in the extracted file will be things such as correcting an address or phone number, removing members that do not need to be registered, and adding new members that have either not registered previously or that are not listed in the extracted file.

IMPORTANT: Do not edit an existing row in the Excel file to replace a member. If you need to add a new member, add the member at the bottom of the spreadsheet in a new row. You can add as many new members as you need. If you need to remove a member from the Excel file simply right-click on the row number and click Delete in the pop-up menu that appears.

Upload Process

Version 1.02 Rev 2012.01

This screen will appear after you click the “Upload” button.

[HomePlate](#) | [Individuals](#) | [Tournaments](#) | [Orders/Invoices](#) | [Profile](#) | [Version](#) | [FAQ](#) | [Submit Help Ticket](#) | [LogOut\(\)](#)

Upload Data

Use the Upload Data feature to import names from a spreadsheet on your computer to the online database. All names imported will be added to the account.

Your import file must match the exact format of the sample file provided on this page. Click [SampleExcelFile.xls](#) to save or download the file.

Below is information you should know before you import your first file:

Import Will Do

1. Will check for duplicate names that are already in the system.
2. Will locate duplicates and update information on the individual.
3. Will place individuals into a Pending registration status for inclusion on invoice.
4. Will assign individuals to the selected League.
5. Will assign individuals to the selected league's classification.
6. Will assign a unique Member Id number to each new member that is added from your file.

Import Will NOT Do

1. Will NOT assign individuals to teams.

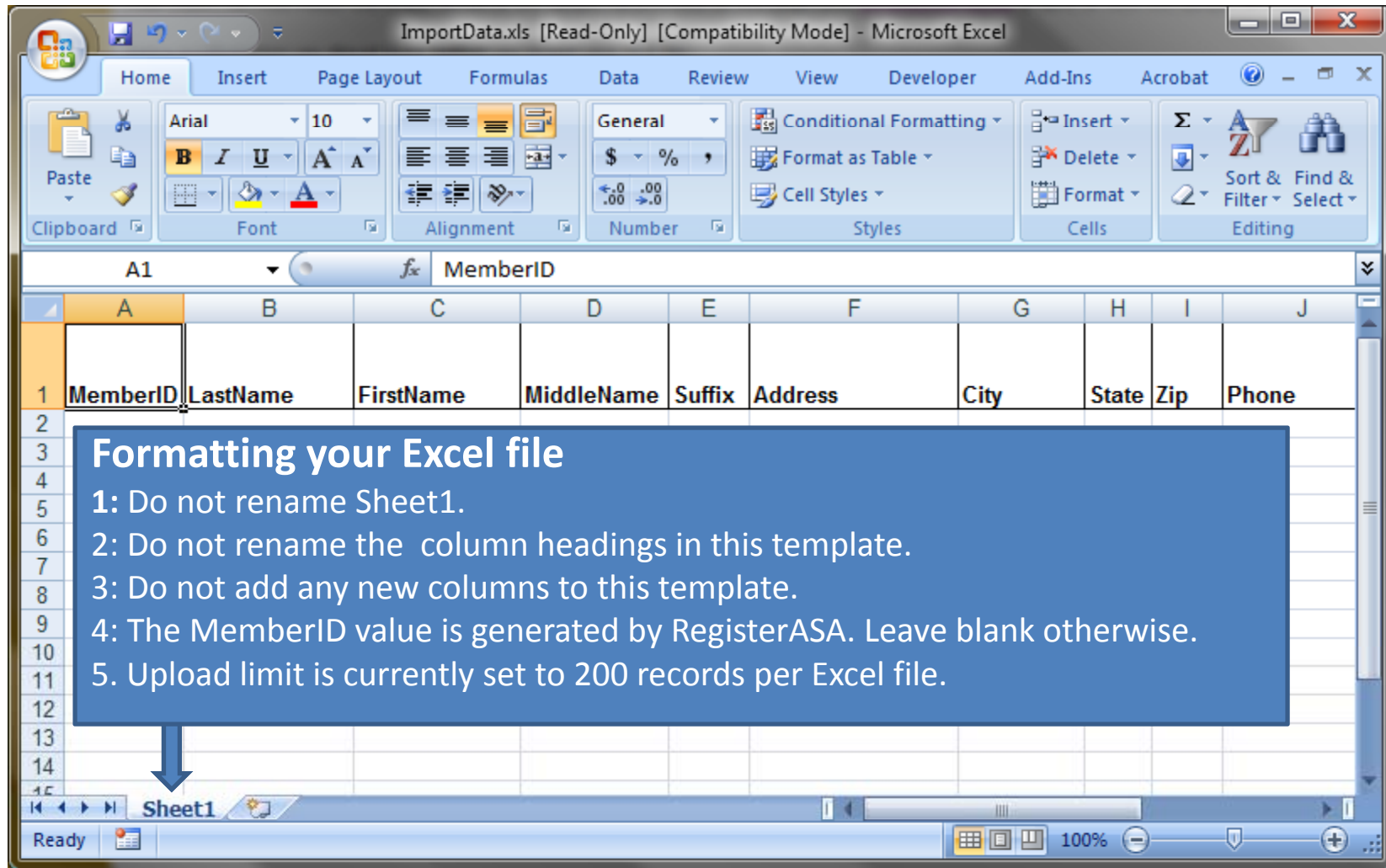
Next

Click this link to open the Excel template. Save it to your computer.

If the spreadsheet is filled out and saved, click the “Next” button.

Upload Process

Version 1.02 Rev 2012.01



ImportData.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

Paste Clipboard Font Alignment Number Styles Cells Editing

A1 MemberID

	A	B	C	D	E	F	G	H	I	J
1	MemberID	LastName	FirstName	MiddleName	Suffix	Address	City	State	Zip	Phone
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Formatting your Excel file

- 1: Do not rename Sheet1.
- 2: Do not rename the column headings in this template.
- 3: Do not add any new columns to this template.
- 4: The MemberID value is generated by RegisterASA. Leave blank otherwise.
- 5: Upload limit is currently set to 200 records per Excel file.

Sheet1

Ready 100%

Upload Process

Version 1.02 Rev 2012.01

Players, coaches, staff and volunteers must be added to separate Excel files for upload. All members in a spreadsheet should have the same role.

As you upload these files you should create invoices so that you can match up your lists with the invoices that will be created by the system.

You may have the option to select ACE and or background checks for your coaches, staff and volunteers as you upload their records. ACE and/or background checks may be required by your association, so please check with your local commissioner before uploading the adult members in youth leagues.

Upload Process

Version 1.02 Rev 2012.01

[HomePlate](#) | [Individuals](#) | [Tournaments](#) | [Orders/Invoices](#) | [Profile](#) | [Version](#) | [FAQ](#) | [Submit Help Ticket](#) | [LogOut\(\)](#)

Upload Data

Select registration options below and click the **Browse** button to locate and select the upload pass records.

If an error is encountered due to an incorrect format you will be provided information you can proceed to the Members screen to continue with the registration process.

Note: *FirstName,LastName,Date of Birth ,Zip Code,Address* are all required fields.

Uploading to : **The Examples**

Select Role

Player

Upload Data

Select the role to assign to the individuals when they get uploaded into the system.

Click the "Browse" button to locate the file you want to upload. Once the file has been located, click the "Upload" button.

Upload Process

Version 1.02 Rev 2012.01

[HomePlate](#) | [Individuals](#) | [Tournaments](#) | [Orders/Invoices](#) | [Profile](#) | [Version](#) | [FAQ](#) | [Submit Help Ticket](#) | [LogOut](#)

Upload Data

Note: FirstName, LastName
If the Upload Status is below

Upload Status	Last Name
Existing	Softball
New	Smith
New	John

This grid will display the list of members that were added from your Excel file. You need to review this list carefully to ensure that everyone from your Excel file has been uploaded.

At this point you can still cancel the upload process and the members on this grid will not be uploaded.

Please read the information on the following page to help you determine if you should proceed with the upload process.

NOTE: Depending on the number of individuals in the Excel file the grid above may take between a few minutes to 10-15 minutes to display. Please wait for this screen to display after you click the "Upload" button on the previous screen.

Upload Process

Version 1.02 Rev 2012.01

[HomePlate](#) | [Individuals](#) | [Tournaments](#) | [Orders/Invoices](#) | [Profile](#) | [Version](#) | [FAQ](#) | [Submit Help Ticket](#) | [LogOut](#)

Upload Data

Note: FirstName, LastName, Birth Date, and Email are required fields. If the Upload Status field is blank, the member will be added as a new member.

Upload Status	Last Name
Existing	Softba
New	Smith
New	John

Examine the list of members as follows:

1. How many members are on the grid (as compared to your Excel file).
2. Check the Upload Status for each member.
 - a. **Already Registered** : Already registered for current season and member will not be added to invoice.
 - b. **Existing**: Member already exists in the database and will be registered for the current season when uploaded.
 - c. **New**: New profile will be created and the member will be added to the invoice.
 - d. **Invalid Birth Date**: The DOB in the Excel file is invalid and the member will not be uploaded.
3. Look for required fields (in red text) above the grid.
4. The grid is grouped by Upload Status to make it easier to locate issues with your upload file.

Upload Process

Version 1.02 Rev 2012.01

[HomePlate](#) | [Individuals](#) | [Tournaments](#) | [Orders/Invoices](#) | [Profile](#) | [Version](#) | [FAQ](#) | [Submit Help Ticket](#) | [LogOut](#)

Upload Data

Note: FirstName, LastName, etc.
If the Upload Status field be

Upload Status	Last Name
Existing	Softba
New	Smith
New	John

Continued from previous page...

If the information you need to upload into the system is not correct you should click the "Cancel" button. Make corrections to your Excel file based on information gathered from this screen.

You can upload the same file again after you've made corrections. Once you get the results you need click the "Submit" button to complete the upload process.

Upload Process

Version 1.02 Rev 2012.01

The individuals you uploaded will show up at the bottom of the League page.

Save Cancel Add Member

League Members Association

Approve Deny Remove CreateTeam

Select All Unselect All Select all on the page Unselect all on the page

Drag a column header here to group by that column

#	PersonID	Name	Role	Deductible	DOB	Phone	Issues	Email	In
<input type="checkbox"/>	333544	Devin Loehrs	League Administrator	\$0.00	10/1/1920	405-650-2560	Yes	Email	
<input type="checkbox"/>	703979	Miller John	Player		6/6/1993	1231231234	Yes	Email	
<input type="checkbox"/>	703978	John Smith	Player		6/6/1993	1231231234	Yes	Email	
<input type="checkbox"/>	10950	Suzanne Softball	Player		6/6/1993	1231231234	Yes	Email	

Create Filter

v1.02 Rev 2012.01 22

Create an Invoice

Version 1.02 Rev 2012.01

Leagues



Manage Le

Status : Pe

Issues : Y

Invoice Nu

Once all of the individuals have been added to your league, create an invoice and submit your league by clicking the "Submit and Create Invoice" button.

Submit and Create Invoice

ation Extract

Upload

League ID : 66414

League Nam

Season

Community/H

League Type

Division

Classification

State

California

Association

CA - Northern California ASA

Group

JO Rec 1 - San Mateo County - JO Rec 1 - San Mateo County

League

Redwood City GSL

Registration Option

JO Individual, \$250 Deductible, Non-Photo

BG-No Card

BG-Card

Website

Pay an Invoice

Version 1.02 Rev 2012.01

After you create your invoice you need to submit payment and all required documentation to the “Payable To” entity printed on the invoice.

After you mail your payment please allow 5-7 business days for processing. Once your commissioner has received payment and approves your registrations 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 league screen for an “Approved” status.

You can print your insurance certificate from the “Manage League” page after your registrations are approved.

How to Register a League

Version 1.02 Rev 2012.01



RegisterASA.com

2012 Season

v1.02 Rev 2012.01