

How to Register a Team

Version 1.02 Rev 2012.02



RegisterASA.com

2012 Season

v1.02 Rev 2012.02

How to Register a Team

- If you previously registered your team on RegisterASA you first need to decide if you're going to use one of your existing teams or if you're going to create a new team. If you're going to create a new team, please continue with the next page.
- If you want to use one of your existing teams, and the members on the team, skip to page 16.

How to Register a Team

Before proceeding to the step-by-step instructions please read the following information so that you have all the information you need to create your team and add the members to the team.

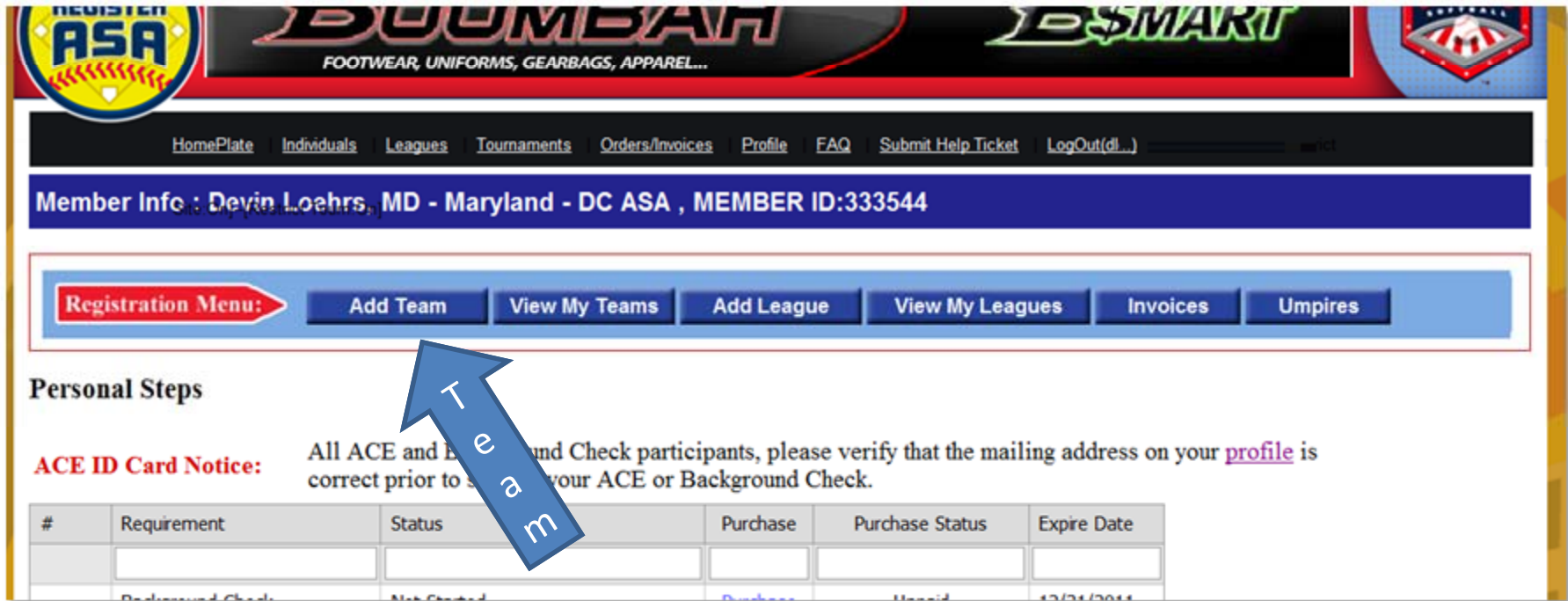
1. Determine which local ASA has jurisdiction over your registration. Use the following page on the ASA website to locate your association:
<http://www.asasoftball.com/about/register.asp>. Adjust your profile if needed.
2. Once you have your profile on RegisterASA, and are in the correct association, ensure that you assigned yourself the role of “Team Administrator” in your profile page and also on the team member profile.
3. For every member that you add to your team you’ll need the member’s first name, last name, ZIP code and date of birth. Alternatively, if you have the member RegisterASA Member ID number you can use that number plus the date of birth to add a member to your team. This information is used to locate existing profiles on RegisterASA as well as to create new profiles (when a match is not found).
4. If required by your local association, you may also need birth certificates and background check consent forms.
5. If you select the photo ID card option you’ll need a photograph in either JPG or GIF format for uploading into the system.

How to Register a Team

Once you have obtained the required information proceed to your Homeplate and continue with the following instructions to register your team and submit your registration for approval. After you submit your registration (which is the process of creating the invoice) you'll need to mail all documentation to the "Payable to" entity on the registration invoice. Don't forget to include a copy of the invoice when you mail your payment as well as copies of birth certificates and background check consent forms as needed.

After you mail your payment please allow 5-7 business days for processing. Once your commissioner has received payment and approves your registration 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 "My Teams" listing for an "Approved" status. After approval you can print your roster and insurance certificate.

Starting new this year? How to Register a New Team



The screenshot shows the ASA website homeplate. At the top, there are logos for ASA, BOUMBAH (FOOTWEAR, UNIFORMS, GEARBAGS, APPAREL...), and SMART. Below the logos is a navigation bar with links: HomePlate, Individuals, Leagues, Tournaments, Orders/Invoices, Profile, FAQ, Submit Help Ticket, and LogOut(dl...). A blue banner displays member information: Member Info: Devin Loahrs, MD - Maryland - DC ASA, MEMBER ID:333544. Below this is a 'Registration Menu' with buttons for Add Team, View My Teams, Add League, View My Leagues, Invoices, and Umpires. A blue arrow labeled 'Team' points to the 'Add Team' button. Underneath the menu is a 'Personal Steps' section with an 'ACE ID Card Notice' and a table with columns: #, Requirement, Status, Purchase, Purchase Status, and Expire Date.

#	Requirement	Status	Purchase	Purchase Status	Expire Date
	Background Check	Not Started	Purchase	Unpaid	12/31/2014

Click the “Add New Team” button that appears
on your Homeplate

Teams

Add New Team

Players Information Possible Conflicts **Team Preview**

Your Role on Team	<input checked="" type="checkbox"/> Team Administrator <input type="checkbox"/> Head Coach <input type="checkbox"/> Coach <input type="checkbox"/> Other
Team Name	<input type="text"/>
Season	2012 Year *
Community/HomeTown	<input type="text"/>
Registration Type	Individual Registration *
Team Type	Youth *
Division	-- Select a Division -- *
Classification	--Select a Classification-- *
State	Oklahoma *
Association	CT - Connecticut ASA *
Group	N/A - N/A *
League	N/A *
Registration Option	-- Select a Registration Option -- *
Website	<input type="text"/>
Notes	<input type="text"/>

Add Team **Cancel**

Assign yourself the “Team Administrator” role. Only Team Administrators can create invoices and submit teams for approval. (NOTE: A team can have only one Team Administrator.)

Select all the required data on this form and then click the “Add Team” button to create your new team.

Adding a Member

HomePlate Individuals Leagues Tournaments Orders/Invoices Profile FAQ Submit Help Ticket LogOut(dlt...)

Teams

For Example Move Team

Status : Pending
Issues : [Yes](#)
Roster Type: Standard
Invoice Number:None
Player Count By Association: [Hover Mouse Here](#)

Generate Invoice Preview

Team ID : 51412

Team Members Information Invoice Preview

[Background Consent Form for Residents of CA, MN, NY, & OK](#) [Background Consent Form for All Other States](#)

Remove Add Member

Select All Unselect All Select all on the page Unselect all on the page Refresh Grid

Drag a column header here to group by that column

#	Person	Name	Role	DOB	Status	Status Date	Inv	BG Status	BG Date	ACE	ACE Date	Photo	Issue	CP
<input type="checkbox"/>	<input type="checkbox"/>													
<input type="checkbox"/>	33354	Devin Loehrs	Team Admin	10/1/1920	Pending			Not Started				View Photo	Yes	
<input type="checkbox"/>	15795	Lori Coleman Test	Player	12/3/1991	Pending							View Photo	Yes	

Page 1 of 1 (2 items) **1**

[Create Filter](#)

To start adding members to your team, click the "Add Member" button.

Adding a Member

HomePlate Individuals Leagues Tournaments Orders/Invoices Profile FAQ Submit Help Ticket LogOut(dloehr...) restrict

Individuals Site On]-[Restrict Team On]

Member ID # 123456 DOB 02/29/1999 **Submit**

-- OR --

FirstName Emily LastName Smith Zip 73111 Date of Birth 02/29/1999 **Submit**

Note: Scroll the Grid to the Right for ACE and Background Check Information.

Drag a column header here to group by that column

Select	Photo	PersonID	First Name	Last Name	Association	City	State	BG Status	Ch
Add Member	Member Photo	123456	Emily	Smith	OK - Oklahoma ASA	Oklahoma City	Oklahoma		

Page 1 (1 items) [1]

Add New

If the member is not listed on the search results then please click the ADDNEW button below to add new member.

Adding a Member

HomePlate Indi

Individuals Site On] - [Restrict

Member ID # 123456 DOB 02

-- OR --

FirstName Emily Last Smith

Note: Scroll the Grid to the

Drag a column header here to g

Select	Photo	P

Add Member

Member Photo

Page 1 of 1 (1 items) [1]

Create Filter

If the member you searched for is not found, a new profile page will appear and you'll need to save the profile to add the member to the team.

If the member you searched for is not one of the members in the grid below click the Add New button to add the member's profile.

If you know that the person you're trying to add to your team is already registered (either this year or in a previous year) please obtain the member's correct information so that you do not create a new profile.

If you create a new profile for a person that is already registered in the current season you will be charged another registration fee.

If the member is not listed on the search results then please click the ADDNEW button below to add new member.

Add New



Team Members


[Add New Member](#)
[See member's history](#)

[Return](#)

[Search Players](#)

Fill out the individual's role and information

Member ID:

Team Name: For Example			Photo	
Role	<input checked="" type="checkbox"/> Player <input type="checkbox"/> Team Administrator <input type="checkbox"/> Head Coach <input type="checkbox"/> Coach <input type="checkbox"/> Scorekeeper <input type="checkbox"/> Other			 Browse...
Name	First Name Emily	Middle Name Sue	Last Name Smith	Email
Address	6401 West...			Confirm Email
City	Oklahoma City	State	Oklahoma	Zip
Notes				Date of Birth
				Phone
				Gender

Once you've typed all the information on this screen, click the "Add To Team" button. If you would like to add more members to this same team then click the "Add to team & Add new member" button and that will take you back to the page where you search for existing members.

The Team Page

HomePlate Individuals Leagues Tournaments Orders/Invoices Profile FAQ Submit Help Ticket LogOut(dli...)

Teams

For Example Move Team

Status : Pending Generate Invoice Preview
Issues : [Yes](#)
Roster Type: Standard
Invoice Number:None
Player Count By Association: [Hover Mouse Here](#) Team ID : 51412

Team Members Information Invoice Preview

[Background Consent Form for Residents of CA, MN, NY, & OK](#) [Background Consent Form for All Other](#)

Remove Add Member

Select All Unselect All Select all on the page Unselect all on the page Refresh Grid

Drag a column header here to group by that column

#	Person	Name	Role	DOB	Status	Status Date	Inv	BG Status	BG Date	ACE	ACE Date	Photo	Issue	CP
<input type="checkbox"/>	33354	Devin Loehrs	Team Admin	10/1/1970	Pending			Not St				View	Yes	
<input type="checkbox"/>	123456	Emily Smith	Player	02/29/1999	Pending								Yes	

Page 1 of 1 (2 items) < < Prev [1] Next > >

Click the "Add Member" button to add more members to the team.

The members have been added to the team page, as seen here and will be in Pending status.

Generate Invoice Preview

1. Status: Pending = waiting to be submitted, Submitted – created invoice waiting to be approved, Approved – You have met the requirements
2. Click the “Yes” link to view your team’s issues
3. Roster type : None, Standard, Championship. To upgrade a roster you will simply need to click the upgrade button
4. Invoice Number: Click here to view your invoices

Invoice Preview

Notice the new tab. You're still on the team page. THIS IS NOT AN ACTUAL INVOICE SO DON'T PRINT THIS PAGE.

If a correction is needed we have a link to provide suggestions.

Notice that the invoice detail includes only members without a previous invoice for the current season.

Carby Wildcats

Season: Pending
 Issues: [Yes](#)
 Roster Type: None
 Invoice Number: None
 Player Count By Association: [Hover Mouse Here](#)

[Move Team](#)
[Generate Invoice Preview](#)
 Team ID: 66411

Invoice Preview

If the Invoice Preview appears correct, please click the **Submit & Create Invoice** Button to continue. [Create Invoice](#)

****Invoice Preview****
 This is ~~NOT~~ an actual Invoice
[How to fix the invoice before you print it](#)

Please Note: Any Changes made to other tabs may affect the actual Invoice.

Shipping Info 2001 NE 30th Street Olethane City, OR 97100	Team ID: 66411 Team Name: Carby Wildcats Group Name: Youth - 30 League Name: Dist 03 - Code...	Association: OR - Oregon ASA Invoice Created By: Steve Walker Players: 12 Non-Players: 4 Classification: Girls Class B Feet Pch 16/Under
---	---	---

Drag a column header here to group by that column

Member Information	Item Description	Qty	Price	Amount
138930 - Brianna Roth (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
139103 - Chris Miller (Coach)	30 Individual Non-Player - \$210, Photo Card	1	\$20.00	\$20.00
139928 - Kelli Beuder (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
160416 - Lucy Yazzolino (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
161418 - Kaelynn Miller (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
163222 - Ariane Carpenter (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
163363 - Belle Andrews (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
163778 - Jessica Oliver (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
166860 - Todd Andrews (Head Coach)	30 Individual Non-Player - \$210, Photo Card	1	\$20.00	\$20.00
169138 - Madeline Unger (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
170234 - Megan Egli (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
170349 - Kasey Brooks (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
400283 - Steve Walker (Coach)	30 Individual Non-Player - \$210, Photo Card	1	\$20.00	\$20.00
437997 - Hana Thomas (Player)	30 Individual Non-Player - \$210, Photo Card	1	\$20.00	\$20.00
437997 - Hana Thomas (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
729918 - Britney Rust (Player)	30 Individual Player - \$210, Photo Card (2 Cards)	1	\$21.00	\$21.00
139103 - Chris Miller Background Check (Consent Form Required)	Background Check - Non-Photo Card	1	\$7.00	\$7.00
166860 - Todd Andrews Background Check (Consent Form Required)	Background Check - Non-Photo Card	1	\$7.00	\$7.00
407083 - Jerry Yazzolino Background Check (Consent Form Required)	Background Check - Non-Photo Card	1	\$7.00	\$7.00
433488 - Jeff Egli Background Check (Consent Form Required)	Background Check - Non-Photo Card	1	\$7.00	\$7.00

Page 1 of 1 (20 items) [1] [7]

Summary:

Total	\$340.00
Shipping & Handling	\$4.93
Amount Due	\$344.93

[Create Invoice](#)

Click the Create Invoice button if the invoice is correct.

If the invoice is not correct click back to the Team Members grid or the Information grid and make the necessary adjustments and try again.

Click the Create Invoice button if the invoice is correct.

Submit Your Invoice

Verify the information in the Registration Submission Confirmation screen and click Submit to continue.

When created, you can option the invoice with the pop-up screen that follows. The invoice number will also be listed in the Manage Team page.

Registration Submission Confirmation

Thank you for submitting your registration to our Southern California ASA representative. As per the instructions on the site, please submit payment and all accompanying paperwork to the person listed

Roster Type:	Standard
Registration Option:	JO Individual, \$250 Deductible, Photo Card *
Ship Method:	USPS 1st Class
Recipient Name	Jeff Egli
Ship To:	po box 428 aurora OR 97002
Special Shipping Instructions	
Payment Method:	Check

Please note that you must mail in your invoices with payment before approval can be issued by commissioners.

Submit Cancel

Invoice Information

An invoice has been generated for the team.

Open Invoice

Print the invoice and follow your association's instructions. Some associations require birth certificates and background check consent forms so please check with your commissioner before mailing your payment.

Homeplate

When returning to RegisterASA.com, one way to get back to your team page is to click the “View My Teams” button. That will take you to a grid that has all of the teams you are associated with.

Click here for team fundraiser ideas

HomePlate Individuals Leagues Tournaments Orders/Invoices Profile FAQ Submit Help Ticket LogOut(dlo...)

Member Info : Devin MD - Maryland - DC ASA , MEMBER ID:333544

Registration Menu: Add Team View My Teams Add League View My Leagues Invoices Umpires

Personal Steps

ACE ID Card Notice: All ACE and Background Check participants, please verify that the mailing address on your [profile](#) is correct prior to starting your ACE or Background Check.

#	Requirement	Status	Purchase	Purchase Status	Expire Date
	ACE Certification w/ Background Check	Last Cert: None --> ACE 1 Not Complete	Purchase	Unpaid	
	Background Check	Not Started	Purchase	Unpaid	12/31/2011
	Team without Admin	Need to Fix		N/A	1/1/1900
	Photo	Complete		N/A	12/31/2011
	DOB	Complete		N/A	

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Homeplate

Show Registration Status for Season: 2012 Year

My Teams

Note the year of registration.
(This screen shot is from the user's Homeplate.)

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

Drag a column header here to group by that column

#	Team Name	Status	Status Date	Mbr Count	Issues	Roster	Insurance	Classification	Group/League	Season
<input type="checkbox"/>	For Example	Pending	11/1/2011	2	Yes	Not Submitted	Not Submitted	Girls Fast Pitch 12/Under	JO - Travel / Central	2011 Year
<input type="checkbox"/>	Team L...and 96	Approved	1/10/2011	14	Yes	Print	Print	Girls Class A Fast Pitch 14/Under	JO / JO	2011 Year
<input type="checkbox"/>	Woodridge...ets 18U Teal	Approved	1/14/2011	17	Yes	Print	Print	Girls Fast Pitch 18/Under	Travel Teams / N/A	2011 Year
<input type="checkbox"/>	Woodridge Wil...t 18U Black	Approved	1/14/2011	18	Yes	Print	Print	Girls Fast Pitch 18/Under	Travel Teams / N/A	2011 Year
<input type="checkbox"/>	Oklahoma Force 09	Approved	2/22/2011	1	Yes	Not	Not	Girls Fast Pitch 12/Under	JO / Oklahoma City	2011 Year
<input type="checkbox"/>	GraveDiggers (B								District 4 / Lycoming County	2011 Year
<input type="checkbox"/>	Tampa Mustang								Girls Fast Pitch / District 4 - Hillsborough	2011 Year
<input type="checkbox"/>	Tenacity Softba...A)								JO / Central Accel	2011 Year

Create Filter

Click on the team name to display the team's information.

Returning team and want to just add your team to the new season?

How to “Add Team to New Season”



Last Year's Team

Registration Status

Season :

My Teams

Select All Unselect All Select all

Drag a column header here to group by

#	Team Name					Status Date	Issues	C
<input type="checkbox"/>	99 Maniacs	Girls Fast Pitch 10/Under	JO TR / Dallas 10U	2011 Year	Approved	9/27/2012	Yes	
<input type="checkbox"/>	99 Maniacs	Girls Fast Pitch 10/Under	JO TR / Dallas 10U	2011 Year	Pending	1/28/2012	Yes	

[Create Filter](#)

Internet | Protected M

Locate the team from a previous year's registration. (This screen shot is from the user's Homeplate.)

Click on the team name to display the team's information.

Last Year's Team

Status : Approved
Issues : [Yes](#)
Roster Type: Standard
Invoice Number: [3761,11242,57819](#)

Team Members Information

The team page will open to the Information tab.

Team Name	99 Maniacs
Season	2011 Year
Community/HomeTown	
Registration Type	Individual Registration * ▼
Team Type	Youth * ▼
Division	Girls Fast Pitch * ▼
Classification	Girls Fast Pitch 10/Under * ▼
State	Texas * ▼
Association	Dallas ASA * ▼
Group	JO TR - Travel * ▼
League	Dallas-10U Deputy * ▼
Registration Option	JO Individual, \$250 Deductible, 90/10 Co-Insurance, Photo Card * ▼
Website	

Convert Team to New Season

Status : Approved
Issues : No
Roster Type: Standard
Invoice Number: [86709](#)
Player Count By Association: [Home Use Here](#)

Team ID : 27965

Team Members Information Possible Conflicts Invoice Preview

Team Name	Delaware Magic *
Season	2011 Year * Add Team to New Season
Community/HomeTown	
Registration Type	Individual Registration *
Team Type	Youth *
Division	Girls Fast Pitch *
Classification	Girls Class A Fast Pitch *
State	Delaware *
Association	DE - Delaware ASA *
Group	JO Travel - Travel *
League	JO Travel *
Registration Option	JO Individual, \$250 Deductible, Non-Photo *
Website	

This is the last season this team was registered

To add this same team to a new season, click the "Add Team to New Season" button.

Convert Team to New Season

After clicking “Add Team to New Season” this popup will display.

Click the “Add Team to Season” button to complete the process.

The current season will display on this drop-down box.

Team ID : 27965

Delaware Magic

Status : Approved
Issues : No
Roster Type: Standard
Invoice Number: [67098](#)
Player Count By Association: [Hover Mouse Here](#)

Team Members Information Possible D

Team Name Delaware Magic

Season 2011 Year

Add To Season : 2012 Year

After clicking the Add Team to Season button please access the Information tab to update your group and league, classification or registration option if necessary.

Add Team to Season

Close

The Team Page

Delaware Magic

Status : Pending
Issues : No
Roster Type: None
Invoice Number:None
Player Count By Association: [How to use Here](#)

[Generate Invoice Preview](#)

Team ID : 27965

Team Members Information Possible Conflicts

Team Name	Delaware Magic *
Season	2012 Year * Add Team to New Season
Community/HomeTown	
Registration Type	Individual Registration *
Team Type	Youth *
Division	Girls Fast Pitch *
Classification	Girls Class A Fast Pitch *
State	Delaware *
Association	DE - Delaware ASA *
Group	JO Travel - Travel *
League	JO Travel *
Registration Option	JO Individual, \$250 Deductible, Non-Photo *
Website	

Return to the information tab to review the team information before modifying your players and coaches.

DON'T MISS THIS!
Review the settings on this screen! Make sure that these are up to date before the team is submitted. Once the correct settings have been selected scroll down on this screen and click the "Save" button at the bottom of the screen.

Delaware Magic

Status : Pending
Issues : No
Roster Type: None
Invoice Number:None
Player Count By Associati

This team is now in a new season so the status will be reset to "Pending". You can make changes to the roster while the team is in Pending status.

Once everyone is on the team click the "Submit and Create Invoice" button to create an invoice and to move your team to the "Submitted" status.

Generate Invoice Preview

Team ID : 27965

See the "Generate Invoice Preview" section in this document for more information.

Like last year, you can remove and edit your players as needed prior to creating the invoice.

This is the "Team Members" tab where you can finish editing your team.

Team Members Inform

[Background Consent Form for Residents of CA, MN, MI, NY, ND, SD, VA, WI, WY & OK](#) [Background Consent Form for Residents of IL, IN, IA, MO, OH, PA, TN, VA, WI, WY](#)

Remove

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

Drag a column header here to group by that column

#	Person	Name	Role	DOB	Status	Status	ACE Date	Photo	Issue
⊕			Team Admin	1/1/1977	Pending				Unkn
⊕			Coach	1/1/1977	Pending				Unkn
⊕			Head Coach	1/1/1977	Pending				Unkn
⊕			Coach	9/11/1977	Pending				Unkn
⊕			Player	7/30/1996	Pending				Unkn
⊕			Player	7/20/1997	Pending				Unkn
⊕			Player	7/2/1996	Pending				Unkn
⊕	<input type="checkbox"/>	44455 Peter Parker	Player	7/24/1997	Pending				Unkn
⊕	<input type="checkbox"/>	44455 Clark Kent	Player	7/11/1997	Pending				Unkn

How to Register a Team

Version 1.02 Rev 2012.02



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2012 Season

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