



Register ASA

A Guide to Registering Travel Teams
2011 Version

Step 1: Log onto Registerasa.com

OPTION 1:
New users click here
to create a new profile.

OPTION 2:
Returning users click here to login using last
years login and password information.

[Returning Users: Skip to Slide 6 \(Step 3\)](#)

Member Login

Some associations are not accepting online registrations at this time and you may not be able to register your association if your association allows you will be able to take your ACE certification test.

New to RegisterASA?

**CREATE
PROFILE**

Returning User

Username

Password

Remember Me?

[Forgot your Username?](#)

[Forgot your Password?](#)

[Submit Ticket](#) | [Frequently Asked Questions](#)

Step 2: New Profile Set-Up

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

Create your member profile

Some associations are not accepting online registrations at this time and you may not be able to register online however if your association allows you will be able to take your ACE certification test.

Username	<input type="text"/>	*
Password	<input type="password"/>	*
Confirm Password	<input type="password"/>	*
Personal Email	<input type="text"/>	(Primary) *
Confirm Personal Email	<input type="text"/>	*
Association	-- Select an Association --	*
Group	Select a Group	*
League	Select a League	*
First Name	<input type="text"/>	*
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	*
Date of Birth	<input type="text"/>	*
Gender	Select Gender	*
Address	<input type="text"/>	*
	<input type="text"/>	
City	<input type="text"/>	*
State	-- Select State --	*
Zip	<input type="text"/>	*
Work Email	<input type="text"/>	
Confirm Work Email	<input type="text"/>	
Phone	<input type="text"/>	(Primary) *
Work Phone	<input type="text"/>	

Choose a unique username and password.

When entering an email address, if an error message appears see the last slide of presentation for FAQ. DO NOT enter a new email address.

Select Association:
CA – SACRAMENTO
ASA

Select Group: TRAVEL
TEAMS, CLASS A

Select League: Age
Group

Enter full legal name.

Enter the rest of the required information indicated by a red asterisk.

Step 2: New Profile Set-Up Cont.

Confirm Work Email	<input type="text"/>			
Phone	<input type="text"/> (Primary) *			
Work Phone	<input type="text"/>			
Mobile Phone	<input type="text"/>			
Fax Phone	<input type="text"/>			
Website	<input type="text"/>			
Membership Type	? Local Admins	? Non-Admin Roles Registrations	? National/State/Metro Association Administrators	
	? <input type="checkbox"/> Team Administrator	? <input type="checkbox"/> Head Coach	? <input type="checkbox"/> Commissioner	? <input type="checkbox"/> District Commissioner
	? <input type="checkbox"/> League Administrator	? <input type="checkbox"/> Manager	? <input type="checkbox"/> JO Commissioner	? <input type="checkbox"/> District JO Commissioner
	? <input type="checkbox"/> Tournament Director	? <input type="checkbox"/> Assistant Manager	? <input type="checkbox"/> Adult Commissioner	? <input type="checkbox"/> District Adult Commissioner
		? <input type="checkbox"/> Assistant Coach	? <input type="checkbox"/> UIC	? <input type="checkbox"/> District UIC
		? <input type="checkbox"/> Team Assistant		
		? <input type="checkbox"/> Umpire		
		? <input type="checkbox"/> Scorekeeper		
Submit				
Already have a login? Log	word? Submit Ticket E	Asked Questions		

You MUST select the TEAM ADMINISTRATOR box.

You may also select an additional role.

Then SUBMIT

Step 2: New Profile Set-Up Cont.

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


Thank you for creating your online profile on the ASA Portal.

You have been added to the ASA Softball Online System.

Please Click the following link to Login.

[RegisterASA](#)

[Login](#) |



Your new profile has been set up!
Click the RegisterASA link to take
you back to the login screen.

Step 3: Accessing your Account

The screenshot shows a web page with a navigation bar at the top containing links for [Tournaments](#) and [Login](#). Below the navigation bar is a dark header with the text "Member Login". A red warning message states: "Some associations are not accepting online registrations at this time and you association allows you will be able to take your ACE certification test." The page is split into two main sections: "New to RegisterASA?" and "Returning User". The "New to RegisterASA?" section features a large yellow button with the text "CREATE PROFILE" in red. The "Returning User" section contains a yellow form with two input fields labeled "Username" and "Password", a blue "Submit" button, and a checkbox labeled "Remember Me?". Below the form are two blue links: "[Forgot your Username?](#)" and "[Forgot your Password?](#)". At the bottom of the page, there is a footer with links for "[Submit Ticket](#)" and "[Frequently Asked Questions](#)". A callout box with a blue border and white background is positioned above the "Returning User" form, containing the text: "Enter username & password" and "Click Submit when done."

Enter username & password
Click Submit when done.

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

Member Login

Some associations are not accepting online registrations at this time and you association allows you will be able to take your ACE certification test.

New to RegisterASA?

**CREATE
PROFILE**

Returning User

Username
[Input Field]

Password
[Input Field]

Submit Remember Me?

[Forgot your Username?](#)
[Forgot your Password?](#)

[Submit Ticket](#) | [Frequently Asked Questions](#)

Step 4: Adding a New Team

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

Home Plate : kristiallen allen, CA - Southern California ASA , MEMBER ID:407167

Registration Menu: [Add New Team](#) | [View My Teams](#) | [View My Member List](#) | [Order/Invoice](#)

Personal Steps

#	Requirement	Required	Status	Purchase	Purchase Status	Expire Date
	Background Check	Yes	Not Started		Unpaid	12/31/2011
	Team without Admin	Yes	Need to Fix		N/A	1/1/1900
	League without Admin	Yes	Complete		N/A	1/1/1900
	Photo	Yes	Not Complete		N/A	12/31/2011
	DOB	Yes	Complete		N/A	

Click the
ADD NEW TEAM button.

For 2011 all Team Admins must create a new team.
All history has been removed from 2010 in order to
improve the system.

Step 4: Adding a New Team

Add New Team

Players Information

Your Role on Team Team Administrator Head Coach Manager Assistant Manager
 Assistant Coach Team Assistant Other

Team Name *

Season *

Community/HomeTown

Registration Type *

Team Type *

Division *

Classification *

State *

Association *

Group *

League *

Registration Option *

Additional Options Ace With Background Background

Website

Notes

Fees							
Reg Option Shor	Player Price	Coach Price	ACE1 w/BGCK	ACE2 w/BGCK	ACE3 w/BGCK	ACE4 w/BGCK	Independent BG
JO TRAVEL TEAM - \$250 Deductible - Photo Option Required	\$20.00	\$15.00	\$25.00	\$20.00	\$20.00	\$20.00	\$7.00

Click the
TEAM ADMINISTRATOR
box.

Type your team name exactly
how you want it to appear on
your Championship Roster.


Fill out all information with
red asterisks.

Season: 2011 Year
Reg. Type: Individual
Team Type: Youth
Division: Girls Fast Pitch
Classification: Select
Group: Travel Teams
Reg. Option: Must select one
of the photo ID options.

Click the
ADD TEAM box.

Step 4: Team Page Cont.

Teams

 The team was added successfully.

Test Team

1 **Status :** Pending
2 **Issues :** [Yes](#) 3
Roster Type: None
Invoice Number: None 4

Team Members Information

[Approve](#) [Deny](#) [Remove](#) [Add Member](#)

[Submit and Create Invoice](#)

Team Members will show up here.

Click here to create an invoice & submit your team.

Click here to add members to your team.

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

Drag a column header here to group by the column

#	PersonID	Name	Role	Deductible	DOB	Phone	Issues	Email	Inv	Photo	Status	Status Date
<input type="checkbox"/>	407167	kristallen allen	Team Administrator		4/28/1959	8059906122	Yes	Email			Pending	

Page 1 of 1 (1 items) < [1] >

[Create Filter](#)

- 1 **Status:** Pending = waiting to be submitted, Submitted = created invoice & waiting to be approved, Approved = OK
- 2 **Issues:** Click the "YES" link to view your team's issues
- 3 **Roster Type:** None, Standard, Championship
- 4 **Invoice Number:** Click here to view your invoice

Step 5: Adding Members

Individuals

FirstName	LastName	Zip	Date of Birth
<input type="text" value="Kristi"/>	<input type="text" value="Allen"/>	<input type="text" value="93021"/>	<input type="text" value="4/28/1959"/>

Submit

If the member is not listed on the search results then please click the ADDNEW

Add New

Drag a column header here to group by that column

Select	FirstName	Last Name	Association	City	State
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
<input type="button" value="Select"/>	Kristi	Allen	CA - Sacramento ASA		California
<input type="button" value="Select"/>	Kristi	Allen	CA - Sacramento California ASA	Moorpark	California

Search for an individual by entering first name, last name, zip code & DOB. Make sure this information is accurate. Hit the SUBMIT button when done.

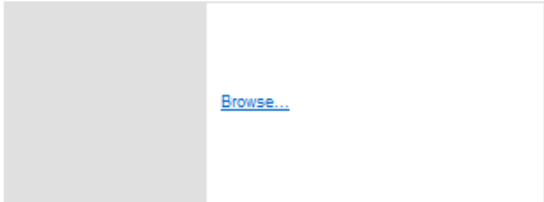
If the member appears in the grid below, you may select the existing individual by clicking the SELECT button. If there are multiple users, you can narrow the search by filling out the fields along the top.

If the member does not appear below, click the ADD NEW button.
Note: If the member does not show up and the member was registered in 2010, the data you entered is not matching the data entered last year.

Step 5: Adding Members Cont.

Team Members

Add New Member Return Search Members

TeamName	Test Team
Role	<input type="checkbox"/> Player <input type="checkbox"/> Team Administrator <input checked="" type="checkbox"/> Head Coach <input type="checkbox"/> Manager <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Assistant Coach <input type="checkbox"/> Team Assistant <input type="checkbox"/> Scorekeeper <input type="checkbox"/> Other
Additional Options	<input checked="" type="checkbox"/> Background
First Name	kristiallen *
Middle Name	
Last Name	allen *
Email	Kristiallenjo@gmail.com <input checked="" type="checkbox"/> Send Welcome Email
Confirm Email	Kristiallenjo@gmail.com
Date of Birth	4/28/1959
Photo	
Address	4414 clearcreek ct *
City	moorpark *
State	California *
Zip	93021
Phone	8059906122 *
Insurance Deductible	\$250.00
Gender	Female *
Drivers License	
Notes	

Add To Team Add to Team & Add New Member Cancel

Select which role the person you are adding will hold on the team.

When adding an adult to the team, the system will prompt you with the requirement to perform a background check.

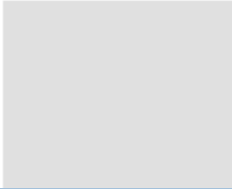
DO NOT select Send Welcome Email

If you selected an existing member, the profile information should generate automatically. If you are adding a new member, you will need to enter all of the required information. Required information is indicated by a red asterisk.

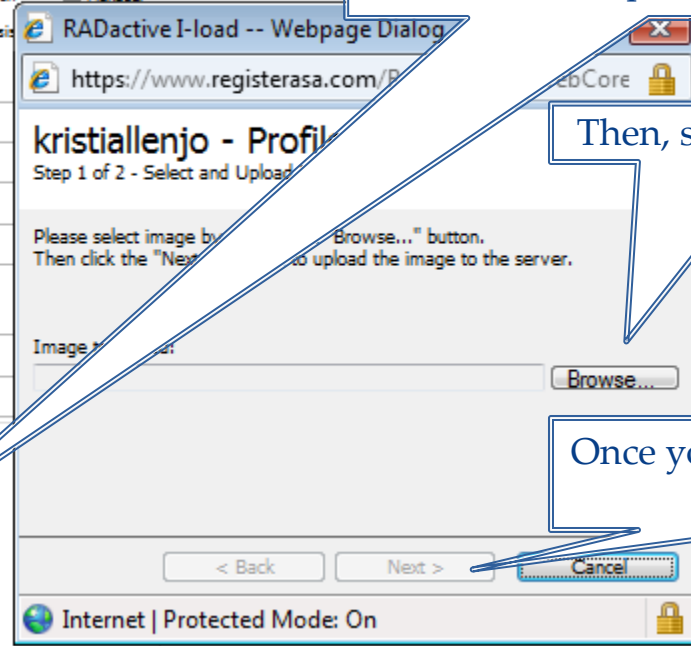
Confirm all information is accurate.

Step 5: Adding Members Cont.

Add New Member

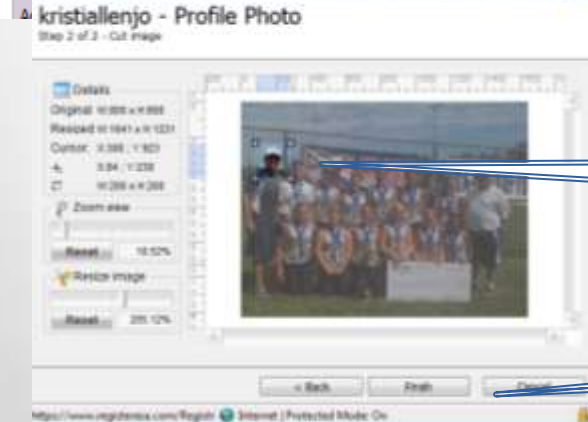
TeamName	Test Team
Role	<input type="checkbox"/> Player <input type="checkbox"/> Team Administrator <input checked="" type="checkbox"/> Head Coach <input type="checkbox"/> Manager <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Assistant Coach <input type="checkbox"/> Team Assis <input type="checkbox"/> Other
Additional Options	<input type="checkbox"/> Ace With Background <input checked="" type="checkbox"/> Background
First Name	kristiallen *
Middle Name	
Last Name	allen *
Email	Kristiallenjo@gmail.com <input checked="" type="checkbox"/> Send Welcome Email
Confirm Email	Kristiallenjo@gmail.com
Date of Birth	4/28/1959
Photo	 Browse...

To add a photo, select the BROWSE link. Photos are required for Travel Teams.



Then, select BROWSE again.

Once you select your picture, hit NEXT




Grab the corners of the box and scale down to select only the member you want.

Select FINISH

Step 5: Adding Members Cont.

Add New Member

[Return](#) [Search Members](#)

TeamName	Test Team
Role	<input type="checkbox"/> Player <input type="checkbox"/> Team Administrator <input checked="" type="checkbox"/> Head Coach <input type="checkbox"/> Manager <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Assistant Coach <input type="checkbox"/> Team Assistant <input type="checkbox"/> Scorekeeper <input type="checkbox"/> Other
Additional Options	<input type="checkbox"/> Ace With Background <input checked="" type="checkbox"/> Background
First Name	kristiallen *
Middle Name	
Last Name	allen *
Email	Kristiallenjo@gmail.com <input type="checkbox"/> Send Welcome Email
Confirm Email	Kristiallenjo@gmail.com
Date of Birth	4/28/1959
Photo	 Browse...
Address	4414 clearcreek ct *
City	moorpark *
State	California *
Zip	93021
Phone	8059906122 *
Insurance Deductible	\$250.00
Gender	Female
Drivers License	*
Notes	

Once all the information for this member has been added, including a photo, you may select ADD TO TEAM or ADD TO TEAM AND ADD NEW MEMBER.

[Add To Team](#) [Add to Team & Add New Member](#) [Cancel](#)

Step 6: Creating an Invoice



Before submitting your invoice, review the ISSUES link to be sure that all of your issues have been resolved.

Note: Issues concerning birth certificates & background checks can only be resolved by sending in the paperwork with the invoice.

Test Team

Status : Pending

Issues : [Yes](#)

Roster Type: None

Invoice Number:None

Submit and Create Invoice

Team Members Information

Approve Deny 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

#	PersonID	Name	Role	Deductible	DOB	Phon
<input type="checkbox"/>	407167	kristallen allen	Team Administrator		4/28/1959	8059
<input type="checkbox"/>	407167	kristallen allen	Team Administrator		4/28/1959	8059
<input type="checkbox"/>	407167	kristallen allen	Team Administrator		4/28/1959	8059
<input type="checkbox"/>	407167	kristallen allen	Team Administrator		4/28/1959	8059

Create Filter

Once all of your team members have been added, you are ready to create an invoice.

Click the SUBMIT AND CREATE INVOICE button.

Step 6: Creating an Invoice

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
Ship Method:	USPS 1st Class
Recipient Name:	Kristi Allen
Ship To:	
Special Shipping Instructions:	
Payment Method:	Check

Submit **Cancel**

Select STANDARD roster ONLY!
You can switch to a Championship Roster prior to Championship play. If you select Championship Roster, your invoice will be voided!

Select a shipping method.

Do NOT enter any special shipping instructions.

Select SUBMIT

Step 6: Creating an Invoice Cont.

ATTN: Individual Registration



INVOICE

Checks Payable To / Mail To:

Mail invoice with payment to the address listed here.

Verify that the correct number of players and coaches were added to the invoice.

To:	Shipping Information:	Invoice Date: 12/15/10
Admin Name:		Invoice No: 59736
Admin Email:		Name: Test Team
Admin Phone:		Players: 1
		Non-Players: 1
		Classification: Girls Class A Fast Pitch 16/Under

Coaches (or any non-player) will be broken out into two line items. One charge for registration & one charge for the background check.

Individual Registration	Description	Qty	Price	Amount
705630 - Jacob Johnson (Assistant Coach) Consent Form Required	JO Individual Non-Player - \$250, Photo Card	1	\$15.00	
705630 - Jacob Johnson Background Check	Background Check - Non-Photo Card	1	\$5.00	\$5.00
705631 - Debbie Johnson (Player) Birth Certificate Required	Individual Player - \$250, Photo Card (2 Cards)	1	\$20.00	\$20.00
JO TRAVEL TEAM - \$250 Deductible - Photo Option Required				
Total Cards:			Total:	\$40.00
Shipping & Handling:			Net Class	\$1.50
			Amount Due:	\$41.50

For all players who did not have their birth certificate verified in 2010, a copy of the birth certificate must be sent in with this invoice in order for the player to be approved.

For each coach, regardless of if they have coached before, a copy of the background check release must be sent in with this invoice in order for the coach to be approved.

Step 7: Sending in Paperwork

When sending in your paperwork, please put it together in the following order from top to bottom:

1. Check
2. Invoice
3. Background Check Release Forms
4. Birth Certificates (In order of girls on the invoice)

****Note:** The invoice will indicate that each

Insurance Certificates

The option to request insurance certificates will become available once at least one member of your team has been approved for and paid.

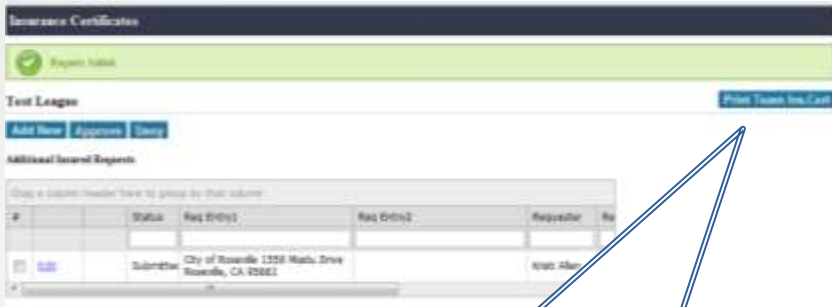
Leagues	
Manage League :Test League	Insurance Certificates
Status : Submitted	Upload
Issues : Yes	
Invoice Number: 59231,59233	
League Name	<input type="text" value="Test League"/> *
Season	2011 Year ▾ *
Community/HomeTown	<input type="text"/>
League Type	Youth ▾ *
Division	Girls Fast Pitch ▾ *
Classification	Girls Rec Fast Pitch 18/Under ▾ *
State	California ▾ *
Association	Southern California ASA ▾ *
Group	Rec-Central District - Rec League - Central District ▾ *
League	Aliso Viejo Rec League ▾ *
Registration Option	JO REC LEAGUE- \$250 Deductible - Non-Photo ▾ *

Click INSURANCE CERTIFICATES

Insurance Certificates

Team Insurance Certificate

Team Insurance Certificates name the Team as insured.

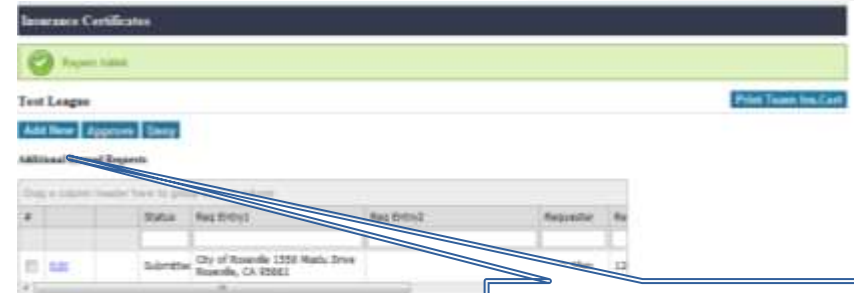


Click PRINT TEAM INS CERT.

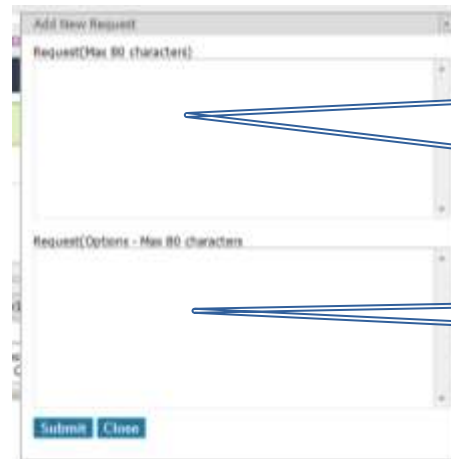


Additionally Insured Certificates

Additionally Insured Certificates name a field owner as insured on behalf of the team.



Click ADD NEW



Request #1:
Type in the name of the field owner and the full address.

Request #2:

Additionally Insured Certificates can be printed only after approval by ASA. You will need to check back at a later time to print the certificates. These will be approved on a daily basis.

Frequently Asked Questions

What if I forgot my username or password? Go to the login screen and click the “lost your password” link. Enter your email address to see if your profile exists. If it does you will receive an email from ASA softball that will have a link to update your username/password.

What if I do not receive lost password email? Send an email to crogers@sacramentoasa.org and inform her that you never received the lost password email.

What if I receive the message “your email is already in use”? If you try to create a profile and get a message stating the “email address is already in use”, you should return to the login screen and click “lost your password” link to get started. DO NOT simply enter a different email address to get around this message.

What if I made a mistake creating the invoice and it is wrong? If you have created an invoice and it is incorrect, you will need to contact Cassi to have the invoice VOIDED.

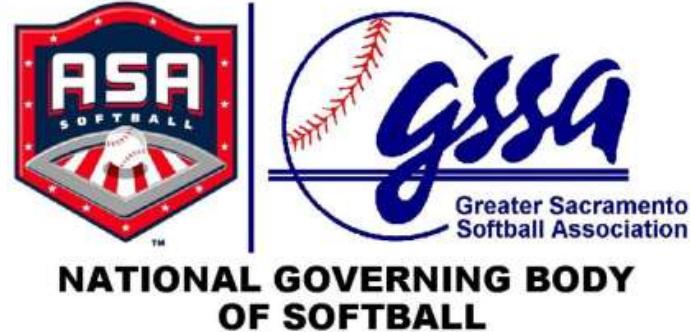
Why is the “Submit” button grayed out? This probably is because there is no Team Admin listed for your team. Go back into your profile and make sure you are listed as the Team Admin.

Can I submit my team for registration with “Issues”? You may submit your invoice with birth certificate and background check issues. The reason is because those issues can only be solved by the ASA Coordinator reviewing and approving these documents. All other issues such as photos and missing information must be resolved prior to submitting an invoice.

Frequently Asked Questions Cont.

What is the difference between a standard roster and a championship roster? All teams should select the standard roster when creating your team. Prior to the Association Tournament, GSSA will send out instructions to convert to a Championship Roster. Once your championship roster is created and approved, all players will be locked to your roster.

How can I become ACE Certified? Sacramento ASA is currently not accepting online ACE certifications. The only way to become ACE Certified is to attend one of the on-site clinics. Please check the website www.sacramentoasa.org for a list of these certification dates.



Thank you for registering with Sacramento ASA

If you have any questions about the registration process, please contact:

Cassi Rogers
crogers@sacramentoasa.org