USA SOFTBALL

HOW TO REGISTER A TEAM



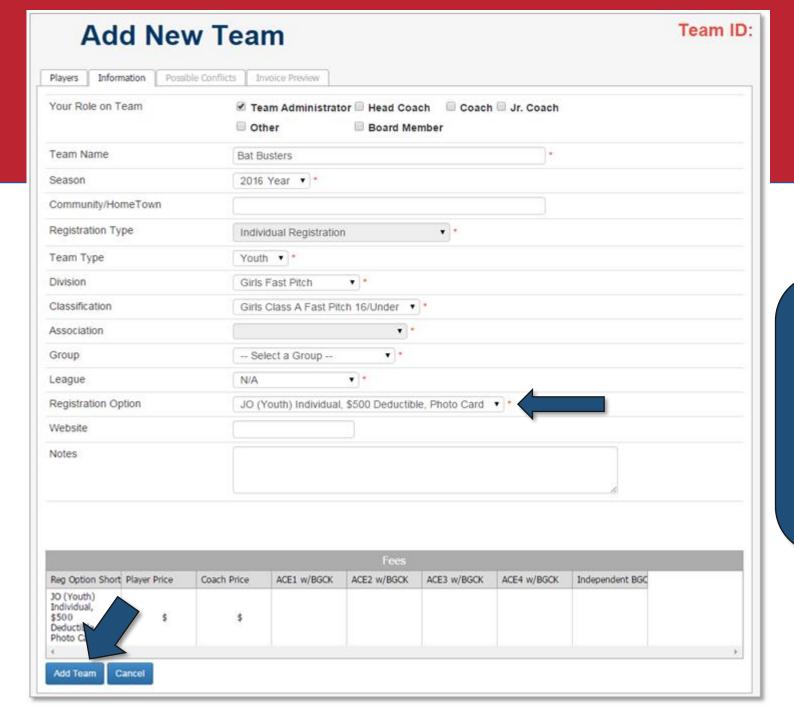
Welcome Back

Your Member ID is:

Registration Menu Umpires Go To My Umpire Page Individually Registered Teams Add Team View My Teams ▼ Individually Registered Leagues View My Leagues ▼ Add League ct your local association to learn more about becoming an ASA Sanctioned Only Team.

Click the green "Add Team" button to create a new team. Click the green "View Teams" button to view any team's that you have already registered.





On this screen, you will add information about your team and select your Registration Option.

(Registration Option – Your team's ID card type, like Photo or Non-Photo)



The team was added successfully.

Bat Busters Pending

No Roster

Invoice(s): None

View Issues

Click Go to initiate your selection.

--Team Actions-
Go

Click Open to view your selection.

--Printable Documents-
Open

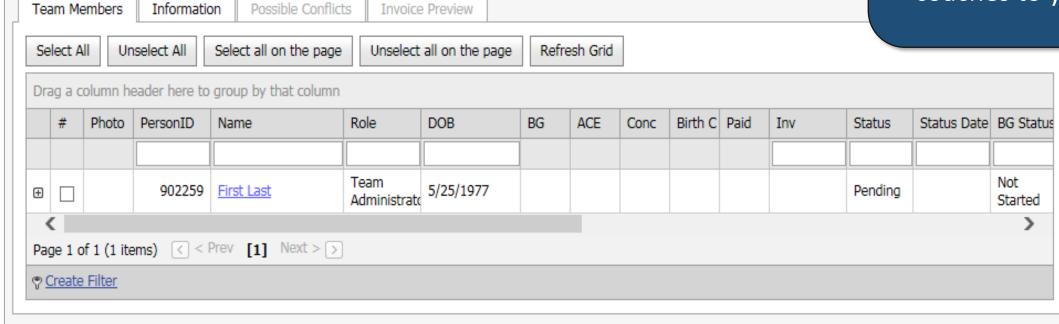


Add Team Member

Team ID: 66540

Generate Invoice Preview

Click the blue "Add Team Member" button to start adding players and coaches to your team.





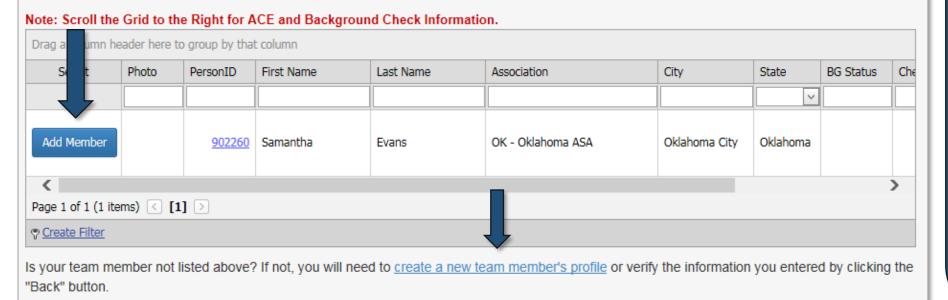
Add a Team Member (Step 1 of 3)

Step 1) Enter information into all 3 boxes with your team member's legal First Name: Samantha ALL 3 information (First name, Last Name, and Date of Birth). Last Name: Evans Date of Birth: 9/14/2000 Fill out one of the two boxes below Next, you must enter information into one of the two boxes (Zip code OR Zip Code: 73111 OR Member ID number). Member ID: Once boxes have the correct information, Continue Cancel click the blue button that says "continue".

Add a Team Member (Step 2 of 3)

Back

We may have found your team member's profile! Click the "Add Member" button if this is the correct person.



If there is a profile that matches the information you entered, then the matches will appear in this grid. If the system correctly located your team member, click the blue "Add Member" button. If this is not correct, then click the "create a new team member's profile" link.

If your member does not have any matches, you will not see this page and will automatically be directed to the next page.



Add a Team Member (Step 2 of 3)

Our records show that this team member has never been on RegisterUSASoftball.com! If this is correct, click the "Continue" button. If this is not correct, click the "Back" button to verify and/or alter the information you entered.

Back Continue

If you are directed to this page, it means that there were no matching profiles for the member that you entered, and the member has not previously been registered on RegisterUSA before now. If you believe this to be incorrect, verify your search again by clicking the blue "back" button. If the issue continues, verify with the member you are trying to add for more registration information. Otherwise, click the blue button that says "continue" to add this member into the RegisterUSA database.



Add a Team Member (Step 3 of 3)

Add New	Member See member's his	story					R	Search Player	S
								Member II	D:
	Team Name: Bat Busters			Photo					
Role	☑ Player ☐ Team Adminis ☐ Jr. Coach ☐ Scorekeeper	trator	Coach Coach Board Member					Click here to Upload Image	
Concussion Certified									
	First Name	Middle Name	Last Name	Suffix					
Name	Samantha *		Evans			Email			
						Confirm Email			
Address	2801 NE 50th	*							
City	Oklahoma City *	State Oklaho	ma × Zip	73111	*	Date of Birth	9/14/2000	* MM/DD/YYYY	r
						Phone			
Notes						Gender	Female	*	
						Drivers License			
Add To Te	Save & Add New Member	Cancel							

You must fill out all boxes with a
*. If you selected the Photo ID
card option, you will be able to
add your team member's photo
by clicking the link to the left.

If you are done adding team members, click the blue "Add To Team" button. If you have more team members to add, click the blue "Save & Add New Member" button.



Bat Busters Pending

No Roster

Invoice(s): None

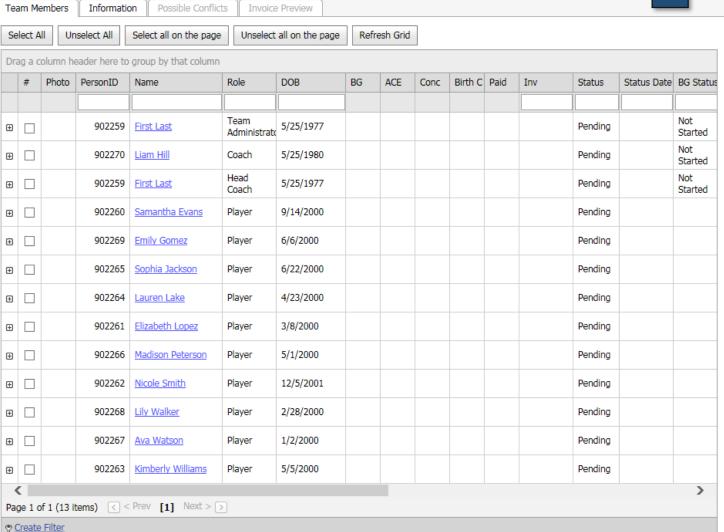
View Issues

Click Go to initiate your selection. Click Open to view your selection.

Add Team Member



Team ID: 66540



Once all team members are added to the team, you will click the blue "Generate Invoice Preview" button on the top right corner of the page to submit and pay the invoice for your team's registrations.



Team Members | Information | Possible Conflicts | 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 Information:

Oklahoma City, OK 73111

Drag a column header here to group by that column

First Last

2801 NE 50th St

. Team ID: 66540

Team Name: Bat Busters

Group Name:

League Name:

Invoice Created By: First Last

Players: 10 Non-Players: 2

Association:

Classification: Girls Class C Fast Pitch

18/Under

Please note that all pending members will be submitted during the invoicing process.

Member Information	Item Description	Qty	Price	Amount
902259 - First Last (Head Coach)	JO Individual Non-Player - \$250, Non-Photo Card	1	\$\$.\$\$	\$\$.\$5
902260 - Samantha Evans (Player) Birth Certificate Required	JO Individual Player - \$250.00, Non-Photo Card	1	\$\$.\$\$	\$\$.\$
902261 - Elizabeth Lopez (Player) Birth Certificate Required	JO Individual Player - \$250.00, Non-Photo Card	1	\$\$.\$\$	\$\$.\$5
902262 - Nicole Smith (Player) Birth Certificate Required	JO Individual Player - \$250.00, Non-Photo Card	1	\$\$.\$\$	\$\$.\$
902263 - Kimberly Williams (Player) Birth Certificate Required	JO Individual Player - \$250.00, Non-Photo Card	1	\$\$.\$\$	\$\$.\$
902264 - Lauren Lake (Player) Birth Certificate Required	3O Individual Player - \$250.00, Non-Photo Card	1	\$\$.\$\$	\$\$.\$
902265 - Sophia Jackson (Player) Birth Certificate Required	JO Individual Player - \$250.00, Non-Photo Card	1	\$\$.\$\$	\$\$.\$
902266 - Madison Peterson (Player) Birth Certificate Required	JO Individual Player - \$250.00, Non-Photo Card	1	\$\$.\$\$	\$\$.\$
902267 - Ava Watson (Player) Birth Certificate Required	JO Individual Player - \$250.00, Non-Photo Card	1	\$\$.\$\$	\$\$.\$
902268 - Lily Walker (Player) Birth Certificate Required	3O Individual Player - \$250.00, Non-Photo Card	1	\$\$.\$\$	\$\$.\$
902269 - Emily Gomez (Player) Birth Certificate Required	JO Individual Player - \$250.00, Non-Photo Card	1	\$\$.\$\$	\$\$.\$
902270 - Liam Hill (Coach)	JO Individual Non-Player - \$250, Non-Photo Card	1	\$\$.\$\$	\$\$.\$\$

Page 1 of 1 (12 items) < [1] >

Create Filter

Total:	\$\$.\$\$
Shipping & Handling:	\$\$.\$\$
Amount Due:	\$\$.\$\$

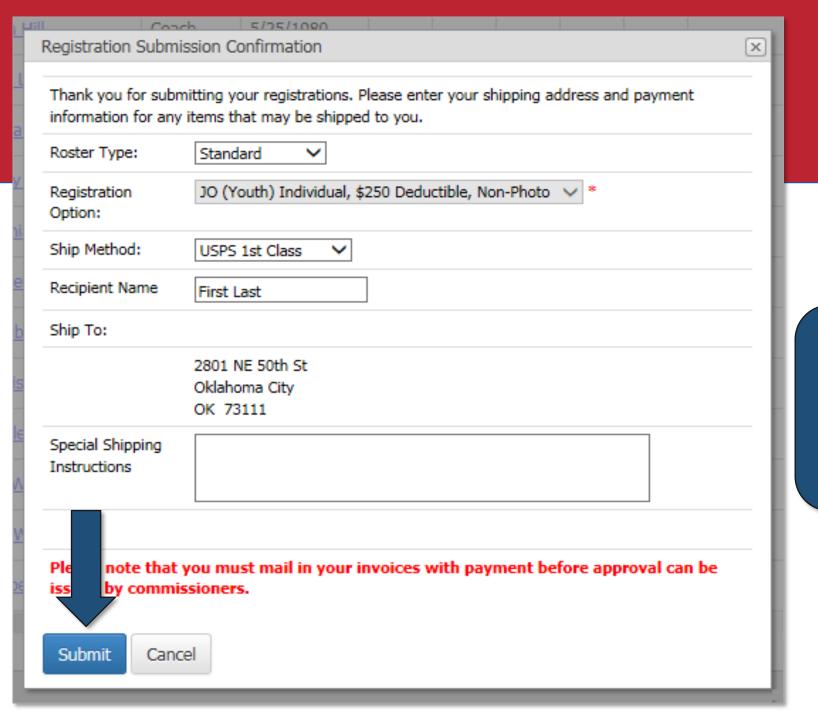
If the Invoice Preview appears correct, please click the Submit & Create Invoice Button to continue ----->

Create Invoice

This page allows you to preview your registration submission and the costs associated with each member registration before finalizing the submission.

After reviewing, when ready to submit the invoice, click the blue "create invoice" button on the bottom right corner of the page.





Note: Available options will vary by each Association.

When you are ready to create your invoice, click the "Submit" button.



HAIAHAHIR

PayPal

[x]

Your association accepts PayPal/Credit Card payments. Click the Pay Now button below to pay online.

When using this process, it is **NOT** required that you have a PayPal account.

Invoice Number: 320257

Invoice Amount: \$429.95



If your Association accepts
PayPal, you will be
prompted to pay with
PayPal. You do not need a
PayPal account to use
PayPal. If your Association
does not use PayPal, you
will be directed to the next
page.



Invoice Created By: First Last

ATTN: Individual Registration



Checks Payable To:

Mail To:

INVOICE

Team or League Information ID: 66540 Shipping Information: Invoice Date: 12/01/15 Name: Invoice Number: First Last 125629 Bat Busters 2801 NE 50th St Oklahoma City, OK 73111 Group: League: Players: Admin Name: First Last Non-Players Admin Email: Example@softball.org Current HC: First Last Admin Phone: 405-425-3491 Classification: Example@softball.org Girls Class C Fast Pitch 18/Under

405-425-3491

Individual Registration Description Qty Price Amount JO Individual Non-Player - \$250, Non-Photo Card 902259 - First Last (Head Coach) \$\$.\$\$ \$\$.\$\$ 902260 - Samantha Evans (Player) Birth Certificate JO Individual Player - \$250.00, Non-Photo Card 1 \$5.55 \$5.55 JO Individual Player - \$250.00, Non-Photo Card 902261 - Elizabeth Lopez (Player) Birth Certificate \$\$.\$\$ \$\$.\$\$ Required 902262 - Nicole Smith (Player) Birth Certificate JO Individual Player - \$250.00, Non-Photo Card \$\$.\$\$ \$\$.\$\$ Required JO Individual Player - \$250.00, Non-Photo Card 902263 - Kimberly Williams (Player) Birth \$\$.\$\$ \$5.55 Certificate Required JO Individual Player - \$250.00, Non-Photo Card 902264 - Lauren Lake (Player) Birth Certificate 1 \$8.88 \$\$.\$\$ Required JO Individual Player - \$250.00, Non-Photo Card 902265 - Sophia Jackson (Player) Birth Certificate \$5.55 \$5.55 Required 902266 - Madison Peterson (Player) Birth JO Individual Player - \$250.00, Non-Photo Card \$\$.\$\$ \$\$.\$\$ Certificate Required JO Individual Player - \$250.00, Non-Photo Card 902267 - Ava Watson (Player) Birth Certificate \$8.88 \$\$.\$\$ 902268 - Lily Walker (Player) Birth Certificate JO Individual Player - \$250.00, Non-Photo Card \$\$.\$\$ \$8.88 Required JO Individual Player - \$250.00, Non-Photo Card 902269 - Emily Gomez (Player) Birth Certificate SSSS \$8.88 JO Individual Non-Player - \$250, Non-Photo Card 902270 - Liam Hill (Coach) \$8.88 \$8.88 JO (Youth) Indiv \$250 Non-Photo (Players and Non-Players)

> Total Cards: 12 \$\$.\$\$ Shipping & Handling: USPS 1st Class \$\$.\$\$ Amount Due: \$\$\$.\$\$

All coaches must be individually registered to be covered. Invoices must be recieved within 10 days from when it was created or it will be denied.

Payments and other requested documentation may be sent to the address located in the top right corner of the invoice where it says, "Checks Payable to" and "Mail to"



Bat Busters Submitted

Team ID: 66540

Generate Invoice Preview

Standard Roster

Invoice(s): <u>125629</u>

View Issues

Click Go to initiate your selection.

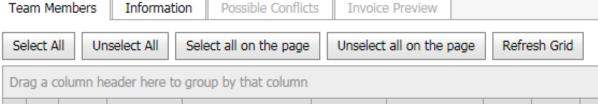
--Team Actions--

Click Open to view your selection.

--Printable Documents-- V Open

Add Team Member

Note: Each person needing and background check and SafeSport will need to log in and complete these steps on their homepage. Send your coaches an email to log in to Register USA Softball by clicking on their name and clicking the "Send Welcome Email" button.



		#	Photo	PersonID	Name	Role	DOB	BG	ACE	Conc	Birth C	Paid	Inv	Status	Status Date	BG Status	
	±			902259	First Last	Team Administrato	5/25/1977							Submitted		Cleared	
	±			902270	<u>Liam Hill</u>	Coach	5/25/1980						125629	Submitted		Not Started	
	±			902259	<u>First Last</u>	Head Coach	5/25/1977						125629	Submitted		Cleared	
	±			902260	Samantha Evans	Player	9/14/2000						125629	Submitted			
L				002260	Emily Gomez	Dlavor	6/6/2000						125620	Submitted			



Bat Busters Submitted

Team ID: 66540

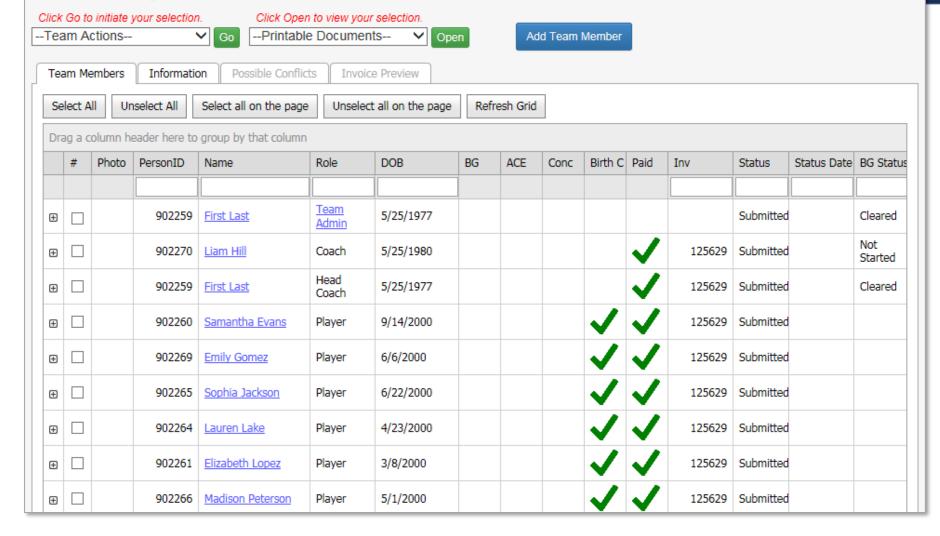
Generate Invoice Preview

Standard Roster

Invoice(s): 125629

View Issues

Player Count B Association: Click Here



Click the "View Issues" link to view any issues, and it will tell you how to resolve those issues.



Bat Busters Approved

✓ Go

Standard Roster

Invoice(s): 125629

Click Go to initiate your selection.

View Issues

-- Team Actions --

Team Members

Player Count By Association: Click Here

Information

-- Printable Documents--Open

Click Open to view your selection.

BG Consent Form Insurance Certificate JO Champ Reg Form Official Tourn Entry Form Add Team Member

Team ID: 66540

Generate Invoice Preview

Once your team is marked as "Paid" and "Approved" by your Local Association, you will be able to use the "Printable Documents" drop-down box to print your team's documents.

Se	lect A	ll Un	select All	Select all Roster	July 1	page	Refr	esh Grid							
Dra	Drag a column header here to group by that column														
	#	Photo	PersonID	Name	Role	DOB	BG	ACE	Conc	Birth C	Paid	Inv	Status	Status Date	BG Status
±			902259	First Last	<u>Team</u> <u>Admin</u>	5/25/1977							Approved	12/1/2015	Cleared
±			902270	<u>Liam Hill</u>	Coach	5/25/1980					✓	125629	Approved	12/1/2015	Not Started
+			902259	<u>First Last</u>	Head Coach	5/25/1977					✓	125629	Approved	12/1/2015	Cleared
			902260	Samantha Evans	Player	9/14/2000				✓	✓	125629	Approved	12/1/2015	
+			902269	Emily Gomez	Player	6/6/2000				✓	✓	125629	Approved	12/1/2015	
±			902265	Sophia Jackson	Player	6/22/2000				J	J	125629	Approved	12/1/2015	



Welcome Back First Last!

Your Member ID is: 902259

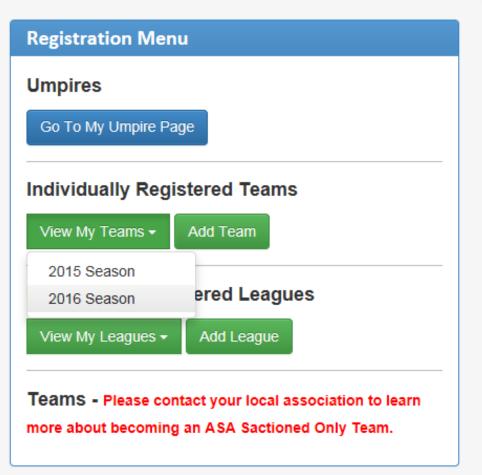
Registration Menu Umpires Go To My Umpire Page Individually Registered Teams View My Teams ▼ 2015 Season ered Leagues 2016 Season Add League View My Leagues ▼ Teams - Please contact your local association to learn more about becoming an ASA Sactioned Only Team.

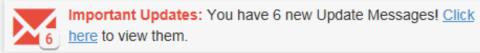
If you are the listed Team
Administrator for the team, you will be able to get back to your team's page by clicking the green "View My Teams" button.



Welcome Back First Last!

Your Member ID is: 902259





Local Association Contact(s)

If you have questions or concerns, here is contact information for your local association.

RegisterASA Contact

Name:

Association:

Phone:

Email:

Umpire Contact

Name:

Association:

Phone:

Email:

If you have any questions or issues during the registration process, please see the contact information on your HomePlate page to speak with someone from your local association.



USA SOFTBALL

HOW TO REGISTER A TEAM

