USA SOFTBALL ™

REGISTER

Access the Team Page from your Homeplate page

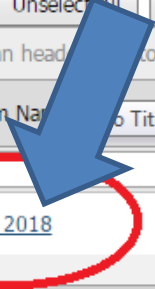| Background Check | ACE Education | Registration Status | Navigation Pane | **My Teams** | My Leagues | My Umpires |

My Teams ⦿ 2018 Year ◯ 2017 Year ◯ 2016 Year

| 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 head to group by that column

#	Team Name [No Title]	Status	Status Date	Mbr Count	Issues	Roster	Insurance	Classification	Group/League	Season
	Test 2018	Pending	8/30/2017	1	Yes	Not Submitted	Not Submitted	Girls Class A Fast Pitch 12/Under	ASA National / N/A	2018 Year

Create Filter

Once on your Team page Double Click a Members Name to access their Profile information

Test 2018 Pending

Standard Roster
Invoice(s): None
View Issues
Player Count By Association: Click Here

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

--Team Actions-- ▼ Go   --Printable Documents-- ▼ Open

| Team Members | Information | Possible Conflicts | Invoice Preview |

| Select All | Unselect... | ...page | Unselect all on the page | Refre... |

Drag a column header h... ...umn

Double Click Member Name

	#	Pho...				DOB	BG
⊞	☐		1597669	...ng	Team Admin	12/10/1943	
⊞	☐		597669	Dailyn C King	Head Coach	12/10/1943	

By Clicking on the Members Name you will be directed to their Manage Member Page.

From the Manage Member Page Click the "Update/View Certificates & Uploaded Documents" link

Select the "Uploaded Documents" tab

Certs and Docs for: 1597669 - Dailyn King

| Concussion Certifications | State Certifications | Uploaded Documents |

CDC

Version:

Code:
State:
Comp. Date:
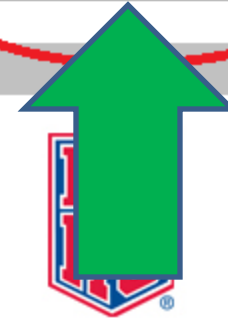Exp. Date:
Entered By:
PDF:

Version:

Code:
State:
Comp. Date:
Exp. Date:
Entered By:
PDF:

Please use the items below to add or update the above Certifications.

Certificate Agency Required
-- Select an Agency --

Certificate Type Required
-- Select a Certification --

From the Uploaded Documents page use the "Select an Upload Type" drop down box to select your document type

Certs and Docs for: 1597669 - Dailyn King

| Concussion Certifications | State Certifications | Uploaded Documents |

PDF
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Adobe

PDF
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Adobe

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Adobe

PDF
No File Found
Adobe

Please Select the Document You Wish To Upload or Modify:

--Select An Upload Type-- ▼

--Select An Upload Type--
Birth Certificate
Driver's License
Background Check Consent Form
Other

Once you have selected your document type use the "Choose File" button to access your files

Certs and Docs for: 1597669 - Dailyn King

| Concussion Certifications | State Certifications | Uploaded Documents |

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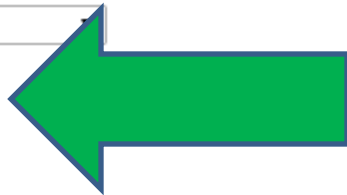
PDF
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Adobe

PDF
No File
Found
Adobe

Please Select the Document You Wish To Upload or Modify:

Birth Certificate

Choose File   No file chosen

Save

Choose your Document File
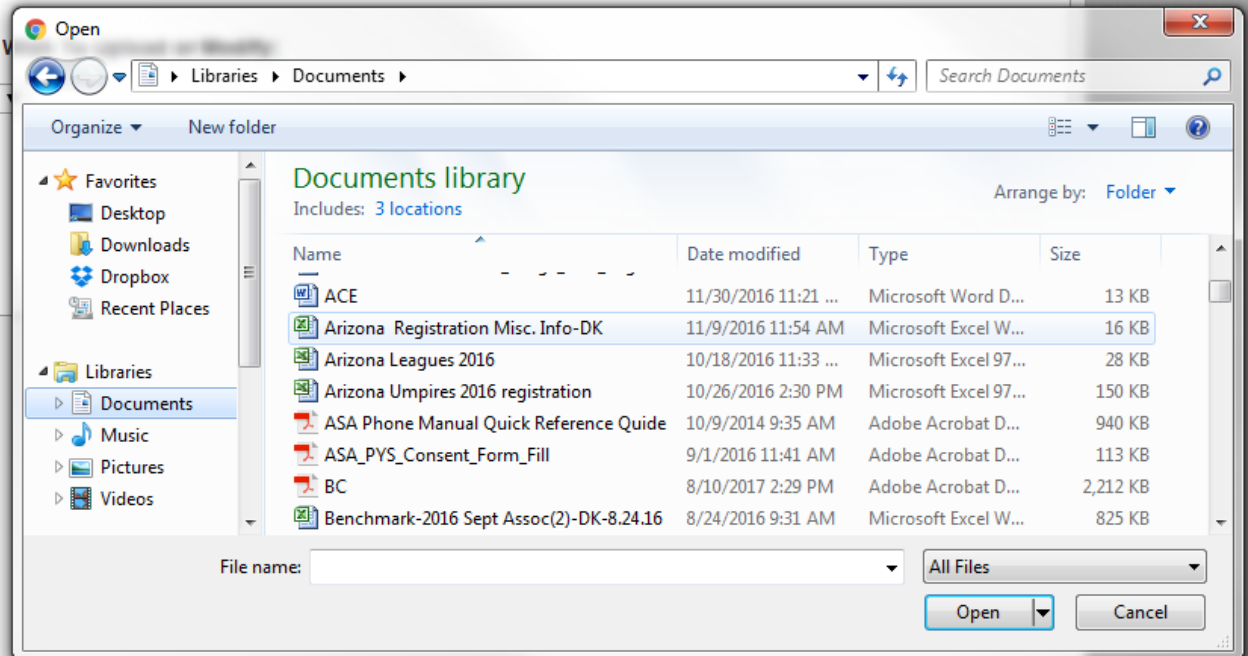
Once you have selected your document file you will see the file name next to the "Choose File" button

Select the blue "Save" Button to Save the document to the members profile

Certs and Docs for: 1597669 - Dailyn King

| Concussion Certifications | State Certifications | Uploaded Documents |

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PDF
No File
Found
Adobe

Please Select the Document You Wish To Upload or Modify:

Birth Certificate ▼

Choose File BC.pdf

Save

Your document has been saved and will not show "Birth Certificate" file name on the PDF document box

Certs and Docs for: 1597669 - Dailyn King

| Concussion Certifications | State Certifications | **Uploaded Documents** |

PDF Birth Certificate Adobe

PDF No File Found Adobe

PDF No File Found Adobe

PDF No File Found Adobe

Please Select the Document You Wish To Upload or Modify:

Birth Certificate ▼

Uploaded file: BC.pdf
File size (in bytes): 2,264,087
Content-type: application/pdf
Choose File   No file chosen

Save

Return to team page and repeat process for all members needing Birth Certificate uploaded

Test 2018 Pending

Team ID: 160222

Generate Invoice Preview

Standard Roster
Invoice(s): None
View Issues
Player Count By Association: Click Here

Member Benefits ▾ | View

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

--Team Actions-- ▾ | Go | --Printable Documents-- ▾ | Open | Add Team Member | Change Team Admin | Move Member

| Team Members | Information | Possible Conflicts | Invoice Preview |

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

	#	Photo	PersonID	Name	Role	DOB	BG	ACE	Conc	Birth C	Paid	Inv	Status	Status Date	BG Status
⊞	☐	[USA logo]	1597669	Dailyn C King	Team Admin	12/10/1943							Submitted		Not Started
⊞	☐	[USA logo]	1597669	Dailyn C King	Head Coach	12/10/1943							Pending		Not Started

◄ | ►

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

Create Filter

Common issues when uploading Member documents:

Please note if you receive a "Timed Out" error when attempting to upload a file the file size may be too large.

Recommended file size for document upload 1G or preferably smaller.

REGISTER