



TM

REGISTER

# Access the Team Page from your Homeplate page

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

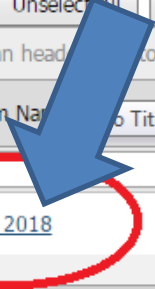
**My Teams**    ● 2018 Year    ● 2017 Year    ● 2016 Year

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 [to Title]	Status	Status Date	Mbr Count	Issues	Roster	Insurance	Classification	Group/League	Season
	<input type="checkbox"/> <a href="#">Test 2018</a>	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--  --Printable Documents--

Team Members    Information    Possible Conflicts    Invoice Preview

Select All    Unselect        Unselect all on the page   

Drag a column header to re-order columns


#	Photo	Phone	Name	Role	DOB	BG
<input type="checkbox"/>		1597669	<a href="#">[Name]</a>	Team Admin	12/10/1943	
<input type="checkbox"/>		597669	<a href="#">Dailyn C King</a>	Head Coach	12/10/1943	

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

Return Add New Team Member

**Manage Member : Dailyn King** [See member's history](#)

**Member ID: 1597669**

<b>Team Name: Test 2018</b>		Photo				
Role	<input type="checkbox"/> Player <input checked="" type="checkbox"/> Team Administrator <input checked="" type="checkbox"/> Head Coach <input type="checkbox"/> Coach <input type="checkbox"/> Jr. Coach <input type="checkbox"/> Scorekeeper <input type="checkbox"/> Other <input type="checkbox"/> Board Member		 <p style="text-align: center;"><a href="#">Click here to Upload Image</a></p>			
Additional Options	<input checked="" type="checkbox"/> <b>Background</b> Check Status : None    Check Result : None    Check Date : 1/1/1900 Ace Level : Not on file    Start Date : None    Complete Date : None					
Documents	<a href="#">Update/View Certificates &amp; Uploaded Documents (Quick View)</a>					
First Name		Middle Name	Last Name	Suffix	Email	
Dailyn *		C	King *		dking@softball.org *	
Address		City		State	Zip	Date of Birth
2801 NE 50th St *		Oklahoma City *		Oklahoma *	73111 *	12/10/1943 * MM/DD/YYYY
Notes		Phone		Gender	Drivers License	
		405-000-0000 *		Female *		

Send Welcome Email

Save Cancel



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

Additional Options	<input checked="" type="checkbox"/> <b>Background</b>		
	Check Status : None    Check Result : None    Check Date : 1/1/1900 Ace Level : None    Start Date : None    Complete Date : None		
Documents	<a href="#">Update/View Certificates &amp; Uploaded Documents (Quick View)</a>		
Name	First Name	Middle Name	Last Name
	<input type="text" value="Osilyn"/> *	<input type="text" value="C"/>	<input type="text" value="King"/>

Select the  
"Concussion  
Certifications"  
tab

**Certs and Docs for: 1597669 - Dailyn King**

Concussion Certifications | State Certifications | Uploaded Documents

CDC	NFHS
 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**

Certificate Type **Required**

Certificate Code **Optional**

Certificate State **Required**

Certification Complete Date **Required**  
 MM/DD/YYYY

Certification Expire Date **Optional**  
 MM/DD/YYYY

Certificate Upload **Optional**  
 No file chosen

## Certs and Docs for: 1597669 - Dailyn King

Concussion Certifications

State Certifications

Uploaded Documents

CDC



Version:

Code:

State:

Comp. Date:

Exp. Date:

Entered By:

PDF:

NFHS



Version:

Code:

State:

Comp. Date:

Exp. Date:

Entered By:

PDF:

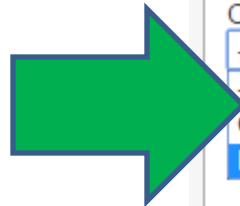
Please use the items below to add or update the above Certifications.

Certificate Agency **Required**

-- Select an Agency --  
-- Select an Agency --  
Centers for Disease Control and Prevention  
**National Federation of State High School Associations**

Certificate Code **Optional**

From the Concussion Certifications page select the certificate Agency you obtained your Concussion Certification from: CDC or NFHS



## Enter Certificate information into all Required Fields

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

Certificate Agency **Required**

National Federation of State High School Associations ▼

Certificate Type **Required**

Other ▼

Certificate Code **Optional**

01CCAD11B9C3

Certificate State **Required**

Oklahoma ▼

Certification Complete Date **Required**

10/09/2017 MM/DD/YYYY

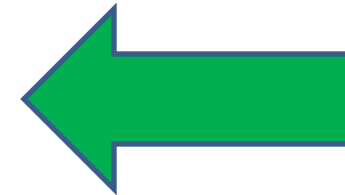
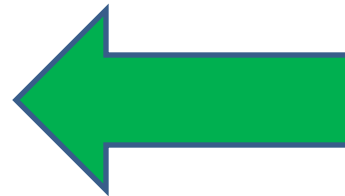
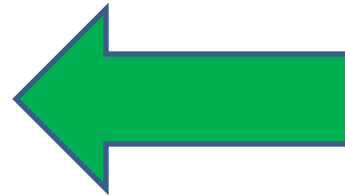
Certification Expire Date **Optional**

MM/DD/YYYY

Certificate Upload **Optional**

Choose File No file chosen

Submit





Once all Certification information has been entered select the “Choose File” Button

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

Certificate Agency **Required**

National Federation of State High School Associations ▼

Certificate Type **Required**

Other ▼

Certificate Code **Optional**

01CCAD11B9C3

Certificate State **Required**

Oklahoma ▼

Certification Complete Date **Required**

10/09/2017 MM/DD/YYYY

Certification Expire Date **Optional**

MM/DD/YYYY

Certificate Upload **Optional**

Choose File No file chosen

Submit



## Certs and Docs for: 1597669 - Dailyn King

Concussion Certifications   State Certifications   Uploaded Documents

CDC

NFHS



Version:

Version:

Code:

State:

Comp. ID:

Exp. Date:

Entered:

PDF:

Please use

Certificate

National F

Certificate

Other

Certificate

01CCAD1

Certificate

Oklahoma

Certification

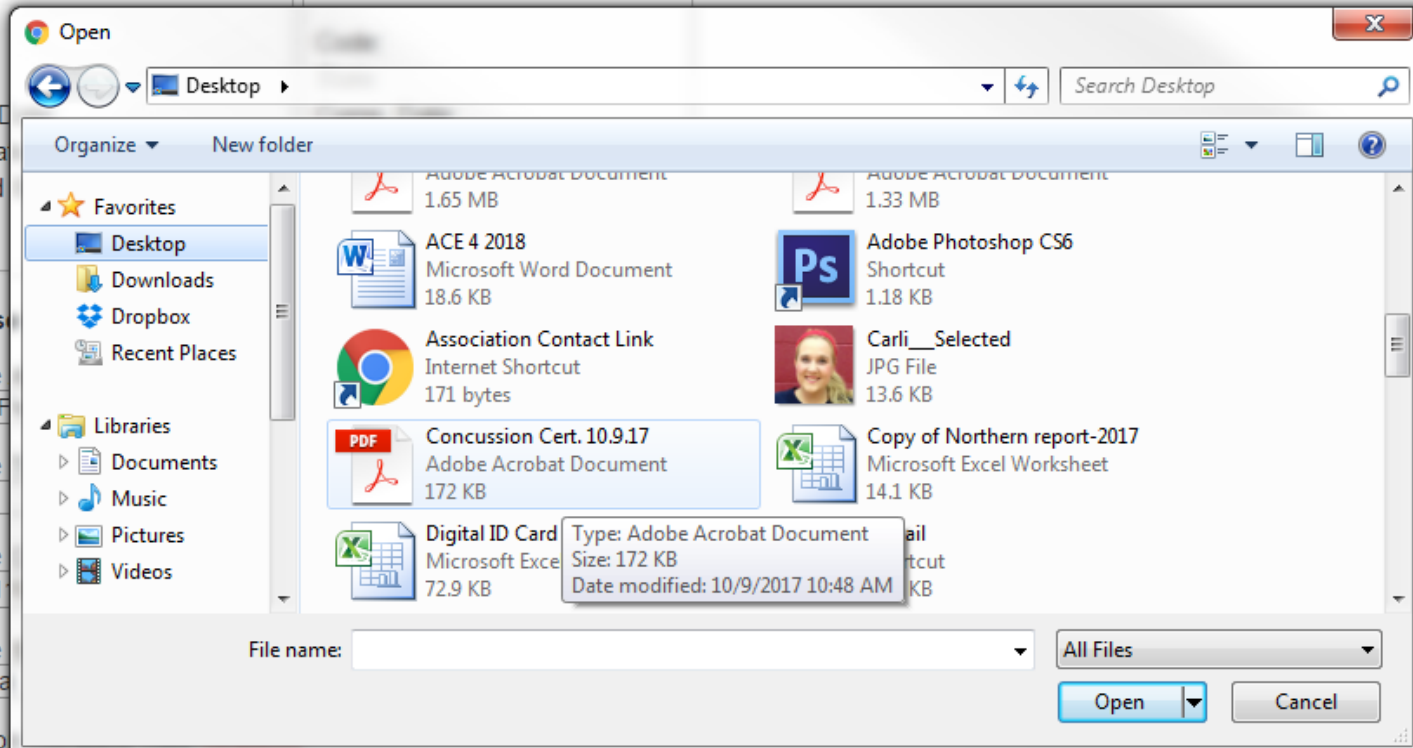
10/09/2017

MM/DD/YYYY

Certification Expire Date [Optional](#)

MM/DD/YYYY

Select your Concussion Certification file for upload



Certification Expire Date **Optional**  
 **MM/DD/YYYY**

Certificate Upload **Optional**  
 Concussion C... 10.9.17.pdf



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

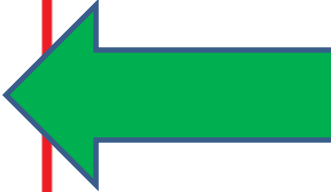
Select the blue “Submit” Button to submit the document to the members profile

Once you have submitted the document file the members certification information will be displayed in the Box for CDC or NFHS depending upon which agency the member used

Concussion Certifications	State Certifications	Uploaded Documents
---------------------------	----------------------	--------------------

CDC	NFHS
	
Version:	Version: <b>Other</b>
Code:	Code: <b>01CCAD11B9C3</b>
State:	State: <b>OK</b>
Comp. Date:	Comp. Date: <b>10/9/2017</b>
Exp. Date:	Exp. Date:
Entered By:	Entered By: <b>Dailyn King</b>
PDF:	PDF: <a href="#">Click Here</a>



Return to team page and repeat process for all members needing Concussion 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
<input type="checkbox"/>		1597669	Dailyn C King	Team Admin	12/10/1943							Submitted		Not Started
<input type="checkbox"/>		1597669	Dailyn C King	Head Coach	12/10/1943							Pending		Not Started

# 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.



TM

REGISTER