

HOW TO REGISTER A LEAGUE



Welcome Back!

Your Member ID is:



Important Updates: You have 6 new Update Messages! [Click here](#) to view them.

Registration Menu

Umpires

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Individually Registered Teams

[View My Teams ▾](#)

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Individually Registered Leagues

[View My Leagues ▾](#)

[Add League](#)

Teams - Please contact your local association to learn more about becoming an ASA Sactioned Only Team.

Local Association Contact(s)

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

RegisterASA Contact

Name:

Association:

Email:

Click the "Add League" button to create a brand new team. Click the "View Leagues" button to view leagues you have already registered.

Add New League

League ID:

Role Name *

☒ League Administrator
☐ Other

☐ Head Coach
☐ Board Member

☐ Coach

☐ Jr. Coach

League Name *

Season *

2016 Year ▼

Community/HomeTown

League Type *

Youth ▼

Division *

-- Select a Division -- ▼

Classification *

-- Select a Classification -- ▼

State *

Association *

Group *

League *

N/A ▼

Please select an active registration option from the list below.

Registration Option *

-- Select a Registration Option -- ▼

Website

Notes

Fees

Reg Option Short	Player Price	Coach Price	ACE1 w/BGCK	ACE2 w/BGCK	ACE3 w/BGCK	ACE4 w/BGCK	Independent BGC
------------------	--------------	-------------	-------------	-------------	-------------	-------------	-----------------

No data to display

Add League

Cancel

On this screen you will add information about your league and select your Registration Option. (Registration Option – Your league's ID card type and your Bollinger insurance deductible.)

Manage League :Springfield Fast Pitch

Status: Pending

Issues: No Issues

Invoice Number: None

[Order Duplicate Cards](#) for Approved Members

Submit and Create Invoice

Upload

Registration Extract

League ID: 66541

1

League Name *	<input type="text" value="Springfield Fast Pitch"/>
Season *	<input type="text" value="2014 Year"/>
Community/HomeTown	<input type="text"/>
League Type *	<input type="text" value="Youth"/>
Division *	<input type="text" value="Girls Fast Pitch"/>
Classification *	<input type="text" value="Girls Fast Pitch - Unclassified"/>
State *	<input type="text"/>
Association *	<input type="text"/>
Group *	<input type="text"/>
League *	<input type="text" value="N/A"/>
Registration Option *	<input type="text" value="JO (Youth) Individual, \$250 Deductible, Non-Photo"/>

Website

Notes

There are two ways to add league members. The first process allows you to upload many league members at the same time. The second process allows you to add one league member at a time (see page 10).

2

Save

Cancel

Add Member

Upload Data

Use the Upload Data feature to import names from a spreadsheet on your computer to the online database. All names imported will be assigned to your account and will not be visible on anyone else's account.

Your import file must match the exact format of the sample file provided on this page. Click [SampleExcelFile.xls](#) to save or view the sample spreadsheet.

Below is information you should know before you import your first file:

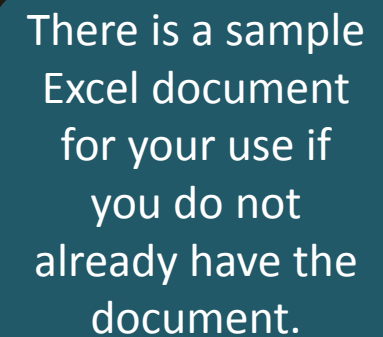
Import Will Do

1. Will check for duplicate names that are already in the system.
2. Will locate duplicates and update information on the individual.
3. Will place individuals into a Pending registration status for inclusion on invoice.
4. Will assign individuals to the selected League.
5. Will assign individuals to the selected league's classification.
6. Will assign a unique Member Id number to each new member that is added from your file.
7. **Please use the proper 2 letter State Abbreviation in the State Column of the Excel file. (Ex. CA, OK, MN, etc.)**

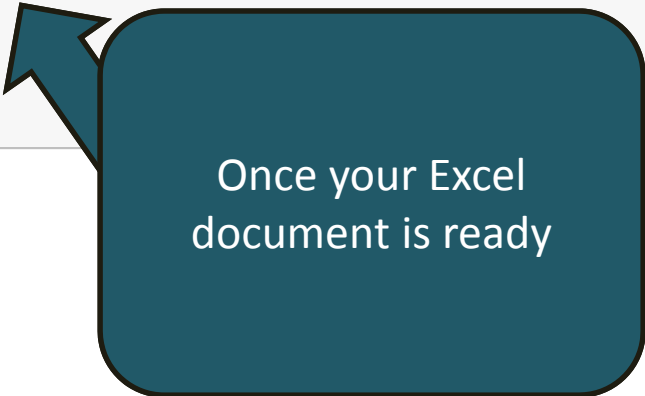
Import Will NOT Do

1. Will NOT assign individuals to teams.

Next



There is a sample Excel document for your use if you do not already have the document.



Once your Excel document is ready

The screenshot shows a Microsoft Excel spreadsheet titled 'ImportData.xls [Read-Only] [Compatibility Mode]'. The spreadsheet contains a table with the following columns: MemberID, LastName, FirstName, MiddleName, Suffix, Address, City, State, Zip, Phone, Gender, DOB, Email, Driver's License, Driver's License State, Driver's License Expiration Date, and TeamName. The first row of data shows a sample member with ID 123, last name Sample, first name Sample, middle name Sample, suffix Jr, address 123 Main, city Oklahoma City, state OK, zip 73111, phone (123) 123-1234, gender Female, DOB 06/06/93, email 123@abc.com, driver's license 1.25E+08, driver's license state TX, and driver's license expiration date 12/31/2012.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	MemberID	LastName	FirstName	MiddleName	Suffix	Address	City	State	Zip	Phone	Gender	DOB	Email	Driver's License	Driver's License State	Driver's License Expiration Date	TeamName		
1	123	Sample	Sample	Sample	Jr	123 Main	Oklahoma City	OK	73111	(123) 123-1234	Female	06/06/93	123@abc.com	1.25E+08	TX	12/31/2012			

Depending on your association, there may be additional information requirements. Players are required to have their First Name, Last Name, DOB, Zip Code, and Gender.

Coaches are required to have First Name, Last Name, Full Address, Email, DOB and Phone.

Note: You can only upload 1 role at a time. For example, players will need to be uploaded separately from coaches.

Upload Data

Select registration options below and click the **Browse** button to locate and select the Excel file you wish to import. After selecting the correct file click on the **Upload** button to validate your file and begin the upload pass records.

If an error is encountered due to an incorrect format you will be provided information to correct your file and try again. When the upload is successful you will be provided a confirmation screen and then you can proceed to the Members screen to continue with the registration process.

Use Excel documents created using a Windows based PC Only!!

****Please note that any Excel (or other worksheet) document created or processed on a Mac Computer might experience date formatting issues. Windows and Mac Computers use different date systems by default and this could lead to incorrect date of births upon extracting or uploading. ****

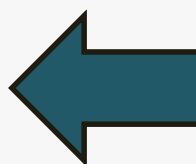
Note: FirstName, LastName, Date of Birth ,Zip Code, Address are all required fields.

Uploading to League: Background Checks

Select Role

Upload File


No file chosen




Select the role you are uploading, select the file on our computer and click the "Upload" button.

Upload Data

Note: FirstName, LastName, Date of Birth, Zip Code, Email, Address, Phone are all required fields.
If the Upload Status field below says "Missing Fields", that person will NOT be uploaded into the system.

Upload Status 

Upload Status	Member ID	Last Name	First Name	Middle Name	Suffix	Address	City	State	Zip	Phone	Gender
 Upload Status: New											

Submit Cancel

This page allows you to view the results of your upload. Click the "+" sign to view the members fitting the criteria.

If this appears to be correct, click "Submit" button. If this does not appear to be correct, click the "Cancel" button to edit your Excel File and start again.

[Save](#)[Cancel](#)[Add Member](#)[League Members](#)[Association](#)[Possible Conflicts](#)

Background Consent Form for All States

[Approve](#)[Deny](#)[Remove](#)[BG Check w/ Consent](#)[Create Team](#)[Select All](#)[Unselect All](#)[Select all on the page](#)[Unselect all on the page](#)[Export To Excel](#)

Drag a column header here to group by that column

	#	PersonID	Name	Role	DOB	Status	Status Date	Inv	BG Status	CPStatus	CPResult	Concussion Cert.	PI
⊕	<input type="checkbox"/>	902277	Sample 7Sample7	League Admin	10/1/1920	Submitted			Cleared	COMPLETED	GREEN - ASA	Yes	View Profile
⊕	<input type="checkbox"/>	902271	Sample 1Sample1	Coach	6/6/1993	Pending			Not Started				
⊕	<input type="checkbox"/>	902272	Sample 2Sample2	Coach	6/6/1993	Pending			Not Started				
⊕	<input type="checkbox"/>	902273	Sample 3Sample3	Coach	6/6/1993	Pending			Not Started				
⊕	<input type="checkbox"/>	902274	Sample 4Sample4	Coach	6/6/1993	Pending			Not Started				
⊕	<input type="checkbox"/>	902275	Sample 5Sample5	Coach	6/6/1993	Pending			Not Started				
⊕	<input type="checkbox"/>	902276	Sample 6Sample6	Coach	6/6/1993	Pending			Not Started				
⊕	<input type="checkbox"/>	902277	Sample 7Sample7	Coach	6/6/1993	Pending			Not Started				

Page 1 of 1 (10 items)

< [1] >

[Create Filter](#)

You will be directed back to your League's page and your uploaded members will be listed at the bottom of the page.

Manage League :Springfield Fast Pitch

Status: Pending

Issues: No Issues

Invoice Number: None

[Order Duplicate Cards](#) for Approved Members

Submit and Create Invoice

Upload

Registration Extract

League ID: 66541

League Name * Springfield Fast Pitch

Season * 2014 Year ▼

Community/HomeTown

League Type * Youth ▼

Division * Girls Fast Pitch ▼

Classification * Girls Fast Pitch - Unclassified ▼

State * ▼

Association *

Group *

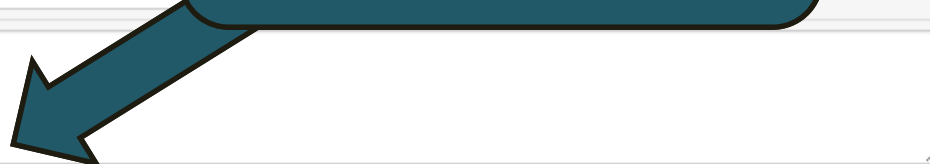
League * N/A

Registration Option * JO (Youth) Individ

Website

Notes

For the second process, click the "Add Member" button.



Save

Cancel

Add Member

Add a Team Member (Step 1 of 3)

First Name:

Last Name:

Date of Birth:

Fill out one of the two boxes below

Zip Code:

Member ID:

1) Fill in all 3 boxes with your team member's legal information.

2) Fill in 1 of the 2 boxes.



3) Click the "Continue" button.

Add a Team Member (Step 2 of 3)


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

Note: Scroll the Grid to the Right for A

Drag a column header here to group by the

Select	Photo	Person	Address	City	State	Zip
		902260 Samantha	Evans	OK - Oklahoma ASA	Oklahoma City	Oklahoma

< [1] >

 [Create Filter](#)

Is your team member not listed above? If not, you will need to [create a new team member's profile](#) or verify the information you entered by clicking the "Back" button.

Back

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 "Add Member" button. If this is not correct then click the "create a new profile" link.

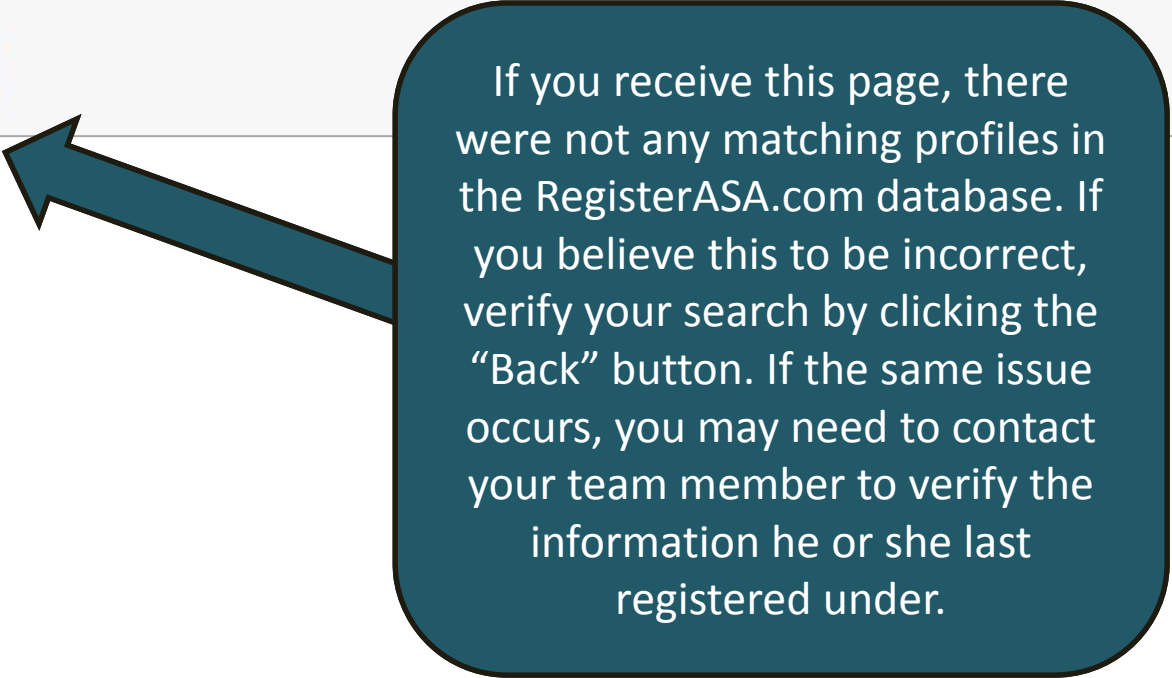
If your member does not have any matches, you will not see this page and you will automatically be directed to the next page.

Add a Team Member (Step 2 of 3)

Our records show that this team member has never been on RegisterASA.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 receive this page, there were not any matching profiles in the RegisterASA.com database. If you believe this to be incorrect, verify your search by clicking the "Back" button. If the same issue occurs, you may need to contact your team member to verify the information he or she last registered under.

Add a Team Member (Step 3 of 3)

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

You will need to fill out everything with a * next to it. If you selected the Photo ID card option, you will be able to add your league member's photo by clicking the link below.

Team Name: Bat Busters										
Role	<input checked="" type="checkbox"/> Player <input type="checkbox"/> Team Administrator <input 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					 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	Oklahoma ▼ *	Zip	73111 *	Date of Birth	9/14/2000 *	MM/DD/YYYY		
Notes						Phone				
						Gender	Female ▼ *			
						Drivers License				
Add To Team		Save & Add New Member								

If you're done adding league members, click the "Add To Team" button. If you have more league members to add, click the "Save & Add New Member" button.

Manage League :

Status: Pending

Issues: [View Issues](#)

Invoice Number:

[Order Duplicate Cards](#) for Approved Members

Submit and Create Invoice

Upload

Registration Extract

League ID: 66491

League Name *

Season *

2016 Year ▼

Community/HomeTown

League Type *

Youth ▼

Division *

Girls Slow Pitch ▼

Classification *

Girls Slow Pitch 08/Under ▼

State *

Association *

Group *

League *

Registration Option *

JO (Youth) Individual, \$250 Deductible, Non-Photo ▼

Website

Notes

Once all of your league members are added to the team, you will click the "Submit and Create Invoice" button to submit and pay for your team.

am Will Coach 5/25/1080

Registration Submission Confirmation

Thank you for submitting your registrations. Please enter your shipping address and payment information for any items that may be shipped to you.

Roster Type:

Registration Option: JO (Youth) Individual, \$250 Deductible, Non-Photo *

Ship Method: USPS 1st Class

Recipient Name: First Last

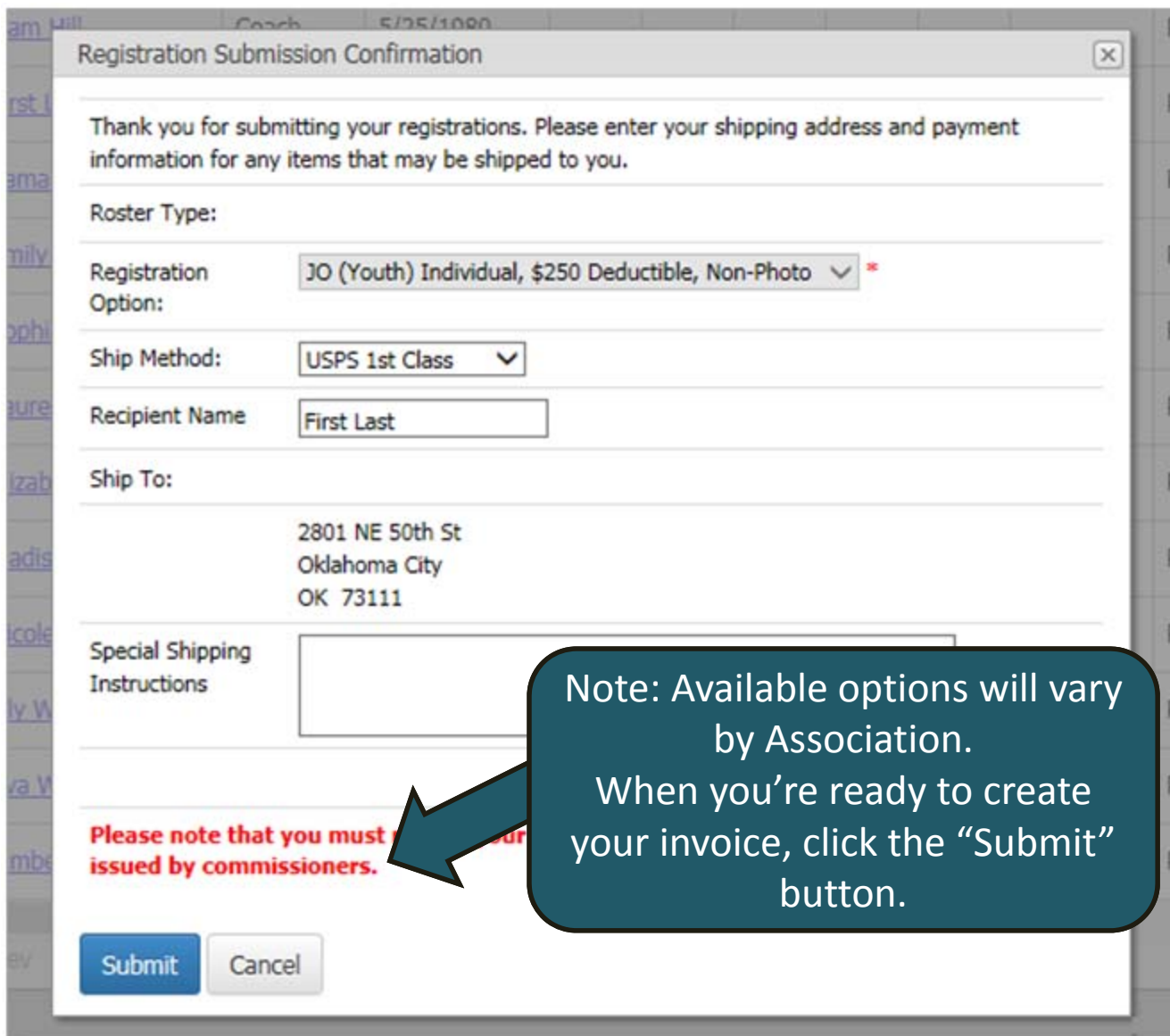
Ship To:

2801 NE 50th St
Oklahoma City
OK 73111

Special Shipping Instructions

Please note that you must have your invoice issued by commissioners.

Submit Cancel

The image shows a web-based form titled "Registration Submission Confirmation". The form is designed to collect shipping and payment information. It includes a thank-you message at the top. Below this, there are several input fields: "Roster Type" (a dropdown menu), "Registration Option" (a dropdown menu with a red asterisk indicating a required field), "Ship Method" (a dropdown menu), "Recipient Name" (a text input field), and "Ship To" (a text input field for the address). The "Ship To" field is pre-filled with "2801 NE 50th St, Oklahoma City, OK 73111". There is also a "Special Shipping Instructions" text area. At the bottom, there is a red warning message: "Please note that you must have your invoice issued by commissioners." and two buttons: "Submit" (in blue) and "Cancel" (in grey). A dark blue callout box with white text is overlaid on the right side of the form, pointing to the "Submit" button. The callout text reads: "Note: Available options will vary by Association. When you're ready to create your invoice, click the 'Submit' button." The background of the form is white, and the overall layout is clean and professional.

PayPal

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**

Pay Now

MasterCard VISA American Express Discover BANK

ble | DOB | Status | Status Date | Inv | BG Status

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



INVOICE

Checks Payable To:

Mail To:

Shipping Information: First Last 2801 NE 50th St Oklahoma City, OK 73111 Admin Name: First Last Admin Email: Example@softball.org Admin Phone: 405-425-3491	Team or League Information	Invoice Date: 12/01/2018
	ID: 66540 Name: Bat Busters Group: League: Current HC: First Last Example@softball.org 405-425-3491	Invoice Number: 125629
		Players: Non-Players Classification: Girls Class C Fast Pitch 18/Under

Individual Registration	Description	Qty	Price	Amount
902259 - First Last (Head Coach)	JO Individual Non-Player - \$250, Non-Photo Card	1	\$\$\$\$	\$\$\$\$
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	\$\$\$\$	\$\$\$\$
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	JO 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	JO 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	\$\$\$\$	\$\$\$\$
JO (Youth) Indiv \$250 Non-Photo (Players and Non-Players)				
Total Cards: 12			Total:	\$\$\$\$
Shipping & Handling: USPS 1st Class				\$\$\$\$
			Amount Due:	\$\$\$\$

Payments and other requested documentation may be sent to the address located in the top right corner of the invoice.

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.

Manage League :Tucker County

Status: Approved

Issues: [View Issues](#)

Invoice Number:

[Order Duplicate Cards](#) for Approved Members

Insurance Certificates

Upload Registration Extract

League ID: 125675

League Name *

Season *

2016 Year ▼

Community/HomeTown

League Type *

Youth ▼

Division *

Girls Fast Pitch ▼

Classification *

Girls Fast Pitch - Unclassified

State *

Association *

Group *

JO (Youth) - JO ▼

League *

JO - Travel ▼

Registration Option *

League Team, \$250 Deductible, Non-Photo ▼

Website

Notes

Once your members are approved, an “Insurance Certificates” button will appear that will allow you to print an insurance certificate for your league.

Welcome Back!

Your Member ID is:



Important Updates: There are no new Update Messages. [Click here](#) to view older update messages.

Registration Menu

Umpires

[Go To My Umpire Page](#)

Individually Registered Teams

[View My Teams ▾](#)

[Add Team](#)

Individually Registered Leagues

[View My Leagues ▾](#)

[Add League](#)

2015 Season

2016 Season

[Contact your local association to learn more about becoming an ASA Sactioned Only Team.](#)

Local Association Contact(s)

ns, here is contact
ation.

Umpire Contact

Name:

Association:

Phone:

Email:

As long as you are marked as the League Administrator on the league, you will be able to get back to your league's page by clicking the "View My Leagues" button.

Welcome Back!

Your Member ID is:



Important Updates: There are no new Update Messages. [Click here](#) to view older update messages.

Registration Menu

Ump



Ind



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

Individually Registered Leagues

View My Leagues ▾

Add League

2015 Season

2016 Season

ct your local association to learn more about becoming an ASA Sactioned Only Team.

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:

HOW TO REGISTER A LEAGUE

