

HOW TO REGISTER A TEAM



Welcome Back!

Your Member ID is:

have 6 new Update Messages! [Click](#)

Registration Menu

Umpires

[Go To My Umpire Page](#)

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.

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



Contact(s)

For concerns, here is contact
local association.

RegisterASA Contact

Name:

Association:

Phone:

Email:

Umpire Contact

Name:

Association:

Phone:

Email:

Add New Team

Team ID:

Players Information Possible Conflicts Invoice Preview

Your Role on Team Team Administrator Head Coach Coach Jr. Coach
 Other Board Member

Team Name

Season

Community/HomeTown

Registration Type

Team Type

Division

Classification

Association

Group

League

Registration Option

Website

Notes

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



Fees

Reg Option Short	Player Price	Coach Price	ACE1 w/BGCK	ACE2 w/BGCK	ACE3 w/BGCK	ACE4 w/BGCK	Independent BGC
JO (Youth) Individual, \$250 Deductible, Photo Card	\$	\$					



Add Team Cancel

The team was added successfully.

Bat Busters Pending

Team ID: 66540

[Generate Invoice Preview](#)

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

No Roster

Invoice(s): None

[View Issues](#)

Click Go to initiate your selection.

Click Open to view your selection.

--Team Actions--

[Go](#)

--Printable Documents--

[Open](#)

[Add Team 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"/>	902259	First Last	Team Administrator	5/25/1977							Pending		Not Started

Page 1 of 1 (1 items)

[<](#) [< Prev](#)

[1]

[Next >](#) [>](#)

[Create Filter](#)

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
Add Member		902260 Samantha	Evans	OK - Oklahoma ASA	Oklahoma City Oklahoma

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

[Create Filter](#)

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.

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.

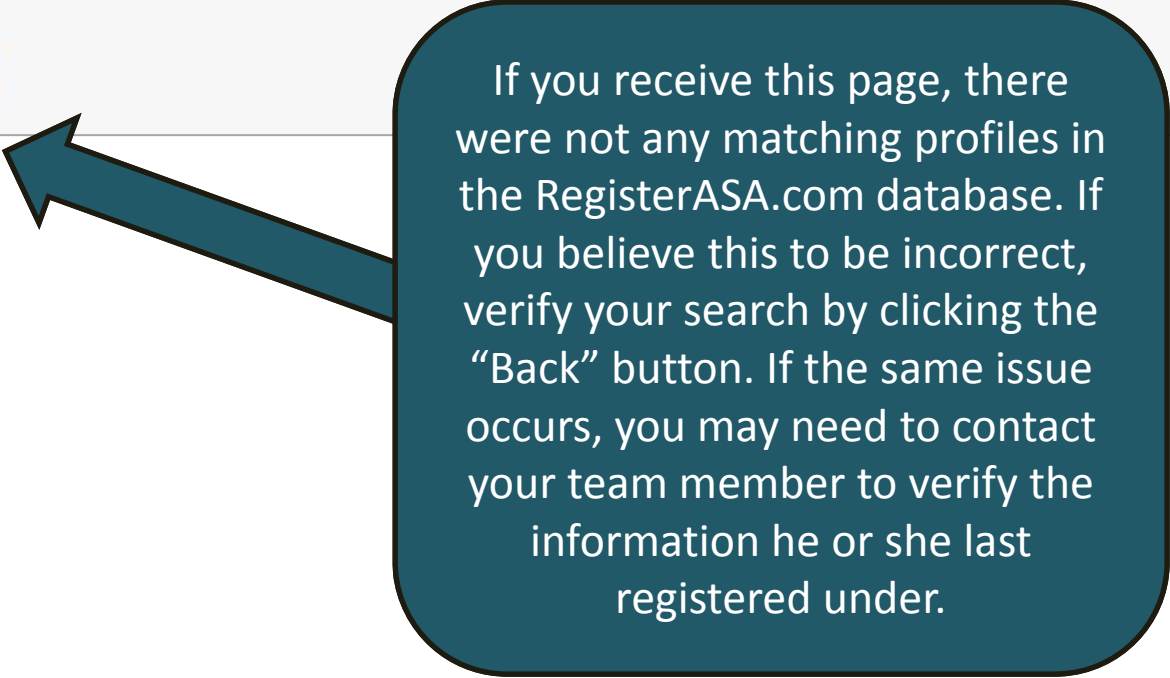
[Back](#)

If 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 team 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
Concussion Certified	
Name	First Name: Samantha * Middle Name: Last Name: Evans * Suffix: 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:
<input type="button" value="Add To Team"/> <input type="button" value="Save & Add New Member"/>	

[Click here to Upload Image](#)

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

Bat Busters Pending

Team ID: 66540

Generate Invoice Preview

No Roster

Invoice(s): None

[View Issues](#)

Click Go to initiate your selection.

Click Open to view your selection.

--Team Actions--

Go

--Printable Documents--

Open

Add Team 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
<input type="checkbox"/>		902259	First Last	Team Administrator	5/25/1977						
<input type="checkbox"/>		902270	Liam Hill	Coach	5/25/1980						
<input type="checkbox"/>		902259	First Last	Head Coach	5/25/1977						
<input type="checkbox"/>		902260	Samantha Evans	Player	9/14/2000						Pending
<input type="checkbox"/>		902269	Emily Gomez	Player	6/6/2000						Pending
<input type="checkbox"/>		902265	Sophia Jackson	Player	6/22/2000						Pending
<input type="checkbox"/>		902264	Lauren Lake	Player	4/23/2000						Pending
<input type="checkbox"/>		902261	Elizabeth Lopez	Player	3/8/2000						Pending
<input type="checkbox"/>		902266	Madison Peterson	Player	5/1/2000						Pending
<input type="checkbox"/>		902262	Nicole Smith	Player	12/5/2001						Pending
<input type="checkbox"/>		902268	Lily Walker	Player	2/28/2000						Pending
<input type="checkbox"/>		902267	Ava Watson	Player	1/2/2000						Pending
<input type="checkbox"/>		902263	Kimberly Williams	Player	5/5/2000						Pending



Page 1 of 1 (13 items)

< < Prev [1] Next > >

[Create Filter](#)

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

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: First Last 2801 NE 50th St Oklahoma City , OK 73111	Team ID: 66540 Team Name: Bat Busters Group Name: League Name:
---	---

This page will allow you to preview your submission and prices before finalizing the submission.

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

Drag a column header here to group by that column

Member Information	Item 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	\$\$.\$\$	\$\$.\$\$

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

Create Filter

Click the "Create Invoice" button.

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

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

Create Invoice

am Mill Coach 5/25/1090

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: Standard

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

Ship Method: USPS 1st Class

Recipient Name: First Last

Ship To:

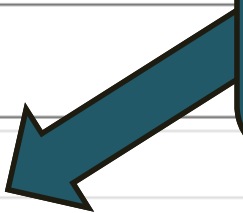
2801 NE 50th St
Oklahoma City
OK 73111

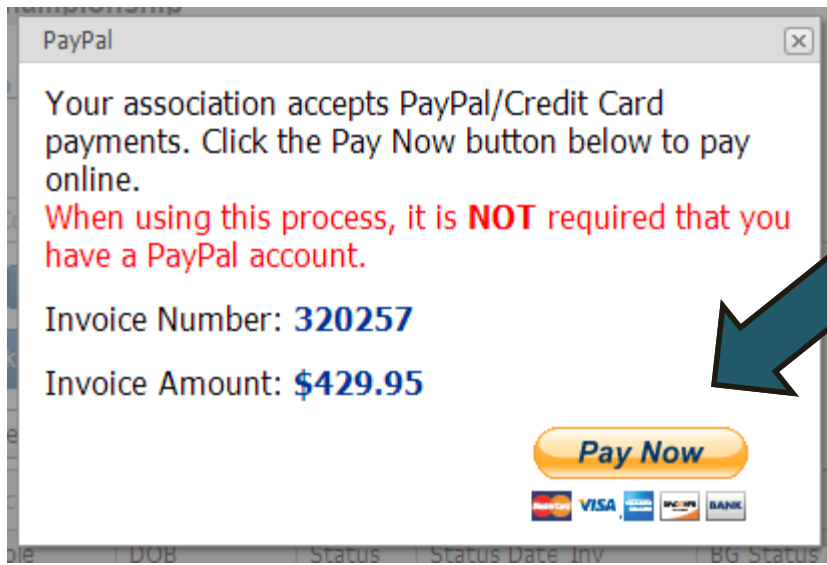
Special Shipping Instructions

Please note that you must mail in your invoices with payment before approval can be issued by commissioners.

Submit Cancel

Note: Available options will vary by Association. When you're ready to create your invoice, click the "Submit" button.





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:

Team or League Information	
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	ID: 66540 Name: Bat Busters Group: League: Current HC: First Last Example@softball.org 405-425-3491
Invoice Date: 12/0	Invoice Number: 125629
Players: Non-Players	Classification: Girls Class C Fast Pitch 18/Under

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

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:	\$\$\$\$

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.

Bat Busters Submitted

Standard Roster

Invoice(s): [125629](#)

[View Issues](#)

ID: 66540

[View Invoice Preview](#)

Note: If background check payments are not on your invoice, your coaches will need to login and purchase their background check with a credit card. Send your coaches an email to login to RegisterASA by clicking on their name and clicking the "Send Welcome Email" button.

Click Go to initiate your selection.

Click Open to view your selection.

--Team Actions--

Go

--Printable Documents--

Open

Add Team 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"/>		902259	First Last	Team Administrator	5/25/1977							Submitted		Cleared
<input type="checkbox"/>		902270	Liam Hill	Coach	5/25/1980						125629	Submitted		Not Started
<input type="checkbox"/>		902259	First Last	Head Coach	5/25/1977						125629	Submitted		Cleared
<input type="checkbox"/>		902260	Samantha Evans	Player	9/14/2000						125629	Submitted		
<input type="checkbox"/>		902260	Emily Gomez	Player	6/6/2000						125629	Submitted		

Bat Busters Submitted

Standard Roster

Invoice(s): [125629](#)

[View Issues](#)

Team ID: 66540

[Generate Invoice Preview](#)

Note: If background check payments are on your team's invoice, you will need print the "Background Check Consent Forms", have your team member(s) fill out the form and submit the form to your Local Association.

Click Go to initiate your selection.

Click Open to view your selection.

--Team Actions--

Go

--Printable Documents--

Open

[Add Team 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"/>		902259	First Last	Team Administrator	5/25/1977							Submitted		Cleared
<input type="checkbox"/>		902270	Liam Hill	Coach	5/25/1980						125629	Submitted		Not Started
<input type="checkbox"/>		902259	First Last	Head Coach	5/25/1977						125629	Submitted		Cleared
<input type="checkbox"/>		902260	Samantha Evans	Player	9/14/2000						125629	Submitted		
<input type="checkbox"/>		902260	Emily Gomez	Player	6/6/2000						125629	Submitted		

Bat Busters Submitted

Team ID: 66540

Generate Invoice Preview

Standard Roster

Invoice(s): [125629](#)

[View Issues](#)

Player Count By Association: [Click Here](#)

Click the "View Issues" link to view any issues and how to resolve the issues.

Click Go to initiate your selection.

Click Open to view your selection.

--Team Actions--

Go

--Printable Documents--

Open

Add Team 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"/>		902259	First Last	Team Admin	5/25/1977							Submitted		Cleared
<input type="checkbox"/>		902270	Liam Hill	Coach	5/25/1980					✓	125629	Submitted		Not Started
<input type="checkbox"/>		902259	First Last	Head Coach	5/25/1977					✓	125629	Submitted		Cleared
<input type="checkbox"/>		902260	Samantha Evans	Player	9/14/2000				✓	✓	125629	Submitted		
<input type="checkbox"/>		902269	Emily Gomez	Player	6/6/2000				✓	✓	125629	Submitted		
<input type="checkbox"/>		902265	Sophia Jackson	Player	6/22/2000				✓	✓	125629	Submitted		
<input type="checkbox"/>		902264	Lauren Lake	Player	4/23/2000				✓	✓	125629	Submitted		
<input type="checkbox"/>		902261	Elizabeth Lopez	Player	3/8/2000				✓	✓	125629	Submitted		
<input type="checkbox"/>		902266	Madison Peterson	Player	5/1/2000				✓	✓	125629	Submitted		

Bat Busters Approved

Team ID: 66540

[Generate Invoice Preview](#)

Standard Roster

Invoice(s): [125629](#)

[View Issues](#)

Player Count By Association: [Click Here](#)

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.

Click Go to initiate your selection.

Click Open to view your selection.

--Team Actions--

Go

--Printable Documents--

Open

Add Team Member

- BG Consent Form
- Insurance Certificate
- JO Champ Req Form
- Official Tourm Entry Form
- Roster

Team Members

Information

Pos

Select All

Unselect All

Select all

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"/>		902259	First Last	Team Admin	5/25/1977							Approved	12/1/2015	Cleared
<input type="checkbox"/>		902270	Liam Hill	Coach	5/25/1980					✓	125629	Approved	12/1/2015	Not Started
<input type="checkbox"/>		902259	First Last	Head Coach	5/25/1977					✓	125629	Approved	12/1/2015	Cleared
<input type="checkbox"/>		902260	Samantha Evans	Player	9/14/2000				✓	✓	125629	Approved	12/1/2015	
<input type="checkbox"/>		902269	Emily Gomez	Player	6/6/2000				✓	✓	125629	Approved	12/1/2015	
<input type="checkbox"/>		902265	Sophia Jackson	Player	6/22/2000				✓	✓	125629	Approved	12/1/2015	

Welcome Back First Last!

Your Member ID is: 902259



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

Registration Menu

Umpires

[Go To My Umpire Page](#)

Individually Registered Teams

[View My Teams](#) ▾

2015 Season

2016 Season

Sctioned 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)

For concerns, here is contact information for your local association.

Umpire Contact

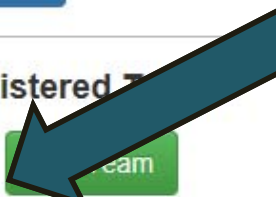
Name:

Association:

Phone:

Email:

As long as you are marked as the Team Administrator on the team, you will be able to get back to your team's page by clicking the "View Teams" button.



Welcome Back First Last!

Your Member ID is: 902259



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

Registration Menu

Umpire

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.

2016 Season

My 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:

Phone:

Email:

Umpire Contact

Name:

Association:

Phone:

Email:

HOW TO REGISTER A TEAM

