League Registration Home Plate Page

Registration Menu

Umpires

Go To My Umpire Page

Individually Registered Teams

View My Teams ▾   Add Team

Individually Registered Leagues

View My Leagues ▾   Add League

Teams - Please contact your local association to learn about becoming an USA Softball Sanctioned Only Team.

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

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 :Loehrs Softball League

Status: Pending
Issues: View Issues
Invoice Number: None
Order Duplicate Cards for **Approved Members**
Click Here to View Invoice Statuses and to Pay by PayPal

Submit and Create Invoice

1 → Upload | Registration Extract

League ID: 222685

League Name *	Loehrs Softball League
Season *	2022 Year
Community/HomeTown	
League Type *	Youth
Division *	Girls Fast Pitch
Classification *	Girls Fast Pitch - Unclassified
State *	Oklahoma
Association *	NM - New Mexico
Group *	Youth - Softball
League *	JO
Registration Option *	Youth Indi, $500 Deductible, Non-Photo
Website	
Notes	

Fees

Reg Option Short	Play... e	Coach Price	ACE1 w/BGCK	ACE2 w/BGCK	ACE3 w/BGCK	ACE4 w/BGCK	Independent BGC
Youth Indi, $500 Deductible, Non-Photo	16.00	$16.00	$29.00	$28.00	$28.00	$28.00	$13.00

2 ↓

Save | Cancel | Add Member

Adding League Members

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.

Uploading Data

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.

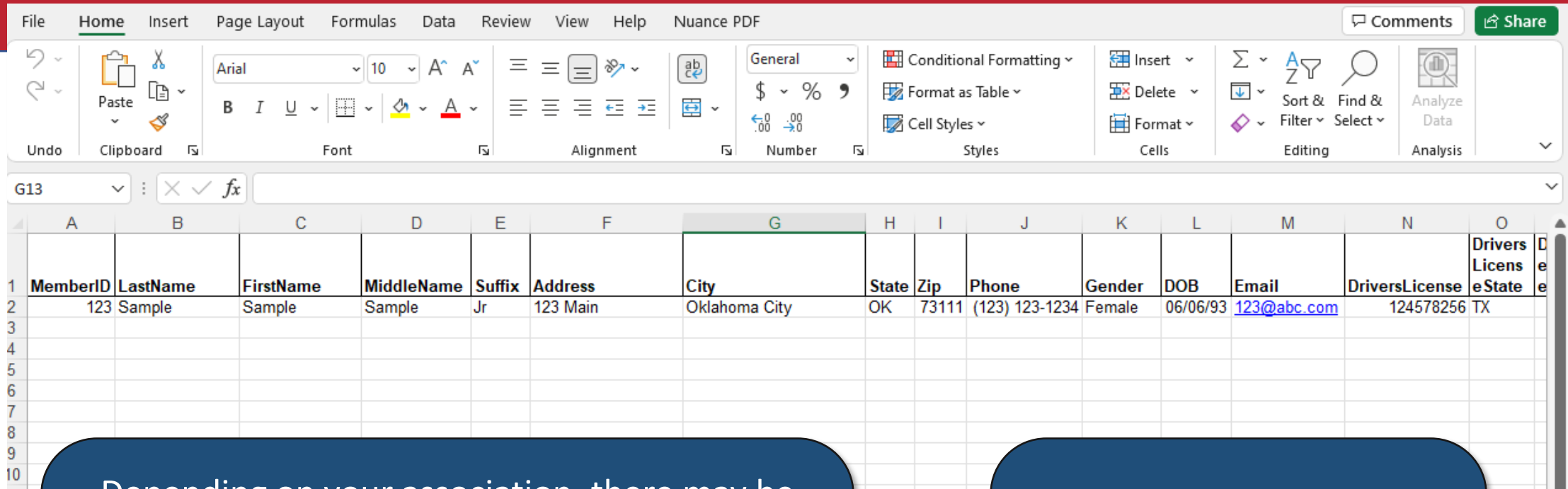Next

There is a sample Excel document for your use so that you have the correct format the system requires for uploads.

Once you have your excel document ready, select the blue NEXT button

Upload Template

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 Zip.

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

Uploads

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: Loehrs Softball League

Select Role Player

Upload File

Choose File loehrs league sheet.xls

Upload

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

Results Viewer

Upload Data

Note: FirstName,LastName,Date of Birth ,Zip Code,Address 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	Gend
⊞	Upload Status: Existing											
⊞	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 the "Submit" button. If this does not appear to be accurate, click the "Cancel" button to edit your Excel File and start again.

League Page after Upload

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

Add Member Option

For the second option process, click the blue "Add Member" button at the bottom of the page.

Add Team Member

Add a Team Member (Step 1 of 3)

First Name: [   ]

Last Name: [   ]

Date of Birth: [(MM/DD/YYYY)]

Fill out one of the two boxes below

Zip Code: [   ]

Member ID: [   ]

[Continue] [Cancel]

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.

USA SOFTBALL

Add Team Member

If you receive this page, there were not any matching profiles in the RegisterUSASoftball.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 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

Add Team Member

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 ACE and Background Check Information.

Drag a column header here to group by that column

Select	Photo	PersonID	First Name	Last Name	Association	City	State	BG Status	Che
Add Member			Candice		Alliance Fastpitch	Oklahoma City	Oklahoma	Cleared	11/
Add Member			Candice		OK - Oklahoma	Oklahoma City	Oklahoma		

Page 1 of 1 (2 items) ☐ [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.

USA SOFTBALL

Save & Add Member

Member ID:

League Name: Loehrs Softball League

Photo

Role

☐ Player   ☐ League Administrator   ☐ Head Coach   ☐ Coach
☐ Jr. Coach   ☐ Scorekeeper   ☐ Other   ☐ Board Member

Photo editing availabe after added to league.

Docs, Certs & Courses

Update/View Certificates & Uploaded Documents (Quick View)

Core - No | R1 - No | R2 - No | R3 - No | 2022 - No | 2021 Ump - No

	First Name	Middle Name	Last Name	Suffix		
Name	Candice *				Email	ceades@usasoftball.com
					Confirm Email	ceades@usasoftball.com
Address	2801 NE 50th Street					
City	Oklahoma City	State	Oklahoma	Zip	73111 *	Date of Birth	4/3/1988 * MM/DD/YYYY

Notes

Phone   405-425-3495

Gender   Female *

Drivers License

Add To League   **Save & Add New Member**   **Cancel**

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 after they are added to the league.

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.

USA SOFTBALL

Manage League :Loehrs Softball League

Status: Pending
Issues: View Issues
Invoice Number: None
Order Duplicate Cards for Approved Members
Click Here to View Invoice Statuses and to Pay by PayPal

Submit and Create Invoice

Upload   Registration Extract

League ID: 222685

League Name *	Loehrs Softball League
Season *	2022 Year
Community/HomeTown	
League Type *	Youth
Division *	Girls Fast Pitch
Classification *	Girls Fast Pitch - Unclassified
State *	Oklahoma
Association *	NM - New Mexico
Group *	Youth - Softball
League *	JO
Registration Option *	Youth Indi, $500 Deductible, Non-Photo
Website	
Notes	

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

USA SOFTBALL

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:	N/A
Registration Option:	Youth Indi, $500 Deductible, Non-Photo ⌄ *
Ship Method:	USPS 1st Class ⌄
Recipient Name	
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.
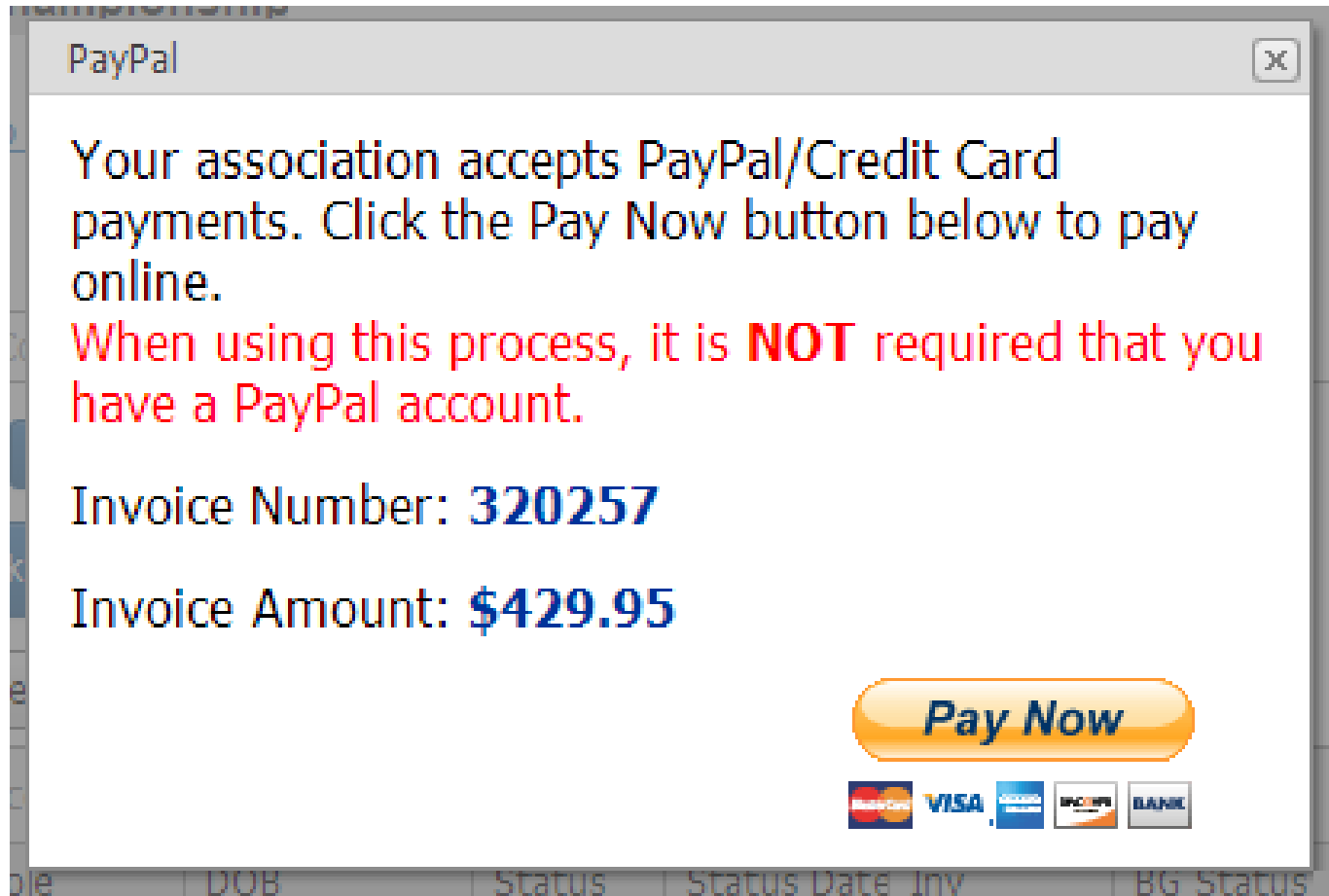
Submit   Cancel

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

PayPal Option

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.
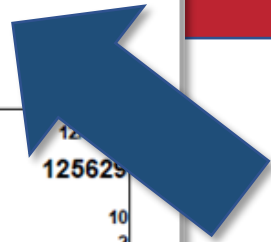
Invoice Sample

Invoice Created By: First Last
ATTN: Individual Registration

Checks Payable To:

Mail To:

INVOICE

Team or League Information		
ID: 66540	Invoice Date:	12
Name: **Bat Busters**	Invoice Number: **125629**	
Group: League:	Players: 10 Non-Players 2	
Current HC: First Last Example@softball.org 405-425-3491	Classification: **Girls Class C Fast Pitch 18/Under**	

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

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.

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

Insurance Certificates

Manage League :Tucker County

Insurance Certificates

Upload | Registration Extract

Status: Approved
Issues: View Issues
Invoice Number:
Order Duplicate Cards for Approved Members

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.

USA SOFTBALL

View My Leagues

Be sure you are marked as the League Admin on the league, so you will be able to get back to your league's page by clicking the "View My Leagues" button.

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.

Welcome Back
Your Member ID is:

Registration Menu

Umpires

Go To My Umpire Page

Individually Regi____ Teams

View My Teams ___ Team

Individually Registered Leagues

View My Leagues ▾   Add League

Teams - Please contact your local association to learn about becoming an USA Softball Sanctioned Only Team.

___t Updates: There are no new Update Messages. Click ___ew older update messages.

Local Association Contact(s)

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

Registration Contact

Name:
Association:
Phone:
Email:

Umpire Contact

Name:
Association:
Phone:
Email: