

USA SOFTBALL

HOW TO REGISTER A TEAM



Welcome Back

Your Member ID is:

Registration Menu

Umpires

[Go To My Umpire Page](#)

Individually Registered Teams

[View My Teams ▾](#)

[Add Team](#)



Individually Registered Leagues

[View My Leagues ▾](#)

[Add League](#)

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

Click the green “Add Team” button to create a new team. Click the green “View Teams” button to view any team’s that you have already registered.



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

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, \$500 Deductible, Photo C	\$	\$					

Add Team Cancel

On this screen, you will add information about your team and select your Registration Option. (Registration Option – Your team’s ID card type, like Photo or Non-Photo)



The team was added successfully.

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

Click the blue “Add Team Member” button to start adding players and coaches to your team.

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:

ALL 3

Step 1) Enter information into all 3 boxes with your team member's legal information (First name, Last Name, and Date of Birth).

Fill out one of the two boxes below

Zip Code:

Member ID:

OR

Next, you must enter information into one of the two boxes (Zip code OR Member ID number).

Once boxes have the correct information, click the blue button that says "continue".

Continue

Cancel




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

Photo	PersonID	First Name	Last Name	Association	City	State	BG Status	Che
	902260	Samantha	Evans	OK - Oklahoma ASA	Oklahoma City	Oklahoma		

Page 1 of 1 (1 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 blue "Add Member" button. If this is not correct, then click the "create a new team member's profile" link.

If your member does not have any matches, you will not see this page and 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 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



If you are directed to this page, it means that there were no matching profiles for the member that you entered, and the member has not previously been registered on RegisterUSA before now. If you believe this to be incorrect, verify your search again by clicking the blue "back" button. If the issue continues, verify with the member you are trying to add for more registration information. Otherwise, click the blue button that says "continue" to add this member into the RegisterUSA database.






Add a Team Member (Step 3 of 3)

[Return](#) [Search Players](#)

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

Member ID:

Team Name: Bat Busters		Photo			
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					
Name	First Name: <input type="text" value="Samantha"/> *	Middle Name: <input type="text"/>	Last Name: <input type="text" value="Evans"/> *	Suffix: <input type="text"/>	Email: <input type="text"/>
Address	<input type="text" value="2801 NE 50th"/> *				Confirm Email: <input type="text"/>
City	<input type="text" value="Oklahoma City"/> *	State: <input type="text" value="Oklahoma"/> *	Zip: <input type="text" value="73111"/> *	Date of Birth: <input type="text" value="9/14/2000"/> * MM/DD/YYYY	Phone: <input type="text"/>
Notes					Gender: <input type="text" value="Female"/> *
					Drivers License: <input type="text"/>

[Add To Team](#) [Save & Add New Member](#) [Cancel](#)

You must fill out all boxes with a *. If you selected the Photo ID card option, you will be able to add your team member's photo by clicking the link to the left.

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



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	Status	Status Date	BG Status
<input type="checkbox"/>		902259	First Last	Team Administrat	5/25/1977							Pending		Not Started
<input type="checkbox"/>		902270	Liam Hill	Coach	5/25/1980							Pending		Not Started
<input type="checkbox"/>		902259	First Last	Head Coach	5/25/1977							Pending		Not Started
<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 team members are added to the team, you will click the blue “Generate Invoice Preview” button on the top right corner of the page to submit and pay the invoice for your team’s registrations.



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	Association:
	Team Name: Bat Busters	Invoice Created By: First Last
	Group Name:	Players: 10
	League Name:	Non-Players: 2
		Classification: Girls Class C Fast Pitch 18/Under

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](#)

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

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

Create Invoice

This page allows you to preview your registration submission and the costs associated with each member registration before finalizing the submission.

After reviewing, when ready to submit the invoice, click the blue "create invoice" button on the bottom right corner of the page.



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:

Ship Method:

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 each Association.
When you are ready to create your invoice, click the "Submit" button.




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



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.



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: 12/01/15 Invoice Number: 125629 Players: 10 Non-Players: 2 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 where it says, "Checks Payable to" and "Mail to"



Bat Busters Submitted

Team ID: 66540

[Generate Invoice Preview](#)

Standard Roster

Invoice(s): [125629](#)

[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							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		

Note: Each person needing and background check and SafeSport will need to log in and complete these steps on their homepage. Send your coaches an email to log in to Register USA Softball by clicking on their name and clicking the "Send Welcome Email" button.



Bat Busters Submitted

Team ID: 66540

[Generate Invoice Preview](#)

Standard Roster

Invoice(s): [125629](#)

[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](#)

[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		

Click the "View Issues" link to view any issues, and it will tell you how to resolve those issues.



Bat Busters Approved

Team ID: 66540

Generate Invoice Preview

Standard Roster

Invoice(s): [125629](#)

[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

Add Team Member

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	

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.



Welcome Back First Last!

Your Member ID is: 902259

Registration Menu

Umpires

[Go To My Umpire Page](#)

Individually Registered Teams

[View My Teams](#) ▾

2015 Season

2016 Season

Registered Leagues

[View My Leagues](#) ▾

[Add League](#)

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

If you are the listed Team Administrator for the team, you will be able to get back to your team's page by clicking the green "View My 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

Umpires

[Go To My Umpire Page](#)

Individually Registered Teams

[View My Teams](#) ▾

[Add Team](#)

2015 Season

2016 Season

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:

Phone:

Email:

Umpire Contact

Name:

Association:

Phone:

Email:

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



USA SOFTBALL

HOW TO REGISTER A TEAM

