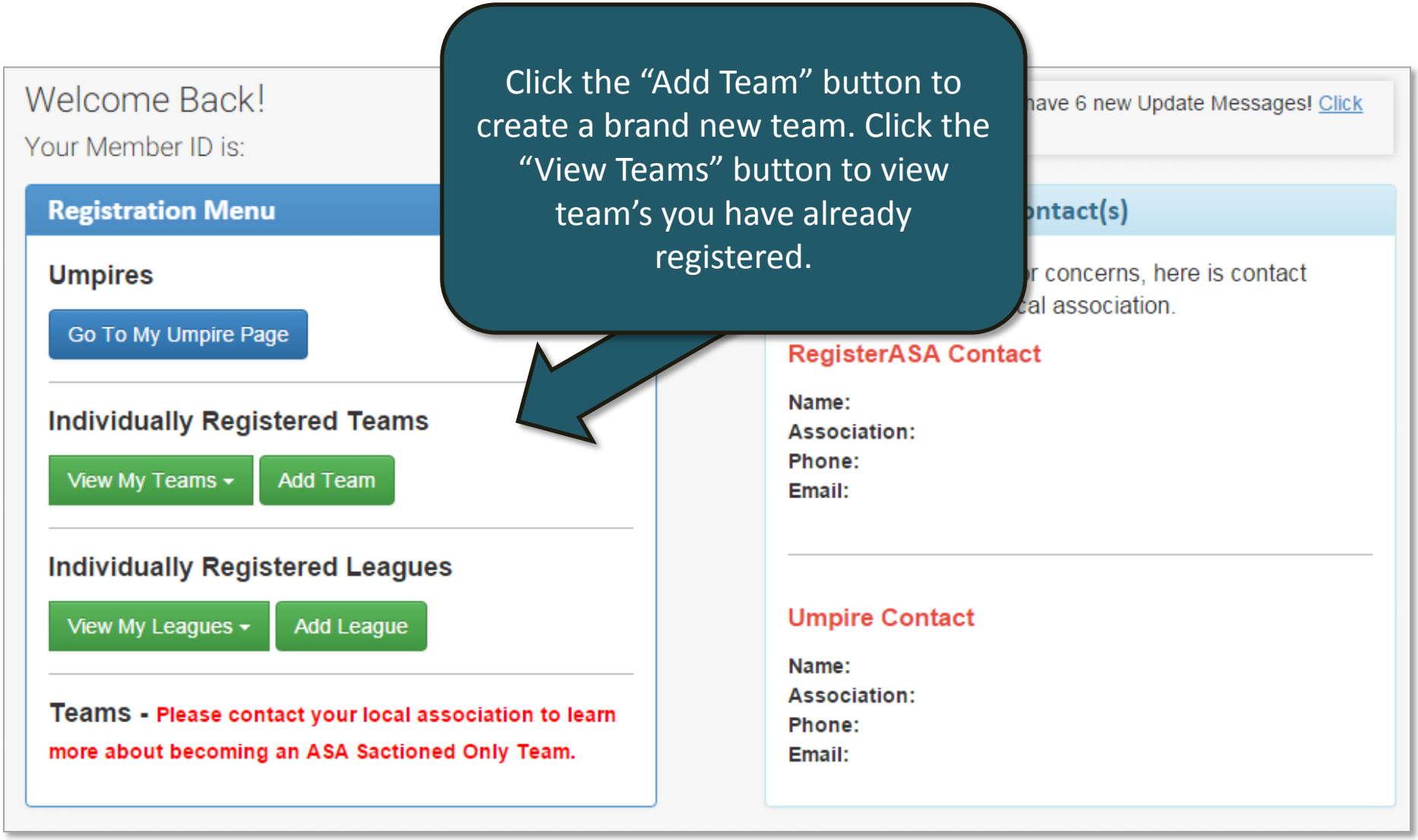
HOW TO REGISTER A TEAM


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
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.
have 6 new Update Messages! Click
ontact(s)
r concerns, here is contact
cal 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: Bat Busters

Season: 2016 Year *

Community/HomeTown:

Registration Type: Individual Registration *

Team Type: Youth *

Division: Girls Fast Pitch *

Classification: Girls Class A Fast Pitch 16/Under *

Association: *

Group: -- Select a Group -- *

League: N/A *

Registration Option: JO (Youth) Individual, $250 Deductible, Photo Card *

Website:

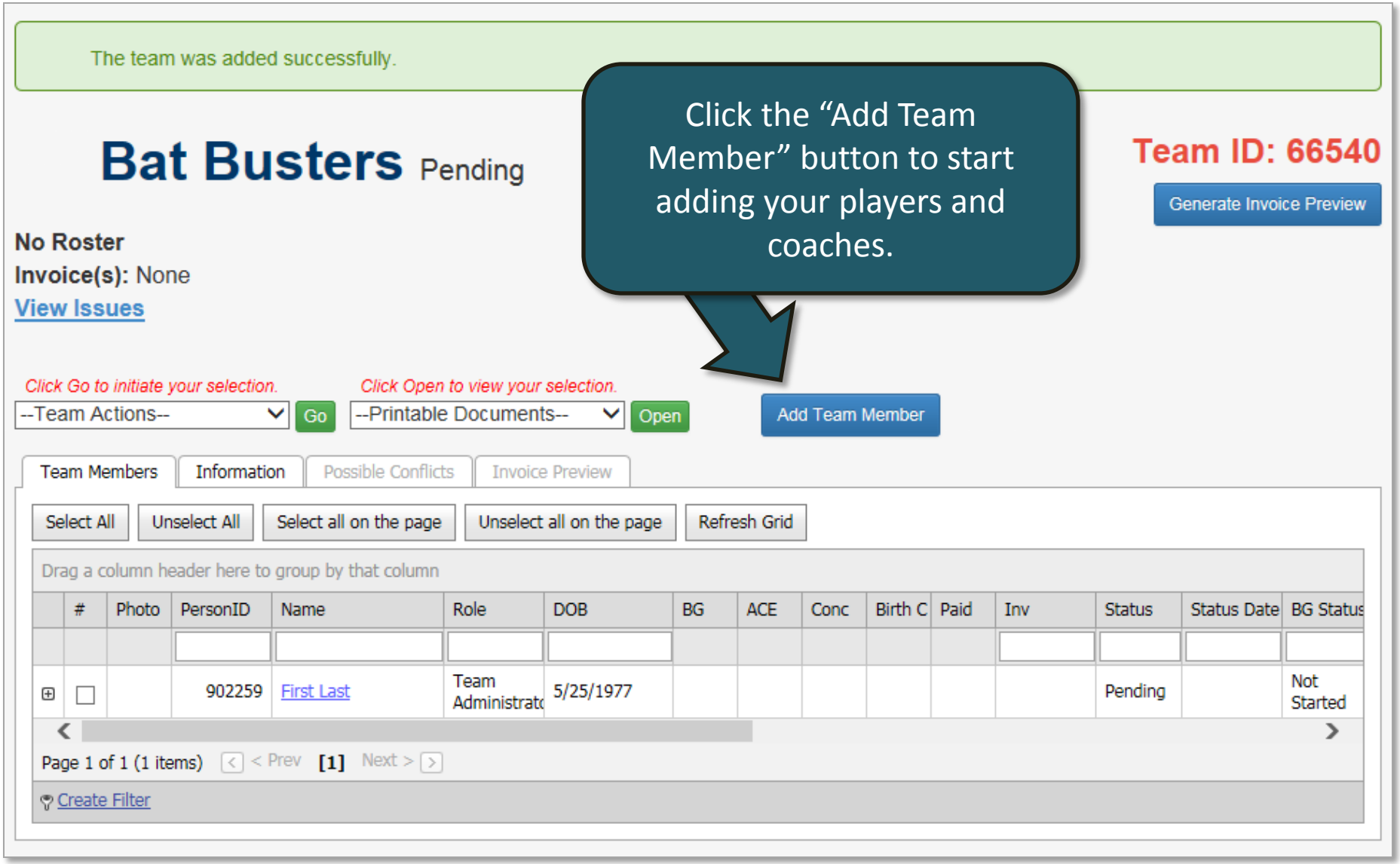
Notes:

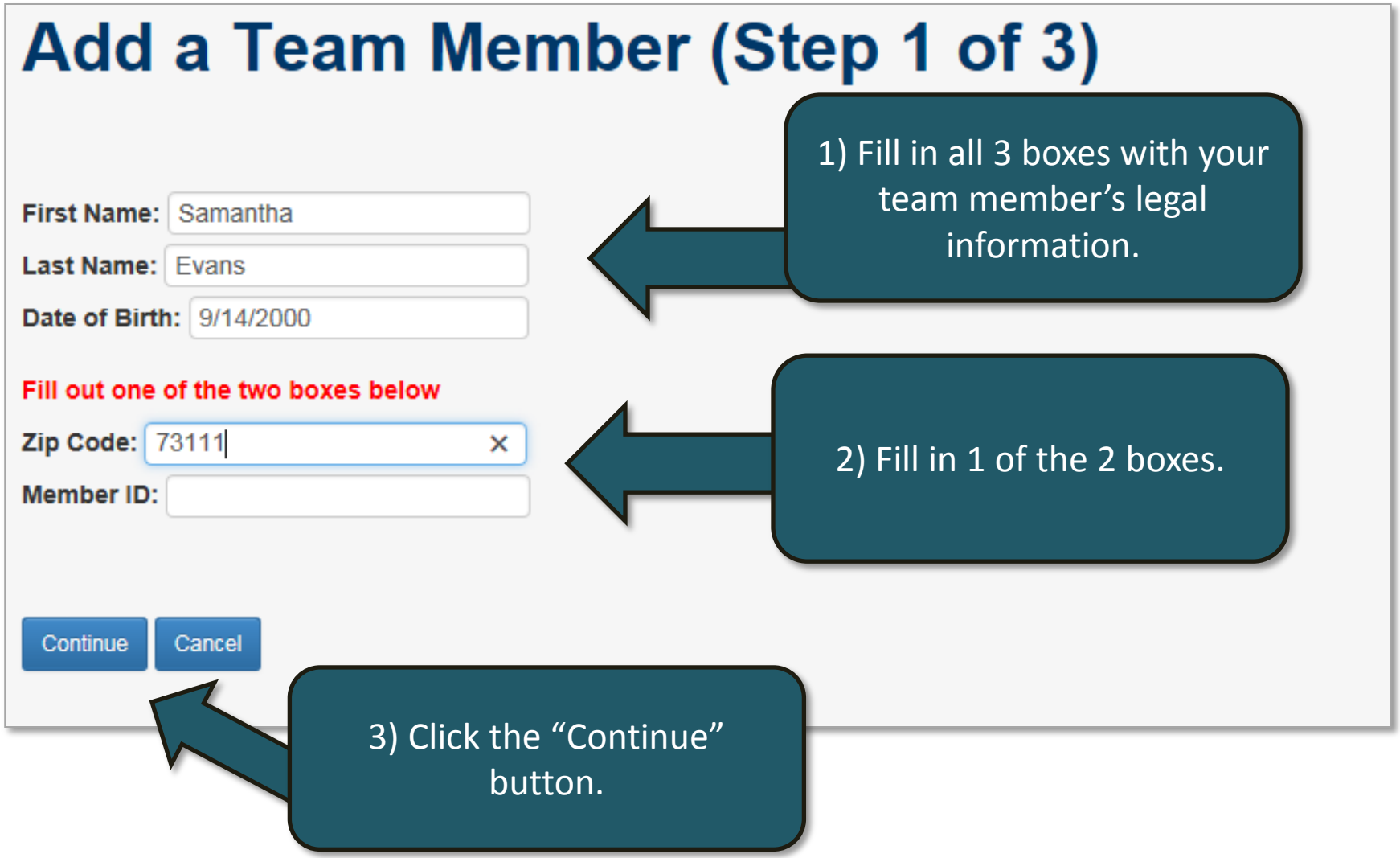
On this screen you will add information about your team and select your Registration Option. (Registration Option – Your team's ID card type and your Bollinger insurance deductible.)

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 Deductil Photo Ca	$	$					

Add Team | Cancel


The team was added successfully.
Bat Busters Pending
Team ID: 66540
Generate Invoice Preview
No Roster
Invoice(s): None
View Issues
Click the “Add Team Member” button to start adding your players and coaches.
Click Go to initiate your selection.
--Team Actions--
Go
Click Open to view your selection.
--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
902259 First Last Team Administrato 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: Samantha
Last Name: Evans
Date of Birth: 9/14/2000
Fill out one of the two boxes below
Zip Code: 73111
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.

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.

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.

Note: Scroll the Grid to the Right for A

Drag a column header here to group by tha

Select	Photo	Per							
Add Member		902260	Samantha	Evans	OK - Oklahoma ASA	Oklahoma City	Oklahoma		

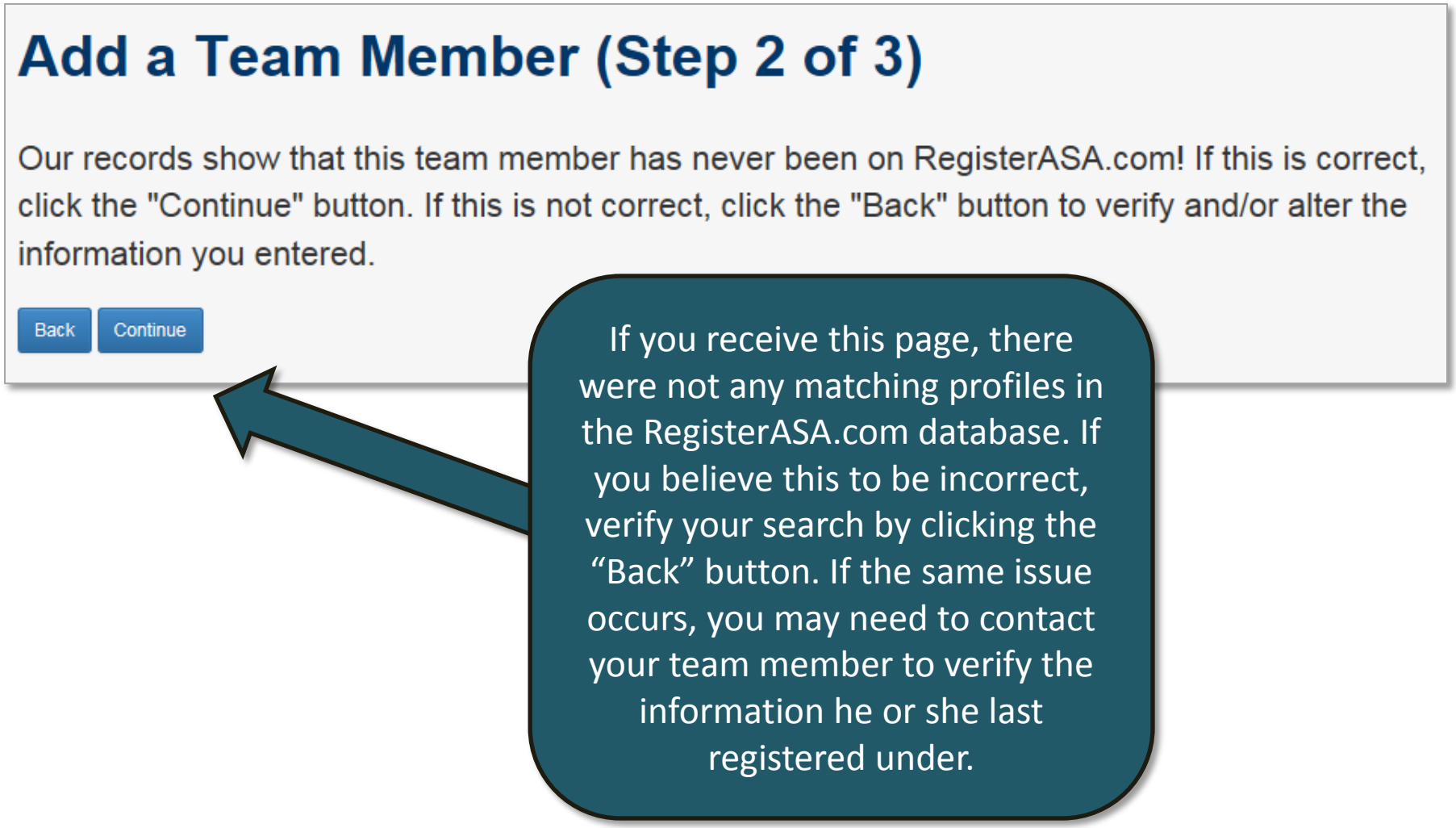
Page 1 of 1 (1 items) [1]

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 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

- [x] Player
- [ ] Team Administrator
- [ ] Head Coach
- [ ] Coach
- [ ] Jr. Coach
- [ ] Scorekeeper
- [ ] Other
- [ ] 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

Phone

Gender: Female *

Drivers License

Notes

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.

Add To Team Save & Add New Member

Bat Busters Pending

Team ID: 66540

Generate Invoice Preview

No Roster

Invoice(s): None

View Issues

Click Go to initiate your selection. --Team Actions-- Go

Click Open to view your selection. --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			
⊞	☐		902259	First Last	Team Administrato	5/25/1977									
⊞	☐		902270	Liam Hill	Coach	5/25/1980									
⊞	☐		902259	First Last	Head Coach	5/25/1977									
⊞	☐		902260	Samantha Evans	Player	9/14/2000							Pending		
⊞	☐		902269	Emily Gomez	Player	6/6/2000							Pending		
⊞	☐		902265	Sophia Jackson	Player	6/22/2000							Pending		
⊞	☐		902264	Lauren Lake	Player	4/23/2000							Pending		
⊞	☐		902261	Elizabeth Lopez	Player	3/8/2000							Pending		
⊞	☐		902266	Madison Peterson	Player	5/1/2000							Pending		
⊞	☐		902262	Nicole Smith	Player	12/5/2001							Pending		
⊞	☐		902268	Lily Walker	Player	2/28/2000							Pending		
⊞	☐		902267	Ava Watson	Player	1/2/2000							Pending		
⊞	☐		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.

Team Members | Information | Possible Conflicts | Invoice Preview

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.

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

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

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	$$.$$	$$.$$

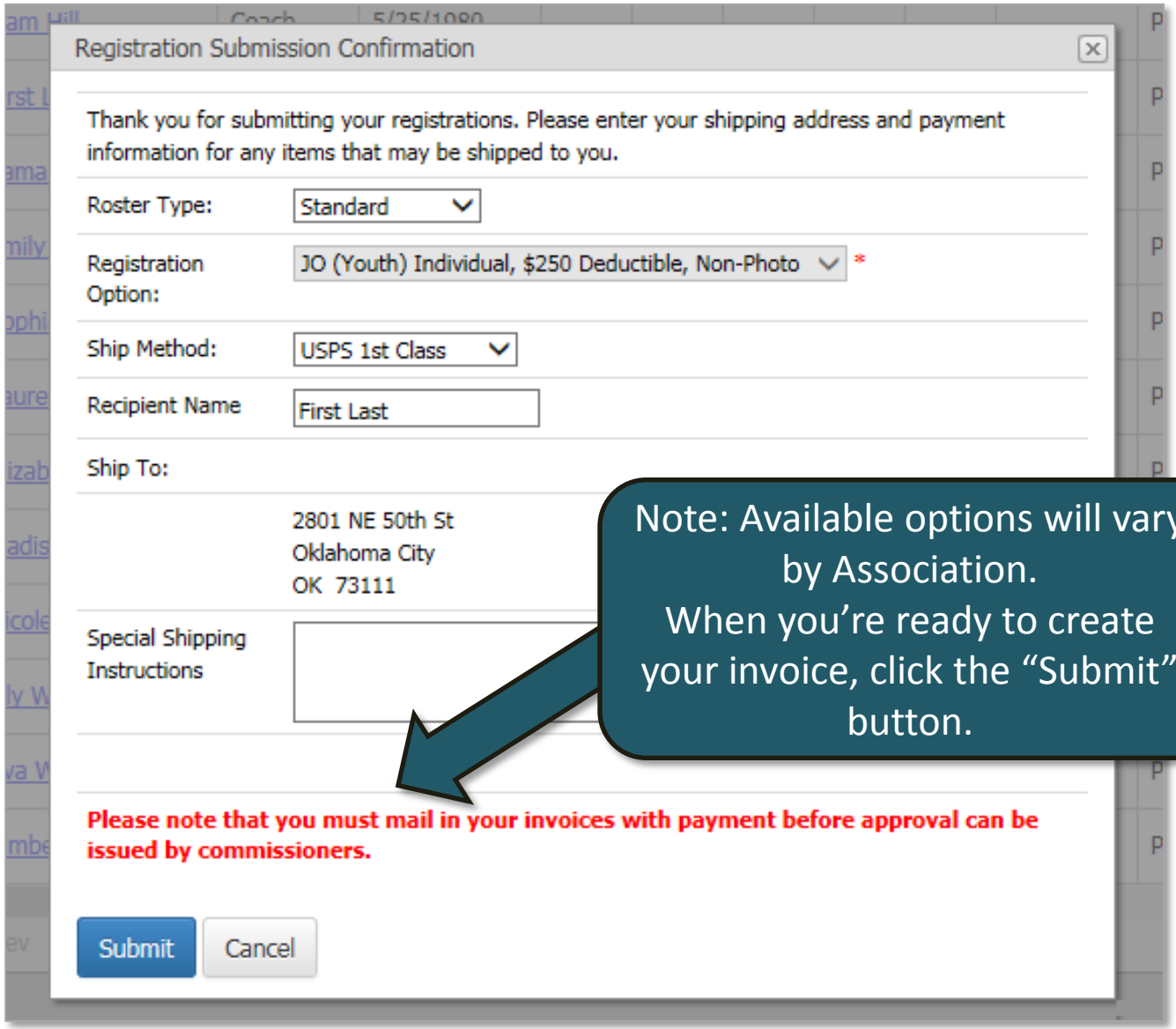
Page 1 of 1 (12 items) [1]

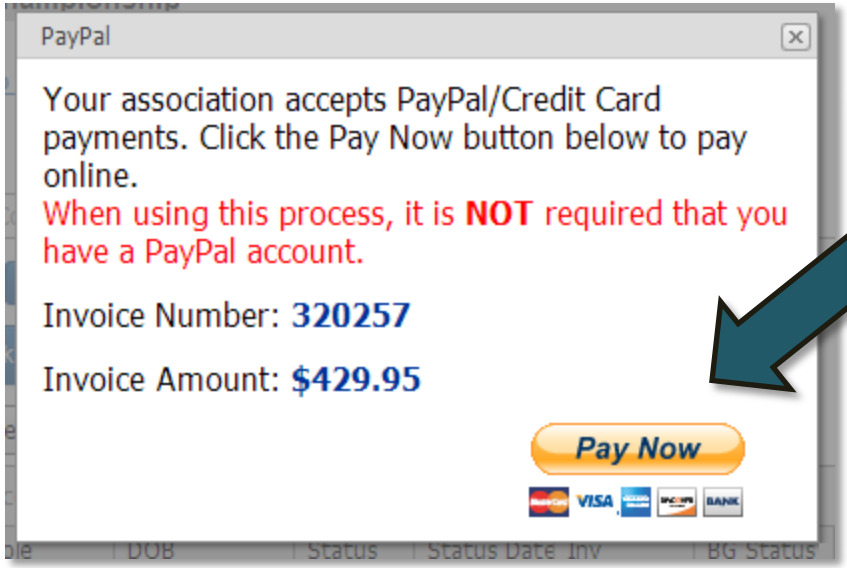
Create Filter

Click the “Create Invoice” button.

Total:	$$$$.$$
ng & Handling:	$$.$$
Amount Due:	$$$$.$$

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


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

Checks Payable To:

Mail To:

INVOICE

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: 12562
Players: 1
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	$$$$$	$$$$
902261 - Elizabeth Lopez (Player) Birth Certificate Required	JO Individual Player - $250.00, Non-Photo Card	1	$$$$$	$$$$
902262 - Nicole Smith (Player) Birth Certificate Required	JO Individual Player - $250.00, Non-Photo Card	1	$$$$$	$$$$
902263 - Kimberly Williams (Player) Birth Certificate Required	JO Individual Player - $250.00, Non-Photo Card	1	$$$$$	$$$$$
902264 - Lauren Lake (Player) Birth Certificate Required	JO Individual Player - $250.00, Non-Photo Card	1	$$$$$	$$$$$
902265 - Sophia Jackson (Player) Birth Certificate Required	JO Individual Player - $250.00, Non-Photo Card	1	$$$$$	$$$$$
902266 - Madison Peterson (Player) Birth Certificate Required	JO Individual Player - $250.00, Non-Photo Card	1	$$$$$	$$$$$
902267 - Ava Watson (Player) Birth Certificate Required	JO Individual Player - $250.00, Non-Photo Card	1	$$$$$	$$$$$
902268 - Lily Walker (Player) Birth Certificate Required	JO Individual Player - $250.00, Non-Photo Card	1	$$$$$	$$$$$
902269 - Emily Gomez (Player) Birth Certificate Required	JO Individual Player - $250.00, Non-Photo Card	1	$$$$$	$$$$$
902270 - Liam Hill (Coach)	JO Individual Non-Player - $250, Non-Photo Card	1	$$$$	$$$$
JO (Youth) Indiv $250 Non-Photo (Players and Non-Players)				
	Total Cards: 12		Total:	$$$.$$
	Shipping & Handling: USPS 1st Class			$$$.$$
			Amount Due:	$$$$.$$

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.

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.

Bat Busters Submitted

ID: 66540

te Invoice Preview

Standard Roster
Invoice(s): 125629
View Issues

Click Go to initiate your selection. --Team Actions-- Go

Click Open to view your selection. --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
⊞	☐		902259	First Last	Team Administrato	5/25/1977							Submitted		Cleared
⊞	☐		902270	Liam Hill	Coach	5/25/1980						125629	Submitted		Not Started
⊞	☐		902259	First Last	Head Coach	5/25/1977						125629	Submitted		Cleared
⊞	☐		902260	Samantha Evans	Player	9/14/2000						125629	Submitted		
⊞	☐		902269	Emily Gomez	Player	6/6/2000						125629	Submitted		

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.

Bat Busters Submitted

Team ID: 66540

Generate Invoice Preview

Standard Roster
Invoice(s): 125629
View Issues

Click Go to initiate your selection. --Team Actions-- Go

Click Open to view your selection. --Printable Documents-- Open

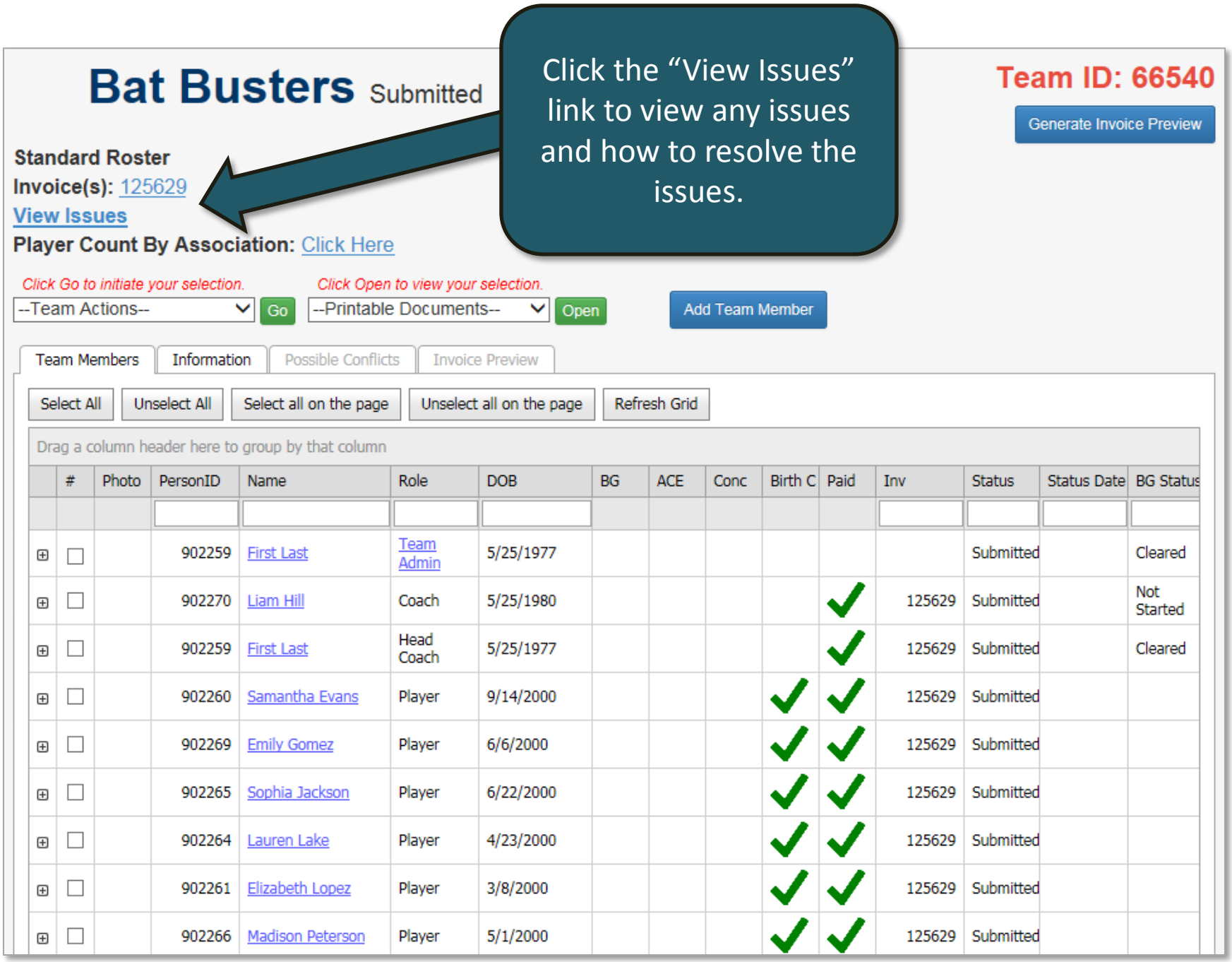
Add Team Member

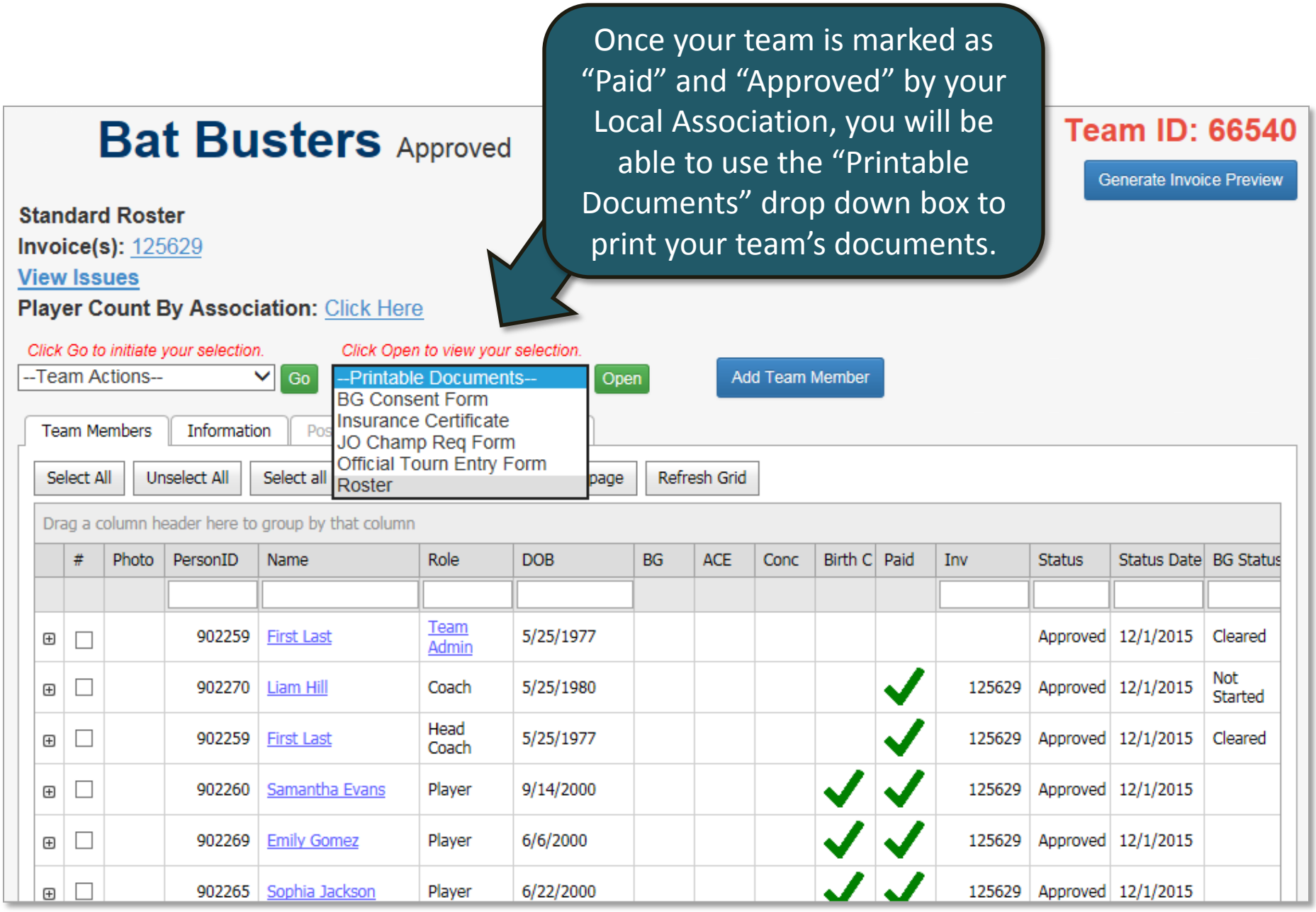
Team Members | Information | Possible Conflicts | Invoice Preview

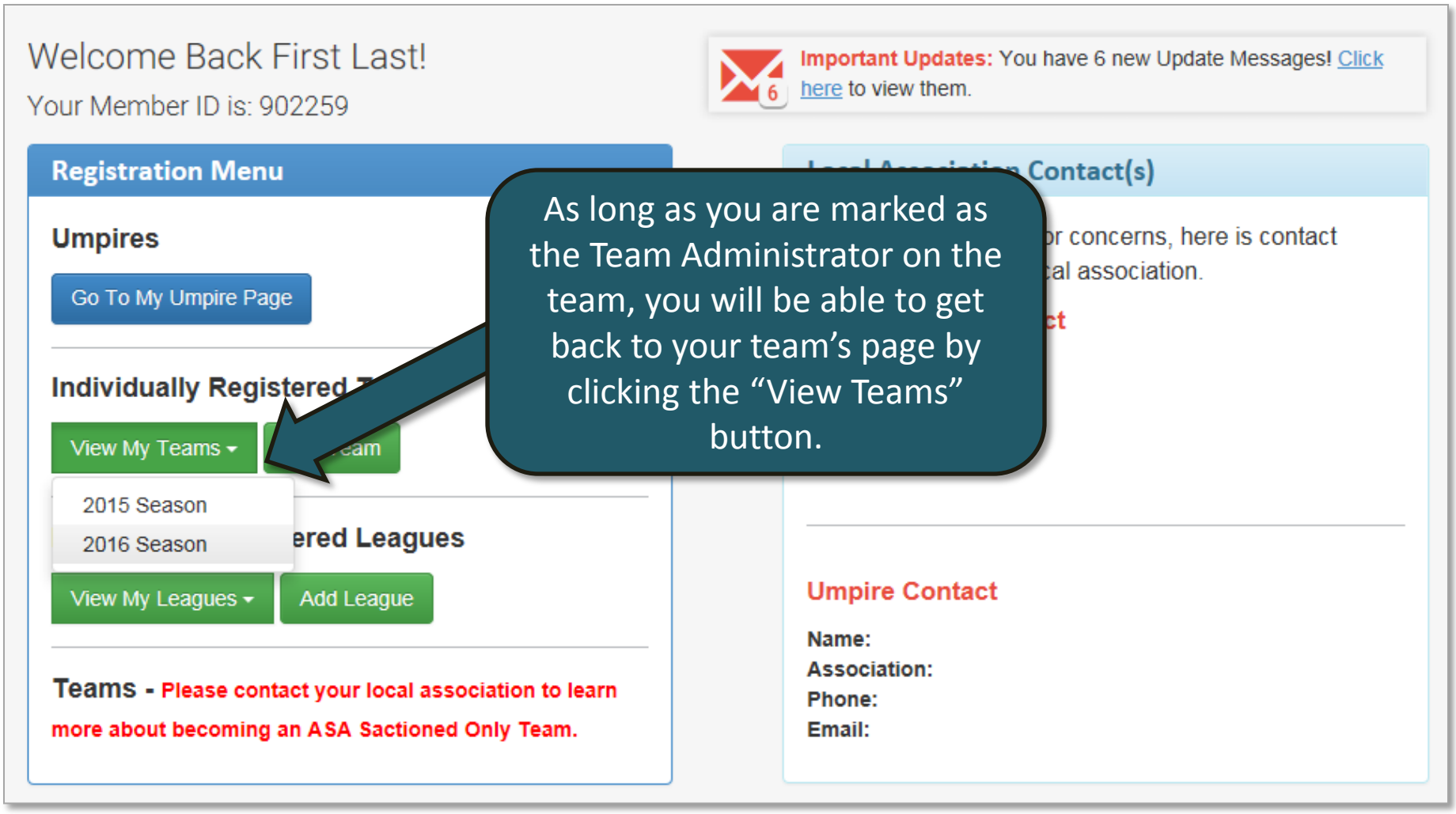
Select All | Unselect All | Select all on the page | Unselect all on the page | Refresh Grid

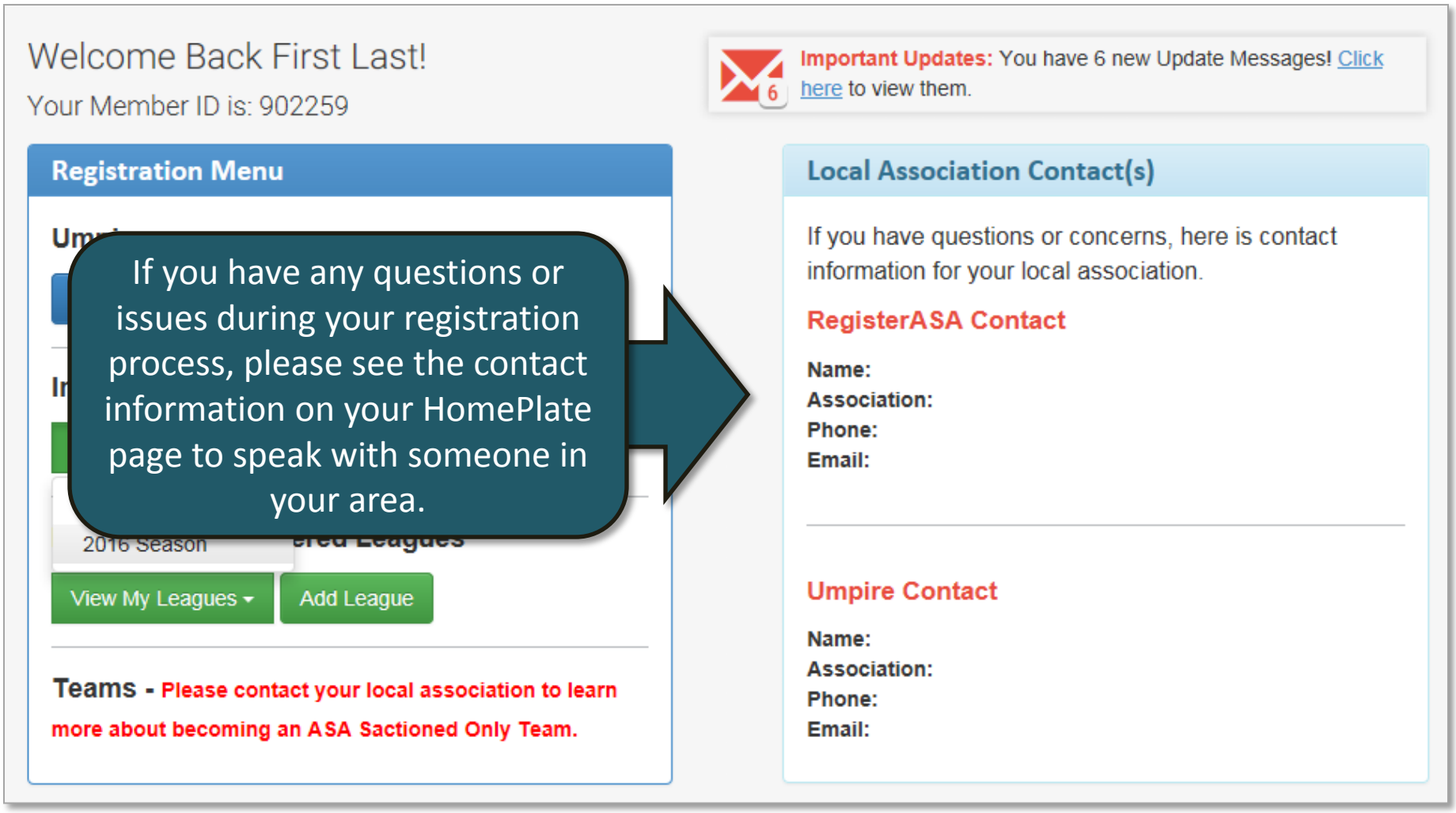
Drag a column header here to group by that column

	#	Photo	PersonID	Name	Role	DOB	BG	ACE	Conc	Birth C	Paid	Inv	Status	Status Date	BG Status
⊞	☐		902259	First Last	Team Administrato	5/25/1977							Submitted		Cleared
⊞	☐		902270	Liam Hill	Coach	5/25/1980						125629	Submitted		Not Started
⊞	☐		902259	First Last	Head Coach	5/25/1977						125629	Submitted		Cleared
⊞	☐		902260	Samantha Evans	Player	9/14/2000						125629	Submitted		
⊞	☐		902269	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.
--Team Actions--
Go
Click Open to view your selection.
--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
902259 First Last Team Admin 5/25/1977 Submitted Cleared
902270 Liam Hill Coach 5/25/1980 125629 Submitted Not Started
902259 First Last Head Coach 5/25/1977 125629 Submitted Cleared
902260 Samantha Evans Player 9/14/2000 125629 Submitted
902269 Emily Gomez Player 6/6/2000 125629 Submitted
902265 Sophia Jackson Player 6/22/2000 125629 Submitted
902264 Lauren Lake Player 4/23/2000 125629 Submitted
902261 Elizabeth Lopez Player 3/8/2000 125629 Submitted
902266 Madison Peterson Player 5/1/2000 125629 Submitted


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.
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.
--Team Actions--
Go
Click Open to view your selection.
--Printable Documents--
BG Consent Form
Insurance Certificate
JO Champ Req Form
Official Tourn Entry Form
Roster
Open
Add Team Member
Team Members
Information
Select All
Unselect All
Select all
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
902259 First Last Team Admin 5/25/1977 Approved 12/1/2015 Cleared
902270 Liam Hill Coach 5/25/1980 125629 Approved 12/1/2015 Not Started
902259 First Last Head Coach 5/25/1977 125629 Approved 12/1/2015 Cleared
902260 Samantha Evans Player 9/14/2000 125629 Approved 12/1/2015
902269 Emily Gomez Player 6/6/2000 125629 Approved 12/1/2015
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 T
View My Teams
eam
2015 Season
2016 Season
ered Leagues
View My Leagues
Add League
Teams - Please contact your local association to learn more about becoming an ASA Sactioned Only Team.
Contact(s)
or concerns, here is contact
cal association.
ct
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
6
Important Updates: You have 6 new Update Messages! Click here to view them.
Registration Menu
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
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