

HOW TO REGISTER A TEAM



TM

REGISTER

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](#) ▾

[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.



Contact(s)

For concerns, here is contact
local association.

RegisterASA Contact

Name:
Association:
Phone:
Email:

Umpire Contact

Name:
Association:
Phone:
Email:

Add New Team

- 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. Your team's Registration Type is a Non-Photo ID and your Bollinger insurance deductible is \$250.



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	\$	\$					



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.

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.

Continue

Cancel

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

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.

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](#)

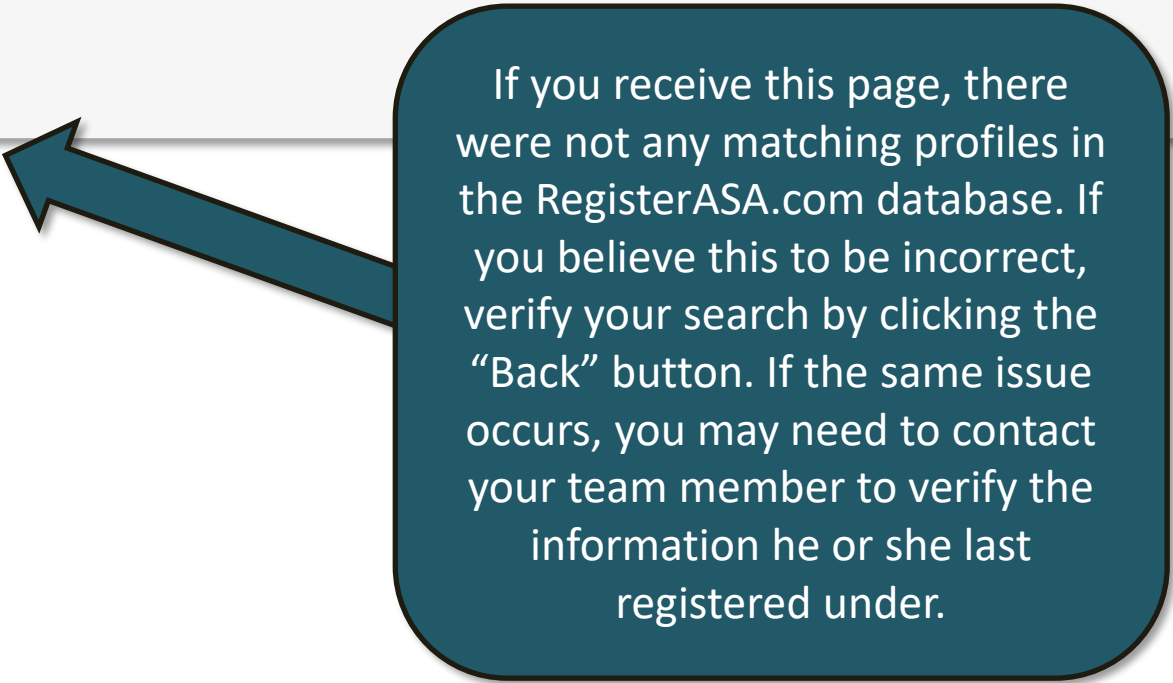
If your member does not have any matches, you will not see this page and you will automatically be directed to the next page.

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 more](#)

Search Players

Member ID:

You will need to fill out everything with a * next to it, with the exception of Uploading Photo Images. Photos are not required on these cards in Iowa, but photos must be presented at the state tournament check-in by the coach.

Team Name: Bat Bus	
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	
First Name	
Name	Samantha
Address	2801 NE 500
City	Oklahoma City *
State	
Date of Birth	9/14/2000 * MM/DD/YYYY
Gender	Female *
Notes	
<input type="button" value="Add To Team"/> <input type="button" value="Save & Add New Member"/> <input type="button" value="Cancel"/>	

If you are a new team, registering for the first time, you will need to have a Team Administrator. This person can be both Team Adm. and a coach (check both) or just the Team Adm. This is the person who handles registering the team and making payments and will be mailed the team registrations.

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.

[Click here to Upload Image](#)

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

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.

Page 1 of 1 (13 items)

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[Create Filter](#)

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

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

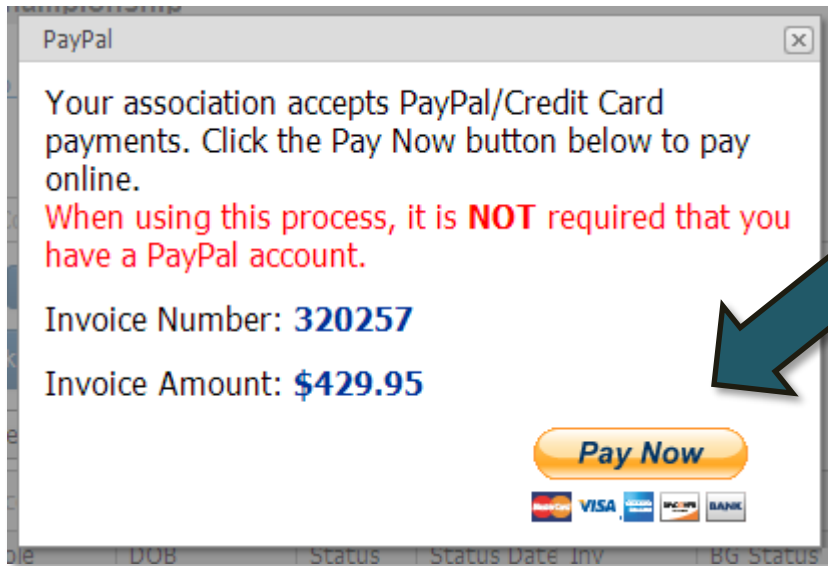
Special Shipping Instructions

Note: When you're ready to pay either by check and create your invoice or pay by credit card, click the "Submit" button.



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

Submit Cancel



USA Softball of Iowa accepts credit card payments. After clicking on Pay Now, you will be prompted to pay through PayPal, but you do not need a PayPal account to use PayPal. Click Pay Now to continue with your secure credit card payment.

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: 12/0
	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



Payments and other requested documentation may be sent to USA Softball of Iowa at 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](#)

Click Go to initiate your selection.

Click Open to view your selection.

--Team Actions--

Go

--Printable Documents--

Team Members

Information

Possible Conflicts

Invoice Preview

Select All

Unselect All

Select all on the page

Unselect all on the page

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: Background checks and required for your coaches with USA Softball of Iowa Coaches will need to login to purchase and authorize their own background check with a credit card on their own. Send your coaches an email to login to RegisterASA by clicking on their name and clicking the "Send Welcome Email" button. In addition, at least one coach needs to be ACE Certified and all Coaches need to complete the SafeSport Certification at the bottom tab of their Home Plate

Invoice #: 66540

[Invoice Preview](#)

Bat Busters Submitted

ID: 66540

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-- --Printable Documents--

Click the "View Issues" link to view any issues and how to resolve the issues. **Uploading Birth Certificates and Photos are not required in Iowa and are not critical issues**, even though the system may mark them as such. Some other State Associations require those items with their registration.

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

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	

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

[View My Leagues](#) ▾

[Add League](#)

Sctioned Leagues

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

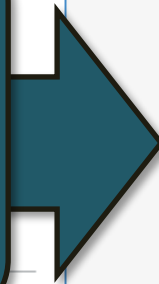


Important Updates: You have 6 new Update Messages! [Click here](#) to view them.

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.



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:

2016 Season

View My Leagues

View My Leagues ▾

Add League

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

HOW TO REGISTER A TEAM



TM

REGISTER