

RegisterASA.com Survival Guide

Log onto Registerasa.com

You will need to create a member profile if you have never logged into RegisterASA.com.

[Tournaments](#) | [Login](#) |

Member Login

Username

Password

Remember Me

[Create a member profile.](#) | [Lost your password?](#) | [Submit Ticket](#)

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Footer

If you previously had a RegisterASA.com Profile and cannot login click the Lost your Password Link and you will be prompted to enter your e-mail address. The system will issue a password reset e-mail to the e-mail address in your profile.

For the 2010 season you will need to activate your profile by clicking the activation link in an e-mail the RegisterASA.com system will send to you.

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LIBERTY MUTUAL

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A Responsible Coach?

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[Tournaments](#) | [Login](#) |

Member Login

Username

Password

Remember Me

Submit

[Create a member profile.](#) | [Lost your password?](#) | [Submit Ticket](#)

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Footer

Once you have logged in scroll to the bottom of the Home Plate page to the quick links section and select the Add Team quick link.

Teams

Add New Team

Search Teams

1	Your Role on Team	<input checked="" type="checkbox"/> Team Administrator <input type="checkbox"/> Team Assistant <input checked="" type="checkbox"/> Manager <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Head Coach <input type="checkbox"/> Assistant Coach <input type="checkbox"/> Other
2	Team Name	<input type="text" value="Test Team"/> *
	Season	<input type="text" value="2010 Year"/> *
	Community/HomeTown	<input type="text"/>
3	Registration Type	<input type="text" value="Individual Registration"/> *
	Team Type	<input type="text" value="Youth"/> *
	Division	<input type="text" value="Girls Fast Pitch"/> *
	Classification	<input type="text" value="Girls Fast Pitch 10/Under"/> *
	State	<input type="text" value="California"/> *
	Association	<input type="text" value="Northern California ASA"/> *
	Group	<input type="text" value="N/A - N/A"/> *
	League	<input type="text" value="N/A"/> *
	Registration Option	<input type="text" value="JO Indiv \$250 Non-Photo (Options: ACE, BGCK)"/> *
	Notes	<input type="text"/>

Fees						
Reg Option Short D	Player Price	Coach Price	ACE1Cost	ACE2Cost	ACE3Cost	ACE4C
JO Indiv \$250 Non-Photo (Options: ACE, BGCK)	\$10.00	\$10.00				

4

1. Select one or more roles you have with this team. Only Team Admins will be able to create a team. If you will be in the dugout make sure you also check Manager/Assn't Manager, Head Coach or Assn't Coach.
2. Type in your Team Name
3. Choose INDIVIDUAL REGISTRATION
4. Click ADD TEAM to submit

Teams



The team was added successfully.

Test Team

Add New Team

Status : Pending

Submit

Issues : No

Roster Type: None

Invoice Number:None

Team Name	Test Team *
Season	2010 Year * Add Team to New Season
Community/HomeTown	
Registration Type	Individual Registration *
Team Type	Youth *
Division	Girls Fast Pitch *
Classification	Girls Fast Pitch 10/Under *
State	California *
Association	Northern California ASA *
Group	N/A - N/A *
League	N/A *
Registration Option	JO Indiv \$250 Non-Photo (Options: ACE, BGCK) *
Notes	

Fees

Reg Option Short D	Player Price	Coac	ACE2Cost	ACE3Cost	ACE4C
JO Indiv \$250 Non-Photo (Options: ACE, BGCK)	\$10.00				

Click on Add Member to add your players.

Save

Cancel

Add Member

When you see the green bar telling you the team was added successfully scroll down to click on ADD MEMBER.

Add a Team Member

Enter the team member's First Name/ Last Name, Zip Code and Date of Birth.

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Individuals

FirstName: LastName: Zip: Date of Birth:

Drag a column header to group by that column

	FirstName	Association	City	State	Rating
<input type="button" value="Select"/>	K			nt	
<input type="button" value="Select"/>	M			nt	
<input type="button" value="Select"/>	P			nt	
<input type="button" value="Select"/>	R			nt	

[State] Equals 'Vermont.'

Click Submit. If a possible match is found the member will be listed in the grid below the submit button. Click the Select button on the left side of the member's name to add that member to the team. Otherwise the new member screen will appear.


Add New Member [Return](#) [Search Members](#)

TeamName	Cutie PaTooties
Role	<input type="checkbox"/> Player <input type="checkbox"/> Team Administrator <input type="checkbox"/> Team Assistant <input type="checkbox"/> Manager <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Head Coach <input checked="" type="checkbox"/> Assistant Coach <input type="checkbox"/> Scorekeeper <input type="checkbox"/> Other
Additional Options	<input type="checkbox"/> Ace With Background <input type="checkbox"/> Background
First Name	<input type="text" value="Barney"/> *
Middle Name	<input type="text"/>
Last Name	<input type="text"/> *
Email	<input type="text"/>
Confirm Email	<input type="text" value="Welcome Email"/>
Date of Birth	<input type="text"/>

For roles other than player the screen will update and show some additional options to add to your team invoice.

Choose this member's role on the team.

Fill out all required fields that don't have information.

Date of Birth	<input type="text" value="3/31 1930"/>
Photo	 <input type="button" value="Browse..."/>
Address	<input type="text" value="333 Hollywood Blvd"/>
City	<input type="text" value="Hollywood"/>
State	<input type="text" value="CA"/>
Zip	<input type="text" value="91601"/>
Driver's License	<input type="text"/>
Notes	<input type="text"/>

Click Add To Team if you have no more members to add.

Click here to add this member to your team and to return to add a new team member.

When registering a member that will be background checked or ACE certified you should enter a valid e-mail address so they can login and complete these steps online

Click here to submit and add another member



Is your coach
A Responsible Coach?



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[Profile](#) | [Admin](#) | [Logout](#) |

Teams

Test Team

Status : Pending

Issues : [Yes](#)

Roster Type: None

Invoice Number:None

Click here if Issues says "Yes" to see the items that must be completed by your team members.

Coaches most likely need to complete their ACE Certification and/or Background Check.

Players will most likely need a birth certificate

Add New Team

Submit

Click Submit when ready to create an invoice.

Team Name	T	*
Season	2010 Year Add Team to New Season	*
Community/HomeTown		
Registration Type	Individual Registration	*
Team Type	Youth	*
Division	Girls Fast Pitch	*
Classification	Girls Fast Pitch 10/Under	*
State	California	*
Association	Northern California ASA	*
Group	N/A - N/A	*
League	N/A	*
Registration Option	JO Indiv \$250 Non-Photo (Options: ACE, BGCK)	*
Notes		

Complete the Registration Submission Confirmation then click on SUBMIT

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
Requested Recieve Date:	12/05/2009
Ship Method:	USPS Priority Mail
Recipient Name	Sand
Ship To:	Prim P. O. B Fair Oa CA 95
Special Shipping Instructions	
Payment Method:	Check

Submit

We expect to have an option to pay by credit card in the future.

Click Submit to create an invoice.

When prompted open the invoice and print it.

ATTN: Individual Registrat

Look for the address where you should submit payment, invoice and any birth certificates required.



Checks Payable To / Mail To:

INVOICE

To: Sandy Scott P. O. Box 2829 Fair Oaks, CA 95628		Shipping Information: Sandy Scott P. O. Box 2829 Fair Oaks, CA 95628		Invoice Date: 11/26/09 Invoice No: 64		
Individual Registration		Description		Qty	Price	Amount
Susie Softball (Player) Birth Certificate Required		JO Individual Player - \$250.00, Non-Photo Card		1	\$10.00	\$10.00
Charlie Coach (Head Coach)		JO Individual Non-Player - \$250, Non-Photo Card ACE 1st Year ACE Certification		1	\$35.00	\$35.00
JO Indiv \$250 Non-Photo (F... Non-Players)		Total Cards: JOIndi1		Total:		\$45.00
		Shipping & Handling: USPS Priority Mail				\$0.00
				Amount Due:		\$45.00

Note the Birth Certificate Required indicator. Please attach a copy of this player's birth certificate when submitting the invoice.

be covered. Invoices must be received within 30 days from when

2010 Registration Issues

We Are experiencing start up problems with REGISTERASA, Please try the following or call me, Tom Tengler 574-3826 We will be holding conference calls to resolve the current issues ASAP.

2010 Team Registration

RegisterASA.com

Arizona is up and running on www.registerasa.org. You will need to create a new RegisterASA

profile, create your team, search for and add team members (including the uploading of new

individual photos), and create a 2010 invoice.

Creating Your Member Profile

- Navigate to www.registerasa.org
 - Click the Create a member profile link in the lower left-hand corner
 - Enter a username, password and additional team information.
 - The Association is Arizona ASA
 - The Group is Arizona - JO
 - The League is **Southern District (Tucson)**, Central District (Maricopa/Phoenix) or Northern AZ
 - Enter the rest of the required information including Membership Type and click Submit
- Member Login
- Enter your new Username
 - Enter your Password • Click Submit

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Creating Your Team

- Click the Teams/Leagues link at the top of the page
- Click on the Add Team button
- Enter the applicable team information

Note: Select one or more roles you have with the team. Only Team Administrators will be able to create a team. If you will be in the dugout make sure you also check Manager, Assistant Manager, Head Coach or Assistant Coach.

- Enter your Team Name and choose the 2010 Season
- Choose Individual Registration for the Registration Type
- Choose Youth for the Team Type
- Choose Girls Fast Pitch for the Division
- Select the applicable classification
- Choose Arizona – JO for the Group
- Choose North/ Central/or South District for the League
- Choose Travel Team, \$0.00, Photo for the Registration Option
- Click Add Team to submit

2010 RegisterASA Quick Reference Guide 3 Adding Team Members

- When you see the green bar telling you the team was added successfully scroll down to click on Add Member.
- Enter the team member's First Name, Last Name, Zip Code and Date of Birth and click Submit.

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- If a possible match is found the member will be listed in the grid below
- Click the Select button on the left side of the member's name to add that member to Your team. Otherwise the new member screen will appear.
- Choose the member's role on the team. For roles other than player the screen will Need to update and show some additional options to add to your team invoice.
- Fill out all required fields, including uploading a picture of the player or coach.
- Click Add to Team & Add New Member to continue adding members or click Add To Team if you have no more members to add.

Note: When registering a member that will be background checked or ACE certified you should enter a valid e-mail address so they can login and complete these steps online

2010 RegisterASA Quick Reference