

# RegisterASA.com Survival Guide

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

### Member Login

Username

Password

Remember Me

**Submit**

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

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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	Test Team *
	Season	2010 Year *
3	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	Coach Price	ACE1Cost	ACE2Cost	ACE3Cost	ACE4C
JO Indiv \$250 Non-Photo (Options: ACE, BGCK)	\$10.00	\$10.00				

Add Team

Cancel

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 or TEAM 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 * <a href="#">Add Team to New Season</a>
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	Coach		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.

[HomePlate](#) | [Associations](#) | [Individuals](#) | [Teams/Leagues](#) | [Tournaments](#) | [Logout\(lori\)](#)

### Individuals

FirstName:  LastName:  Zip:  Date of Birth:

**Submit**

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.' [Clear](#)

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](#)

<b>TeamName</b>	<b>Cutie PaTooties</b>
<b>Role</b>	<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
<b>Additional Options</b>	<input type="checkbox"/> Ace With Background <input type="checkbox"/> Background
<b>First Name</b>	<input type="text" value="Barney"/> *
<b>Middle Name</b>	<input type="text"/>
<b>Last Name</b>	<input type="text"/> *
<b>Email</b>	<input type="text"/>
<b>Confirm Email</b>	<input type="text" value="Welcome Email"/>
<b>Date of Birth</b>	<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.

<b>Date of Birth</b>	<input type="text" value="03/31 1930"/>
<b>Photo</b>	 <a href="#">Browse...</a>
<b>Address</b>	<input type="text" value="333 Hollywood Blvd"/>
<b>City</b>	<input type="text" value="Hollywood"/>
<b>State</b>	<input type="text" value="CA"/>
<b>Phone</b>	<input type="text"/>
<b>Cell</b>	<input type="text" value="714 442 1234"/>
<b>Drive</b>	<input type="text"/>
<b>Notes</b>	<input type="text"/>

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

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	<input type="text"/>
Season	2010 Year * <a href="#">Add Team to New Season</a>
Community/HomeTown	<input type="text"/>
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	<input type="text"/>

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	Sandy
Ship To:	Prima
	P. O. Bo Fair Oak CA 956
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 Registrati**

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: <b>11/26/09</b> Invoice No: <b>64</b>		
<b>Individual Registration</b>	<b>Description</b>	<b>Qty</b>	<b>Price</b>	<b>Amount</b>
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 (Players and Non-Players)				
Total Cards: JOIndi1			Total:	\$45.00
Shipping & Handling: USPS Priority Mail				\$0.00
			Amount Due:	\$45.00

All coaches must be individually registered to be covered. Invoices must be received within 30 days from when it was created or it will be denied.