Register ASA

A Guide to Registering Recreational Leagues

2013 Version
Step 1: Log onto Registerasa.com

BEFORE YOU BEGIN! Make sure you are using your own login information. If you are a new league admin, DO NOT USE last year’s league admin’s username and password.

OPTION 1:
New users click here to create a new profile.

OPTION 2:
Returning users click here to login using last years login and password information.

Returning Users: Skip to Slide 7 (Step 4)
Step 2: Account Look-Up

If you have ever been background checked with ASA, you will have an ID number.

If you do not know your ID number. STOP!!! Contact Kristi Allen at kristiasa@aol.com to ask for this information.

If you have all of the required information, please enter as directed. Then click the I AGREE section and FIND MY PROFILE.

If you have NEVER been background checked with ASA, please click the CREATE ACCOUNT button.

Skip to step 3
Step 2: Account Look-Up

Verify your member profile

Please enter the necessary information below (Underneath the title “Update Profile Information”) to update your profile. Once you complete the information, please click the “Verify” button found at the bottom right hand side of the screen. After verification, you will be able to set your password for future log ins. An * indicates missing information.

Note: This is a one-time activation process.

Update Profile Information

| Middle Name: |  |
| Email: |  |
| Address: |  |
| City: |  |
| State: | -- Select a State -- |
| Zip: |  |
| Phone: | Ex. 000-000-0000 |

Confirmed Information

| Association: |  |
| Member ID: | 126345 |
| First Name: | Cassandra |
| Last Name: | Rogers |
| Birthday: | 12/7/1984 |

Verify your member profile

Please enter your new password and/or username below. For future use, we would recommend that you write down your User Name and password and keep it in a safe place. After you have entered your new Password and/or Username, click the “Save” button located next to the “Save” button to return to the main login screen.

User Name: Rogers
Password: 
Re-Type Password: 

Click the VERIFY button.

Modify your username if you wish, select a password and confirm the password.
Step 3: New Profile Set-Up

Enter all required information indicated by a red asterisk.

Type a unique email address. Email addresses may not be shared.

Association: CA - Southern California ASA
Group: Select your District
League: Select your League

Under the Local Admins Section
Select League Admin
Do not check any other boxes.
Step 3: New Profile Set-Up Cont.

Thank you for creating your online profile on the ASA Portal.

You have been added to the ASA Softball Online System.

Please Click the following link to Login:
RegisterASA

Your new profile has been set up! Click the RegisterASA link to take you back to the login screen.
Step 4: Accessing your Account

Enter username & password
Click Submit when done.
Step 5: Updating your profile

This is your new home plate.

You must first verify your profile by clicking on the PROFILE link on the top menu bar.

If you are brand new to the system, you will not have a registration menu until approval.

The League Admins will not have an ADD LEAGUE button until you have been approved.
Step 5: Updating your profile

Confirm all information is correct.

The email address is extremely important. Registration updates, background check issues and other important information will be communicated through this email address.

Click only the League Admin box. This will automatically generate a request for approval.

Check the verify box and then SAVE.
Step 6: Adding a League

Before you can add your league, you must be approved by ASA. Approvals will be done each day. Prior to approval, your ADD LEAGUE button on your Home Plate screen will be unavailable.

Once you have been approved, you will see the ADD LEAGUE button as shown below.

Click the ADD LEAGUE button
Step 6: Adding a League

DO NOT ADD YOUR LEAGUE MORE THAN ONCE!

Click the ADD LEAGUE box.

Next time you login you can access your league from your home plate by clicking VIEW MY LEAGUES and scrolling to the bottom of your Home Plate page. Your league will be listed under MY LEAGUES.
Step 6: Adding a League

Click the LEAGUE ADMINISTRATOR box.

Enter the League Name

Fill out all information with red asterisks.

Season: 2013 Year
League Type: Individual
Team Type: Youth
Division: Girls Fast Pitch
Classification: Girls Rec Fast Pitch 18/Under (Important, if you click a lower age group, you will not be allowed to import players)
Group: Select your district
League: Select your league
Reg. Option: JO Rec League

Note: If your league is not listed in the drop down menu, please email Kristi Allen at kristiasa@aol.com

Click the ADD LEAGUE box.
Step 6: Adding a League

If you want to continue with uploading new individuals without accessing 2012 data, continue to the next slide.

If you are a returning league admin and would like to access 2012 spreadsheets, please see slide 28 before following the rest of the upload instructions.

For new admins that would like last year’s spreadsheets emailed to you, please contact Kristi Allen at kristiasa@aol.com.

Status: Pending = waiting to be submitted, Submitted = created invoice & waiting to be approved, Approved = OK

Issues: Click the “YES” link to view your team’s issues

Invoice Number: Click here to view your invoice
Uploading Spreadsheets

Items to Remember:
Players and coaches must be uploaded and invoiced separately.

Do not have more than 200 members per upload.
Step 7: Uploading Spreadsheets

Click the UPLOAD button.
Step 7: Uploading Spreadsheets

To get a copy of the blank spreadsheet, click here. You must use this template for uploading.

IMPORTANT NOTE: When uploading a spreadsheet, you must only do one role at a time. Coaches MUST be uploaded and invoiced separately from players.

When you have a completed spreadsheet ready to go, click here.
Step 7: Uploading Spreadsheets

Spreadsheet Format

It is important NOT to change the headers of the spreadsheet. This year, the MEMBER ID field has been added as the first column. This is optional information.

It is important NOT to add tabs at the bottom or change the name of the tab from Sheet1

Player Uploads

Minimum Required Info for Players:
First Name, Last Name, Zip Code, Gender, DOB

Coach Uploads

Minimum Required Info for Coaches:
Name as it appears on the Drivers License, Full Address, Gender, DOB, Phone, DL Info

If you have coaches who are under 18 and are not players, you can now register them as Junior Coaches. To do this, you must add them individually. Use Appendix 2 for more information.
Step 7: Uploading Spreadsheets

Select the role of the individuals you are adding. For players, select players. For adults, select Coach REGARDLESS of their actual role.

For all adults, you MUST select Background Check from the drop down menu.

Select the Browse button to find the completed spreadsheet in your computer. Then click Upload.
Step 7: Uploading Spreadsheets

Your uploaded members will appear in this screen.

The system will indicate any issues with your spreadsheet.

You can click the little + button next to the upload status to view errors.

The only two acceptable upload statuses are: FOUND SUCCESSFULLY or NEW

If you have statuses that say: INVALID BIRTH DATE, MISSING FIELDS, ETC. you will need to go back and correct them on the spreadsheet before you can continue with the upload.

You will need to make a note of which members contain errors, then hit the cancel button, go back and fix your spreadsheet and try the upload again.
Step 8: Viewing Your Members

On your MANAGE LEAGUE SCREEN, you can scroll down to the bottom to view all the members of your league.

You can use this screen similar to an excel spreadsheet by moving columns and sorting data. Customize to your needs.
Step 9: Creating an Invoice

Click SUBMIT AND CREATE INVOICE. Make sure that you are only invoicing one role at a time. (i.e. Player or Coach)

The League Admin will be placed on the first invoice that is created. You MUST send your background check consent form with the first invoice that is created even if it is a player invoice.
Step 9: Creating an Invoice

Select a shipping method.
Do NOT enter any special shipping instructions.
Select SUBMIT
Step 9: Creating an Invoice

This will indicate how many players and non/players were invoiced. If this does not match your spreadsheet, you will need to figure out who was left off.

Players will be listed on 1 line item as $12.00. Adults will be listed on two line items. One line item will be for registration for $11 and the second line item will be for a background check for $6.00. Be sure ALL adults have two line items.

This will be your total amount due. When mailing several invoices together for approval, you must pay the TOTAL AMOUNT DUE for each invoice including shipping costs.

Registration cards are shipped from the national office by invoice and each invoice incurs its own shipping costs.
Step 9: Sending in Paperwork

When sending in your paperwork, please put it together in the following order from top to bottom:

1. Check
2. Invoice
3. Background Check Release Forms & Copy of Drivers License. (In order as they appear on invoice)

**Note: Please staple all three pages of the background check release form together. First page, second page, copy of drivers license. All coaches must turn in a new release form each year per ASA National Office.
ACE Certification

All ACE Certification is done individually by the coach via Credit Card from their Home Plate page.

You must provide each coach wishing to ACE Certify with their ASA Member ID Number from your Manage Team Screen.

Coaches should use the ACE Upgrade Instructions to access the ACE training material and tests.

Coaches must pass their background check and be in APPROVED status before they can access the ACE material.
Insurance Certificates

The option to request insurance certificates will become available once at least one member of your league has been approved for and paid.

Click INSURANCE CERTIFICATES
Insurance Certificates

League Insurance Certificate
League Insurance Certificates name the League as insured.

Additionally Insured Certificates
Additionally Insured Certificates name a field owner as insured on behalf of the league.

Click PRINT TEAM INS CERT.

Click ADD NEW

Request #1:
Type in the name of the field owner and the full address.

Request #2:
Additionally Insured Certificates can be printed only after approval by ASA. You will need to check back at a later time to print the certificates. These will be approved on a daily basis.
APPENDIX ONE:

Pulling 2012 League Data

Use the Registration Extract process to create an Excel file to use as the basis for the import process for this year’s registrations. This process is available only if you have access to a previous season.

From your Home Plate page
Click ADD League
In the SEASON bar, select 2012 Year
Then click LOAD GRID

Your league will then appear below.
Click into your league.
You are now in last year’s MANAGE LEAGUE screen.

Click the REGISTRATION EXTRACT button.
Registration Extract Process

1. Select the Registration Type: Coach OR Player
2. Once the grid loads, hit SELECT ALL
3. Select the CREATE REGISTRATION FILE
4. Save the file to your computer

You will need to do this process for players and coaches separately.

The system will create one excel file for all the members within a group. Remember, before uploading the file back into the system, be sure to break down the file into no more than 200 members.
Editing Your File for 2013

Once you extract last year’s information, you will need to update the file for 2013.

1. Remove any members who are no longer in the league by right clicking on the row number of the member. Then hit DELETE.

2. You can add any new members at the bottom of the spreadsheet.

3. You will need to do this process for both your player and coach spreadsheet.

4. Phone numbers are required for coaches in 2013. If a phone number is not available, use the league phone number for all members.

5. Go back to your Home Plate click VIEW MY LEAGUES, your 2013 league will appear at the bottom of the page.

6. Once your file is complete, refer back to slide 21 and follow the instructions for uploading.
APPENDIX TWO:

Adding Members Individually

Items to Remember:
Use this option for adding players late in the season.
Adding Members Individually

To add members individually, click the ADD MEMBER button on your manage league screen.

<table>
<thead>
<tr>
<th>Leagues</th>
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<tbody>
<tr>
<td>Manage League: Test League</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Status: Pending</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Invoice Number: 59231</td>
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</table>

<table>
<thead>
<tr>
<th>League Name</th>
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<td>Division</td>
<td>Girls Fast Pitch</td>
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<tr>
<td>Classification</td>
<td>Girls Rec Fast Pitch 10/Under</td>
</tr>
<tr>
<td>State</td>
<td>California</td>
</tr>
<tr>
<td>Association</td>
<td>Southern California ASA</td>
</tr>
<tr>
<td>Group</td>
<td>Rec-Central District - Rec League - Central District</td>
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<tr>
<td>League</td>
<td>Aliso Viejo Rec League</td>
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<tr>
<td>Registration Option</td>
<td>JO REC LEAGUE- $250 Deductible - Non-Photo</td>
</tr>
<tr>
<td>Website</td>
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<tr>
<td>Notes</td>
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<table>
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<tr>
<th>Fees</th>
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<tr>
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<tr>
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<td>ACE3 w/BGCK</td>
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<tr>
<td>ACE4 w/BGCK</td>
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<tr>
<th>JO REC LEAGUE - $250 Deductible - Non-Photo</th>
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<td>$8.00</td>
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<td>$20.00</td>
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</tbody>
</table>

Save | Cancel | Add Member
Adding Members Individually

You can add members to your league by entering their information in this screen.

If you have the person’s Member ID and DOB, you can use the first option.

If you do not have their Member ID and DOB, or if they are a new person, use option 2.

If the member appears in the grid below, you may select the existing individual by clicking the SELECT button. If there are multiple users, you can narrow the search by filling out the fields along the top.

If the member does not appear below, click the ADD NEW button. Note: If the member does not show up and the member was registered in 2010, the data you entered is not matching the data entered last year.
Adding Members Individually

Enter all information for the new member you are adding.

Click ADD TO LEAGUE when you are finished.
Thank you for registering with Southern California ASA.

If you have any questions about the registration process, please contact:

Kristi Allen
kristiasa@aol.com