

## 2010 Team Registration RegisterASA.com

Arizona is up and running on [www.registerasa.org](http://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](http://www.registerasa.org)
- Click the **Create a member profile** link in the lower left-hand corner

Username  
[text input field]

Password  
[text input field]

Remember Me

**Submit**

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

- Enter a **username**, **password** and additional team information.
- The Association is **Arizona ASA**
- The Group is **Arizona - JO**
- The League is **Central District**

Association	Arizona ASA *
Group	Arizona - JO *
League	Central District *

- Enter the rest of the required information including **Membership Type** and click **Submit**

### Member Login

- Enter your new **Username**
- Enter your **Password**
- Click **Submit**

Username  
johndoe

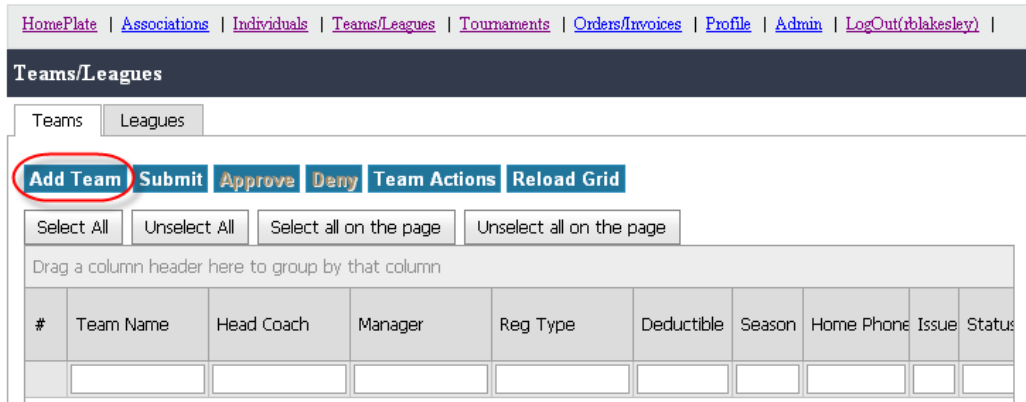
Password  
[masked]

Remember Me

**Submit**

# 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.

The 'Add New Team' form includes a 'Search Teams' button. The 'Your Role on Team' section has checkboxes for:  Team Administrator,  Team Assistant,  Manager,  Assistant Manager,  Head Coach,  Assistant Coach, and  Other. The form fields are: Team Name (The Rebels), Season (2010 Year), Community/HomeTown (empty), Registration Type (Individual Registration), Team Type (Youth), Division (Girls Fast Pitch), Classification (Girls Fast Pitch 16/Under), State (Arizona), Association (Arizona ASA), Group (Arizona - JO), League (Central District), and Registration Option (Travel Team, \$0.00, Photo). Red circles highlight the Registration Type, Team Type, Division, Group, League, and Registration Option fields.

- 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 **Central District** for the League
- Choose **Travel Team, \$0.00, Photo** or **Recreational** for the Registration Option
- Click **Add Team** to submit

## Adding Team Members

- When you see the green bar telling you the team was added successfully scroll down to click on **Add Member**.

**Teams**

✔ The team was added successfully.

**The Rebels** [Add New Team](#)

Status: **Pending** [Submit](#)

Issues: [Yes](#)

Roster Type: None

Invoice Number: None

Team Name	The Rebels *
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 Class A Fast Pitch 16/Under *
State	Arizona *
Association	Arizona ASA *
Group	Arizona - JO *
League	Central District *
Registration Option	Travel Team, \$0.00, Photo *
Notes	

Fees							
Reg Option Short	Player Price	Coach Price	ACE1 w/BGCK	ACE2 w/BGCK	ACE3 w/BGCK	ACE4 w/BGCK	In
Travel Team, \$0.00, Photo	\$30.00	\$25.00	\$25.00	\$20.00	\$20.00	\$20.00	

Save Cancel **Add Member**

- Enter the team member's **First Name**, **Last Name**, **Zip Code** and **Date of Birth** and click **Submit**.

[HomePlate](#) | [Associations](#) | [Individuals](#) | [Teams/Leagues](#) | [Tournaments](#) | [Orders/Invoices](#) | [Profile](#) | [Admin](#) | [LogOut\(tblakesley\)](#) |

**Individuals**

FirstName	LastName	Zip	Date of Birth
Jordan	Blakesley	85225	5-23-1994

**Submit**

- 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 the team. Otherwise the new member screen will appear.

Drag a column header here to group by that column

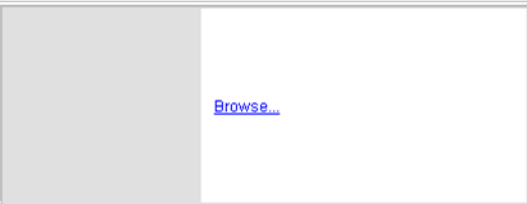
	FirstName	Last Name	Association	City	State	Rating
<b>Select</b>	Jordan	Blakesley	Arizona ASA	Chandler	Arizona	

Create Filter

- Choose the member's role on the team. *For roles other than player the screen will 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.

**Team Members**

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

<b>TeamName</b>	<b>The Rebels</b>
<b>Role</b>	<input checked="" 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 type="checkbox"/> Assistant Coach <input type="checkbox"/> Scorekeeper <input type="checkbox"/> Other
First Name	Jordan *
Middle Name	
Last Name	Blakesley *
Email	softball@gmail.com *
Confirm Email	softball@gmail.com
Date of Birth	5/23/1994
Photo	
Address	1234 E Flintstone Road
City	Phoenix
State	Arizona
Zip	85016
Phone	480-999-9999 *
Insurance Deductible	\$0.00
Gender	Female *
Drivers License	
Notes	

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

**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

# Submitting Your Registration Invoice

- Within the main HomePlate screen, scroll down and select the your Team Name under **My Teams**.
- Click the **Yes** link next to Issues 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
- Click the **Submit** button to create an invoice.

HomePlate | Associations | Individuals | Teams/Leagues | Tournaments | Orders/Invoices | Profile | Admin | LogOut(rblakesley) |

**Teams**

The Rebels **Add New Team**

Status : Pending **Submit**

Issues **Yes**

Roster Type: None

Invoice Number: None

Team Name:  \*

Season:  \* [Add Team to New Season](#)

- 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:

Requested Recieve Date:

Ship Method:

Recipient Name:

Ship To:  [Add New Address](#)

P. O. Box 2829  
Fair Oaks  
CA 95628

Special Shipping Instructions:

Payment Method:

**Submit**

- Click the **Submit** button again to create an invoice
- When prompted, open the invoice and print it.
- Look for the address where you should submit payment, invoice and any other required forms or information for the registration process

**ATTN: Individual Registration**

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
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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 (Players and Non-Players)				
<b>Total Cards: JOIndiv1</b>			<b>Total:</b>	<b>\$45.00</b>
<b>Shipping &amp; Handling: USPS Priority Mail</b>			<b>Total:</b>	<b>\$0.00</b>
			<b>Amount Due:</b>	<b>\$45.00</b>

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.