

# How to Register a League

Version 1.02 Rev 2012.02



## RegisterASA.com

2012 Season

v1.02 Rev 2012.02

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## IMPORTANT CHANGES FOR 2012 SEASON

1.It is recommended that League Administrators use existing RegisterASA data to register for their members for the current year. A new process called Registration Extract has been added to the league grid for this purpose. *See other pages in this document for more information.*

2.The addition of each member's account number has been added to the Excel file that needs to be imported into RegisterASA. This member account (MemberID) will help locate existing members and avoid the creation of multiple profiles for the same person.

3.Telephone numbers are now required for all adult members of youth leagues.

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Before proceeding to the step-by-step instructions please read the following information so that you have all the information you need to create your league and add the members to the league.

1. Determine which local ASA has jurisdiction over your registrations. Use the following page on the ASA website to locate your association:

<http://www.asasoftball.com/about/register.asp>. Adjust your profile if needed. Some associations have their own customized League Registration manuals so check with your commissioner before continuing.

2. You'll need to be an "approved" League Administrator in the RegisterASA system to be able to use the league functions.

3. If you do not see the League Registrations button you need to email your commissioner and ask to be approved as a League Administrator.

4. If required by your local association, you may also need birth certificates and background check consent forms.

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Homeplate Individuals Leagues Tournaments Orders/Invoices Profile FAQ Submit Help Ticket LogOut

Member Info: Devin Loehrs, MD - Maryland - DC ASA MEMBER ID:333544

Registration Menu: Add Team View Teams Add League View My Leagues Invoices Umpires

**Personal Steps**

First, verify that you selected the League Administrator role in your profile. If you don't see the League Registrations button ask your commissioner to approve you as a League Administrator.

Please verify that the...  
d Check.

	Purchase Status
	Unpaid
	Unpaid
	N/A
	N/A
	N/A

Click on the "Add League" button on the Homeplate.

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REGISTER ASA

HomePlate Individuals Leagues Tournaments Orders/Invoices Profile FAQ Submit Help Ticket LogOut

Leagues Site.On]--[Restrict Tourn.On]

About Leagues

League ID League Name Season Association

2011 Year -- Select an Association --

Load Grid OR Add League

When you return to RegisterASA.com you can locate your league by filling in the league name in the box and clicking the "Load Grid" button.

Click on the "Create a League" button if you need to create a new league.

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**Leagues** Site: On]--[Restrict Tour: On]

Add New League

**League Administrator**  Other

Role Name \*

League Name

Season -- Select a Season -- \*

Community/HomeTown

League Type Youth \*

Division -- Select a Division -- \*

Classification -- Select a Classification -- \*

State Oklahoma \*

Association MD - Maryland - DC ASA \*

Group JO Classification - - Class A and B \*

League Class C - Rec \*

Registration Option -- Select a Registration Option -- \*  BG-No Card  BG-Card

Website

Notes

Once all of the information on this form has been completed, click the "Add League" button.

Reg Option Short	Player Price	Coach Price	ACE1 w/BGCK	ACE2 w/BGCK	ACE3 w/BGCK	ACE4 w/BGCK	Indepen
No data to display							

**Add League** **Cancel**

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The registration fees will display on this grid.

Make sure that you assign yourself the "League Administrator" role.

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To add members individually, click the “Add Member” Button.

#	PersonID	Name	Role	DOB	Status
+	333544	<a href="#">Devin Loehrs</a>	<a href="#">League Admin</a>	10/1/1920	Pending

**Skip this step if you're going to upload your members using an Excel file!**

Individuals in the League will show up here. Since nobody has been added yet, only the League Administrator is on the League.

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Below is the League information.

League ID : 65242

To upload members through a spreadsheet click the "Upload" button.

When uploading, the best practice is to upload no more than 200 members at a time (from one or more spreadsheets). Then submit for an invoice for that upload. The system handles invoices more quickly and accurately when an invoice has 200 members or less. Note: Don't include the League Administrator in any of the spreadsheets.

League Name	The Examples *
Season	2011 Year *
Community/HomeTown	Naboo
League Type	Youth *
Division	Boys Fast Pitch *
Classification	Boys Fast Pitch 12/Under *
State	Oklahoma *
Association	MD -
Group	Adult
League	- Play
Registration Option	JO In
Website	

# How to Register a League

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This screen will appear after you click the “Upload” button.

The screenshot shows a web application interface for uploading data. At the top is a navigation bar with links: HomePlate, Individuals, Leagues, Tournaments, Orders/Invoices, Profile, FAQ, Submit Help Ticket, and LogOut. A 'Restrict' button is also visible. Below the navigation bar is a blue header with the text 'Upload Data [Site:On]--[Restrict Tourn:On]'. The main content area contains instructions on how to use the 'Upload Data' feature, including a link to a sample Excel file. A list of actions that will be performed (Import Will Do) and actions that will not be performed (Import Will NOT Do) is provided. A 'Next' button is located at the bottom left. Two blue callout boxes with arrows provide additional instructions: one points to the 'SampleExcelFile.xls' link, and the other points to the 'Next' button.

HomePlate | Individuals | Leagues | Tournaments | Orders/Invoices | Profile | FAQ | Submit Help Ticket | LogOut | Restrict

## Upload Data [Site:On]--[Restrict Tourn:On]

Use the Upload Data feature to import names from a spreadsheet on your computer to the online database. All names imported will be assigned to your account and will not be visible on anyone else's account.

Your import file must match the exact format of the sample file provided on this page. Click [SampleExcelFile.xls](#) to save or view the sample spreadsheet.

Below is information you should know before you import your first file:

Import Will Do

1. Will check for duplicate names that are already in the system.
2. Will locate duplicates and update information on the individual.
3. Will place individuals into a Pending registration status for inclusion on invoice.
4. Will assign individuals to the selected League.
5. Will assign individuals to the selected league's classification.
6. Will assign a unique Member Id number to each new member that is added from your file.
- 7. Please use the proper 2 letter State Abbreviation in the State Column of the Excel file. (Ex. CA, OK, MN, etc.)**

Import Will NOT Do

1. Will NOT assign individuals to teams.

Next

Click this link to open the Excel template. Save it to your computer.

If the spreadsheet is filled out and saved, click the "Next" button.

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**Note 1:** Do not rename Sheet1.  
**Note 2:** Do not rename the column headings in this template.  
**Note 3:** Do not add any new columns to this template.  
**Note 4:** Remove the sample record that is included on the template.

**Important:** Remove Softball Suzanne from this template.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	MemberID	LastName	FirstName	Middle Name	Suffix	Address	City	State	Zip	Phone	Gender	DOB	Email
2	123	Softball	Suzanne	LuAnn	Jr	123 Main	Dallas	TX	75236	(123) 123-1234	Female	06/06/93	<a href="mailto:123@abc.com">123@abc.com</a>
3													

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Players, coaches, staff and volunteers must be added to separate Excel files for upload. All members in a spreadsheet should have the same role.

As you upload these files you should create invoices so that you can match up your lists with the invoices that will be created by the system.

You may have the option to select ACE and or background checks for your coaches, staff and volunteers as you upload their records. ACE and/or background checks may be required by your association, so please check with your local commissioner before uploading the adult members in youth leagues.

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The screenshot shows a web application interface for uploading data. At the top is a navigation menu with links: HomePlate, Individuals, Leagues, Tournaments, Orders/Invoices, Profile, Admin, FAQ, Submit Help Ticket, LogOut(dloehr...), and Restrict. Below the menu is a blue header bar with the text 'Upload Data [Site:On]--[Restrict Tourn:On]'. The main content area contains instructions: 'Select registration options below and click the **Browse** button to locate and select the Excel file you wish to import. After selecting the correct file click on the **Upload** button to validate your file and begin the upload pass records.' It also includes a note: 'If an error is encountered due to an incorrect format you will be provided information to correct your file and try again. When the upload is successful you will be provided a confirmation screen and then you can proceed to the Members screen to continue with the registration process.' A red note states: 'Note: FirstName, LastName, Date of Birth, Zip Code, Address are all required fields.' The form itself has a section titled 'Uploading to : The Examples' with a 'Select Role' dropdown menu currently set to 'Player'. Below this is an 'Upload Data' section with a file path 'C:\Users\dloehrs\Docume' and a 'Browse...' button. At the bottom of the form is an 'Upload' button. A blue callout box with an arrow pointing to the 'Select Role' dropdown contains the text: 'Select the role to assign to the individuals when they get uploaded into the system.' Another blue callout box with an arrow pointing to the 'Browse' button contains the text: 'Click the "Browse" button to locate the file you want to upload. Once the file has been located, click the "Upload" button.'

Select the role to assign to the individuals when they get uploaded into the system.

Click the "Browse" button to locate the file you want to upload. Once the file has been located, click the "Upload" button.

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## Upload Data

[Site:On]--[Restrict Tour:On]

Note: FirstName, LastName, Date of Birth, Zip Code, Address are all required fields.  
If the Upload Status field below says "Missing Fields", that person will NOT be uploaded into the system.

Upload Status	Member ID	Last Name	First Name	Middle Name	Suffix	Address	City	State	Zip	Phone	Gender
Upload Status: Invalid Birth Date											
Invalid Birth Date		Devin	Loehrs			1138 Hollow	Edmond	OK	73111		Male
Upload Status: New											
New		Windu	Mace			1138 Skywalker Ranch	Theed	NV	73111	405-111-11111	Male
New		Bill	Murray			654 BM	Castle	AR	73111		Male

Submit Cancel

This grid will display the list of members that were added from your Excel file. You need to review this list carefully to ensure that everyone from your Excel file has been uploaded. Ex: Devin Loehrs was not uploaded because of an "Invalid Birth Date".

At this point you can still cancel the upload process and the members on this grid will not be uploaded.

Please read the information on the following page to help you determine if you should proceed with the upload process.

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## Upload Data Site:On]--[Restrict Tour:On]

Note: FirstName,LastName,Date of Birth ,Zip Code,Address are all required fields.  
If the Upload Status field below says "Missing Fields",that person will NOT be uploaded into the system.

Upload Status	Member ID
<input type="checkbox"/> Upload Status: Invalid Birth Date	
Invalid Birth Date	
<input type="checkbox"/> Upload Status: New	
New	
New	

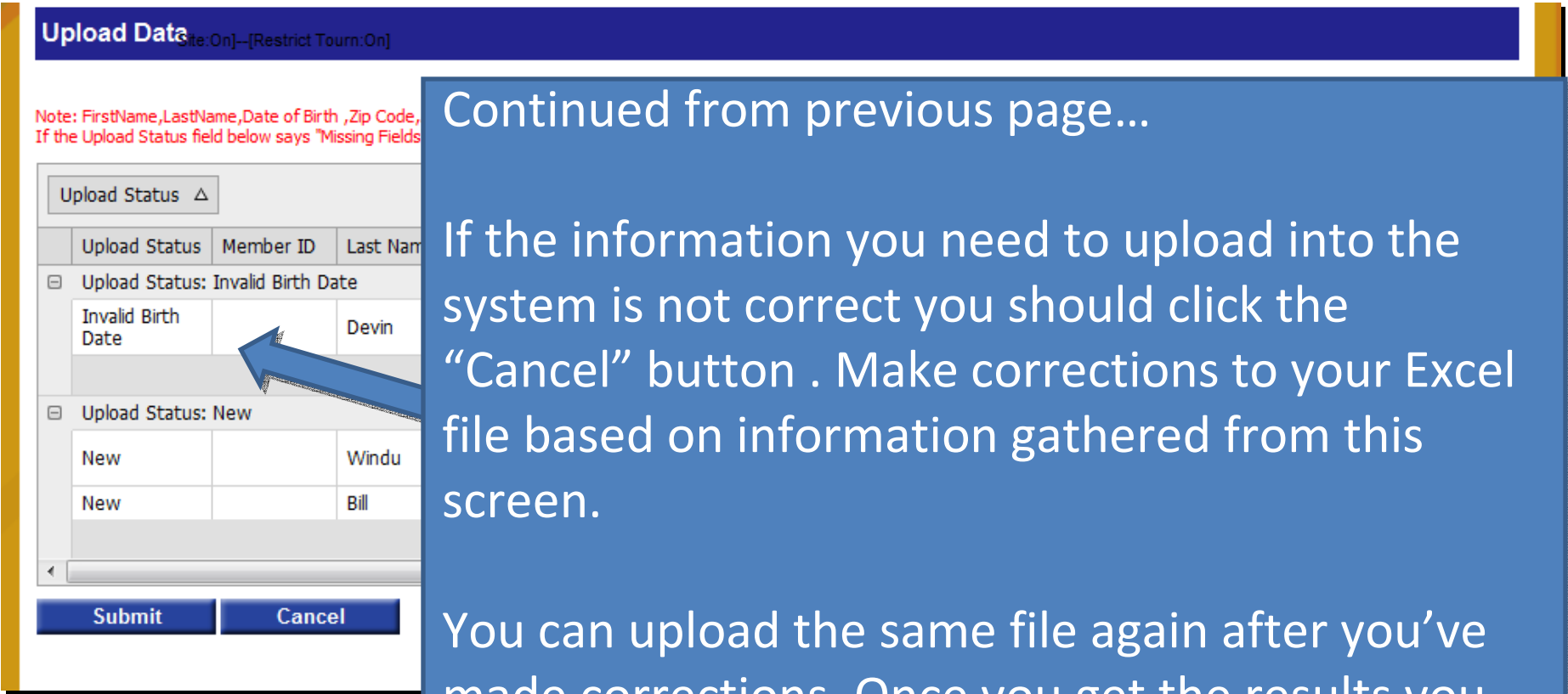
Submit Cancel

Examine the list of members as follows:

- 1.How many members are on the grid (as compared to your Excel file).
- 2.Check the Upload Status for each member.
  - a. **Already Registered** : Already registered for current season and member will not be added to invoice.
  - b. **Existing**: Member already exists in the database and will be registered for the current season when uploaded.
  - c. **New**: New profile will be created and the member will be added to the invoice.
  - d. **Invalid Birth Date**: The DOB in the Excel file is invalid and the member will not be uploaded.
- 3.Look for required fields (in red text) above the grid.

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**Upload Data** Site.On]--[Restrict Tourn.On]

Note: FirstName,LastName,Date of Birth ,Zip Code, If the Upload Status field below says "Missing Fields"

Upload Status

Upload Status	Member ID	Last Name
Upload Status: Invalid Birth Date		
Invalid Birth Date		Devin
Upload Status: New		
New		Windu
New		Bill

Continued from previous page...

If the information you need to upload into the system is not correct you should click the "Cancel" button . Make corrections to your Excel file based on information gathered from this screen.

You can upload the same file again after you've made corrections. Once you get the results you need click the "Submit" button to complete the upload process.

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Save Cancel Add Member

League Members Association

[Background Consent Form for Residents of CA, MN, NY, & OK](#) [Background Consent Form for All Other States](#)

Approve Deny Remove BG Check w/ Consent CreateTeam  Pay Invoice On Next Approval

Select All Unselect All Select all on the page Unselect all on the page Export To Excel

Drag a column header here to group by that column

#	PersonID	Name	Role	DOB	Status	Status Date	Inv	BG Status	CPStatus	CPResult	Photo	Issues	BG Date
⊕	<input type="checkbox"/>	333544	<a href="#">Devin Loehrs</a>	<a href="#">League Admin</a>	10/1/1920	Pending		Not Started			<a href="#">View Photo</a>	Yes	
⊕	<input type="checkbox"/>	877311	<a href="#">Bill Murray</a>	Player	11/11/2002	Pending						Yes	
⊕	<input type="checkbox"/>	877310	<a href="#">Mace Windu</a>	Player	11/11/2003	Pending						Yes	

The individuals you uploaded will show up at the bottom of the League page.

## Leagues Site:On]-[Restrict Tour:On]

Manage League :The Examples

Status : Pending  
Issues : [Yes](#)  
Invoice Number:None

**League ID : 65242**

Submit and Create Invoice

Registration Ext

Upload

League Name	<input type="text" value="The Examples"/> *
Season	<input type="text" value="2011 Year"/> *
Community/HomeTown	<input type="text"/>
League Type	<input type="text" value="Youth"/> *
Division	<input type="text" value="Boys Fast Pitch"/> *
Classification	<input type="text" value="Boys Fast Pitch 12/Under"/> *
State	<input type="text" value="Oklahoma"/> *
Association	<input type="text" value="MD - Maryland - DC ASA"/> *
Group	<input type="text" value="Adult Individual Registration - - Players"/>
League	<input type="text" value="- Players, Coaches, Other"/> *
Registration Option	<input type="text" value="IQ Individual, \$250 Deductible, Non Pk"/>

Once all of the individuals have been added to your league, create an invoice and submit your league by clicking the “Submit and Create Invoice” button.

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After you create your invoice you need to submit payment and all required documentation to the “Payable To” entity printed on the invoice.

After you mail your payment please allow 5-7 business days for processing. Once your commissioner has received payment and approves your registrations the ASA national office will print and ship the ID cards to you.

This is usually done one business day after your registration is approved. Check the Status column under your league screen for an “Approved” status. You can print your insurance certificate from the “Manage” League page after your registrations are approved.

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## RegisterASA.com

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