



# 2012 KC Metro ASA Registration

Updated 11-28-11

## **DIRECTIONS:**

**Complete all the steps listed below!**

- 1) *First time users* must create an account. Select the “[Sign up Now](#)” button.
  - Returning users → enter your email address & password to access the site and your account.
- 2) *First time users* will be asked to enter your Managers information.
  - Once the information is entered you must click on the “[Insert Manager Information](#)” button.
  - You will receive an email directing you to “[activate](#)” your account.
  - To activate your account → click the link or copy & paste the link into your web browser & enter your password.
  - Once activated you must add your Team info, Player & Non-player information.

*Note* → If you don’t receive the “activation” email – check your spam folder!

### 3) **CREATING YOUR TEAM PROFILE:**

- Click on the: “[Add Your Team](#)” link. Enter your: team name, age, & choose either League or Non-league team. Non-league teams have the option to choose a deductible.
- After entering the information, click on “[Add Team](#)”.

*Note* → If you only participate in tournaments OR a league not listed - select “Non-league”.

### 4) **ADDING PLAYERS & NON-PLAYERS:**

- Click the “[Add a Player](#)” button & enter your player’s addresses & date of birth.
- After entering your player’s profile click the “[Add Player Info](#)” button to submit the information into the system. **You must REPEAT this process for each player on the team.**
- Click “[Add a Non-Player](#)” to register other individuals for your team. This includes: Assistant Coaches, Managers, & Scorekeepers. Registering additional Non-Players is optional.

### 5) **COMPLETING THE PROCESS:**

After entering your Players & optional Non-players, you must complete the process by submitting the information into the KC Metro ASA database. To finish the process select:  
“[Submit Registration and Select Payment Option](#)”.

*Reminder* → you have not completed the registration process until you click on this link!

### 6) **PAYMENT OPTIONS:** “[Pay by Mail](#)” or “[Pay Online](#)”

#### Pay by Mail:

Print 2 copies of the invoice – keep one for your records & mail the other one with your payment.

#### Pay Online:

Print a copy of the invoice for your records. We will receive your payment online automatically.

*Hidden Valley league teams* → please select the “[Pay by mail](#)” button.

Your league will be invoiced for your team. Select this option then print 1 copy of the receipt for your records. **DO NOT** send payment or paperwork.

To add more players or Non-players after you’ve submitted your original information:  
Return to the website, enter the information, print the new copy & submit the information.

**Online payment is the only option available when adding new players or non-players.**

**Website assistance** – contact Greg at: [greg@tournamentmvp.com](mailto:greg@tournamentmvp.com)

**Insurance questions** – contact Lorie at: [jayvols@everestkc.net](mailto:jayvols@everestkc.net)

**ASA questions** – contact Mary at: [kcmetroasa@aol.com](mailto:kcmetroasa@aol.com)