

# HOW TO REGISTER A TEAM

## STARTING A NEW SEASON?

Make sure you have “Team Administrator” Selected in the dropdown box. If it is not appearing please click the profile link and save the “Team Administrator” role in your “Personal Info”.

To start creating your team, click the “Add Team” button.

The screenshot shows the ASA website dashboard for a Team Administrator. At the top, there are logos for REGISTER ASA, POWER CHALK, and a video analysis offer. Below the logos is a navigation bar with links: HomePlate, Grids, Tournaments, Orders/Invoices, Profile, FAQ, Submit Help Ticket, and LogOut(yodais...). The main content area starts with a "Heads Up!" message, followed by a welcome message: "Welcome back, Team Administrator! Your Member ID is: 90087". Below this is a paragraph explaining the new HomePlate interface and the removal of the Personal Steps Grid. A "Tech Support" section provides contact information. The dashboard is divided into three main sections: "Role Information" (with "Add Team" and "View Teams" buttons), "Local Contact Information" (with fields for Name, Association, Phone, and Email), and "Verify Address" (with a mailing address and a link to update it). A footnote at the bottom right states: "\* = Additional fees may apply for any, or all, returned items."

**REGISTER ASA** **POWER CHALK** **CLICK for FREE TRIAL** **VIDEO ANALYSIS WITH NO SOFTWARE INSTALLATION!** **ASA** **USA Softball** THE NATIONAL GOVERNING BODY OF SOFTBALL

HomePlate Grids Tournaments Orders/Invoices Profile FAQ Submit Help Ticket LogOut(yodais...)

**Heads Up!**

Welcome back, **Team Administrator**! Your Member ID is: 90087

This is your new HomePlate! Above you can select a role you wish to assume. Selecting a role above will display options and menus below. All roles are the same as before as well as the actions you can perform.

The Personal Steps Grid has been removed and replaced by the tabbed section below. The tab section below contains everything you need to manage your background check, ACE Certification, as well as team, league, and umpire registrations if you have been given access to those functions.

Tech Support: 8am-5pm CDT Monday-Friday  
Current ASA National Office Time: 11:07:48 AM CDT

**Role Information**

Below are a couple of links to help you get started managing your teams.

**Add Team** **View Teams**

**Local Contact Information**

If you have questions or concerns here is contact information for your local association.

**Name:**  
**Association:**  
**Phone:**  
**Email:**

**Verify Address**

Please verify that the address below is correct. All items shipped will be sent to the address below.\*

**Mailing Address**  
2801 NE 50th St  
Oklahoma City, OK 73111  
Or update address [Here](#)

\* = Additional fees may apply for any, or all, returned items.

# ADMINISTRATOR ROLE

**Add New Team**

Players Information Possible Conflicts Invoice Preview

Your Role on Team  Team Administrator  Head Coach  Coach  Jr. Coach  
 Other  Board Member

Team Name

Season 2014 Year \*

Community/HomeTown

Registration Type Individual Registration

Team Type Youth \*

Division -- Select a Division -- \*

Classification --Select a Classification-- \*

State Oklahoma \*

Association OK - Oklahoma ASA \*

Group -- Select a Group -- \*

League -- Select a League -- \*

Registration Option -- Select a Registration Option --

Website

Notes

Fees					
Reg Option Short	Player Price	Coach Price	ACE1 w/BGCK	ACE2 w/BGCK	ACE3 w/BGCK

Add Team Cancel

**Assign yourself the “Team Administrator” role as well as your other roles like “Coach”. Only Team Administrators can create invoices and submit teams for approval. (NOTE: A team can have only one Team Administrator. Only the Team Administrator can see a team and add/remove members.)**

**Select all the required data on this form and then click the “Add Team” button to create your new team.**

# ADDING A MEMBER

**Team Name**

**Status:** Pending      Lost or Missing Cards... [Click Here](#)

**Issues:** No

**Roster Type:** None

**Invoice Number:** None

[Click Here](#) to View Invoice Statuses and to Pay by PayPal

[Generate Invoice Preview](#)

**Team ID: 66497**

Team Members    Information    Possible Conflicts    Invoices    New

[Background Consent Form for All States](#) [JO](#)

[Approve](#)   [Deny](#)   [Remove](#)   [Add Member](#)

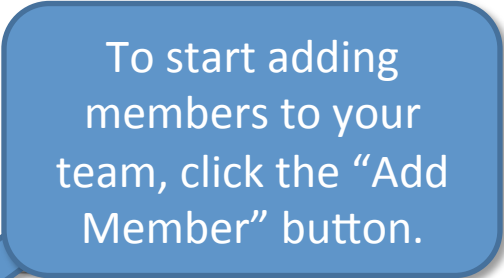
[Select All](#)   [Unselect All](#)   [Select all on the page](#)   [Unselect all on the page](#)   [Refresh Grid](#)

Drag a column header here to group by that column

#	PersonID	Name	Role	DOB	Status	Status Date	Inv	BG Status	BG Date	ACE	ACE Date	Photo
<input type="checkbox"/>	900872	<a href="#">Yoda Jedi Master</a>	Team Administrator	10/5/1975	Pending			Cleared	8/15/2014	ACE Level 1	8/20/2014	<a href="#">View Photo</a>

Page 1 of 1 (1 items)   [<](#)   [< Prev](#)   **[1]**   [Next >](#)   [>](#)

[Create Filter](#)



# ADDING A MEMBER


Return

Search Players

Add New Member [See member's history](#)

Fill out the individual's role and information

Member ID:

Team Name: Delaware Magic South 14U		Photo					
Role	<input checked="" type="checkbox"/> Player <input type="checkbox"/> Team Administrator <input type="checkbox"/> Head Coach <input type="checkbox"/> Coach <input type="checkbox"/> Jr. Coach <input type="checkbox"/> Scorekeeper <input type="checkbox"/> Other <input type="checkbox"/> Board Member	 <a href="#">Click here to Upload Image</a>					
Concussion Certified	Certificate Agency : None On File <a href="#">Update Certificate</a> Cert Date : None On File   Expire Date : None On File						
Name	First Name Player *	Middle Name 	Last Name Name *	Suffix 	Email 	Confirm Email 	
Address	2801 NE 50th						
City	Oklahoma City	State	Oklahoma ▼	Zip	73111 *	Date of Birth	10/5/2001 * MM/DD/YYYY
Notes	<div style="border: 1px solid gray; height: 40px;"></div>						

Add To Team

Save & Add New Member

Once you've typed all the information on this screen, click the "Add To Team" button. If you would like to add more members to this same team then click the "Save & Add New Member" button and that will take you back to the page where you search for existing members.

# The Team Page

Team Name

Status: Pending

Lost or Missing Cards... [Click Here](#)

Generate Invoice Preview

Issues: No

Roster Type: None

Invoice Number: None

Team ID: 66497

Team Members Information Possible Conflicts Invoice Preview

[Background Consent Form for All States](#) JO

Approve

Deny

Remove

Add Member

Click the "Add Member" button to add more members to the team.

Select All

Unselect All

Select all on the page

Unselect all on the page

Refresh Grid

Drag a column header here to group by that column

#	PersonID	Name	Role	DOB	Status	Status Date	Inv	BG Status	BG Date	ACE	ACE Date	Photo
<input type="checkbox"/>	900872	<a href="#">Yoda Jedi Master</a>	Team Administrator	10/5/1975	Pending			Cleared	8/15/2014	ACE Level 1	8/20/2014	<a href="#">View Photo</a>
<input type="checkbox"/>	900873	<a href="#">Player Name</a>	Player	10/5/2001	Pending							

Page 1 of 1 (2 items)

< < Prev **[1]** Next > >

[Create Filter](#)

The members have been added to the team page, as seen here and will be in Pending status.

# Generate Invoice Preview



Team Name

Status: Pending      Lost or Missing Cards... [Click Here](#)

Issues: No

Roster Type: None

Invoice Number: None

[Generate Invoice Preview](#)

Team ID: 66497

Team Members    Information    Possible Conflicts    Invoice P

[Background Consent Form for All States](#) [JO](#)

[Approve](#)    [Deny](#)    [Remove](#)    [Add Member](#)

[Select All](#)    [Unselect All](#)    [Select all on the page](#)    [Unselect](#)

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#	PersonID	Name	Role	DOB	Status	Status Date	Inv	BG Status	BG Date	ACE	ACE Date	Photo
<input type="checkbox"/>	900872	<a href="#">Yoda Jedi Master</a>	Team Administrator	10/5/1975	Pending			Cleared	8/15/2014	ACE Level 1	8/20/2014	<a href="#">View Photo</a>
<input type="checkbox"/>	900873	<a href="#">Player Name</a>	Player	10/5/2001	Pending							

Page 1 of 1 (2 items)    [<](#)    [< Prev](#)    **[1]**    [Next >](#)    [>](#)

[Create Filter](#)

The next step in the registration process is to create an invoice and submit your team for approval.

1. Status: Pending = waiting to be submitted, Submitted – created invoice waiting to be approved, Approved – You have met the requirements.
2. Click the “Yes” link to view your team’s issues.
3. Roster type : None, Standard, Championship. To upgrade a roster you will simply need to click the upgrade button, or if one is not available please contact your local commissioner.
4. Invoice Number: Click here to view your invoices.

# INVOICE PREVIEW

Notice the new tab. You're still on the team page. THIS IS NOT AN ACTUAL INVOICE SO DON'T PRINT THIS PAGE.

If a correction is needed we have a link to provide suggestions.

Notice that the invoice detail includes only members without a previous invoice for the current season.

The screenshot shows a web interface for generating an invoice preview. At the top, there are tabs for 'Team Members', 'Information', 'Possible Conflicts', and 'Invoice Preview'. The 'Invoice Preview' tab is active. Below the tabs, there is a 'Generate Invoice Preview' button. The main content area displays the following information:

- \*\*Invoice Preview\*\***: This is NOT an actual Invoice. [How to fix the invoice before you print it](#)
- Please Note**: Any Changes made to tabs may affect the actual Invoice
- Team ID**: 66497
- Team Name**: Team Name
- Group Name**: JO
- League Name**: Alva Softball
- Association**: OK - Oklahoma ASA
- Invoice Created By**: Yoda Jedi Master
- Players**: 1
- Non-Players**: 0
- Classification**: Girls Fast Pitch - Unclas

Below this information is a table with columns: Member Information, Item Description, Qty, Price, Amount. The table contains one row: '000873 - Player Name (Player) Birth Certificate Required' with a quantity of 1, price of \$???.00, and amount of \$???.00. At the bottom right, there is a 'Create Invoice' button.

If the invoice is not correct click back to the Team Members grid or the Information grid and make the necessary adjustments and try again.

Click the Create Invoice button if the invoice is correct.

# SUBMIT YOUR INVOICE

Verify the information in the Registration Submission Confirmation screen and click Submit to continue.

When created, you can open the invoice with the pop-up screen that follows. The invoice number will also be listed in the Manage Team page.

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:

Registration Option:  \*

Ship Method:

Recipient Name:

Ship To:

2801 NE 50th St  
Oklahoma City  
OK 73111

Special Shipping Instructions:

Payment Method:

**Please note that you must mail in your invoices with payment before approval can be issued by commissioners.**

Invoice Information

**An invoice has been generated for the team.**

Some associations are accepting PayPal. If your association allows PayPal transactions, you will be given the option to pay with PayPal after clicking the "Submit" button.

Print the invoice and follow your association's instructions. Some associations require birth certificates and background check consent forms so please check with your commissioner before mailing your payment.



# HOMEPLATE

When returning to RegisterASA.com, one way to get back to your team page is to click the “View My Teams” button. That will take you to a grid that has all of the teams you are associated with. You can print insurance forms and rosters using this option.

REGISTER ASA

POWER CHALK

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ASA

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