

How to Register a League



Home Plate : Devin Loehrs, ASA , MEMBER ID:

Registration Menu: [Add New Team](#) | [View My Teams](#) | [League Registrations](#) | [View My Member List](#) | [Order/Invoice](#)

Personal Steps

#	Requirement	Required	Status	Purchase	Purchase Status	Expire Date
	ACE Certification w/ Background Check	No	Last Cert: No Complete --> ACE 1 Not	Purchase	Unpaid	
	Background Check	Yes	Not Started	Purchase	Unpaid	12/31/2010
	Team without Admin	Yes	Need to Fix		N/A	1/1/1900
	Photo	Yes	Complete		N/A	12/31/2011
	DOB	Yes	Complete		N/A	

Start by clicking on the “League Registrations” button on the Homeplate. **Note:** to get this button you will need to be an approved “League Admin” you can apply for that by checking the “League admin” box on the “Profile” link.

Leagues

[HomePlate](#) | [Individuals](#) | [Tournaments](#) | [Orders/Invoices](#) | [Profile](#) | [Version](#) | . | [FAQ](#) | [Submit Help Ticket](#) | [LogOut\(\)](#)

Leagues

About Leagues

League Name

Load Grid

OR

Add League

Please enter the league name and click the load button to display information.

Create a League by clicking the "Add League" button

Search for a league by filling in the league name in the box and clicking the "Load Grid" button

Leagues

Add New League

Role Name	<input type="checkbox"/> Manager <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Head Coach <input type="checkbox"/> Assistant Coach <input type="checkbox"/> Other <input checked="" type="checkbox"/> League Administrator
League Name	<input type="text" value="The Examples"/>
Season	<input type="text" value="2011 Year"/>
Community/HomeTown	<input type="text" value="Naboo"/>
League Type	<input type="text" value="Youth"/>
Division	<input type="text" value="-- Select a Division --"/>
Classification	<input type="text" value="-- Select a Classification --"/>
State	<input type="text" value="Oklahoma"/>
Association	<input type="text" value="Oklahoma ASA"/>
Group	<input type="text" value="-- Select a Group --"/>
League	<input type="text" value="None"/>
Registration Option	<input type="text" value="-- Select a Registration Option --"/>
Website	<input type="text"/>
Notes	<input type="text"/>

Make sure that you mark yourself as the "League Administrator"

Once all of the information has been filled out, click the "Add League" button

The prices of the individuals will show up here

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

Top of the League Page

[HomePlate](#) | [Individuals](#) | [Tournaments](#) | [Orders/Invoices](#) | [Profile](#) | [Version](#) | [FAQ](#) | [Submit Help Ticket](#) | [LogOut\(\)](#)
Tourn:On]

Leagues



The league was added successfully.

Manage League :The Examples

Status : Pending

Issues : [Yes](#)

Invoice Number:None

League Name	<input type="text" value="The Examples"/>
Season	<input type="text" value="2011 Year"/> *
Community/HomeTown	<input type="text" value="Naboo"/>
League Type	<input type="text" value="Youth"/> *
Division	<input type="text" value="Girls Fast Pitch"/> *
Classification	<input type="text" value="Girls Fast Pitch GOLD 18"/> *
State	<input type="text" value="Oklahoma"/> *
Association	<input type="text" value="Oklahoma ASA"/> *
Group	<input type="text" value="ASA National - ASA National"/> *
League	<input type="text" value="N/A"/> *
Registration Option	<input type="text" value="JO Individual, \$250 Deductible, Non-Photo"/> *
Website	<input type="text"/>
Notes	<input type="text"/>

Below is the League information

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 (on a spreadsheet). Then submit for an invoice for that upload. The system handles invoices more accurately when an invoice has under 200 members

Bottom of the League Page

Save Cancel **Add Member**

To add members individually,
click the "Add Member"
Button

League Members

Association

Approve **Deny** **Remove** **CreateTeam**

Select All

Unselect All

Select all on the page

Unselect all on the page

Drag a column header here to group by that column

#	PersonID	Name	Role	Deductible	DOB	Phone	Issues	Email	Inv
<input type="checkbox"/>	333544	Devin Loehrs	League Administrator	\$0.00	10/1/1920	405-650-2560	Yes	Email	

 [Create Filter](#)

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

Adding Players Through Spreadsheet

- This Screen will appear once the “Upload” button on the league page is clicked

[HomePlate](#) | [Individuals](#) | [Tournaments](#) | [Orders/Invoices](#) | [Profile](#) | [Version](#) | [FAQ](#) | [Submit Help Ticket](#) | [LogOut](#)

Upload Data

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.

Import Will NOT Do

1. Will NOT assign individuals to teams.

Next

To find a blank template spreadsheet, click the blue link

If the spreadsheet is filled out and ready to go, click the “Next” button

Template Spreadsheet

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	LastName	FirstName	Middle Initial	Address	City	State	Zip	Phone	Gender	DOB	Email	DriversLicense	DriversLicenseState	DriversLicenseExpirationDate
2	Softball	Suzanne	LuAnne	123 Main	Dallas	TX	75236	(123) 123-1234	Female	06/06/93	123@abc.com	124578256	TX	12/31/2012
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														

Note: Do not rename this sheet!
If the sheet is renamed then the system will not read the document

- The website will only allow you to have one role per spreadsheet. (Ex: only players can be on one spreadsheet, the coaches have to be on a separate spreadsheet from the players.)

Upload Data

[HomePlate](#) | [Individuals](#) | [Tournaments](#) | [Orders/Invoices](#) | [Profile](#) | [Version](#) | [FAQ](#) | [Submit Help Ticket](#) | [LogOut\(\)](#)

Upload Data

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.

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.

Note: FirstName, LastName, Date of Birth, Zip Code, Address are all required fields.

Select the role of the individuals you are adding

Uploading to : The Examples

Select Role

Player

Upload Data

Browse..

Upload

Find the spreadsheet saved on your computer by hitting the "Browse.." button. Once the file has been located, click the "Upload" button

Upload Data

[HomePlate](#) | [Individuals](#) | [Tournaments](#) | [Orders/Invoices](#) | [Profile](#) | [Version](#) | [FAQ](#) | [Submit Help Ticket](#) | [LogOut](#)

Upload Data

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	Last Name	First Name	Middle Initial	Address	City	State	Zip	Phone
Existing	Softball	Suzzanne	LuAnne	123 Main	Dallas	TX	75236	1231231234
New	Smith	John	a	123 main	Dallas	TX	75236	1231231234
New	John	Miller	Q	123 main	Dallas	TX	75236	1231231234

Once you have reviewed all of the information for accuracy hit the "Submit" button

- The program may need a few minutes before being able to load this screen.
- This screen will show all of your uploaded individuals and their information

Successful Upload

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

Save Cancel Add Member

League Members Association

Approve Deny Remove CreateTeam

Select All Unselect All Select all on the page Unselect all on the page

Drag a column header here to group by that column

#	PersonID	Name	Role	Deductible	DOB	Phone	Issues	Email	In
<input type="checkbox"/>	333544	Devin Loehrs	League Administrator	\$0.00	10/1/1920	405-650-2560	Yes	Email	
<input type="checkbox"/>	703979	Miller John	Player		6/6/1993	1231231234	Yes	Email	
<input type="checkbox"/>	703978	John Smith	Player		6/6/1993	1231231234	Yes	Email	
<input type="checkbox"/>	10950	Suzanne Softball	Player		6/6/1993	1231231234	Yes	Email	

Create Filter

Leagues



The league was added successfully.

Manage League :The Examples

Status : Pending

Issues : [Yes](#)

Invoice Number:None

Upload

Submit

League Name	<input type="text" value="The Examples"/> *
Season	<input type="text" value="2011 Year"/> *
Community/HomeTown	<input type="text" value="Naboo"/>
League Type	<input type="text" value="Youth"/> *
Division	<input type="text" value="Girls Fast Pitch"/> *
Classification	<input type="text" value="Girls Fast Pitch GOLD 18"/> *
State	<input type="text" value="Oklahoma"/> *
Association	<input type="text" value="Oklahoma ASA"/> *
Group	<input type="text" value="ASA National - ASA National"/> *
League	<input type="text" value="N/A"/> *
Registration Option	<input type="text" value="JO Individual, \$250 Deductible, Non-Photo"/> *
Website	<input type="text"/>
Notes	<input type="text"/>

Once all of the individuals have been added to your league, create an invoice and submit your league by clicking the "Submit" button



How to Register a League

