

How to Register a Team



How to Register a Team

- First you must decide if you want to create a new team using nothing from a previous year. If so, please continue with the next page.
- If you want to use last year's team members to create your team please skip to page 12.

Starting new this year? How to Register a New Team


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Home Plate : ASA , MEMBER ID:

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

Personal Steps

#	Requirement	Requirement Status	Purchase	Purchase Status	Expire Date
	ACE Certification w/ Background Check	No	Purchase	Unpaid	
	Background Check	Yes	Purchase	Unpaid	12/31/2010
	Team without Admin	Yes		N/A	1/1/1900
	League without Admin	Yes		N/A	1/1/1900
	DOB	Yes		N/A	



Click the “Add New Team” button that appears on your Homeplate

Teams

Add New Team

[Search Teams](#)

Players Information

Your Role on Team	<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"/> Other
Team Name	<input type="text"/>
Season	-- Select a Season -- * <input type="text"/>
Community/HomeTown	<input type="text"/>
Registration Type	-- Please Choose a Registration Type -- * <input type="text"/>
Team Type	Youth * <input type="text"/>
Division	-- Select a Division -- * <input type="text"/>
Classification	--Select a Classification-- * <input type="text"/>
State	Oklahoma * <input type="text"/>
Association	UNKNOWN * <input type="text"/>
Group	N/A - None * <input type="text"/>
League	-- Select a League -- * <input type="text"/>
Registration Option	-- Select a Registration Option -- * <input type="text"/>

Select yourself as the "Team Administrator" in the roles.

Fees

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

[Add Team](#) [Cancel](#)

The Team Page

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Teams

 The team was added successfully.

For Example

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

[Add New Team](#) [Submit](#)

[Team Members](#) [Information](#)

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

Team members will show up here

Click here to create an invoice and submit your team

Click here to add members to your 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	Deductible	DOB	Phone	Issues	Email	Inv	Photo	Status	Status Date
<input type="checkbox"/>	333544	Devin Loehrs	Team Administrator	\$0.00	10/1/1920	405-650-2560	Yes	Email		View Photo	Pending	

[Create Filter](#)

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
4. Invoice Number: Click here to view your invoices

Adding a Member

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Individuals

FirstName LastName Zip Date of Birth

Submit

Search an individual by filling out these four fields and hitting submit

If the member is found, you can click on the "Select" button below to add new member.

Add New

If members appear in the grid below then that person may be selected by clicking the "Select" button on the left. You can also narrow a search by filling out these fields

Drag and drop items here

Select	FirstName	Last Name	Association	City	State
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select	Lori	Coleman	Oregon ASA	Oklahoma City	Oklahoma
Select	LoriA	Coleman	Colorado ASA	Oklahoma City	Oklahoma

[Create Filter](#)

Adding a Member

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

Individuals

FirstName	LastName	Zip	Date of Birth
<input type="text" value="Lori"/>	<input type="text" value="Coleman"/>	<input type="text" value="73111"/>	<input type="text" value="12/3/1990"/>

Submit

To search fill out the four fields and hit the "Submit" button on the left side

If the member is not listed on the search results then please click the **ADDNEW** button below to add new member.

Add New

If the member you are looking for shows up below, hit the select button

Select	FirstName	Last Name	Association	City	State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select	Lori	Coleman	Oregon ASA	Oklahoma City	Oklahoma
Select	LoriA	Coleman	Colorado ASA	Oklahoma City	Oklahoma

If the member is not one of the people listed in the grid then click the "Add New" button

Team Members

Add New Member

[Return](#) [Search Members](#)

TeamName	For Example
Role	<input 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	<input type="text" value="Lori"/> *
Middle Name	<input type="text" value="A"/>
Last Name	<input type="text" value="Coleman"/> *
Email	<input type="text"/>
Confirm Email	<input type="text"/>
Date of Birth	<input type="text" value="12/3/1990"/>
Photo	<input type="text"/> Browse...
Address	<input type="text" value="2801 NE 50th Street"/>
City	<input type="text" value="Oklahoma City"/>
State	<input type="text" value="Oklahoma"/> ▼
Zip	<input type="text" value="73111"/>
Phone	<input type="text" value="4054253492"/>
Insurance Deductible	<input type="text" value="50.00"/>
Gender	<input type="text" value="Female"/> *
Drivers License	<input type="text" value="XX"/>

Fill out the individual's role and information

Once all of the information is filled out, click the "Add To Team" button. If you would like to add more members then click the "Add to team & Add new member" button and that will take you back to the steps on page 5.

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

The Team Page

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

Teams

For Example

[Add New Team](#)

Status : Pending

Issues : [Yes](#)

Roster Type: None

Invoice Number:None

[Submit](#)

The members have been added to the team page, as seen below

To return to the "add member screen" click the "Add Member" button

Team Members

Informa

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

[Add Member](#)

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

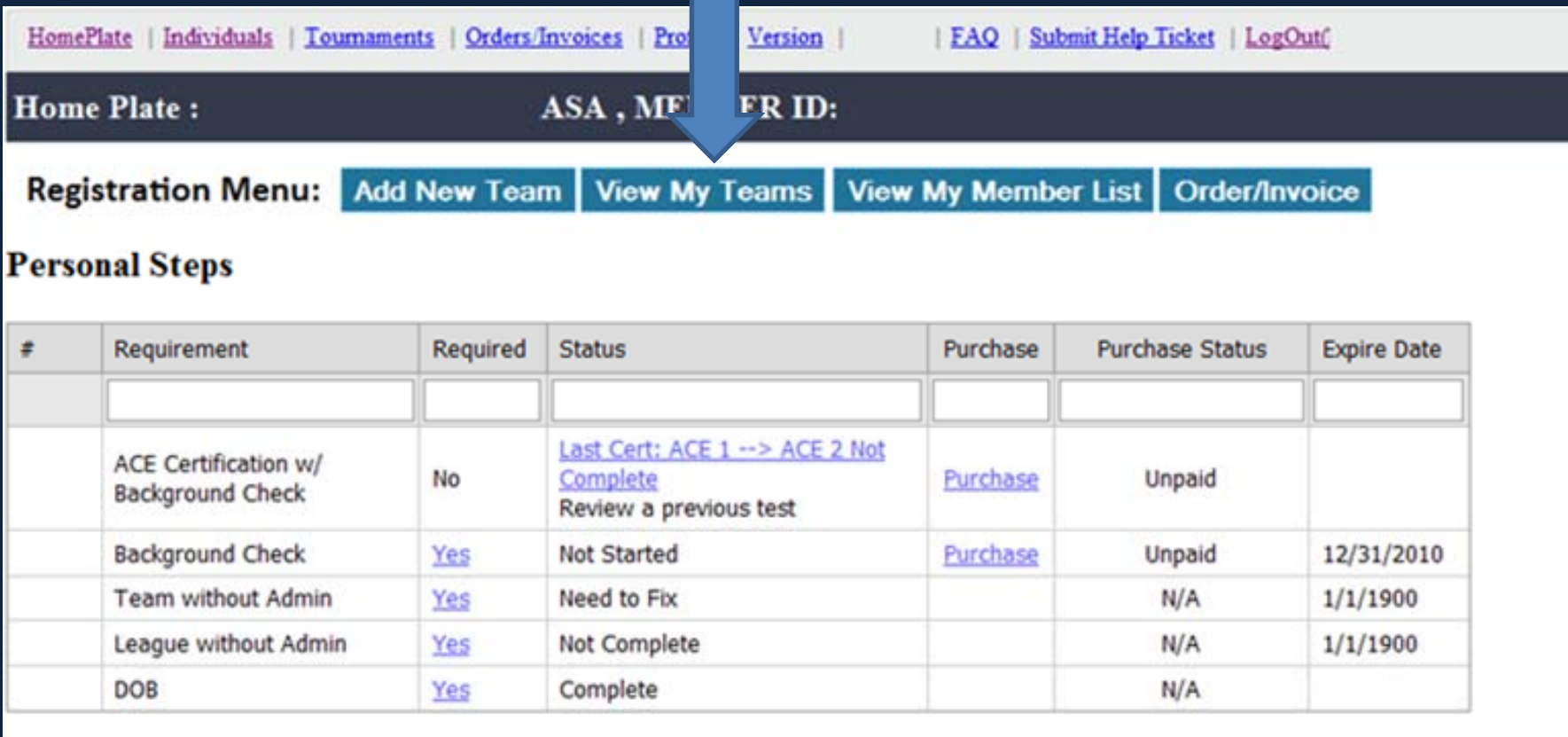
Drag a column header here to group by that column

#	PersonID	Name	Role	Deductible	DOB	Phone	Iss	s	Status Dat
<input type="checkbox"/>	333544	Devin Lee	Team Administrator	\$0.00	10/1/1920	405-650-2560	Yes	Photo	Pending
<input type="checkbox"/>	40	Lori Coleman	Player	\$0.00	12/3/1990	4054253492	Yes	View Photo	Pending

[Create Filter](#)

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.



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

Home Plate : ASA , MEMBER ID:

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

Personal Steps

#	Requirement	Required	Status	Purchase	Purchase Status	Expire Date
	ACE Certification w/ Background Check	No	Last Cert: ACE 1 --> ACE 2 Not Complete Review a previous test	Purchase	Unpaid	
	Background Check	Yes	Not Started	Purchase	Unpaid	12/31/2010
	Team without Admin	Yes	Need to Fix		N/A	1/1/1900
	League without Admin	Yes	Not Complete		N/A	1/1/1900
	DOB	Yes	Complete		N/A	

Registration Status

Season : 2011 Year

Load Grid

Homeplate

My Teams

Select All Unselect All Select all on t

Drag a column header here to group by that

#	Team Name	Classification	Group/League	Season	Status	Status Date	Issues	Mbr Count
<input type="checkbox"/>	zzz Intimidators	Girls Fast Pitch A 16/Under	JO TR / Dallas 16U	2010 Year	Submitted	10/28/2010	Yes	1
<input type="checkbox"/>	test	Girls Class A Fast Pitch 14/Under	JO / JO	2010 Year	Pending	7/19/2010	Yes	0
<input type="checkbox"/>	Test	Boys Baseball	N/A / N/A	2010 Year	Submitted	10/28/2010	Yes	1
<input type="checkbox"/>	Registers	Girls Fast Pitch GOLD 18	JO / BAGSL	2011 Year	Pending	11/4/2010	Yes	1
<input type="checkbox"/>	For Example	Girls Fast Pitch 18 Unclassified	JO Leagues / Henryetta	2011 Year	Pending	11/5/2010	Yes	2

Please note the Season showing here will limit the items in the grid. You should select the previous year that has your team information.

Create Filter

The My Teams grid is at the bottom of your Homeplate. This is a quick way to get to your team's page when returning to RegisterASA.com, by clicking on the team name in blue.

Returning team and want to just add your team to the new season?

How to “Add Team to New Season”



The Team Page

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Teams

Shadows

[Add New Team](#)[Print Roster](#)[Insurance Certificates](#)

Status : Approved

Issues : No

Roster Type: Championship

Invoice Number: [34459,40193](#)

Click the "Information" tab to see all of the information about your team

[Team Members](#)[Information](#)[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	Deductible	DOB	Phone	Issues	Email	Inv	Photo	Status	Status Dat
<input type="checkbox"/>	608196	Curtis Mosher	Team Administrator	\$250.00	8/8/1959	214-918-7371	No			View Photo	Approved	5/25/2010
<input type="checkbox"/>	608196	Curtis Mosher	Manager	\$250.00	8/8/1959	214-918-7371	No		34459	View Photo	Approved	5/25/2010
<input type="checkbox"/>	608184	Amber Conner	Head Coach	\$250.00	6/22/1980	9729745959	No		34459	View Photo	Approved	6/29/2010
<input type="checkbox"/>	612102	George Dixon	Assistant Coach	\$250.00	2/25/1955	405-255-8205	No		34459	View Photo	Approved	6/29/2010
<input type="checkbox"/>	608562	Katy Maxey	Assistant Coach	\$250.00	3/19/1985	281-731-4363	No		34459	View Photo	Approved	6/29/2010

Teams

Shadows

[Add New Team](#) [Print Roster](#) [Insurance Certificates](#)

Status : **Approved**

Issues : No

Roster Type: **Championship**

Invoice Number: [34459,40193](#)

[Team Members](#) [Information](#)

This is the last season this team was registered

To add a team to a new season, click the "Add Team to New Season" link

Team Name	Shadows *
Season	2010 Year * Add Team to New Season
Community/HomeTown	
Registration Type	Individual Registration *
Team Type	Youth *
Division	Girls Fast Pitch *
Classification	Girls Fast Pitch A 18/Under *
State	Texas *
Association	
Group	JO TR - Travel *
League	Dallas-18U Deputy *
Registration Option	JO Individual, \$250 Deductible, Photo Card *
Website	

Teams

Shadows

Status : Approved

Issues : No

Roster Type: Championship

Invoice Number: [34459,40193](#)

Team Members

Information

Team Name	Shadows
Season	2010 Year <input type="button" value="Add"/>
Community/HomeTown	
Registration Type	Individual Registration
Team Type	Youth *
Division	Girls Fast Pitch *
Classification	Girls Fast Pitch 10/11
State	
Association	
Group	
League	
Registration Option	50 Individual, \$250 Deductible, Photo Card *
Website	

After clicking the "Add Team to New Season" link this popup will show

Add Team to New Season

Add To Season : 2011 Year

To see available seasons to add the team to click the drop down box arrow

Once the proper season is selected, click the "Add Team to Season" button

Teams

Shadows

[Add New Team](#)

Status : Pending

Issues : No

Roster Type: None

Invoice Number:None

[Submit and Create Invoice](#)

Team Members Information

Return to the information tab to review the team information before modifying your players and coaches.

The Data was not Saved. Please Res

- Please Choose a Registration O

Team Name	Shadows *
Season	2011 Year * Add Team to New Season
Community/HomeTown	
Registration Type	Individual Registration *
Team Type	Youth *
Division	Girls Fast Pitch *
Classification	Girls Class B Fast Pitch 18/Under *
State	Texas *
Association	
Group	JO TR - Travel *
League	Dallas-18U Deputy *
Registration Option	-- Select a Registration Option -- **

DON'T MISS THIS!
Review these settings! Make sure that these are up to date before the team is submitted. Once the correct settings have been selected scroll down and hit the "Save" button.

Return to the Team Members tab and finish editing your team.

Teams

Shadows

Status : Pending

Issues : No

Roster Type: None

Invoice Number:None

Team Members

Information

Approve

Deny

Remove

Add Member

Select All

Unselect All

Select all on the page

Unselect all on the page

Refresh

Drag a column header here to group by that column

#	Role	Deductible	DOB	Phone	Issues	Email	Inv	Photo	Status	Status Date
<input type="checkbox"/>	Team Administrator	\$250.00	8/8/1959		Unknown			View Photo	Pending	
<input type="checkbox"/>	Manager							View Photo	Pending	
<input type="checkbox"/>	Head Coach	\$250.00	6/22/1980		Unknown			View Photo	Pending	
<input type="checkbox"/>	Assistant Coach	\$250.00	2/25/1955		Unknown			View Photo	Pending	
<input type="checkbox"/>	Assistant Coach	\$250.00	3/19/1985		Unknown			View Photo	Pending	

The team is no longer in "approved" status and is now in pending.

Once everyone is on the team click the "Submit" button to create an invoice and to send the team off for the local commission to see if it is ready for approval

Submit

Like last year, you can remove and edit your players as needed prior to being submitted.

How to Register a Team

