



REGISTERASA



ASA's Online Registration

HOW TO REGISTER A LEAGUE

Version 1.04 Rev 2015.01

www.RegisterASA.com

2015 Season

HOW TO REGISTER A LEAGUE

Version 1.04 Rev 2015.01

IMPORTANT

1. It's recommended that League Administrators use existing RegisterASA data to register their members. A new process called *Registration Extract* has been added to the league screen for this purpose; however this option may not be available under all associations. *Please see other pages in this document for more information.*
2. A new column named "MemberID" has been added to the RegisterASA import Excel file. This Member ID, also referred to on the site as Person ID, will help locate existing members and avoid the creation of multiple profiles.
3. Phone numbers and addresses are now required for all adult members of youth leagues.
4. NOTE: PLEASE DO NOT IMPORT FILES THAT WERE EITHER CREATED OR EDITED ON A MAC COMPUTER!"

HOW TO REGISTER A LEAGUE

Version 1.04 Rev 2015.01

BEFORE YOU START

1. Determine which local ASA has jurisdiction over your registrations. ([What's my association?](#)) 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 on the RegisterASA system to be able to use the league functions.
3. **The League Administrator must clear a background check. To start a background check, click the "Background Check" tab at the bottom on the HomePlate page.**
4. If you do not see the League Registrations button you need to contact your commissioner and ask to be approved as an Administrator.
5. If required by your local association, you may also need birth certificates and background check consent forms for your members.
6. **Important: Determine if you need to use the "Registration Extract" process to register your members.**

HOW TO REGISTER A LEAGUE

Version 1.04 Rev 2015.01

What is needed?

1. A user with an approved League Administrator role with a cleared background check.
2. Create a new League for the current season.
3. Use Extract Registration process to create your Excel file. (Optional)
4. Upload your completed Excel file to the league.
5. Gather required forms (birth certificates and background check consent forms).
6. Perform the “Submit and Create Invoice” process on the system.
7. Print your invoice and send required payment and documentation.
8. Wait for your State/Metro ASA Commissioner to approve your registrations.
9. If needed, upload additional members using a separate Excel file and start from step 4. This step can be repeated as many times as needed.

WHO CAN USE THE EXTRACT PROCESS?

Version 1.04 Rev 2015.01

Can I use the Registration Extract Process?

If the previous year is an option in the Season drop-down box on your HomePlate you should be able to see your leagues from the previous year and run the Registration Extract process. See page 9, “Registration Extract Process” for guided instructions.

If you don't have access to a previous year, or if you're a new League Administrator for the current season, please see the instructions under “Create a New League” on page 10.

Role Information

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

[Add League](#) [View Leagues](#)

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.

Background Check ACE Certification Registration Status My Teams **My Leagues**

My Leagues 2015 Year ● 2014 Year ● 2013 Year

Select All Unselect All Select all on the page Unselect all on the page Export To Pdf Export To Excel Refresh Grid

Drag a column header here to group by that column

| # | League Name | Status | Status Date | Mbr Count | Issues | Insurance | Classification | Group/League | Season |
|---|-------------|--------|-------------|-----------|--------|-----------|----------------|--------------|--------|
| | | | | | | | | | |

LEAGUE ADMINS: YOUR ROLE

Version 1.04 Rev 2015.01

Verify that you have selected the League Administrator role in your profile. If you don't see the "League Administrator" role in the dropdown box you will need to be approved as a League Administrator by your local commissioner

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

Heads Up!
Some stuff about the stuff we're going through goes here.
[Click here](#) to fix your stuff or you can't continue.

Welcome Back, **League Administrator** ▾! Your Member ID is: 900872

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

The Personal Steps Grid has been removed and replaced by the tabbed section below. The tabbed 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: 10:31:57 AM CDT

Role Information
Below are a couple of links to help you get started managing your leagues.
[Add League](#) [View Leagues](#)

Local Contact Information
If you have questions or concerns here is contact information for your local association.
Name:
Association:
Phone:

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

Click the "Add League" button to create a league. Click the "View Leagues" button to see leagues that have you listed as their League Administrator (page 9). **Note:** A new league must be created each year for a valid registration.

CREATE A NEW LEAGUE

Version 1.04 Rev 2015.01

Add New League

Role Name * League Administrator Head Coach Coach Jr. Coach
 Other Board Member

League Name *

Season * 2014 Year ▼

Community/HomeTown

League Type * Youth ▼

Division * -- Select a Division -- ▼

Classification * -- Select a Classification -- ▼

State * Oklahoma ▼

Association * OK - Oklahoma ASA ▼

Group * JO - Travel ▼

League * Altus Girls Fastpitch Softball ▼

Please select an active registration option from the list below.

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 | ACE4 w/BGCK | Independent BG |
| No data to display | | | | | | | |

1. Select League Administrator role
2. If the League Admin needs a background check place a checkmark in the “Background” box
3. Type the League name
4. Select the season
5. Type the Community /Hometown name
6. Select the League Type (Adult or Youth)
7. Select the Division
8. Select the classification. Note: if multiple age groups will be selected use the “Girls Fast Pitch – Unclassified” option.
9. The State and Association are selected by default from the League Admin’s profile
10. Verify the Group and League. Should be the same as the League Administrator’s selection
11. Select the Registration Option.
12. CLICK THE “ADD LEAGUE” BUTTON AT THE BOTTOM OF THE SCREEN.

CREATE A NEW LEAGUE

Version 1.04 Rev 2015.01

 The league was added successfully.

Add New League

League ID: 66496

Status: Pending
Issues: No
Invoice Number: None
Lost or Missing Cards... N/A
[Click Here to View Invoice Status](#)

League Name *

Season *
2014 Year

Community/HomeTown

League Type *

Division *

Classification *

State *

Association *

Group *

League *

[Submit and Create Invoice](#)

[Upload](#) [Registration Extract](#)

Check for this green message bar. This confirms that you created the league successfully and that you can continue with the next steps.

Select "Upload" if you have not previously registered your members on RegisterASA. The "Upload" option allows you to download an Excel template that you will use to import your registrations, however, the Registration Extract process is the preferred method for creating your Excel file.

If you have previous season data, and your association settings permit, continue with slides 9-12, otherwise skip to slide 13.

REGISTRATION EXTRACT PROCESS

Version 1.04 Rev 2015.01

Role Information

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

[Add League](#) [View Leagues](#)

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.

First, locate your previous year's league by clicking the "View Leagues" button.

Background Check ACE Certification Registration Status My Teams **My Leagues**

My Leagues 2015 Year 2014 Year 2013 Year

Select All Unselect All Select all on the page Unselect all on the page Export To Pdf Export To Excel Refresh Grid

Drag a column header here to group by that column

| # | League Name | Status | Status Date | Mbr Count | Issues | Insurance | Classification | Group/League | Season |
|--------------------------|--|---------|-------------|-----------|--------|---------------|---------------------------------|-------------------------------|-----------|
| <input type="checkbox"/> | Last Year's League Example | Pending | 8/18/2014 | 1 | No | Not Submitted | Girls Fast Pitch - Unclassified | Altus Girls FastpitchSoftball | 2014 Year |

[Create Filter](#)

Third, Click on the League's Name.

Second, Choose the year you would like to view.

REGISTRATION EXTRACT PROCESS

Version 1.04 Rev 2015.01

Add New League

League ID: 66496

Status: Pending
Issues: No
Invoice Number: None
[Lost or Missing Cards... Click Here](#)
[Click Here to View Invoice Statuses and to Pay by PayPal](#)

Submit and Create Invoice

Upload Registration Extract

In the Manage Leagues screen you can start the extract process by clicking the "Registration Extract" button.

Division * Girls Fast Pitch
Classification * Girls Class A Fast Pitch 16/Under
State * Oklahoma
Association * OK - Oklahoma ASA
Group * JO - Travel
League * Altus Girls Fastpitch Softball

The Registration Extract process will create an Excel file based on data from the system and is much more accurate to use.

REGISTRATION EXTRACT PROCESS

Version 1.04 Rev 2015.01

1. Select the Registration Type
2. Click "Select All"
3. Click "Create Registration File"
4. Save the Excel file to your computer.

Do this process for every different Registration Type you've used. **For example, you'll need to do this for Players, Coaches, etc., separately and then import them into the system one file at a time.**

League Export

League ID: 66496
League Name: Altus Girls FastpitchSoftball
Association Name: OK - Oklahoma ASA
Select Registration Type:
All

League Export

Select All Unselect All Select all on the page Unselect all on the page Create Registration File (Windows PCs Only)

Drag a column header here to group by that column

| # | MemberID | LastName | FirstName | MiddleN | Suffix | Address | City | State | Zip | Phone |
|-------------------------------------|----------|-------------|-----------|---------|--------|-----------------|---------------|-------|-------|--------------|
| <input type="checkbox"/> | | | | | | | | | | |
| <input checked="" type="checkbox"/> | 900872 | Jedi Master | Yoda | | | 2801 NE 50th St | Oklahoma City | OK | 73111 | 405-425-3444 |

REGISTRATION EXTRACT PROCESS

Version 1.04 Rev 2015.01

Registration Extract process, continued...

After you click the “Create Registration File” button you’ll be prompted to save the file. You need to save the Excel file somewhere on your computer so you can open it in Excel and then make any necessary edits before importing back into RegisterASA.

Some of the changes that you need to do in the extracted file will be things such as correcting an address or phone number, removing members that do not need to be registered, and adding new members that have either not registered previously or that are not listed in the extracted file.

- **IMPORTANT:** Add new members at the bottom of the spreadsheet. You can add as many new members as you need, but we recommend you limit the worksheet to 200 members. Multiple worksheets can be uploaded. Do not edit an existing row in the Excel file to replace a member; you are more likely to make a mistake that way. Instead, remove members that are not registering for the season by right-clicking on their row number and click the Delete option in the pop-up menu that appears. You may sort the spreadsheet rows as needed to allow you to find the members.

UPLOAD PROCESS

Version 1.04 Rev 2015.01

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

The screenshot shows a web interface for uploading data. At the top, there is a navigation bar with links: HomePlate, Grids, Tournament ASA, Orders/Invoices, Profile, FAQ, Submit Help Ticket, and Log Out(yodais...). Below the navigation bar is the 'Upload Data' section. It contains the following text: '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
7. **Please use the proper 2 letter State Abbreviation in the State Column of the Excel file. (EX. CA, OK, MN, etc.)**

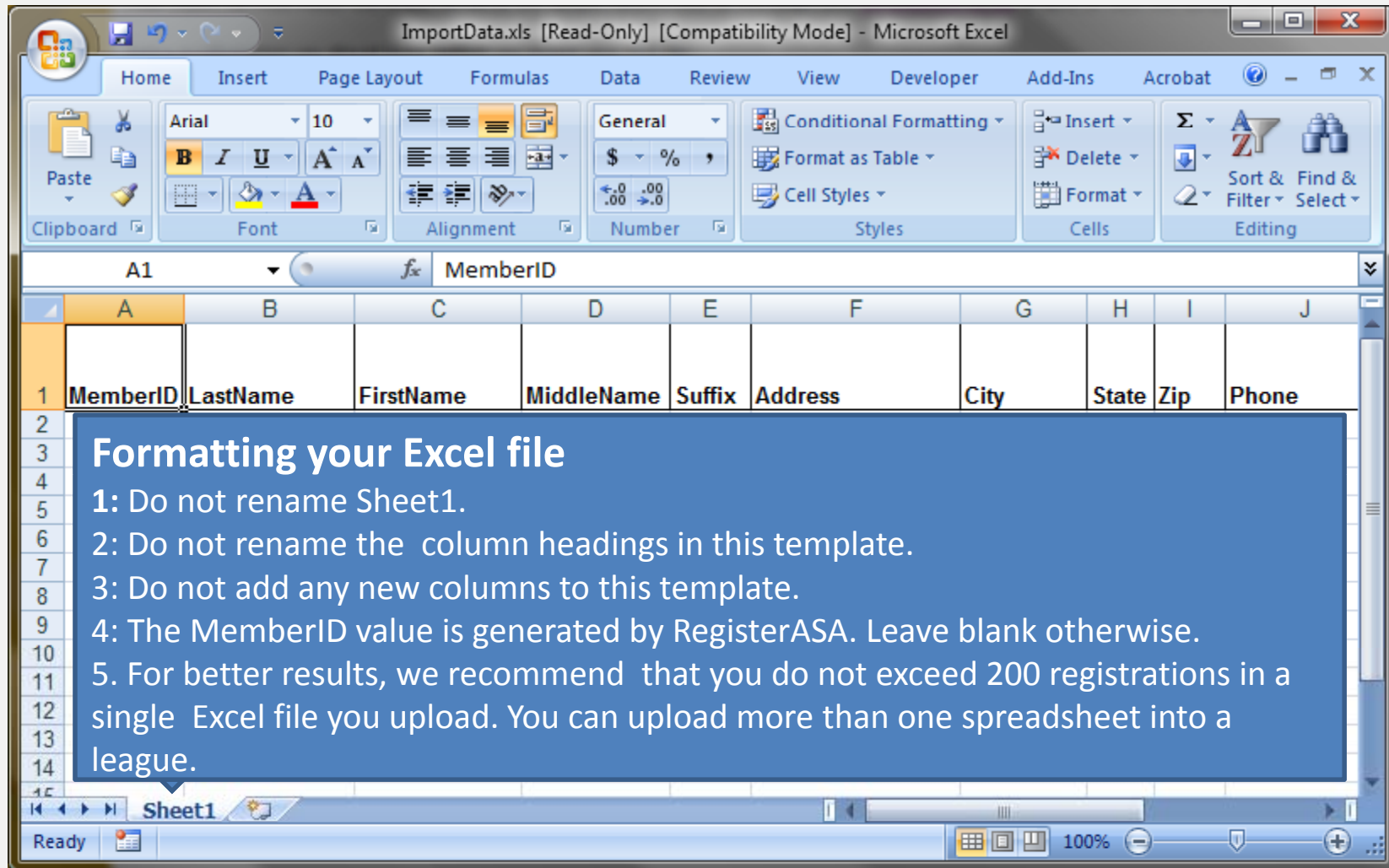
Import Will NOT Do

1. Will NOT assign individuals to teams.

At the bottom left of the page is a 'Next' button. A blue arrow points from the 'Next' button to a callout box that says: 'When the spreadsheet is filled out and saved, click the “Next” button.' Another blue arrow points from a callout box that says: 'If you did not use the Registration Extract process, click this link to open the Excel template. Save it to your computer. For a file to be uploaded, it must match this template.' to the [SampleExcelFile.xls](#) link.

UPLOAD PROCESS

Version 1.04 Rev 2015.01



ImportData.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

Paste Clipboard Font Alignment Number Styles Cells Editing

A1 MemberID

| | A | B | C | D | E | F | G | H | I | J |
|----|----------|----------|-----------|------------|--------|---------|------|-------|-----|-------|
| 1 | MemberID | LastName | FirstName | MiddleName | Suffix | Address | City | State | Zip | Phone |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |
| 15 | | | | | | | | | | |

Sheet1

Ready 100%

Formatting your Excel file

- 1: Do not rename Sheet1.
- 2: Do not rename the column headings in this template.
- 3: Do not add any new columns to this template.
- 4: The MemberID value is generated by RegisterASA. Leave blank otherwise.
- 5: For better results, we recommend that you do not exceed 200 registrations in a single Excel file you upload. You can upload more than one spreadsheet into a league.

UPLOAD PROCESS

Version 1.04 Rev 2015.01

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.

UPLOAD PROCESS

Version 1.04 Rev 2015.01



HomePlate Grids ▾ Tournament ASA Orders/Invoices Profile FAQ Submit Help Ticket Log Out(yodais...)

Upload Data

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

Click on the "Choose File" button to locate and select the Excel file you wish to import. After selecting the file, click on the "Upload" button and begin the upload pass records.

If you receive an error message, you will be provided information to correct your file and try again. When the upload is successful, you can proceed to the Members screen to continue with the registration process.

Use Excel documents created using a Windows based PC Only!!

Please note that any Excel (or other worksheet) document created or processed on a Mac Computer might experience date formatting issues. Windows and Mac computers use different date systems by default and this could lead to incorrect date of births upon extracting or uploading.

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

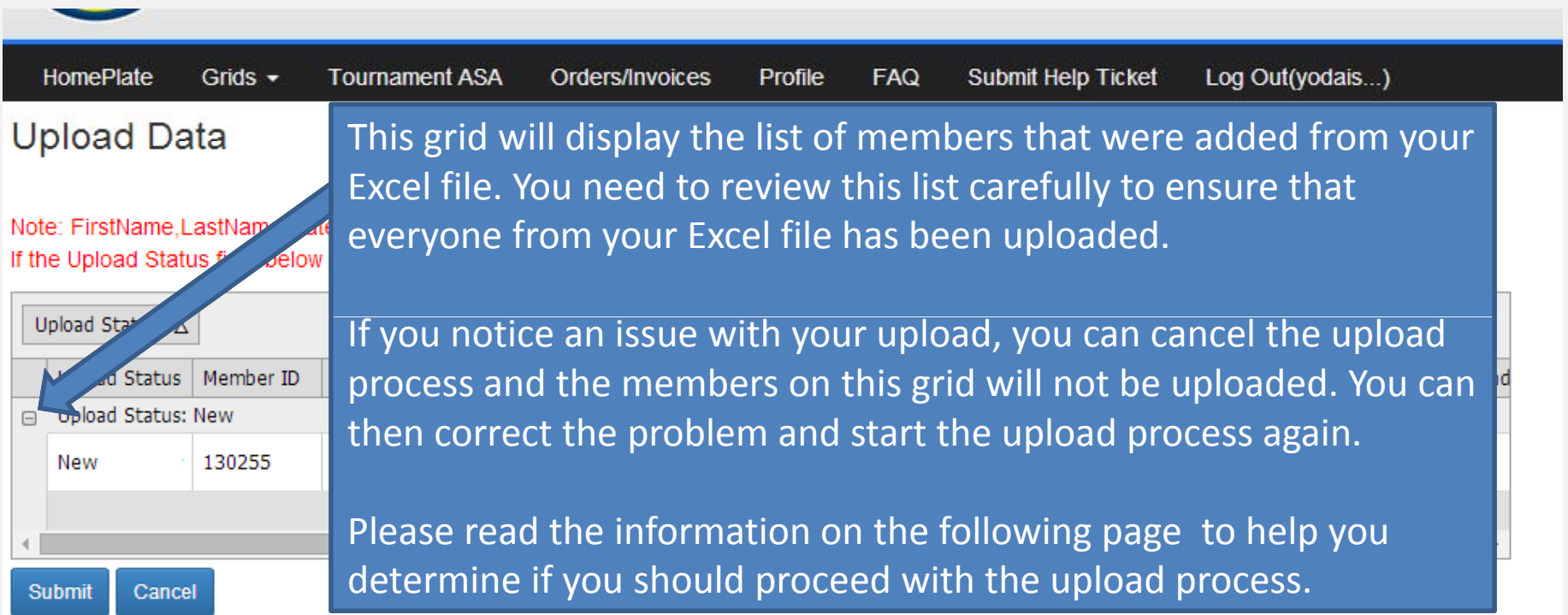
Uploading to League:

Select Role ImportData.xls

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

UPLOAD PROCESS

Version 1.04 Rev 2015.01



The screenshot shows a web application interface for uploading data. At the top, there is a navigation bar with links: HomePlate, Grids, Tournament ASA, Orders/Invoices, Profile, FAQ, Submit Help Ticket, and Log Out(yodais...). Below the navigation bar, the page title is 'Upload Data'. A red note reads: 'Note: FirstName, LastName, etc. If the Upload Status is below'. Below the note is a table with columns 'Upload Status' and 'Member ID'. The table contains one row with 'New' in the 'Upload Status' column and '130255' in the 'Member ID' column. Below the table are two buttons: 'Submit' and 'Cancel'. A blue callout box with white text is overlaid on the right side of the screenshot, pointing to the table. The callout box contains three paragraphs of text.

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.

If you notice an issue with your upload, you can cancel the upload process and the members on this grid will not be uploaded. You can then correct the problem and start the upload process again.

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

NOTE: Depending on the number of individuals in the Excel file the grid above may take between a few minutes to 10-15 minutes to display. Please wait for this screen to display after you click the "Upload" button on the previous screen.

UPLOAD PROCESS

Version 1.04 Rev 2015.01

HomePlate Grids Tournament ASA Orders/Invoices Profile FAQ Submit Help Ticket Log Out(yodais...)

Upload Data

Note: FirstName, LastName, DOB. If the Upload Status field below is blank, it will default to New.

| Upload Status | Member ID |
|--------------------|-----------|
| Upload Status: New | |
| New | 130255 |

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. For further Notes on these sub points, see the next slide.
 - 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.
4. The grid is grouped by Upload Status to make it easier to locate issues with your upload file.

UPLOAD PROCESS

Version 1.04 Rev 2015.01

A. Already Registered : Already registered for current season and member will not be added to invoice. This means that their charge already exists for the current season. Note: That does not always mean they have been approved for the current season.

B. Existing: Member already exists in the database and will be registered for the current season when uploaded. If you are registering returning users, they should appear in this category. If they do not, please check your excel file for the accuracy of their information.

C. New: New profile will be created and the member will be added to the invoice. If you are registering returning members and they are showing up as “New”, please click the “Cancel” button and double check your Excel file’s accuracy. The “New” category means there are not any matching profiles in the system.

D. Invalid Birth Date: The DOB in the Excel file is invalid and the member will not be uploaded. It is recommended to correct the Date of Birth before proceeding. All members in this category will not be uploaded until valid information has been entered.

UPLOAD PROCESS

Version 1.04 Rev 2015.01

HomePlate Grids Tournament ASA Orders/Invoices Profile FAQ Submit Help Ticket Log Out(yodais...)

Upload Data

Note: FirstName, LastName, D...
If the Upload Status field belo...

| Upload Status | Member ID |
|---------------|-----------|
| New | 13025 |

Submit Cancel

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.

UPLOAD PROCESS

Version 1.04 Rev 2015.01

The individuals you uploaded will show up on your league's page.

League Members Association Possi

[Background Consent Form for Resident](#)
[Background Consent Form for All Other](#)

Approve Deny Remove CreateTeam

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

Drag a column header here to group by that column

| # | PersonID | Name | Role | DOB | Status | Inv | BG Status | Phot | Issue | BG Date | ACE |
|--------------------------|----------|----------------------------------|----------------------|------------|---------|-----|-----------|----------------------------|---------------------|-----------|-------------|
| <input type="checkbox"/> | 900872 | Yoda Jedi Master | League Administrator | 10/5/1975 | Pending | | Cleared | View Photo | Yes | 8/15/2014 | ACE Level 1 |
| <input type="checkbox"/> | 900872 | First Last | Player | 7/12/2002 | Pending | | | | Yes | | |
| <input type="checkbox"/> | 900872 | First Last | Player | 12/31/2003 | Pending | | | | Yes | | |
| <input type="checkbox"/> | 900872 | First Last | Player | 7/12/2002 | Pending | | | | Yes | | |
| <input type="checkbox"/> | 900878 | First Last | Player | 12/31/2003 | Pending | | | | Yes | | |
| <input type="checkbox"/> | 900872 | First Last | Player | 7/12/2002 | Pending | | | | Yes | | |
| <input type="checkbox"/> | 900872 | First Last | Player | 12/31/2003 | Pending | | | | Yes | | |

CREATE AN INVOICE

Version 1.04 Rev 2015.01

The screenshot shows the HSH website interface. At the top, there are logos for HSH, Flying America's Team for 30 Years, and Softball. A navigation bar includes links for HomePlate, Grids, Tournament ASA, Orders/Invoices, Profile, FAQ, Submit Help Ticket, and Log Out(yodais...). The main content area is titled "Add New League" and displays "League ID: 66496". Below this, there are buttons for "Submit and Create Invoice", "Upload", and "Registration Extract". A blue callout box with an arrow pointing to the "Submit and Create Invoice" button contains the following text:

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.

The form fields visible on the page are:

- League Name *
- Season *
- Community/HomeTown
- League Type *
- Division *
- Classification *

PAY INVOICE

Version 1.04 Rev 2015.01

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.

Note: Some associations are accepting PayPal. If your association allows PayPal transactions, you will be given the option to pay with PayPal after the invoice has been created.

HOW TO REGISTER A LEAGUE

Version 1.04 Rev 2015.01



**THE NATIONAL GOVERNING BODY
OF SOFTBALL**

www.RegisterASA.com

2015 Season