

# 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


[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	Requirement Status	Purchase	Purchase Status	Expire Date
	ACE Certification w/ Background Check	No	<a href="#">Purchase</a>	Unpaid	
	Background Check	<a href="#">Yes</a>	<a href="#">Purchase</a>	Unpaid	12/31/2010
	Team without Admin	<a href="#">Yes</a>		N/A	1/1/1900
	League without Admin	<a href="#">Yes</a>		N/A	1/1/1900
	DOB	<a href="#">Yes</a>		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

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

## 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	<a href="#">Devin Loehrs</a>	<a href="#">Team Administrator</a>	\$0.00	10/1/1920	405-650-2560	<a href="#">Yes</a>	<a href="#">Email</a>		<a href="#">View Photo</a>	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
<b>Select</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Select</b>	<a href="#">Lori</a>	Coleman	<a href="#">Oregon ASA</a>	Oklahoma City	Oklahoma
<b>Select</b>	<a href="#">LoriA</a>	Coleman	<a href="#">Colorado ASA</a>	Oklahoma City	Oklahoma

[Create Filter](#)

# Adding a Member

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## 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"/>
<b>Select</b>	<a href="#">Lori</a>	Coleman	<a href="#">Oregon ASA</a>	Oklahoma City	Oklahoma
<b>Select</b>	<a href="#">LoriA</a>	Coleman	<a href="#">Colorado ASA</a>	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](#)

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

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## 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](#)

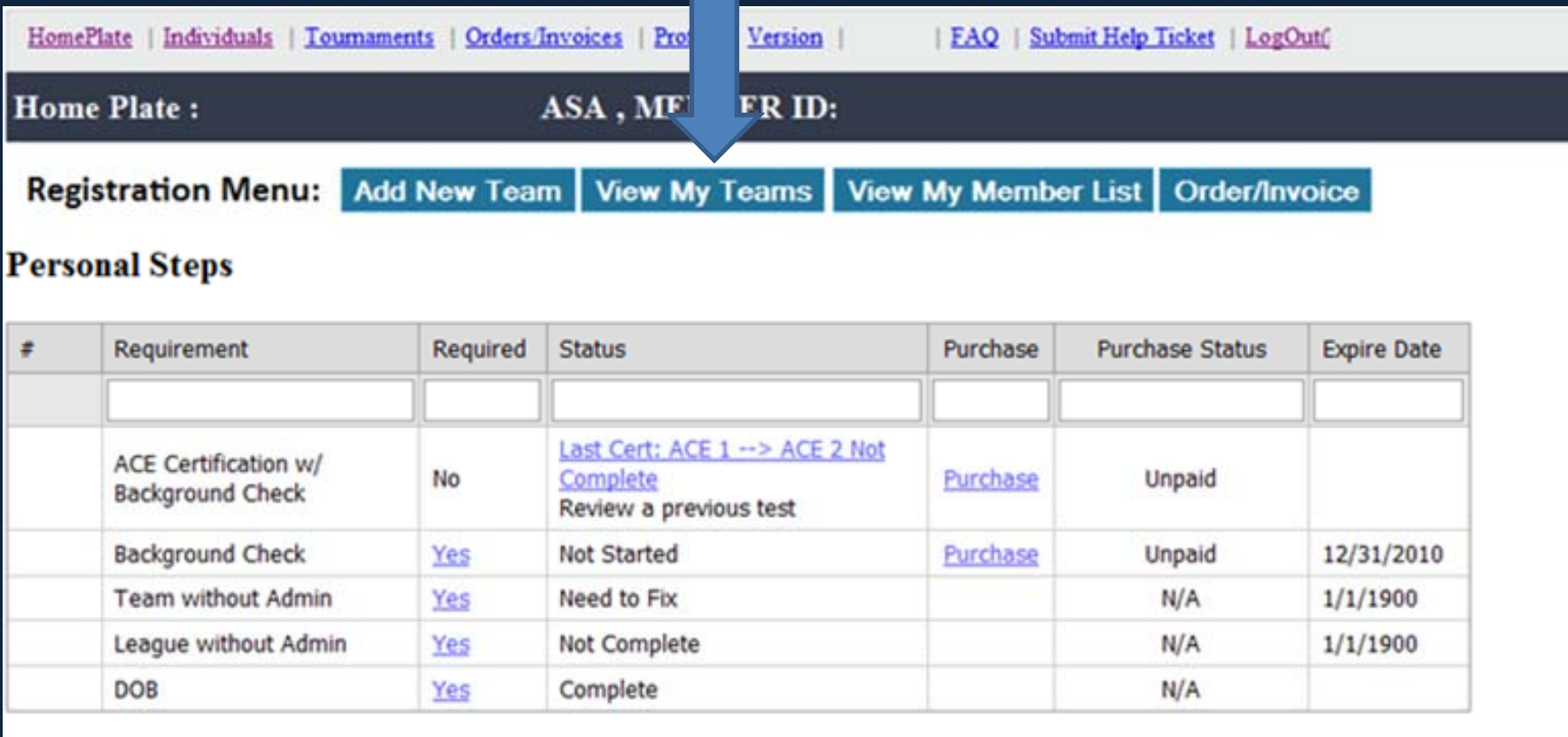
Drag a column header here to group by that column

#	PersonID	Name	Role	Deductible	DOB	Phone	Iss	s	Status Dat
<input type="checkbox"/>	333544	<a href="#">Devin Lee</a>	<a href="#">Team Administrator</a>	\$0.00	10/1/1920	405-650-2560	<a href="#">Yes</a>	<a href="#">Photo</a>	Pending
<input type="checkbox"/>	40	<a href="#">Lori Coleman</a>	Player	\$0.00	12/3/1990	4054253492	<a href="#">Yes</a>	<a href="#">View Photo</a>	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	<a href="#">Last Cert: ACE 1 --&gt; ACE 2 Not Complete</a> Review a previous test	<a href="#">Purchase</a>	Unpaid	
	Background Check	<a href="#">Yes</a>	Not Started	<a href="#">Purchase</a>	Unpaid	12/31/2010
	Team without Admin	<a href="#">Yes</a>	Need to Fix		N/A	1/1/1900
	League without Admin	<a href="#">Yes</a>	Not Complete		N/A	1/1/1900
	DOB	<a href="#">Yes</a>	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"/>	<a href="#">zzz Intimidators</a>	Girls Fast Pitch A 16/Under	JO TR / Dallas 16U	2010 Year	Submitted	10/28/2010	<a href="#">Yes</a>	1
<input type="checkbox"/>	<a href="#">test</a>	Girls Class A Fast Pitch 14/Under	JO / JO	2010 Year	Pending	7/19/2010	<a href="#">Yes</a>	0
<input type="checkbox"/>	<a href="#">Test</a>	Boys Baseball	N/A / N/A	2010 Year	Submitted	10/28/2010	<a href="#">Yes</a>	1
<input type="checkbox"/>	<a href="#">Registers</a>	Girls Fast Pitch GOLD 18	JO / BAGSL	2011 Year	Pending	11/4/2010	<a href="#">Yes</a>	1
<input type="checkbox"/>	<a href="#">For Example</a>	Girls Fast Pitch 18 Unclassified	JO Leagues / Henryetta	2011 Year	Pending	11/5/2010	<a href="#">Yes</a>	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	<a href="#">Curtis Mosher</a>	<a href="#">Team Administrator</a>	\$250.00	8/8/1959	214-918-7371	No			<a href="#">View Photo</a>	Approved	5/25/2010
<input type="checkbox"/>	608196	<a href="#">Curtis Mosher</a>	Manager	\$250.00	8/8/1959	214-918-7371	No		34459	<a href="#">View Photo</a>	Approved	5/25/2010
<input type="checkbox"/>	608184	<a href="#">Amber Conner</a>	Head Coach	\$250.00	6/22/1980	9729745959	No		34459	<a href="#">View Photo</a>	Approved	6/29/2010
<input type="checkbox"/>	612102	<a href="#">George Dixon</a>	Assistant Coach	\$250.00	2/25/1955	405-255-8205	No		34459	<a href="#">View Photo</a>	Approved	6/29/2010
<input type="checkbox"/>	608562	<a href="#">Katy Maxey</a>	Assistant Coach	\$250.00	3/19/1985	281-731-4363	No		34459	<a href="#">View Photo</a>	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 * <a href="#">Add Team to New Season</a>
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 Resubmit  
• Please Choose a Registration Option

Team Name	Shadows *
Season	2011 Year * <a href="#">Add Team to New Season</a>
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"/>	<a href="#">Team Administrator</a>	\$250.00	8/8/1959		Unknown			<a href="#">View Photo</a>	Pending	
<input type="checkbox"/>	Manager							<a href="#">View Photo</a>	Pending	
<input type="checkbox"/>	Head Coach	\$250.00	6/22/1980		Unknown			<a href="#">View Photo</a>	Pending	
<input type="checkbox"/>	Assistant Coach	\$250.00	2/25/1955		Unknown			<a href="#">View Photo</a>	Pending	
<input type="checkbox"/>	Assistant Coach	\$250.00	3/19/1985		Unknown			<a href="#">View Photo</a>	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

