

RegisterASA.com Survival Guide

Log onto Registerasa.com

You will need to create a member profile if you have never logged into RegisterASA.com.

The screenshot shows the RegisterASA.com website interface. At the top, there is a green banner with the text "Is your coach A Responsible Coach?" and logos for "RESPONSIBLE SPORTS" and "Liberty Mutual". Below the banner is a navigation bar with links for "Tournaments" and "Login". The main content area is titled "Member Login" and contains a form with fields for "Username" and "Password", a "Remember Me" checkbox, and a "Submit" button. A callout box with an orange border and a pointer to the "Create a member profile" link contains the text "Click here to create a new profile." Below the login form are links for "Create a member profile.", "Lost your password?", and "Submit Ticket". The footer includes the text "Powered by iTrackSports.com" and "Copyright © 2009 iHub Hosting, Inc ar".

Is your coach
A Responsible Coach?

RESPONSIBLE SPORTS
LIBERTY MUTUAL

Liberty Mutual.
LEARN MORE >>

Tournaments | Login |

Member Login

Username
Password

Remember Me

Submit

Click here to create a new profile.

[Create a member profile.](#) | [Lost your password?](#) | [Submit Ticket](#)

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Footer

Create a New Profile

Username	<input type="text"/>	*	Choose "Central California ASA"																								
Password	<input type="password"/>	*																									
Confirm Password	<input type="password"/>	*																									
Personal Email	<input type="text"/>	(Primary)	Choose "JO – A Travel Teams"																								
Confirm Personal Email	<input type="text"/>	*																									
Association	Central California ASA	*																									
Group	JO - A Travel Teams	*																									
League	Not Applicable	*	Choose "Not Applicable"																								
First Name	<input type="text"/>	*																									
Middle Name	<input type="text"/>																										
Last Name	<input type="text"/>	*																									
Date of Birth	<input type="text"/>	*																									
Gender	Select Gender	*																									
Address	<input type="text"/>	*	Complete ALL required fields, marked with a "*"																								
City	<input type="text"/>	*																									
State	-- Select State --	*																									
Zip	<input type="text"/>	*																									
Work Email	<input type="text"/>																										
Confirm Work Email	<input type="text"/>																										
Phone	<input type="text"/>	(Primary) *																									
Work Phone	<input type="text"/>																										
Mobile Phone	<input type="text"/>																										
Fax Phone	<input type="text"/>																										
Website	<input type="text"/>																										
Membership Type	<table border="1"> <tr> <td><input type="checkbox"/> Local Administrator</td> <td><input type="checkbox"/> JO Commissioner</td> <td><input type="checkbox"/> Adult Commissioner</td> <td><input type="checkbox"/> Commissioner</td> </tr> <tr> <td><input type="checkbox"/> UIC</td> <td><input checked="" type="checkbox"/> Team Administrator</td> <td><input type="checkbox"/> Team Assistant</td> <td><input type="checkbox"/> Manager</td> </tr> <tr> <td><input type="checkbox"/> Assistant Manager</td> <td><input type="checkbox"/> Head Coach</td> <td><input type="checkbox"/> Assistant Coach</td> <td><input type="checkbox"/> Scorekeeper</td> </tr> <tr> <td><input type="checkbox"/> Tournament Director</td> <td><input type="checkbox"/> Umpire</td> <td><input type="checkbox"/> Other</td> <td><input type="checkbox"/> Board Member</td> </tr> <tr> <td><input type="checkbox"/> District Adult Commissioner</td> <td><input type="checkbox"/> District UIC</td> <td><input type="checkbox"/> District Commissioner</td> <td><input type="checkbox"/> League Administrator</td> </tr> <tr> <td><input type="checkbox"/> District JO Commissioner</td> <td></td> <td></td> <td></td> </tr> </table>			<input type="checkbox"/> Local Administrator	<input type="checkbox"/> JO Commissioner	<input type="checkbox"/> Adult Commissioner	<input type="checkbox"/> Commissioner	<input type="checkbox"/> UIC	<input checked="" 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"/> Tournament Director	<input type="checkbox"/> Umpire	<input type="checkbox"/> Other	<input type="checkbox"/> Board Member	<input type="checkbox"/> District Adult Commissioner	<input type="checkbox"/> District UIC	<input type="checkbox"/> District Commissioner	<input type="checkbox"/> League Administrator	<input type="checkbox"/> District JO Commissioner			
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<input type="checkbox"/> District JO Commissioner																											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Click here to submit a new profile. </div>																											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Choose "Team Administrator" </div>																											
<div style="background-color: #0056b3; color: white; padding: 5px 15px; display: inline-block; border-radius: 3px;"> Submit </div>																											

For the 2010 season you will need to activate your profile by clicking the activation link in an e-mail the RegisterASA.com system will send to you.



Is your coach
A Responsible Coach?



LEARN MORE >>



[Tournaments](#) | [Login](#) |

Member Login

Enter your newly activated
Username and Password.

Username

Password

Remember Me

Submit

[Create a member profile.](#) | [Lost your password?](#) | [Submit Ticket](#)

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Footer

Your "HomePlate"

Home Plate : Leah Forte

Personal Steps

#	Requirement	Required	Status	Purchase	Purchase Status	Expire Date
	ACE Certification w/ Background Check	No	Last Cert: None --> ACE 1 Not Complete	Purchase	Unpaid	12/31/2010
	Background Check	No	Not Started	Purchase	Unpaid	12/31/2010

Purchase ACE w/Background
if required.

Registration Status

Season :

My Teams

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

Drag a column header here to group by that column

#	Team Name	Classification	Group/League	Season	Status	Issue	C
				2010 Year			

No data to display

[Season] Equals '2010 Year' [Clear](#)

Add a Team

HomePlate | **Individuals** | Teams/Leagues | Tournaments | Orders/Invoices | Profile | Version | LogOut(fortelm) |

Home Plate : Leah Forte

Personal Steps

Click "Individuals"

#	Requirement	Req		Purchase	Purchase Status	Expire Date
	ACE Certification w/ Background Check	No	Last Cert: None --> ACE 1 Not Complete	Purchase	Unpaid	12/31/2010
	Background Check	No	Not Started	Purchase	Unpaid	12/31/2010

Registration Status

Season :

My Teams

Select All | Unselect All | Select all on the page | Unselect all on the page | Export To Pdf | Export To Excel

Drag a column header here to group by that column

#	Team Name	Classification	Group/League	Season	Status	Issue	C
				2010 Year			

No data to display

[Season] Equals '2010 Year' [Clear](#)

Individuals

About Individuals Teams Umpires Scorekeepers Background Check ACE

This area of the system is where individual registrations are found. It is also where you check the status of Background Check(s) and ACE Certification(s).

- The Individual Tab is a list of Individuals or members you have access to see.
 - The Teams Tab is for Individual Team Registrations you have access to see.
 - The Umpires Tab lists Umpires you have access to see.
 - The Scorekeepers Tab lists the Scorekeepers you have access to see.
 - The Background Check Tab lists all of the members in the system that are required to have a Background Check...and you have access to see.
 - The ACE tab lists all of the members in the system that are identified to take ACE certification.....and you have access to see.
 - The All People Tab shows all people and the Teams and Roles they play on the Teams.
- NOTE: If a person has multiple roles or is on multiple teams, they will be listed multiple times on this tab.

Click "Teams"

Individuals

About Individuals Teams Umpires Scorekeepers Background Check ACE

Add Team Team Actions

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

Drag a column header here to group by that column

#	Team Name	Head Coach	Team Type	League	Season

Create Filter

Click "Add Team"

note: "Team Administrator" must have been selected when you created your profile. If it was not, select "Profile" from the top bar and add your selection.

Teams

Add New Team

Search Teams

Your Role on Team	<input checked="" type="checkbox"/> Team Administrator <input type="checkbox"/> Team Assistant <input type="checkbox"/> Manager <input type="checkbox"/> Assistant Manager <input checked="" type="checkbox"/> Head Coach <input type="checkbox"/> Assistant Coach <input type="checkbox"/> Other	1
Team Name	<input type="text"/>	2
Season	2010 Year *	
Community/HomeTown	<input type="text"/>	
Registration Type	Individual Registration *	3
Team Type	Youth *	
Division	Girls Fast Pitch *	
Classification	Girls Class A Fast Pitch 14/Under *	4
State	California *	
Association	Central California ASA *	
Group	JO - A Travel Teams *	5
League	Not Applicable *	
Registration Option	JO Individual, \$250 Deductible, Photo Card *	
Additional Options	<input checked="" type="checkbox"/> Ace With Background <input checked="" type="checkbox"/> Background	
Notes	<input type="text"/>	6

Fees							
Reg Option Short	Player Price	Coach Price	ACE1 w/BGCK	ACE2 w/BGCK	ACE3 w/BGCK	ACE4 w/BGCK	In
JO Individual, \$250 Deductible, Photo Card	\$30.00	\$20.00	\$25.00	\$20.00	\$20.00	\$20.00	

Add Team Cancel

1. Select one or more roles you have with this team. Only Team Admins will be able to create a team and add members. If you will be in the dugout make sure you also check Manager/Assn't Manager, Head Coach or Assn't Coach.
2. Type in your Team Name
3. Choose "Individual Registration"
4. Choose "JO – A Travel Teams"
5. Choose "ACE with Background Check"
6. Click "Add Team" to submit

When you see the green bar telling you the team was added successfully scroll down to click on "Add Member".

Add a Team Member

Enter the team member's First Name, Last Name, Zip Code and Date of Birth.

[HomePlate](#) | [Associations](#) | [Individuals](#) | [Teams/Leagues](#) | [Tournaments](#)

Individuals

FirstName	LastName	Zip	Date of Birth
<input type="text" value="Barney"/>	<input type="text" value="Fife"/>	<input type="text" value="73111"/>	<input type="text" value="3/3/1930"/>

Submit

Drag a column header to group by that column

	FirstName	Association	City	State	Rating
<input type="button" value="Select"/>					
<input type="button" value="Select"/>					
<input type="button" value="Select"/>					
<input type="button" value="Select"/>					

[State] Equals 'Vermont.' [Clear](#)

Click Submit. If a possible match is found the member will be listed in the grid below the submit button. Click the Select button on the left side of the member's name to add that member to the team. Otherwise the new member screen will appear.

Add a New Member

Team Members	
Add New Member Return Search Members	
TeamName	Dave's Divas #2
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 checked="" type="checkbox"/> Assistant Coach <input type="checkbox"/> Scorekeeper <input type="checkbox"/> Other
Additional Options	<input type="checkbox"/> Ace With Background <input checked="" type="checkbox"/> Background
First Name	<input type="text" value="Sally"/> *
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Smith"/> *
Email	<input type="text" value="sample@email.com"/> <input type="checkbox"/> Send Welcome Email
Confirm Email	<input type="text"/>
Date of Birth	<input type="text" value="1/1/1984"/>
Photo	<div style="border: 1px solid gray; width: 100px; height: 100px; background-color: #ccc; display: flex; align-items: center; justify-content: center;">Browse...</div>
Address	<input type="text"/>
City	<input type="text"/> *
State	California ▼ *
Zip	<input type="text" value="98888"/>
Phone	<input type="text"/> *
Insurance Deductible	\$250.00 ▼
Gender	--Select Gender-- ▼ *
Drivers License	<input type="text"/> *
Notes	<input type="text"/>
<div style="display: flex; justify-content: space-between;">Add To TeamAdd to Team & Add New MemberCancel</div>	

Choose this member's role on the team.

Click "Send Welcome Email" for any person requiring ACE w/Background Check. They will then receive an e-mail to login, modify their profile and complete ACE.

Everyone requires a photo. It is easiest to take one team photo and use the provided tool to crop.

Click "Add To Team" if you have no more members to add.

Click here to add this member to your team and to return to add a new team member.

When registering a member that will require ACE w/Background Check, you must enter a valid e-mail address so they can login and complete these steps online.

Registration Issues / Invoice Creation

Dashboard | Associations | **Teams** | Profile | Admin | Logout

Teams

Test Team Add New Team

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

Click here if Issues says "Yes" to see the items that must be completed by your team members.
Coaches most likely need to complete their ACE Certification and/or Background Check
Players will most likely need a birth certificate.

Click Submit when ready to create an invoice.


Team Name	T	*
Season	2010 Year <input type="button" value="Add Team to New Season"/>	*
Community/HomeTown		
Registration Type	Individual Registration	*
Team Type	Youth	*
Division	Girls Fast Pitch	*
Classification	Girls Fast Pitch 10/Under	*
State	California	*
Association	Northern California ASA	*
Group	N/A - N/A	*
League	N/A	*
Registration Option	JO Indiv \$250 Non-Photo (Options: ACE, BGCK)	*
Notes		


Registration can be submitted with "issues", however, CCASA will not approve an invoice until all "issues" have been corrected.

Final Confirmation

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:	<input type="text" value="Championship"/>	
Ship Method:	<input type="text" value="USPS 1st Class"/>	
Recipient Name	<input type="text" value="Your name is here"/>	
Ship To:	<input type="text" value="Your address is here"/>	
Special Shipping Instructions	<input type="text"/>	
Payment Method:	<input type="text" value="Check"/>	



Sample Invoice

Look for the address where you should submit payment, invoice and any birth certificates required.

ATTN: Individual Registration



INVOICE

Checks Payable To / Mail To:
 Central California ASA
 780 Camino Caballo
 Nipomo, CA 93444

To:		Shipping Information:		Invoice Date: 01/27/10	
				Invoice No: 2785	
				Name:	
				Players:	
				Non-Players 2	
				Classification:	
				Girls Class B Fast Pitch 12/Under	
Individual Registration	Description	Qty	Price	Amount	
437258 - (Team Administrator) Consent Form Required	JO Individual Non-Player - \$250, Photo Card	1	\$20.00	\$20.00	
437258 - (Head Coach) Consent Form Required	JO Individual Non-Player - \$250, Photo Card	1	\$0.00	\$0.00	
JO Indiv \$250 Photo Card (for Players and Non-Players)					
Total Cards: 1			Total:	\$20.00	
Shipping & Handling: USPS 1st Class				\$1.50	
			Amount Due:	\$21.50	

Note the required indicators.
 Attach copies of required birth certificates when submitting the invoice.

Items must be background checked to be covered by insurance. If not, it was created or it will be denied.