

Register ASA

Delete Old www.registerasa.com bookmark

1. Create New: www.registerasa.com
2. Create a profile
 - a. Association: Oklahoma ASA
 - b. Group JO Travel or JO REC
 - c. League: Pick your league or City if not there email JoAnn and she will put in for you
 - d. Select Team Administration plus whatever else fits
 - e. League Directors select League Administrator
3. A welcome email will come from softball .org
 - a. Check junk mail if you don't get one
4. Log-in
5. Click on Add a New Team
6. Fill out information:
 - a. Select 2010 season
 - b. Select individual registration
 - c. Select Fastpitch
 - d. Select your classification
 - e. Select the type of card and insurance you want
 - f. Save information
7. Look at top of page and select Individuals
8. Then select teams
 - a. In the lower white boxes type your team name
 - b. There will be a loading graphic
 - c. Select the team with your name
 - d. Click on add a team member
 - i. If coach fill out email address
 - ii. Check welcome coach email.
 - iii. This will send link to ACE or Background whichever one you checked earlier
 - e. Type in lower white box members name
 - f. Select correct member
 - g. Click: player or whatever they are to team in appropriate box
 - h. Save
 - i. Click on add a new member
 - j. Continue until you got your team built
 - k. Click on submit when you are done
9. If you have issues take care of them especially Coaches ACE or Background checks. Photo's need to be cleared up too
10. Create an invoice then print it off
11. Print off your Roster Championship or Standard

More questions: 580-233-0541