

Registration Instructional Manual

**REGISTER ASA**



# Welcome to RegisterASA

Thanks for joining our team at [www.registerasa.com](http://www.registerasa.com)



# Create A Member Profile

- When you are ready to use the system for the first time you must create a member profile.
- Click “Create a member profile”

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## Member Login


Some associations are not accepting online registrations at this time and you may not be able to register at this time. Feel free to email us using the [Submit Help Ticket](#) below for more information. If your association is not listed in the Association drop-down list please check back soon.



Username

Password

Remember Me

[Submit](#)



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

# Previous User or First Time

- If you are a previous user of RegisterASA and it is your first time on the new system, you need to click the “lost password” link to reset your password to get access.
- If you try and create your profile and get the message stating that the “email address is already in use”, you need to return to the main screen and click “lost password” link to get started.

# Complete Member Profile Form

- Fill out the “member profile form”
- Create your personal username
- Password must be at least 7 characters
- Select your Association

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## Create your member profile

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Username	<input type="text"/>	*																				
Password	<input type="password"/>	*																				
Confirm Password	<input type="password"/>	*																				
Personal Email	<input type="text"/>	(Primary) *																				
Confirm Personal Email	<input type="text"/>	*																				
Association	-- Select an Association --	*																				
Group	Select a Group	*																				
League	Select a League	*																				
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"/>	*																				
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><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 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"/> League Administrator</td><td><input type="checkbox"/> District JO Commissioner</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 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"/> League Administrator	<input type="checkbox"/> District JO Commissioner
<input type="checkbox"/> Local Administrator	<input type="checkbox"/> JO Commissioner	<input type="checkbox"/> Adult Commissioner	<input type="checkbox"/> Commissioner																			
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<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"/> League Administrator	<input type="checkbox"/> District JO Commissioner																			

[Submit](#)

[Already have a login?](#) | [Lost your password?](#) | [Submit Ticket](#)

- A person can register under more than membership type i.e. local administrator, head coach, umpire, commissioner, etc.
- When you click a box beside a membership type, you will appear in a grid with your name listed separately with each member type. This does NOT mean you will be charged a fee for each membership type.
- By listing your name beside each registration type allows the Commissioner to determine who he/she will approve for a role.

# Finish Member Profile Form

- You may select more than one role.
- When you click "submit" you will receive an email.
- Check your email and click the link to authorize your account with RegisterASA.
- If you do not see an email from ASA, check your "junk email" or "spam" folder.
- You may now login as a new member!



- If you cannot find the authorization email from ASA, and you have checked your junk/spam folders, click the “lost your password?” link on the member login page and you will receive an email to change your password.
- If that does not work, then contact the ASA National Office for assistance.




# Sample Email

## Your password request from ASA Portal

ASA Softball [TEST-1\_noReply@registerasa.com]

Sent: Thu 1/7/2010 7:29 PM

To:  Nancy Teehee

You have requested a password reminder from [ASA Softball](#). For security reasons your password is not sent through email.  
Please Click the following link to reset your password.

[http://testregisterasa.itracksports.com/Account/ResetPassword.aspx?  
reset=XEFSh40WUsyhRu1For2METB8TZUT1JgomiPvl2WUfunHT/edVKp6ww==](http://testregisterasa.itracksports.com/Account/ResetPassword.aspx?reset=XEFSh40WUsyhRu1For2METB8TZUT1JgomiPvl2WUfunHT/edVKp6ww==)

This is a sample of the email you will receive for either the activation email or lost password.

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## ResetPassword



Password has been successfully reset to the new password.

[Login](#) | [Lost your password?](#)

# Login

Login using your new Username and Password.  
Click the blue Submit button.

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## Member Login

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Remember Me



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When you type your new username and password, enter as you did in your setup of the member profile.

# RegisterASA.com



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