

# How to Register a League

Version 1.01 Rev 2011.01



**RegisterASA.com**

**2011 Season**

v1.01 Rev 2011.01

# How to Register a League

Version 1.01 Rev 2011.01

Before proceeding to the step-by-step instructions please read the following information so that you have all the information you need to create your league and add the members to the league.

1. Determine which local ASA has jurisdiction over your registrations. Use the following page on the ASA website to locate your association: <http://www.asasoftball.com/about/register.asp>. 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 in the RegisterASA system to be able to use the league functions.
3. If you do not see the League Registrations button you need to email your commissioner and ask to be approved as a League Administrator.
4. If required by your local association, you may also need birth certificates and background check consent forms.



# How to Register a League

Version 1.01 Rev 2011.01

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

## Leagues

About | Leagues

League Name  
  
Load Grid

OR

Add League

Please enter the league name and click the load button to display

Click on the “Create a League” button if you need to create a new league.

When you return to RegisterASA.com you can locate your league by filling in the league name in the box and clicking the “Load Grid” button.

v1.01 Rev 2011.01

# How to Register a League

Version 1.01 Rev 2011.01

**League Administrator**

Role Name

League Name: The Examples

Season: 2011 Year

Community/HomeTown: Naboo

League Type: Youth

Division: -- Select a Division --

Classification: -- Select a Classification --

State: Oklahoma

Association: Oklahoma ASA

Group: -- Select a Group --

League: None

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
No data to display						

**Add League** **Cancel**

v1.01 Rev 2011.01

5

Make sure that you assign yourself the "League Administrator" role.

Once all of the information on this form has been completed, click the "Add League" button.

The registration fees will display on this grid.

# How to Register a League

Version 1.01 Rev 2011.01

Save Cancel Add Member

League Members Association

Approve Deny Remove Create Team

To add members individually, click the "Add Member" Button.

Skip this step if you're going to upload your members using an Excel file!

#					
<input type="checkbox"/>	333544	<a href="#">Devin Loehrs</a>	<a href="#">League Administrator</a>	\$0.00	<a href="#">Email</a>

Create Filter

Individuals in the League will show up here. Since nobody has been added yet, only the League Administrator is on the League.


# How to Register a League

Version 1.01 Rev 2011.01

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

Tourn:On]

## Leagues

 The league was added successfully.

Manage League :The Examples

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

[Upload](#) [Submit](#)

League Name	<input type="text" value="The Examples"/> *
Season	2011 Year ▾ *
Community/HomeTown	<input type="text" value="Naboo"/>
League Type	Youth ▾ *
Division	<input type="text" value="G"/>
Classification	<input type="text" value="G"/>
State	<input type="text" value="O"/>
Association	<input type="text" value="O"/>
Group	<input type="text" value="AS"/>
League	<input type="text" value="N"/>
Registration Option	<input type="text" value="JC"/>
Website	<input type="checkbox"/>

**Below is the League information.**

**To upload members through a spreadsheet click the "Upload" button.**

When uploading, the best practice is to upload no more than 200 members at a time (from one or more spreadsheets). Then submit for an invoice for that upload. The system handles invoices more quickly and accurately when an invoice has 200 members or less. Note: Don't include the League Administrator in any of the spreadsheets.

v1.01 Rev 2011.01 7

# How to Register a League

Version 1.01 Rev 2011.01

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

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

## Upload Data

Use the Upload Data feature to import names from a spreadsheet on your computer to the online database. All names imported will be added to the online database on a user's account.

Your import file must match the exact format of the sample file provided on this page. Click [SampleExcelFile.xls](#) to save or download the file.

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 your file.

Import Will NOT Do

1. Will NOT assign individuals to teams.

**Next**

Click this link to open the Excel template. Save it to your computer.

If the spreadsheet is filled out and saved, click the “Next” button.

# How to Register a League

Version 1.01 Rev 2011.01

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	LastName	FirstName	Middle Initial	Address	City	State	Zip	Phone	Gender	DOB	Email	DriversLicense	LicenseState	LicenseExpirationDate
2	Softball	Suzanne	LuAnn	123 Main	Dallas	TX	75236	(123) 123-1234	Female	06/06/93	123@abc.com	124578256	TX	12/31/2012

Two blue callout boxes provide instructions:

- Note 1:** Do not rename Sheet1.
- Note 2:** Do not rename the column headings in this template.
- Note 3:** Do not add any new columns to this template.
- Note 4:** Remove the sample record that is included on the template.

**Important:** Remove Softball Suzanne from this template.

A blue arrow points from the bottom of the callout boxes to the 'Sheet1' tab at the bottom of the Excel window.

# How to Register a League

Version 1.01 Rev 2011.01

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.

# How to Register a League

Version 1.01 Rev 2011.01

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

## Upload Data

Select registration options below and click the **Browse** button to locate and select the upload pass records.

If an error is encountered due to an incorrect format you will be provided information you can proceed to the Members screen to continue with the registration process.

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

Uploading to : The Examples

Select Role

Player

Upload Data

Browse\_

Upload

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

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

# How to Register a League

Version 1.01 Rev 2011.01

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

## Upload Data

Note: FirstName, LastName  
If the Upload Status is Below

Upload Status	Last Name
Existing	Softball
New	Smith
New	John

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.

At this point you can still cancel the upload process and the members on this grid will not be uploaded.

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.

# How to Register a League

Version 1.01 Rev 2011.01

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

**Upload Data**

Note: FirstName, LastName, Birth Date, Email, Password, and Address fields are required.  
If the Upload Status is Invalid Birth Date, the member will not be added to the invoice.

Upload Status	Last Name
Existing	Softball
New	Smith
New	John

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.
  - 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.

# How to Register a League

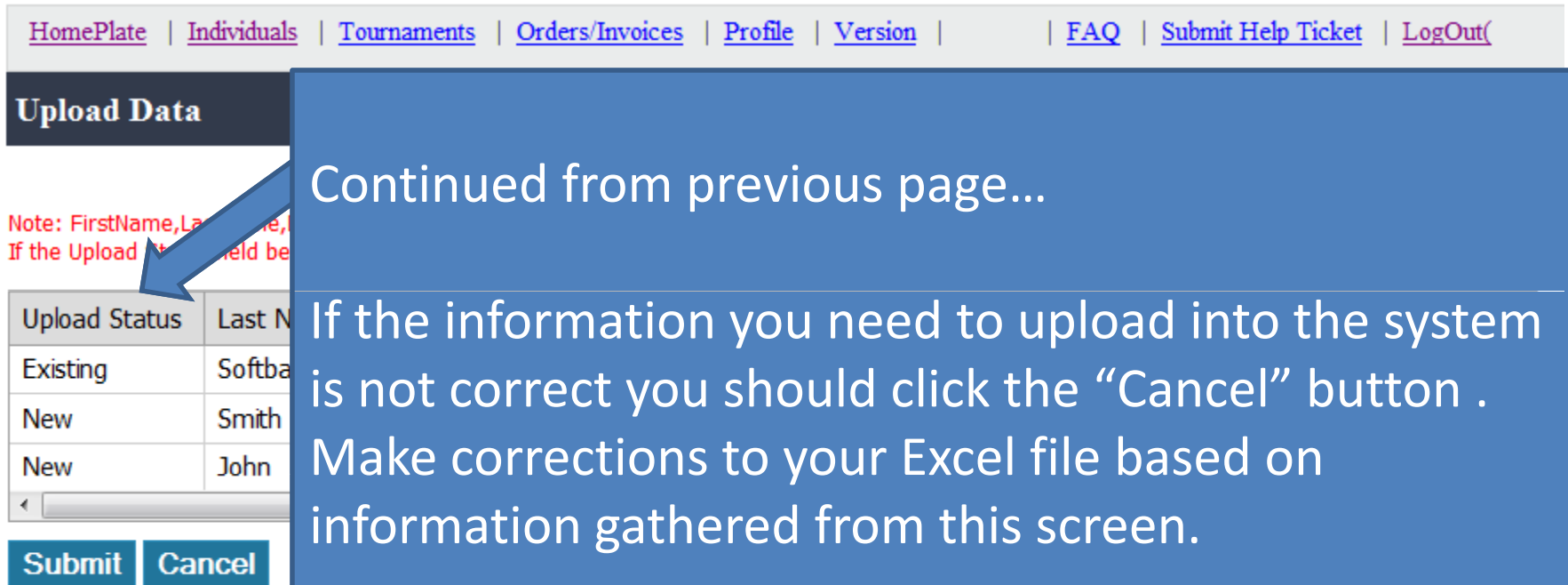
Version 1.01 Rev 2011.01

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

**Upload Data**

Note: FirstName, LastName, etc.  
If the Upload Status field be

Upload Status	Last N
Existing	Softba
New	Smith
New	John



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.

# How to Register a League

Version 1.01 Rev 2011.01

The individuals you uploaded will show up at the bottom of the League page.

Save Cancel Add Member

League Members Association

Approve Deny Remove CreateTeam

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

Drag a column header here to group by that column

#	PersonID	Name	Role	Deductible	DOB	Phone	Issues	Email	In
<input type="checkbox"/>	333544	<a href="#">Devin Loehrs</a>	<a href="#">League Administrator</a>	\$0.00	10/1/1920	405-650-2560	Yes	<a href="#">Email</a>	
<input type="checkbox"/>	703979	<a href="#">Miller John</a>	Player		6/6/1993	1231231234	Yes	<a href="#">Email</a>	
<input type="checkbox"/>	703978	<a href="#">John Smith</a>	Player		6/6/1993	1231231234	Yes	<a href="#">Email</a>	
<input type="checkbox"/>	10950	<a href="#">Suzanne Softball</a>	Player		6/6/1993	1231231234	Yes	<a href="#">Email</a>	

Create Filter

v1.01 Rev 2011.01 15

## Leagues



The league was added successfully.

### Manage League :The Examples

Status : Pending

Issues : [Yes](#)

Invoice Number:None

Upload

Submit

League Name	The Examples
Season	2011 Year
Community/HomeTown	Naboo
League Type	Youth *
Division	Girls Fast Pitch
Classification	Girls Fast Pitch GOLD 18
State	Oklahoma
Association	Oklahoma ASA
Group	ASA National - ASA Natio
League	N/A
Registration Option	JO Individual, \$250 Ded
Website	
Notes	

Once all of the individuals have been added to your league, create an invoice and submit your league by clicking the "Submit" button.

# How to Register a League

Version 1.01 Rev 2011.01

After you create your invoice you need to submit payment and all required documentation to the “Payable To” entity printed on the invoice.

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.

# How to Register a League

Version 1.01 Rev 2011.01



**RegisterASA.com**

**2011 Season**

v1.01 Rev 2011.01