INSTRUCTIONS FOR INDIVIDUAL REGISTRATION

ATTENTION PREVIOUS USERS:

IF YOU HAVE A "PROFILE" FROM THE PREVIOUS YEAR(s), PLEASE DO NOT CREATE A NEW PROFILE. PROFILES HAVE BEEN "CLEANED UP" AND ARE CONTINUING TO BE "CLEANED UP" IN THE SYSTEM SO ONLY ONE PROFILE FOR EACH PERSON IS AVAILABLE. WITH ONE PROFILE YOUR "ACE" CERTIFICATION, CLEARED ASA BACKGROUND CHECKS WILL FOLLOW YOU UNDER ONE PROFILE. IF YOU DO NOT REMEMBER YOUR USERNAME/PASSWORD, PLEASE CONTACT SUZANNE ROBISON IMMEDIATELY VIA E-MAIL AT suzannerobison@earthlink.net AND I WILL BE GLAD TO PROVIDE YOU WITH YOUR USERNAME GIVING YOU THE OPPORTUNITY TO CREATE A NEW PASSWORD.

If you need to change your "team administrator" or "league administrator" for the current year, please contact me so I may assist you to do this. You do not have to recreate your team. If you want to change the name of the team for the 2012 season and still have a majority of the same players, you can change the name at the team screen after changing it to the 2012 season. (See instructions below).

You will notice when you "create a profile" it will ask you several questions and if you are unable to answer those questions please contact Suzanne Robison at suzannerobison@earthink.net.

GO TO: www.registerasa.com

First Time Users:

TIP: Please choose a username and password that will be easy for you to remember as this is the info that you will need to provide when you sign into the system.

1. **Click on "Create Profile" in the yellow box.**
2. **Complete all information ~~ if box is "red astericked*the information must be included before it will allow to you advance further in the registration process.**
    - **Password must be at least 7 characters.**
    - **Association -- Pennsylvania ASA**
    - **Group -- District in which your team/league resides (look for your county behind each District listed to choose your correct District).**
    - **League -- County in which your team/league resides.**
    - ***Choose either a Team Administrator (if you are entering a team) or League Administrator (if you are entering an entire league).* These are the individuals**

that will be entering the individual information into the system. If you choose "league administrator" the system administrator will need to approve you before you will be able to input information. These approvals are completed within 24 hours – if not, please send an e-mail to suzannerobison@earthlink.net or call 717-761-4508 or 761-0444.

- **Non-Administrative Roles -- These are the roles such as a coach, assistant coach, etc. that the administrators might also have in addition to the administrative roles. Please choose only one of these roles.**
- **When all info has been completed, please click the "Submit" button. When you receive the message "All information successfully saved" you may now sign in as a "Returning Member".**

To Add Team:

- **Sign in under "Returning User".**
- **Click "Add New Team" – Complete all required information and choose as your "Role on Team" as the team administrator and one other role if appropriate. If a team administrator does not appear you will need to click on the team and "add member", add the person who is the team administrator and choose the "team administrator" role and then save.**
- **The type of registration you choose will show up at the bottom of the screen in the "Fees" box. Verify this is correct. Click the "Add Team" button.**
    - **If the individual's information is not in the system you will need to complete the next screen and when complete click "Add to Team and Add New Member" and continue with the process. As you add each individual they should appear on the bottom of the screen where the "team administrator" is located.**

    - **PHOTO ID's (this option is available only when you request photo ID cards in the registration process). PHOTO ID WILL BE A HEAD SHOT ONLY.**
    - **You may use a team photo to crop each player's photo to form their ID Card – One photo – ALL players ID Cards or you may upload a picture for each player.**
    - **Under each individuals profile click the "browse" link in the Photo box to add a member's picture to their ID card.**
    - **Locate your individual/team photos on your computer. Click "next" to upload the image onto your computer.**
    - **A box will appear around your photo that will highlight a portion of the area of the picture – point your cursor to one of the end boxes on the photo – drag in towards the middle of the photo to highlight and crop the person to create their ID card.**
    - **When the photo is cropped to your designated area click the "finish" button. After you crop your photo it will appear on the player or coach's profile page as it will appear on the ID card.**
    - **To add photos for each player repeat the process by first going to the member's profile page of the person you wish to upload a photo. You**

can get to the profile page by clicking on the member's name on the team page.

- **When all team members have been added successfully, click the "Generate Invoice Preview" button located at the top right hand of the screen. At this point you may verify the invoice and either click "continue" or "cancel" if there are errors that need to be corrected. Upon clicking "continue" you will create the invoice. If after printing the invoice you then realize there is something wrong please contact Suzanne Robison at the state office to either correct the invoice or void the invoice. You may do this by e-mail at suzannerobison@earthlink.net or 717-761-4508.**
- **Print the invoice and forward to the state office address listed on the invoice with payment. Upon receipt, members will be approved and the team administrator should receive the cards within 7-10 business days after approval.**
- **If you are invoicing background checks you must have the person being background checked complete the "background consent form" and forward along with the invoice and payment. Upon receipt of these forms the background checks will then be sent to Nexis Lexus.**

To Add League:

- **Sign in under "Returning User".**
- **Click "League Registrations" – Add League**
- **Complete League Information – choose Unclassified for the "Classification" Role.**
- **Click the "Upload" button and this will give you a sample excel spreadsheet (or click below to obtain the spreadsheet) to complete. *You must use this spreadsheet exactly as it is set up or it will not upload for you. There is a maximum number of 200 entries that can be processed at one time. Please name and save the file so you may upload the spreadsheet into the system.***
- **MAKE A SEPARATE EXCEL SPREADSHEET FOR PLAYERS AND A SEPARATE SPREADSHEET FOR COACHES.**
- **The coach spreadsheet must either have the driver's license information completed, which is needed if you are choosing to do background checks, or put xx in the driver's license number column if you are not doing a background check on the coach.**
- **Once the spreadsheet is completed, you are ready to upload – Click the "Upload" button, choose the role of "player" for the player spreadsheet and choose "other" for the coach spreadsheet.**
- **When spreadsheets are uploaded, click the "Submit" button. A "Registration Submission Confirmation" box will appear. Verify the name and address (this is the address where the ID cards will be sent) and click submit. This will create the invoice. Print the invoice and mail along with your payment to the state office address listed at the top of the invoice.**

Existing Users:

Sign in at www.registerasa.com using your username and password under "Returning User" that you created for the 2010 season. If you don't remember your username or password please click on "Forgot Your". If you still are having problems, please contact Suzanne Robison at 717-761-4508 or suzannerobison@earthlink.net

Existing Teams: If you already have a team that was registered on www.registerasa.com for the 2011 and are updating for the 2012 season please follow the directions below:

- ***If you are changing a 2011 team to 2012 team at the team screen at mid screen you will see a statement "Show Registration Status for Season" – change to 2011. This will allow you to view the teams you administered last year under "MY TEAMS". Click on the team from the 2011 season and at the team screen you will click the button "Add to new season". Once this is changed to the 2012 season this will allow you to make changes to the team information including the name, age group and type of registration for the 2012 season. When completed, click "save". You will now be able to "remove" players from the team and "add" players to the screen.***
    - **To add a member to your team – you have two options. If you have the member ID number from the 2011 card you may enter the number along with the date of birth or you may enter the firstname, lastname, zip code and date of birth. If the individual's information is in the system their name and association will appear in a box below. Click select and choose their role on the team and verify the info that appears – at this time you may change any incorrect info. When completed click "Add to Team and Add New Member" – continue with the process above until all members of your team have been successfully added or if only adding one member at a time click "add to team".**
- **To remove a player - click the box to the left of their name and click the "Remove" button. If you need to add an individual, click the "add member", complete all the info necessary and then click "add to team and add new member".**
- **To change existing information, click on the individual's name and a new screen will appear – make all changes and click "Save". If you want to update the photo you may do so at this time. All photos will need to be updated for the 2013 season so this is your choice.**
- **Once all members are added click on the "Generate Invoice Preview" button found at the top right hand of the screen. Please verify your invoice – if your invoice is correct click the "create invoice" button. Once your invoice is created please print and include with your payment to the address of the state office listed on the top of the invoice. If you have included background checks with your invoice please click on the background consent form and complete all information (this is a writable form) and forward with your payment. Upon receipt of payment and approval background checks will be stated.**

Existing Leagues:

- ***If you are changing a 2011 league to a 2012 league at the league screen at mid screen you will see a statement "Show Registration Status for Season" – change to 2011. This will allow you to view the leagues you administered last year under "MY TEAMS/My Leagues". Click on the league name – click "select all" and then click the "Registration Extract" button found at the top right hand of the screen. This will then extract the information to the excel spreadsheet. At this point, you may remove any players/coaches and add additional players/coaches info. Save the excel file sheet.***
- **Click on the League tab and click "add league". Create your league and upload your excel spreadsheet and generate the invoice.**
- **When you have generated the invoice, print the invoice and mail along with the payment to the state office address listed on the invoice.**

BACKGROUND CHECKS:

ASA issued background checks will be needed for each coach and personnel in the dugout area or on the field while participating in ASA Advanced Play Tournaments for the 2012 season.

ASA issued background checks may be obtained in two manners:

1. **During the registration process you may check background check under the individual profiles and this will be included on your team/league invoice. If you choose this method you must complete the consent form (see link below) and return it along with your payment of invoice before the background check process may begin.**

2. **Each coach/individual may go to www.registerasa.com. If you have a username/password from the previous years you will be directed to your homeplate screen (please verify this is the Member ID that was previously used for your registration) where you may purchase the background check using a credit card. If you do not have a profile (Username/Password corresponding to a Member ID #) you will need to click on the "Create Profile" button at the registerasa home screen. You will need to click the "Purchase" notation on your homeplate. At this point you will be able to input the credit card information and consent electronically to the background check.**

ACE CERTIFCATION:

This is a highly recommended coach certification program. This program is a computer driven course and can be viewed at your leisure with testing at the end of each section. To be allowed to access the ACE program you must have a current year (2012) cleared issued ASA background check. If you do not have a cleared ASA issued background check you will need to do so before taking the ACE.

A team participating in ASA Advanced Play Tournaments for the 2012 season is required to have at least one coach certified that will be in attendance with the team at all

advanced play tournaments they participate in. You may purchase the ACE Certification at your "Homeplate" screen by clicking the "Purchase" notation.

If doing the first year ACE certification, your background check is included in the cost of the ACE. You must have a cleared ASA issued background check before you can begin the ACE training.