

## Register ASA 2010

[www.registerasa.com](http://www.registerasa.com)

**Coaches this year please prepare to re-submit a copy of your player's Birth Certificate as well as new Photos for people receiving a photo ID.  
E-MAIL ADDRESS CAN ONLY BE USED ONCE.**

Log on to [www.registerasa.com](http://www.registerasa.com) (if using a bookmark verify that it opens [www.registerasa.com](http://www.registerasa.com) and not VTD).

1. If you had a profile last year please click the **Lost Your Password** link to reset your user name and password. If you didn't have a profile last year or your e-mail address has changed please click on **Create a Member Profile** and complete the form. You will receive an email with a link to activate your account. After you click on your link and the system verifies your email you will then be able to login. That e-mail may drop into your Junk Mail.
2. Login will take you to the **HomePlate** screen, which is your home page.

3. **Create Team –Use the Quick Links** located at the bottom of the **HomePlate** page. Click - **Add New Team - PLEASE NOTE: Only Team Admins will be allowed to submit registrations**

- Select the **Team Admin** role at the top of the screen as well as any other roles you may have on the team.
- **Registration Type – will be Individual (even when creating your Team)**
  - for Classification A, B & C Players/Teams
- **Registration Option** – JO Individuals (Player) \$250 Non Photo (League No Tournaments) \$12.00  
JO Individuals (Players) \$250 Photo Card \$21.00  
Coaches only \$250 Photo card, ACE, BGCK **1<sup>st</sup> Year Coaches \$45** \$40.00

When you complete the form click the **ADD TEAM** button.

**You should receive a message “The team was added successfully” on the top of the page.**

**Scroll down Team Profile page to “Add Members”.**

4. **ADDING MEMBERS - After** creating your team, scroll to the bottom of the team profile. Click **ADD MEMBERS** - If your player/coach were previously registered with (VTD) ASA, you will need to know the player's/coach's name, DOB and the **last Zip Code they we registered at**, hit the “SUBMIT” button. After you hit ‘SUBMIT’, the member, if they are in the system, will appear under “SUBMIT”. Click the “**SELECT**” button, the members profile will appear, you will need to select a member role, and continue to complete their profile. **Make sure the background check and ACE box is checked, for all coaches and volunteers, volunteers will need a background check but not an ACE test.** When adding a photo this year, you can take a team photo and crop it around the appropriate player. After you complete the data entry for a given member, scroll to the bottom of the screen and click:

**Add to Team** – use when adding the last person. OR

**Add to Team & Add New Member** – if you need to add additional team members

**Note: To Add Members at a later TIME, go to your HomePlate page.**

**In the Teams grid - click on Team Name.**

To return to your team screen you can access it thru your **HomePlate** screen, in the Teams grid - Click on the Team's Name.

5. **BACKGROUND CHECK - Home Plate – Personal Steps Section** To start you Background Check click the **PURCHASE** button. You will pay for the Background and ACE with a Credit Card and give authorization for your Background check. **Background check results could take 3 to 5 business days to complete.** Allow enough time to process all steps. **Once your background check has cleared, you will receive your ACE link in your Personal Step grid.**
6. **RESOLVE ISSUES** – Once all members have been added. Go to the top of the team screen on the left and see what issues you have in order to complete registration. **For all members with Birth Certificate issue, you will need to collect photo copies to attach to your invoice. Because it is a new system they need to be verified to make sure all data transferred correctly.** Please submit a photo copy of all non-players along with the invoice too. Members will not be approved without these submissions.
7. **SUBMIT REGISTRATION – PLEASE NOTE: Only Team Admins will be allowed to submit registrations**, after all issues are resolved. Go to the top of the team page and hit **SUBMIT**, this will give you the **Registration Submission Confirmation** screen. Make changes as necessary and submit.  
**NOTE: Your cards will not be sent until all forms and payment is received by ASA, and all issues are resolved. Your Insurance certificate or Rosters will not be available until your team is approved.**
8. **TOURNAMENTS** – Click on Tournament Tab. Once there make sure you are in the Tournament tab not on complexes. You will need to search by Association, type in Oregon. To search your age level you can use the drop down menu. Once you see the tournament you are interested in. Click on the Tournament name - you can then review information and sign up for the tournament.
9. **Paperwork to submit to Commissioner:**
  1. Invoice –Payment, Copies of Birth Certificates for ALL PLAYERS this year because of the new system
  2. Copy of Drivers License for each coach, for ALL COACHES this year because of the new system
  3. Signed copy of “Coaches Code of Ethics”, from [www.oregon-asa.com](http://www.oregon-asa.com) for each coach.
  4. Championship Roster Processing Fee payable to your District Commissioner for \$25.00