Click the “Add Team” button to create a brand new team. Click the “View Teams” button to view team’s you have already registered.
On this screen you will add information about your team and select your Registration Option.

(Registration Option – Your team’s ID card type and your Bollinger insurance deductible.)
Click the “Add Team Member” button to start adding your players and coaches.
1) Fill in all 3 boxes with your team member’s legal information.

2) Fill in 1 of the 2 boxes.

3) Click the “Continue” button.
Add a Team Member (Step 2 of 3)

We may have found your team member's profile! Click the "Add Member" button if this is the correct person.

If there is a profile that matches the information you entered then the matches will appear in this grid. If the system correctly located your team member, click the “Add Member” button. If this is not correct then click the “create a new profile” link.

<table>
<thead>
<tr>
<th>Select</th>
<th>Photo</th>
<th>Name</th>
<th>Position</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Samantha Evans</td>
<td>OK - Oklahoma ASA</td>
<td>Oklahoma City</td>
<td>Oklahoma</td>
</tr>
</tbody>
</table>

If your member does not have any matches, you will not see this page and you will automatically be directed to the next page.

Note: Scroll the Grid to the Right for All Columns.
Add a Team Member (Step 2 of 3)

Our records show that this team member has never been on RegisterASA.com! If this is correct, click the "Continue" button. If this is not correct, click the "Back" button to verify and/or alter the information you entered.

If you receive this page, there were not any matching profiles in the RegisterASA.com database. If you believe this to be incorrect, verify your search by clicking the “Back” button. If the same issue occurs, you may need to contact your team member to verify the information he or she last registered under.
If you're done adding team members, click the “Add To Team” button. If you have more team members to add, click the “Save & Add New Member” button.

You will need to fill out everything with a * next to it. If you selected the Photo ID card option, you will be able to add your team member’s photo by clicking the link below.
Once all of your team members are added to the team, you will click the “Generate Invoice Preview” button to submit and pay for your team.
This page will allow you to preview your submission and prices before finalizing the submission.

Click the “Create Invoice” button.

**Invoice Preview**

This is **NOT** an actual Invoice

Please note that all pending members will be submitted during the invoicing process.

<table>
<thead>
<tr>
<th>Member Information</th>
<th>Item Description</th>
<th>Qty</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>902259 - First Last (Head Coach)</td>
<td>JO Individual Non-Player - $250, Non-Photo Card</td>
<td>1</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
<tr>
<td>902260 - Samantha Evans (Player) Birth Certificate Required</td>
<td>JO Individual Player - $250.00, Non-Photo Card</td>
<td>1</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
<tr>
<td>902261 - Elizabeth Lopez (Player) Birth Certificate Required</td>
<td>JO Individual Player - $250.00, Non-Photo Card</td>
<td>1</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
<tr>
<td>902262 - Nicole Smith (Player) Birth Certificate Required</td>
<td>JO Individual Player - $250.00, Non-Photo Card</td>
<td>1</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
<tr>
<td>902263 - Kimberly Williams (Player) Birth Certificate Required</td>
<td>JO Individual Player - $250.00, Non-Photo Card</td>
<td>1</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
<tr>
<td>902264 - Lauren Lake (Player) Birth Certificate Required</td>
<td>JO Individual Player - $250.00, Non-Photo Card</td>
<td>1</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
<tr>
<td>902265 - Sophia Jackson (Player) Birth Certificate Required</td>
<td>JO Individual Player - $250.00, Non-Photo Card</td>
<td>1</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
<tr>
<td>902266 - Madison Peterson (Player) Birth Certificate Required</td>
<td>JO Individual Player - $250.00, Non-Photo Card</td>
<td>1</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
<tr>
<td>902267 - Ava Watson (Player) Birth Certificate Required</td>
<td>JO Individual Player - $250.00, Non-Photo Card</td>
<td>1</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
<tr>
<td>902268 - Lily Walker (Player) Birth Certificate Required</td>
<td>JO Individual Player - $250.00, Non-Photo Card</td>
<td>1</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
<tr>
<td>902269 - Emily Gomez (Player) Birth Certificate Required</td>
<td>JO Individual Player - $250.00, Non-Photo Card</td>
<td>1</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
<tr>
<td>902270 - Liam Hill (Coach)</td>
<td>JO Individual Non-Player - $250, Non-Photo Card</td>
<td>1</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
</tbody>
</table>
Thank you for submitting your registrations. Please enter your shipping address and payment information for any items that may be shipped to you.

Roster Type: Standard
Registration Option: J0 (Youth) Individual, $250 Deductible, Non-Photo
Ship Method: USPS 1st Class
Recipient Name: First Last
Ship To:
2801 NE 50th St
Oklahoma City
OK 73111

Special Shipping Instructions

Please note that you must mail in your invoices with payment before approval can be issued by commissioners.

Note: Available options will vary by Association.
When you’re ready to create your invoice, click the “Submit” button.
If your Association accepts PayPal, you will be prompted to pay with PayPal. You do not need a PayPal account to use PayPal. If your association does not use PayPal, you will be directed to the next page.

PayPal

Your association accepts PayPal/Credit Card payments. Click the Pay Now button below to pay online.
When using this process, it is NOT required that you have a PayPal account.

Invoice Number: 320257
Invoice Amount: $429.95
Payments and other requested documentation may be sent to the address located in the top right corner of the invoice.
Note: If background check payments are not on your invoice, your coaches will need to login and purchase their background check with a credit card. Send your coaches an email to login to RegisterASA by clicking on their name and clicking the “Send Welcome Email” button.
Note: If background check payments are on your team’s invoice, you will need print the “Background Check Consent Forms”, have your team member(s) fill out the form and submit the form to your Local Association.
Click the “View Issues” link to view any issues and how to resolve the issues.
Once your team is marked as “Paid” and “Approved” by your Local Association, you will be able to use the “Printable Documents” drop down box to print your team’s documents.
As long as you are marked as the Team Administrator on the team, you will be able to get back to your team’s page by clicking the “View Teams” button.
If you have any questions or issues during your registration process, please see the contact information on your HomePlate page to speak with someone in your area.