






# League Registrar Instructions

- All-Star manager + 1 coach must be ACE Certified
- You will need have the coaches e-mail addresses in their profile to start the ACE Certification process.
- You will need to have their photo uploaded in order to complete the invoice for the certification (you can gather photos while the tests are being taken)

## From: "Edit Player/My Teams" Go to "Player/Staff"

**Enter Your Team** (Note: Your players are not registered until your invoice and payment have been approved by ASA)

#	Type/Added	Name	Positions #	Parents	DOB	Address	Phone	Pic	Action
1	Coach 03/12/2009	Michael Flanagin <a href="mailto:brian@vtdsports.com">brian@vtdsports.com</a>	/						Locked With Player Registration
2	Coach 03/21/2009	Mike Gilham <a href="mailto:mikegilham@hotmail.com">mikegilham@hotmail.com</a>	/						141413V00000209476 (Last Reg:2008) <a href="#">Edit Change Team</a> ACE Testing (Additional Fees Apply); Status: Email Sent ( <a href="#">Click To REsend Email</a> ) or ( <a href="#">Cancel Testing</a> )
3	Coach 03/21/2009	Karen McGrath	/						141413V00000873570 (Last Reg:2007) <a href="#">Edit Remove Change Team</a> ACE Testing (Additional Fees Apply); Status: Need Coach Email
4	Coach 03/12/2009	James Phillips <a href="mailto:123@aol.879">123@aol.879</a>	/						Locked With Player Registration
5	Coach 03/10/2009	Bruce Sawyer <a href="mailto:brusawyer@aol.com">brusawyer@aol.com</a>	/						141413V00000872528 (Last Reg:2007) <a href="#">Edit Remove Change Team</a> ACE Testing (Additional Fees Apply); Status: Email NOT Sent ( <a href="#">Click Here To Send Email Now</a> )
6	Coach 02/08/2009	JoAnn Vincent <a href="mailto:socalvincent1@yahoo.com">socalvincent1@yahoo.com</a>	/						141413V00000872529 <a href="#">Edit Change Team</a> ACE Testing (Additional Fees Apply); Status: Complete
7	Coach 03/12/2009	Snow White	/						Locked With Player Registration
8	Coach 03/21/2009	Timothy Willey	/						141413V00000871448 (Last Reg:2007) <a href="#">Edit Remove Change Team</a> ACE Testing (Additional Fees Apply); Status: Need Coach Email

#2 Shows that e-mail has been sent. Option to resend or cancel Testing.

#1- Click to send e-mail

#3 Shows that test is complete. An invoice may now be created.

This one still needs an e-mail address

[Add A New Individual](#)

Members Login  
 Password Support  
 Free Login!

- Home
- Site Updates Ver 37.4
- Tournaments
- Teams
- Associations
- Bulletin Boards
- ASA Nationals
- ASA Info
- ASA Forms
- Games
- HELP / Support
- Player ID Cards
- Menu Refresh
- Hide Upper Menu

- Edit My Info
- Board Members
- PLAYER REG
- Upload Data
- Download Data
- Edit Players / My Teams
- Player Registration
- TOURNAMENTS
- Work A Tourney
- Sanction Sheets
- My Fields
- Add A Team
- OTHER TOOLS
- Insurance Certificates
- League Schedule
- Email Teams/Players
- BKG CHK Status
- Individual Search
- Note Pad
- User Setup
- Manage Logins
- Logout

### ASA Individual Player Registration

Please select one of the following programs

<input type="radio"/> <b>2009 \$250 Deductible Photo ID PLAYERS ONLY</b>	<p>The player and coach are provided with \$5,000,000 liability insurance and \$250,000 of Excess Medical Expense Insurance. The excess medical expense insurance is subject to a \$250 per injury deductible. Coverage is provided for practice and play of the Amateur Softball Association.</p> <p>\$17.00/Player including 2 cards.</p>
<input checked="" type="radio"/> <b>2009 ACE TESTING UPGRADE COACHES ONLY.</b>	<p>This program is for COACHES ONLY who have been registered and background checked but would like to take the ACE TEST.</p> <p><b>ASA - All coaches/support staff are REQUIRED to include a signed <a href="#">BACKGROUND CHECK AUTHORIZATION FORM(click here)</a> and copy of drivers license for each coach/support staff listed on the invoice. Coaches/support staff without this signed form, will not be approved.</b></p> <p>\$9.25/Coach including 1 card). (ACE Testing Additional: \$15.75-First Year / \$15.75-Following Years)</p>
<input type="radio"/> <b>PhotoID With Background Check WITH ACE TESTING COACHES ONLY</b>	<p>insurance is subject to a \$250 per injury deductible. Coverage is provided for practice and play of the Amateur Softball Association.</p> <p><b>ASA - All coaches/support staff are REQUIRED to include a signed <a href="#">BACKGROUND CHECK AUTHORIZATION FORM(click here)</a> and copy of drivers license for each coach/support staff listed on the invoice. Coaches/support staff without this signed form, will not be approved.</b></p> <p>\$20.00/Coach including 1 card). (ACE Testing Additional: \$15.75-First Year / \$15.75-Following Years)</p>
<input type="radio"/> <b>2009 \$250 Deductible / No Photo ID Cards PLAYERS ONLY</b>	<p>The player is provided with \$5,000,000 liability insurance and \$250,000 of Excess Medical Expense Insurance. The excess medical expense insurance is subject to a \$250 per injury deductible. /coverage is provided for practice and play of the Amateur Softball Association. THIS PROGRAM DOES NOT INCLUDE PHOTO ID CARDS. ID Card provided is one sided and does not contain insurance details.</p> <p>\$8.00/Player including 1 Non Photo card.</p>
<input type="radio"/> <b>2009 \$250 Deductible / No Photo ID Cards with Background Check COACHES ONLY</b>	<p>The COACH is provided with \$5,000,000 liability insurance and \$250,000 of Excess Medical Expense Insurance. The excess medical expense insurance is subject to a \$250 per injury deductible. /coverage is provided for practice and play of the Amateur Softball Association. THIS PROGRAM DOES NOT INCLUDE PHOTO ID CARDS. ID Card provided is one sided and does not contain insurance details.</p> <p><b>ASA - All coaches/support staff are REQUIRED to include a signed <a href="#">BACKGROUND CHECK AUTHORIZATION FORM(click here)</a> and copy of drivers license for each coach/support staff listed on the invoice. Coaches/support staff without this signed form, will not be approved.</b></p> <p>\$13.00/Coach including 1 Non Photo card.</p>
<input type="radio"/> <b>2009 Upgrade/Replacement PhotoIDs</b>	<p>This program is for individuals who have been registered for 2009 and would like to order upgrade to Photo ID Cards.</p> <p>\$10.00/Player including 2 cards. \$8.00/Coach including 1 card).</p>

Next>>

League Registrar:  
 Select ACE Testing upgrade.  
 This is also a Photo ID upgrade.  
 Photo is required to complete the process

- Don't forget to send the invoice and payment.
- Payment must be received for certification to be complete
- Recommend that you give the coaches a deadline for completing the ACE test, so that you can minimize the number of invoices