



2011 KC Metro ASA Registration

Updated 12-09-10

DIRECTIONS:

Complete all the steps listed below!

- 1) *First time users* must create an account. Click on the "[Sign up Now](#)" button.
 - Returning users → enter your email address & password to access the site and your account.
- 2) *First time users* will be asked to enter your Managers information.
 - Once the information is entered you must click on the "[Insert Manager Information](#)" button.
 - You will now receive an email directing you to "**activate**" your account.
 - To activate your account → click the link or copy and paste the link into your web browser & enter your password.
 - Once activated you must add your Team info, Player & Non-player information.

Note → If you don't receive the "activation" email – check your spam folder.

- 3) Creating your team:
 - Click the: "[Add Your Team](#)" button. Enter your: team name, age, & choose either League or Non-league team. Non-league teams only must choose a deductible.
 - After entering the information, click on "[Add Team](#)".

Note → If you only participate in tournaments OR a league not listed - select "Non-league".

- 4) Adding your Player & Non-players:
 - Click the "[Add a Player](#)" button & enter your player's address & date of birth.
 - After entering your player's profile click the "[Add Player Info](#)" button to submit the information into the system.
 - **You must REPEAT this process for each player on the team.**
 - Click on "[Add a Non-Player](#)" link to register other individuals for your team. This includes: Assistant Coaches, Managers, & Scorekeepers. Registering additional Non-Players is **optional**.

- 5) Submitting (completing) your team information:
Once you've entered all Players & Non-players, you must complete the process by submitting the information to the KC Metro ASA database. You do so by clicking on:
["Submit Registration and Select Payment Option"](#).

Note → you have not completed the registration process until you click on this link!

- 6) Payment options:
OGSA & Hidden Valley Rec. Teams → select the "[Pay by mail](#)" button.
Your league will be invoiced for your team. Click this button then print 1 copy of the receipt for your records. DO NOT send payment or paperwork.

All other teams → have 2 options: "[Pay by Mail](#)" or "[Pay Online](#)"

Pay by Mail: Print 2 copies of the receipt – one for your records & one to mail in with your payment.

Pay Online: Print 1 copy for your records only. We will receive your payment online automatically.

FYI → If you need to add more players or Non-players after you've submitted your original information, simply return to the website. Enter their information, print the new copy & submit the information. Online payment is the only option available when adding new players or non-players.

Website assistance – contact Greg at: greg@tournamentmvp.com

Insurance questions – contact Lorie at: jayvols@everestkc.net

ASA questions – contact Mary at: jofastpitch@aol.com