

RegisterASA



2014 ONLINE COACHES GUIDE

**ELECTRONIC CONSENT FOR
BACKGROUND CHECKS**

Step 1: Get Welcome Email

Every coach will receive a Welcome Email from ASA. If you do not receive, please check your SPAM.

Sample Email:

Hello [Member Name] (Member ID: [xxxxxx]),
You have been recently added to a team or league in the ASA's online membership system, RegisterASA, and you are required to log in to complete a few requirements.

[Please click this link to RegisterASA](#) to begin the process and if necessary update your profile before getting started. After you log in, please be sure that the Member ID displayed on your dashboard is [xxxxxx]. If it's not this number, do not proceed and instead submit a help ticket letting us know there's an issue with your profile.

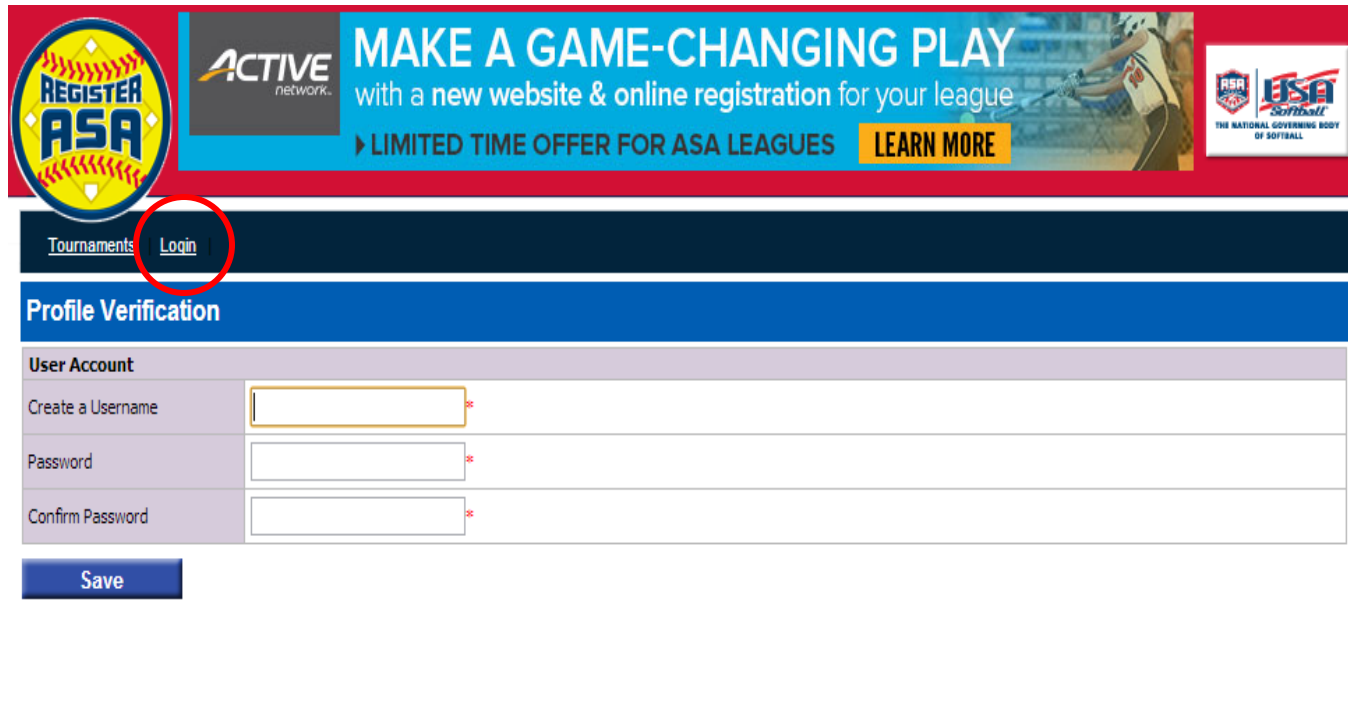
If you cannot click on the link above, please copy the link below and paste it into your browser's address window. THANK YOU FOR PLAYING ASA!

<http://www.registerasa.com/Account/ProfileVerification.aspx?reset=UkmLimDzH0KbkjtaRgAh+QBBdvUzrkXijkdsjhfsdkj/sdfkdsjksjdf0L/A==>

Step 2: Verify/Create Profile

The link from the email will direct you to this page to create/verify your username and update your password information.

If you already have a username/password, you can just select Login.



REGISTER ASA

ACTIVE network

MAKE A GAME-CHANGING PLAY
with a new website & online registration for your league

LIMITED TIME OFFER FOR ASA LEAGUES **LEARN MORE**

ASA USA
THE NATIONAL GOVERNING BODY OF SOFTBALL

Tournaments **Login**

Profile Verification

User Account

Create a Username

Password

Confirm Password

Save

Step 3: Update Profile

Being a family member of Team USA has its benefits. Take advantage of partnership travel discounts. [Book now](#)

HomePlate Individuals Umpires Leagues Tournaments Orders/Invoices Profile Admin FAQ Submit Help Ticket LogOut(edwar...)

Manage Profile :

[Personal Information](#) | [User Account](#) | [Photos](#) | [Address](#)

Personal Information Member ID:

Association	CA - Southern California ASA
Group	Rec-North/East District - Rec League - North/East District
League	Rancho Cucamonga Rec League
First Name	First Name *
Middle Name	
Last Name	Last Name *
Suffix	
Date of Birth	Birthdate * MM/DD/YYYY
Gender	Female *
Address	Address *
City	City *
State	California
Zip	Zip *
Personal Email	Your-Email-Here@ca.com (Primary) *
Confirm Personal Email	Your-Email-Here@ca.com *
Work Email	
Confirm Work Email	
Phone	Phone Number (Primary) *
Work Phone	
Mobile Phone	
Fax Phone	
Website	

Local Admins	Non-Admin Roles Registrations	National/State/Metro Association Administrators
<input type="checkbox"/> Team Administrator	<input type="checkbox"/> Head Coach	<input type="checkbox"/> Commissioner
<input type="checkbox"/> League Administrator	<input checked="" type="checkbox"/> Coach	<input type="checkbox"/> JO Commissioner
<input type="checkbox"/> Tournament Director	<input type="checkbox"/> Umpire	<input type="checkbox"/> Adult Commissioner
	<input type="checkbox"/> Scorekeeper	<input type="checkbox"/> UTC

Please verify that your PROFILE information above is accurate and correct. Once verified, please select the checkbox before clicking on the SAVE Button.

Save

You will be directed to your PROFILE page to verify all information.

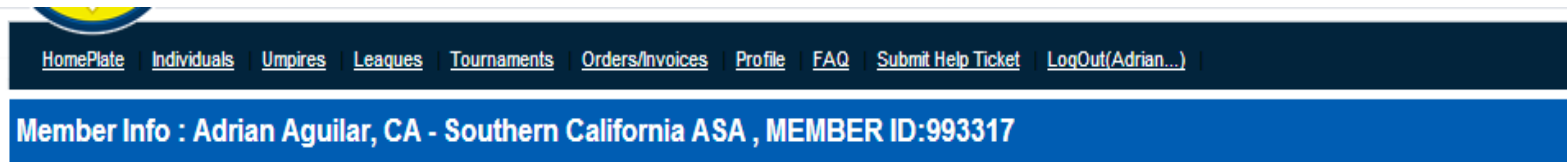
It is very important to make sure the name listed here MATCHES your Driver's License information.

Make sure all information is correct, check the box and hit SAVE.

After SAVING your information, click the Home Plate link located in the black bar directly underneath the RegisterASA logo in the top left corner. (See circle)

Step 4: Access Consent

From your homeplate, you will need to click the Background Check link.



The screenshot shows a dark blue navigation bar with the following links: HomePlate, Individuals, Umpires, Leagues, Tournaments, Orders/Invoices, Profile, FAQ, Submit Help Ticket, and LogOut(Adrian...). Below the navigation bar is a blue banner with the text: Member Info : Adrian Aguilar, CA - Southern California ASA , MEMBER ID:993317.

Notice From Association: ATTENTION COACHES: Southern California ASA is currently online for individual registrations. Background checks for coaches will be included with the registration invoice and cannot be purchased individually; ACE certifications will be allowed only after approval of the registration and background check, and must be paid by each coach using the Purchase option under the Personal Steps grid on this page. [Click here](#) for more information.

Personal Steps Grid

#	Requirement	Status	Purchase	Purchase Status	Receipt#	Expire Date
	ACE Certification w/ Background Check	Last Cert: None --> ACE 1 Not Complete		Unpaid		
	Background Check	Not Started		Paid		12/31/2013
	DOB	Complete		N/A		

Step 5: Electronic Consent

BackGroundCheck : Consent

Please read the Notice of Background Check information provided below and then click the appropriate button if you wish to continue. Your consent to a background check will be saved to your profile for your future use.

AMATEUR SOFTBALL ASSOCIATION - NOTICE OF BACKGROUND CHECK AND CONSENT IMPORTANT –PLEASE READ CAREFULLY BEFORE SIGNING BELOW

The Amateur Softball Association of America and/or its local associations (collectively, "ASA") are volunteer driven not-for-profit organizations. One of ASA's objectives is to promote proper safeguards in accordance with the spirit of true sportsmanship and establish principles for ethical behavior in the sport of softball. You are already working with ASA or you have expressed an interest in becoming a volunteer with ASA. Consistent with promoting wholesome and safe competition, ASA may perform criminal background and/or motor vehicle record (or "driving record") checks on you pursuant to your written consent and instructions below. Accordingly, ASA may obtain reports on your criminal background and/or driving history from a "consumer reporting agency." The report may include information gathered from county, federal, statewide or other record searches, as guided by personal identifier information obtained through a Social Security Number trace, name address or other information. You may refuse to provide your consent to a background check; however, your refusal may affect your ability to participate in ASA programs. NOTE: Conducting a Social Security Trace does NOT access the subject's credit history nor affects the subject's credit score or credit rating. ASA has contracted with LexisNexis, a consumer reporting agency, to provide the consumer reports. LexisNexis may be contacted by mail at LexisNexis, PO Box 105108, Atlanta, GA 30348 or by telephone at 800-845-6004 or through the Internet at <http://www.lexisnexis.com> and/or <http://personalreports.lexisnexis.com>.

The consumer reports may contain information bearing on your character, general reputation, personal characteristics, and mode of living. Please note that ASA does not discriminate on the basis of race, color, creed, religion, sex, sexual orientation, national origin or ancestry. The types of information that may be obtained include but are not limited to social security number verification, sex offender registry checks, criminal records checks, inmate records searches, motor vehicle records, and court records checks. The information contained in these consumer reports may be obtained by LexisNexis from public record sources. The consumer reports will not include credit record checks. The nature and scope of the consumer reports are described above. Nonetheless, you are entitled to request a complete and accurate disclosure of the nature and scope of such reports by submitting a written request to LexisNexis at the address listed above. Additional notices for applicants in California, New York, Minnesota, and Oklahoma are attached to this form.

By signing below you are authorizing and instructing ASA to immediately obtain criminal background and driving record reports from a third party (utilizing a social security number trace or other information such as your name, address or driver's license number) as ASA deems necessary and appropriate. Moreover, you are allowing and instructing ASA to obtain those reports from a third party on an ongoing basis without any additional notice or consent for as long as you are a volunteer or otherwise associated with ASA. You may revoke this consent at any time by providing ASA with a written notice of revocation.

AUTHORIZATION, CONSENT AND INSTRUCTION

I acknowledge receipt of the Notice of Background Check and certify that I have read and understand that notice. I hereby voluntarily consent to ASA obtaining a background check on me and I authorize and instruct ASA to obtain criminal background and/or driving record reports from a third party (utilizing a social security number trace or other information such as my name, address or driver's license number) as ASA deems necessary and appropriate. This authorization and instruction will take immediate effect when I sign below, and will last throughout the duration of my involvement with ASA. Accordingly, ASA may obtain additional criminal background and/or driving record reports from a third party on an ongoing basis (i.e. annually or semi-annually) throughout my association with ASA without any further notice or additional warning. To this end, I hereby authorize without reservation any law enforcement agency, administrator, local, state or federal agency, information service bureau and/or the Social Security Administration to furnish any and all background information (including criminal history and/or driving records) by any third party "consumer reporting agency", another outside organization acting on behalf of ASA, and/or ASA itself. I understand determination not to accept my application or to revoke my affiliation based on information contained in a consumer report, I will be notified respond. I agree that a facsimile ("fax") or photographic copy of this Authorization and Instruction shall be as valid as the original.

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This option will send a copy of your background check report to the address listed above.

Send a Copy of the Report

I Agree To BackGround Check

Cancel

Read and agree to the terms of the background check.

If you want a copy of the results, select the check box.

Hit the I AGREE button at the bottom.

You will then receive a Thank You Message. You can either click Return or just log out.

Background Check : Status

Background Check Results

Thank you for purchasing a Background Check. Your background check has been submitted. Please check back on the Home Plate for the current status.

[What Happens Next with ACE?](#)

Return

Step 6: Checking Status

Members may view the status of their background check by logging into RegisterASA.com using the Username and Password created. This will direct you to your HomePlate Page.

Under the Status Column, you will see the following:

Not Started – Means you have not properly consented

Pending – Means it is in progress

Cleared – Means you passed the background check and have completed the process

#	Requirement	Status	Purchase	Purchase Status	Receipt#	Expire Date
	ACE Certification w/ Background Check	Last Cert: None --> ACE 1 Not Complete		Unpaid		
	Background Check	Pending		Paid		12/31/2013
	DOB	Complete		N/A		

Notes

You will not receive a Welcome Email until payment of the invoice is processed by a Southern California ASA staff member.

Once payment has been received and processed, it can take up to 30 minutes to receive the Welcome Email. Please check your junk or spam folders.

If you do not receive a Welcome email after payment has been processed, please contact your Team/League Admin and they will contact a Southern California ASA Staff Member to get the issue resolved.

If your Team/League Admin is unable to assist, please contact Cassi Rogers at crogers@sacramentoasa.org