

Step 1

Go to <https://registerusasoftball.com/Account/Register.aspx> to create an account.

Step 2

On this page, enter your information, creating a unique username and password that you will remember. **It is important you select “OH – Ohio” under Association, “JO(Youth) – JO” under Group and “JO” under League.**

Username *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Personal Email (Primary) *	<input type="text"/>
Confirm Personal Email *	<input type="text"/>
Association *	<div>OH - Ohio ▼</div> Select "OH - Ohio"
Group *	<div>JO (Youth) - JO ▼</div> Select "JO(Youth) - JO"
League *	<div>JO ▼</div> Select "JO"
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/>
Date of Birth *	<input type="text"/>
Gender *	<div>Select Gender ▼</div>
Ethnicity	<div></div> <small>Not requested for members under the age of 18</small>
Military	<div>-- Select -- ▼</div> <small>Not requested for members under the age of 18</small>
Disabilities	<div>-- Select -- ▼</div> <small>Not requested for members under the age of 18</small>
Address *	<input type="text"/>
City *	<input type="text"/>
State *	<div>-- Select State -- ▼</div>
Zip *	<input type="text"/>
Drivers License	<input type="text"/>
Work Email	<input type="text"/>
Confirm Work Email	<input type="text"/>
Phone (Primary) *	<input type="text"/>

Step 3

They will ask you what role you have. **Select “Coach”** at this step then **click Submit**.

	Local Admins	Non-Admin Roles Registrations
Membership Type	<input type="checkbox"/> Team Administrator *Must be selected to Add Team*	<input type="checkbox"/> Head Coach
	<input type="checkbox"/> League Administrator	<input type="checkbox"/> Coach Select Coach
	<input type="checkbox"/> Tournament Director	<input type="checkbox"/> Umpire
		<input type="checkbox"/> Scorekeeper
		<input type="checkbox"/> Board Member

Submit

Step 4

Verify your information and click “Save”

Personal Information | User Account |

Personal Information

Personal Info | Contact Info

Membership Type | Association Info

Member ID: [REDACTED]

First Name *
Brim

Middle Name

Last Name *
Field

Suffix

Date of Birth (MM/DD/YYYY) *
1/1/1970

Drivers License Number

Gender *
Female

Ethnicity
-- Select --

Military
-- Select --

Disabilities
-- Select --

Address *
3540 Ranfield Rd

City *
Kent

State *
Ohio

Zip *
44240

Association *
OH - Ohio

Group *
JO (Youth) - JO

League *
JO

Association Help

If you're having problems registering or completing background checks you may be in the wrong association without the proper permissions! Below we have suggested an association for you that best fits your location.

✓ Correct Association

Please check the two boxes to the left and click the Save button to complete this process.

Verify Association

Save

Verify your information and click Save

Step 5

Once registered and you have confirmed the information, you will be redirected to the login page. Login with your newly created username and password (please keep both in a safe place to log in later!).

Welcome Back!
Your Member ID is:

Important Updates: You have 1 new Update Messages! [Click here to view them.](#)

Registration Menu

Umpires
[Go To My Umpire Page](#)

Individually Registered Teams
[View My Teams -](#) [Add Team](#)

Individually Registered Leagues
[View My Leagues -](#) [Add League](#)

Teams - Please contact your local association to learn more about becoming an ASA Sanctioned Only Team.

Local Association Contact(s)
If you have questions or concerns, here is contact information for your local association.

Registration Contact
Name:
Association:
Phone:
Email:

Umpire Contact
Name:
Association:
Phone:
Email:

Background Check **ACE Education** **Registration Status**

Background Checks
Your updated info on background checks here. You'll be able to see this year's background check status, shipping info, or continue to ACE

Background Check Purchase
To take your ACE exam click on the ACE Education tab to purchase ACE with a background check to receive a discount on purchase.
Background Check Status:
Participate in the 2017 season, ACE Educated, you must first pass a background check.
[Purchase](#)

Background Check Status
Status: There is no record of a purchase for your Background Check. Please see the Purchase Status located to the left for more information.

ACE Education
You currently cannot start ACE Education until your background check has been passed and paid for. Please follow instructions in either the Purchase or Background Check Status tabs to the left to continue.
[Click here to go to the ACE Education tab.](#)

Select Background Check tab and click on "Purchase" button.

Step 6

Please print this page for your records. Information **CANNOT** be changed after your background check has been started.

Please verify that the information displayed below is accurate. If any information needs to be corrected prior to starting your background check, please [Click Here](#). Information that will be sent to our background check provider is your complete name, address and date of birth as listed below.

Date of Birth:	DOB Here	Drivers License#:	<input type="text"/> (Optional)
First Name:	Aaron	Address1:	Address Here
Suffix:		City:	Ashville
Middle Name:		State:	OH
Last Name:	Hipwell	ZIP:	43103

Amount to Charge:	\$\$.00
Payment Method:	Visa <input type="button" value="v"/>
Credit Card Number:	<input type="text"/>
CC Security Code:	<input type="text"/> (Three digit number on back of card)
Card Expiration Month:	--Select One <input type="button" value="v"/>
Card Expiration Year:	--Select <input type="button" value="v"/>
Terms:	<input type="checkbox"/> By checking this box, you agree to the conditions set forth in the USA Softball's Consent Form. Click here to read the full text of the consent form.

Fill out all of the boxes. To consent to your background check, click the checkbox.

Submit Payment & Start Background Check

Cancel

Step 7

To check the status of a Background Check, login and view the Background Check Status box under the Background Check tab.

Background Check	ACE Education
Background Checks	
Get all your updated info on background checks here. You'll be able to see this year's background check status, shipping info, or continue to ACE Education.	
If you need to take your ACE exam click on the ACE Education tab to purchase ACE with a background check to receive a discount on your purchase.	
Background Check Status:	
Background Check Purchase	Background Check Status
Your association does not currently allow purchasing of Background Checks using a credit card. You must first meet the requirements set by your local association before continuing	Status: Your Background Check has Cleared and is valid through 12/31/2017 . Please check the ACE Education tab for the status of your 2017 ACE test. Invoice: 469343
<input type="button" value="Not Available"/>	
	ACE Education
	You are now eligible to proceed to the ACE Education Section if you have not already done so. Click here to go to the ACE Education tab.

Step 8

Once your Background Check has been completed you will receive a **Green Light** or **Red Light** determination. All disputes for Red Lights will go through USA Softball.

You will receive an ID card in the mail from USA Softball that acts as proof of passing the Background Check. Please keep this on you at all times while coaching.

Email a picture of your ID card to backgroundcheck@portagegirlssoftball.com