



Register USA Instructions for Individually Registered Teams

1. Go to: www.RegisterUSASoftball.com
2. Click on the “Create Profile” circle or if you already have an account login.
3. Scroll down to “Background Checks” and purchase. You will need a credit card to pay the \$11 fee.
4. The above 3 steps will need to be done for all coaches and/or adults that will be in the dugout or on the field.
5. One coach that will be on the field or in the dugout will need to have the ACE Certification. The cost is \$15 and can only be done once the background check has been cleared.
6. When each coach has created their profile please have that coach email you their Member ID #, name, and date of birth.
7. Log back in to www.RegisterUSASoftball.com
8. In the Registration menu click on the “Add Team” button. Choose “Team Administrator” and any coaching role you may have. Fill in all information and click the “Add Team” button at the bottom.
9. After the team is created add all players and coaches.
10. Once completed click on “Generate Invoice Preview” then “Generate Invoice.” An invoice will be generated and you can pay with a credit card immediately or mail a copy of the invoice and check to the address listed on the invoice.
11. Within 7-10 days your team’s USA Softball ID cards will be mailed to you from the ASA/USA National office in Oklahoma City.

Tim Doby

GotGame2013@outlook.com

910.690.3556