



## Individual Insurance/Registration Directions

Before you begin the registration process you will need to know how the process is done and what items you need to ensure that you can accomplish the task. Please follow these directions carefully. **Please do not start this registration process until all of your players have been assigned to teams and each team has been given a unique name in your league/organization. You MUST register your teams within 14 days of your draft to make sure all players/staff are covered in case of accident.**

**Important information:** Please **do not use the apostrophe key** when entering in any of the information fields. Example: O'Brien is incorrect. Please enter the information as OBrien.

Again for 2017 you can register participants using our Excel spreadsheet. You must first submit a request for a user name and password before starting this process. For a link to that form, please [click here](#). You can only proceed with this process if you HAVE NOT submitted ANY on line registrations. You can still add participants, as necessary, after you have submitted this Excel spreadsheet and received a conformation invoice. For instructions on this process please [click here](#).

1. Please print these instructions for your reference.
2. If you haven't already obtained your User Name and Password please go to this link [http://www.usasoftballgreatersanjoaquin.org/entries/request\\_password\\_form-ccasa.html](http://www.usasoftballgreatersanjoaquin.org/entries/request_password_form-ccasa.html) and complete the form. All passwords from 2016 have been deleted so you must go to this link and completely fill out a new form.
3. Once you have your User Name and Password proceed to [http://www.ccasaregistration.org/pages/ccasa\\_insurance.html](http://www.ccasaregistration.org/pages/ccasa_insurance.html) to login to our secure web site.
4. Please read the statement carefully and click on the "Proceed" link to signify that all "Proof of Insurance Waivers" are indeed on file.
5. Enter your User Name and Password in the fields provided and click on Login. Please remember that the User Name and Password are case sensitive.

6. You will note that your League Name has already been provided for you.
7. Enter the name of the Team you are registering, and then select the age group of the team from the dropdown menu.

Age Groups are defined as follows:

Player's Year of Birth	Age Division	Player's Year of Birth	Age Division
1998	18 & Under	2005	12 & Under
1999	18 & Under	2006	10 & Under
2000	16 & Under	2007	10 & Under
2001	16 & Under	2008	8 & Under
2002	14 & Under	2009	8 & Under
2003	14 & Under	2010	6 & Under
2004	12 & Under	2011	6 & Under

8. Enter the total number of players and staff for the **team you are registering** in the fields provided. (Example: 12 players, 1 manager, 2 coaches, and 1 scorekeeper.)
9. Click on button that says "Next Step: Input Participants" to continue on.
10. Enter the information for each individual player/staff member in the appropriate fields. You may use the Tab key to quickly move between fields. **Please Note:** The program will display each group of participants (managers, coaches, volunteers, scorekeepers and players) if selected. Be sure that **ALL** entries are correct for **EACH** group prior to clicking on the "Next Step" button. Once you have clicked on this button all information that was displayed on your screen has been submitted to our server and there is no way to go back and make changes/revisions. Do **NOT** use your **BACK** button.
11. Date of Birth (DOB) field must be entered as MMDDYY. Example: A player born on September 3, 1991 would be entered as: 09 30 91  
  
Note: The player's DOB must be accurate. No fields can be left blank.
12. Please check to make sure all of your entries are correct before clicking on the "Submit Registration" button. If you click on Reset it will clear **ALL** fields on the entire form.

13. Upon completion you will be taken to a Thank You page which will give you a pricing summary and confirm that your information has been submitted to CCASA. **Please use your browser print button and print this “Thank You Summary Page” immediately for your records. It is very important that you print this “Summary Page” as a back up just in case you don’t receive an email invoice.**
14. An email with invoice number will also be sent to the email address we have on file for your League. This email will detail the player/staff information as well as the amount due. When submitting payment please refer to this invoice number, team name and League name to ensure proper posting to your account. **If you do not receive an invoice through email, but do have an invoice that YOU printed after entering a team, please contact Bart Magellan at [Bartman@gsjm.com](mailto:Bartman@gsjm.com). Remember, when in doubt DO NOT re-enter the information, either call or email Bart and we will fix the problem.**
15. If you wish to input additional teams click on the “Register Additional Team” link. Please **DO NOT** use the **BACK** arrow on the top of your browser.
16. If you need to add additional players/staff to a team you have previously registered, simply click on the “Add New Member” link next to the name of the team that you wish to add the player(s)/staff to. You may also view all participants that have been entered for each team by clicking on the “View existing members” link.
17. If you have any technical questions regarding this process please email Bart Magellan at [Bartman@gsjm.com](mailto:Bartman@gsjm.com).
18. Please make your check payable to:

CC ASA  
P.O. Box 820  
Paso Robles, CA 93447