



2008 KC Metro ASA Registration

DIRECTIONS:

To register your team, you must 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 → return to the website & enter your email address & password.
 - Once activated you must add your Team info, Player & Non-player information.

Note → you have not registered your team until all information below is added & submitted!

- 3) **Creating your team:**
 - Click on 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 the “[Add Team](#)” button.

Note → 3 Leagues register teams individually. If you participate in one, choose that option.
If you only participate in tournaments OR a league not listed you must choose “Non-league”.

- 4) **Adding your Player & Non-players:**
 - Click on the “[Add a Player](#)” button & enter your player’s address & date of birth.
 - After entering your player’s profile click on the “[Add Player Info](#)” button to submit the information into the system.
 - **You must REPEAT this process for each player on the team.**
 - Enter Non-player information for any additional individuals your wish to register on the Bollinger insurance policy. This includes: additional Coaches, Managers, Scorekeepers.
 - To add Non-players – click on the “[Add a Non-Player](#)” button & add their information.

- 5) **Submitting your team:**

Once your Team, Player & Non-player information has been entered, you **MUST** submit this to the KC Metro ASA system by clicking on the “[Submit Registration and Select Payment Option](#)” button.

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

- 6) **Payment option:** You must now select the type of payment.

League Teams → must select the “[Pay by mail](#)” button.
Your league will be invoiced for your team. Click on this button then print 1 copy of the receipt for your records. **DO NOT** send payment or paperwork.

Non-League teams → have 2 options: “[Pay by Mail](#)” or “[Pay Online](#)”

If you choose to Pay by Mail, click on that button. Print 2 copies of the receipt – one for your records & one to mail in with your payment.

If you choose to Pay Online, click on that button. Print 1 copy for your records only. We will receive your information online automatically. FYI - there is an extra fee if you choose to pay online.

Your team is registered for the 2008 season once the above steps are completed!

FYI → If after submitting your registration you find that you need to add new players or non-players, simply return to the website using your same email login & password. Enter their information, print the new copy & submit the form following the steps listed above.