



Emy Marroquin

Reg Class: 14U-A DOB: 11/23/92
ASA Reg#: 141412V09550001223

Sally Commerford *Tony Pehle*
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JO Commissioner JO Commissioner



2006 Nevada ASA Registration

with

Virtual Tournament Director

www.fastpitchsoftball.net



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Instructions for Registration with Nevada ASA via Virtual Tournament Director

1. Go to www.fastpitchsoftball.net . Click on "Get a Free Log In" Answer all questions and a password will be sent to the email address that you listed.
2. Upon receiving your password, return to www.fastpitchsoftball.net and click on "Members Log In". On the left side of the screen click on "Edit my Team" And complete any further information that is required there.
3. Click on "Edit my Players/Staff". Click on "add a new Individual" and add all your staff and players. Players must be entered by the name on their birth certificate. You will need a picture of each person and will upload them at this site also. If you don't have your pictures yet, you may still enter all the information for each person and return at a later time to upload their pictures. You must have a picture of each person before you may proceed to registration. The pictures must be from the top of the head to the bottom of the armpits and with no hats, visors or sunglasses.
4. When you have all your players and staff completed with pictures, you are ready to click on "Player Registration". Please read the information on the first page and then return to the top of the page and click on "Click here to start the process", please read the information on this page and then click on "Continue". Select the first option box "2006 Registration \$0 Deductible". Click on "Next".
5. Make sure that each player and staff has a check mark next to their name and no comments in red except "B/C Required" (B/C = Birth Certificate). If there is a red comment please return to "edit my player/staff" and correct the problem.
6. Make sure the mailing information is correct and select the type of shipping method that you would prefer. Click "Next".
7. The next screen says "Congratulations You have successfully completed the registration process. Click on "Click here for a printable version of your invoice". Review this invoice carefully. Make sure that each person on the team is listed and that amount due for each is \$20.00. If there is something wrong the amount will reflect different. If all is correct, print this invoice and mail along with the amount due, Birth Certificates, Player Applications for each player and Staff Applications for each Staff Member to proper address for your area. If there is anything wrong with the invoice, return to the previous page and click on " **If there are any problems click here to delete and change your request.**
8. If a player leaves your team and **is not indebted** – please delete her from your roster. This needs to be done within a day or so. Give the player their VTD card, a completed release form and her original player application. These will be needed for her to tryout for another team. If the player is indebted to your team, you will have 14 days to file the indebtedness with your JO Commissioner along with documentation supporting that debt.
9. If you need any assistance, please call me at 702-361-7431 or email me at SallyASA@aol.com