



Umpire Registration Information

Listed below, are the steps needed to complete your registration for 2017 with Michigan ASA. This may seem like a lot of steps, but there are not that many. They are just to simplify your registration procedure.

- Go to www.registerusasoftball.com
- Enter your 'Username'.
- Enter your 'Password'.

Note: Please do not create another profile. Send us an E-mail indicating that you need a 'Username' and / or 'Password' reset. We will send you the information. Keep your information for next year or if any of your information changes during the year.

- Press 'Log In'.
- You are now on your 'Home Plate' page.
- In the 'Registration Menu', click on 'Go to My Umpire Page'. This will take you to your 'Personal Information' Page.

Note: Please make sure that all of the information is correct and matches your government issued I.D. An E-mail may only be used by one person. You cannot have the same E-mail address with your spouse, or any other family member. Your E-mail address is tied to you and no one else.

- Under Registration Details:
 - Umpire Group: Select 'Umpire-Umpire'.
 - Umpire league: Select your 'District Number'
 - **Note:** If you do not know your district number, we will insert that information before it is approved.
 - Registration Type: No action needed
 - Registration: Select 'Adult Umpire – Non Photo Card'.
 - **Note:** This will populate the information under the 'Registration Fee Summary'.
 - Under 'Registration Fee Summary', make sure the box is checked.
 - **Note:** Please disregard the note on the bottom of the page.
 - Click Submit.
- The next screen is the payment method. You do not have to have a PayPal account.
- Click 'Pay Now'. The next steps are not part of ASA.

- Your order summary is on the left.
- In the right side and if you have a PayPal account, you will use the top part of the page. If you 'ARE NOT' a PayPal member, click on the 'Pay with a debit or credit card'.
- Enter all of the required fields and follow the remaining steps.
- **DONE!** Michigan ASA will receive your payment and start your background check. Once cleared we will approve your registration.
- Once approved, you will receive your card from ASA
- **Note:** Once approved, Michigan ASA will mail your pack using the United States Postal Service. Packets become available around March 1st annually.

Have a GREAT 2017 softball season.