# 2024 Umpire Self-Registration Guide

### *(Individuals with an existing registration account should begin on Page 6)*

# Introduction

This document contains instructions to assist USA Softball of Massachusetts adult umpires in registering for the 2024 season. Steps include:

A. Creating an account in our registration system (if needed)**,
B. Registering as an umpire with USA Softball,
C. Completing required background check.


## **Individuals with an existing registration account should begin on page 6.


Questions regarding registrations should be directed to:

Ken Dion, USA Softball of MA State Umpire Registrar: kgdion@verizon.net

Registration site: *www.registerusasoftball.com*.

**NOTE**: If you were previously registered with USA as a player or a coach, that account can be used to register as an umpire. **Please do not create new account**.
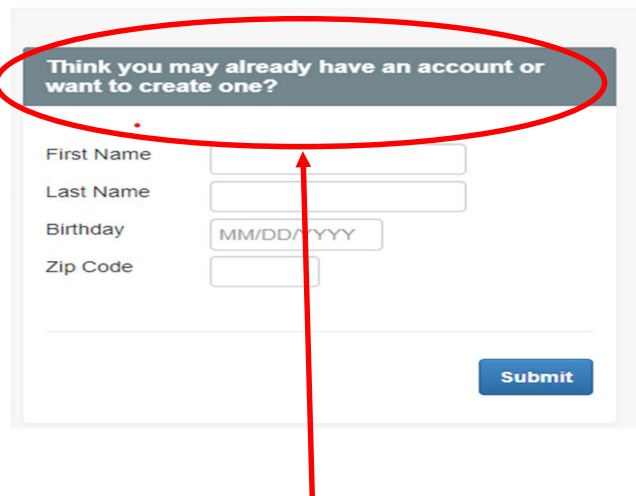
Umpires **new to USA Softball** will need to:

    A.  Create a user account on the system,
    B.  Submit their 2024 umpire registration,
    C.  Submit the registration fee,
    D.  Authorize their background check to be performed,
    E.  Complete SafeSport training (covered in a separate document).

**Requirements for items B-E also apply to returning USA umpires.**

**Note**: **When accessing registerusasoftball.com, a laptop or desktop is recommended. Attempting to register with an IPad or phone will cause issues. Google Chrome or Firefox are the best options.**

# Creating a User Account on Registerusasoftball.com

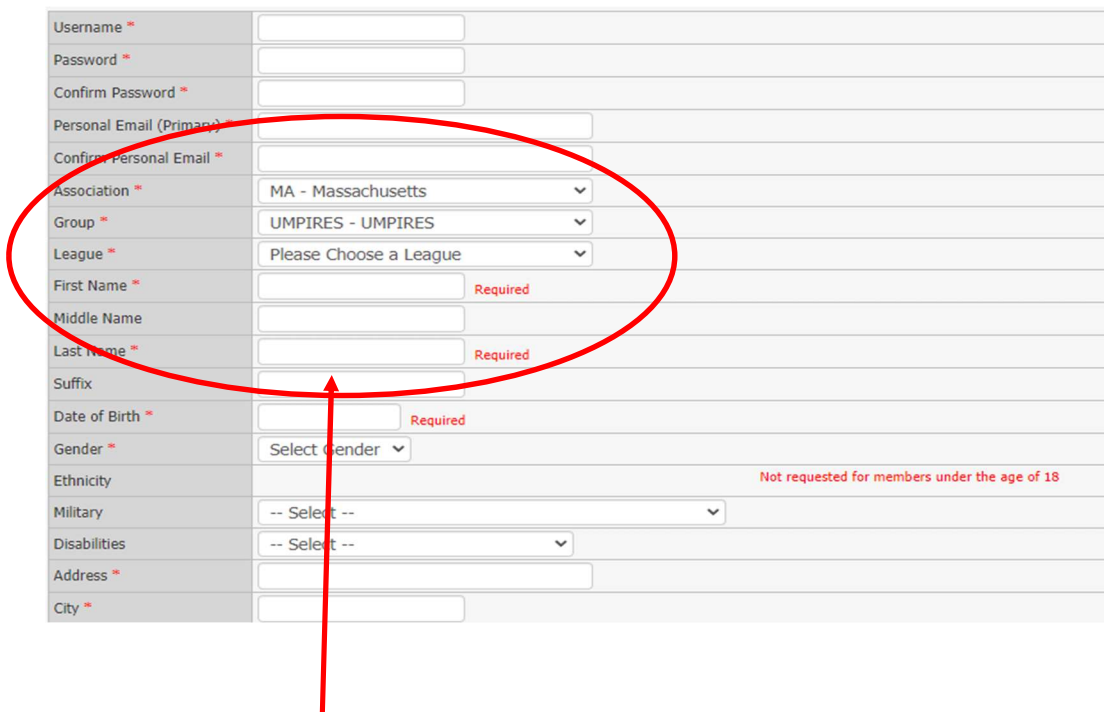**Think you may already have an account or want to create one?**

First Name
Last Name
Birthday          MM/DD/YYYY
Zip Code

**Submit**

## To create an account, enter your information and click on submit.

### Initial Information Screen to Create Account

| | |
|---|---|
| Username * | |
| Password * | |
| Confirm Password * | |
| Personal Email (Primary) * | |
| Confirm Personal Email * | |
| Association * | MA - Massachusetts |
| Group * | UMPIRES - UMPIRES |
| League * | Please Choose a League |
| First Name * | Required |
| Middle Name | |
| Last Name * | Required |
| Suffix | |
| Date of Birth * | Required |
| Gender * | Select Gender |
| Ethnicity | Not requested for members under the age of 18 |
| Military | -- Select -- |
| Disabilities | -- Select -- |
| Address * | |
| City * | |

### Select values from drop down boxes:

- **Association:** Please select "Massachusetts"
- **Group:** Please Select "Umpires-Umpires"
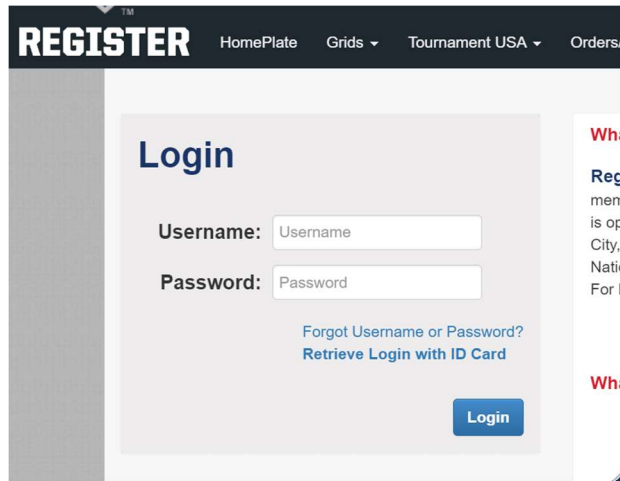- **League:** Select: "USA Softball of Massachusetts Umpire (Unaffiliated)"

# Initial Information Screen to Create Your Account (Continued)

| | |
|---|---|
| Drivers License | |
| Work Email | |
| Confirm Work Email | |
| Phone (Primary) * | |
| Work Phone | |
| Mobile Phone | |
| Fax Phone | |
| Website | |

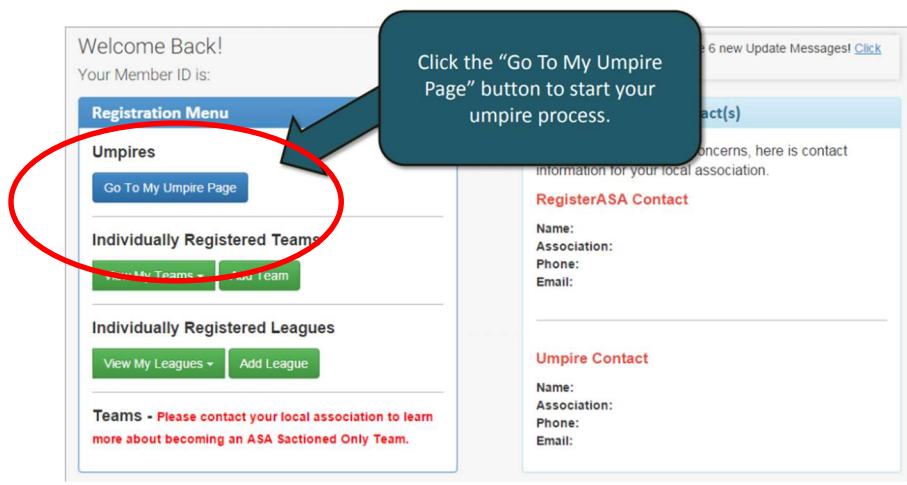| | ❓ Local Admins | ❓ Non-Admin Roles Registrations |
|---|---|---|
| Membership Type | ❓ ☐ Team Administrator *Must be selected to Add Team* | ❓ ☐ Head Coach |
| | ❓ ☐ League Administrator | ❓ ☐ Coach |
| | ❓ ☐ Tournament Director | ❓ ☐ Umpire |
| | | ❓ ☐ Scorekeeper |
| | | ❓ ☐ Board Member |

Submit

**Select "Umpire" and then "Submit" to Create your account**

# Steps to Register as a USA Softball umpire

**Enter Username and Password to log into registerusasoftball.com**



**Registration Process starts with the "My Umpire Page"**

**Click on the First tile to initiate your umpire registration**

Welcome Back!
Your Member ID is:

In your association, it is required for all umpires 18 years of age or older to clear a background check before the registration is approved

Local UIC Contact Information

On the Umpire Registration page, you can click the top tile to submit your registration and payment.

**Click Here to Submit Your Umpire Registration!**

This option will allow you to submit your registration and payment to your local USA Softball Association for approval.

You have not begun your registration process.

**Click Here to Purchase & Start Your Background Check!**

This option will allow you to pay & start your background check with a credit card. (Note: The more information in your profile, the quicker the background check will finish.)

You have not yet started a background check.

**Click Here to Start Your Umpire Exam!**

Before this option is available, your registrations will need to be approved by your Local USA Softball Association.

Your registration is still pending approval. Once your registration has been approved, you will be granted access.

**Click Here to Start or Edit Umpire Resume!**

COMMING SPRING 2018!
Add your years of service, medals, NIF status, Elite status, NUS and more!.

# Key Registration Data Fields (See descriptions below)



Personal Information

On your "Registration Details", you will be able to select details about yourself and choose from your Registration options. Registration options and requirements vary by association so if you have questions here, you will need to contact your Local UIC.

"**Umpire Group**":  It is **critical** that you verify "**Umpires-Umpires**" is selected from the drop-down box.

"**Umpire League**":

- Verify that "**USA Softball of Massachusetts Umpire-Unaffiliated**" is selected.

"**Reg Type**" Select "**Adult**" from the drop-down box.

"**Registration**": Select "**Adult Umpire Reg**" from the drop-down list.

"**Background Check**": **Defaut is:** "**Background check w/Card**" (No other selection is available)

## Before submitting, you must check off the "consent box".

## Click "Submit" to Move to the Next Page

Registration Submission Confirmation

Thank you for submitting your registrations. Please enter your shipping address and payment information for any items that may be shipped to you.

Roster Type: N/A

Ship Method: USPS 1st Class ▼

Recipient Name [                    ]

Ship To: Primary ▼  Add New Address

2801 NE 50th St
Oklahoma City
OK 73013

Special Shipping Instructions [                    ]

**Please note that you must mail in your invoices with payment before approval can be issued by commissioners.**

Submit

Click the "Submit" button.

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**A "Consent" "check box (Not shown here) will also appear at bottom of screen, and must be checked to continue.**

**Credit card payments are preferred payment method. For payments by check, please include your USA Invoice Number on the check and make payable to**

**ASA/USA Softball of MA**

**Mail check to:**

**ASA / USA Softball MA
30 Morton Street
Leominster, MA 01453**

# Credit Card/PayPal Payment Screen

**USA-Massachusetts accepts payments by Credit or Debit Card, or by PayPal.**
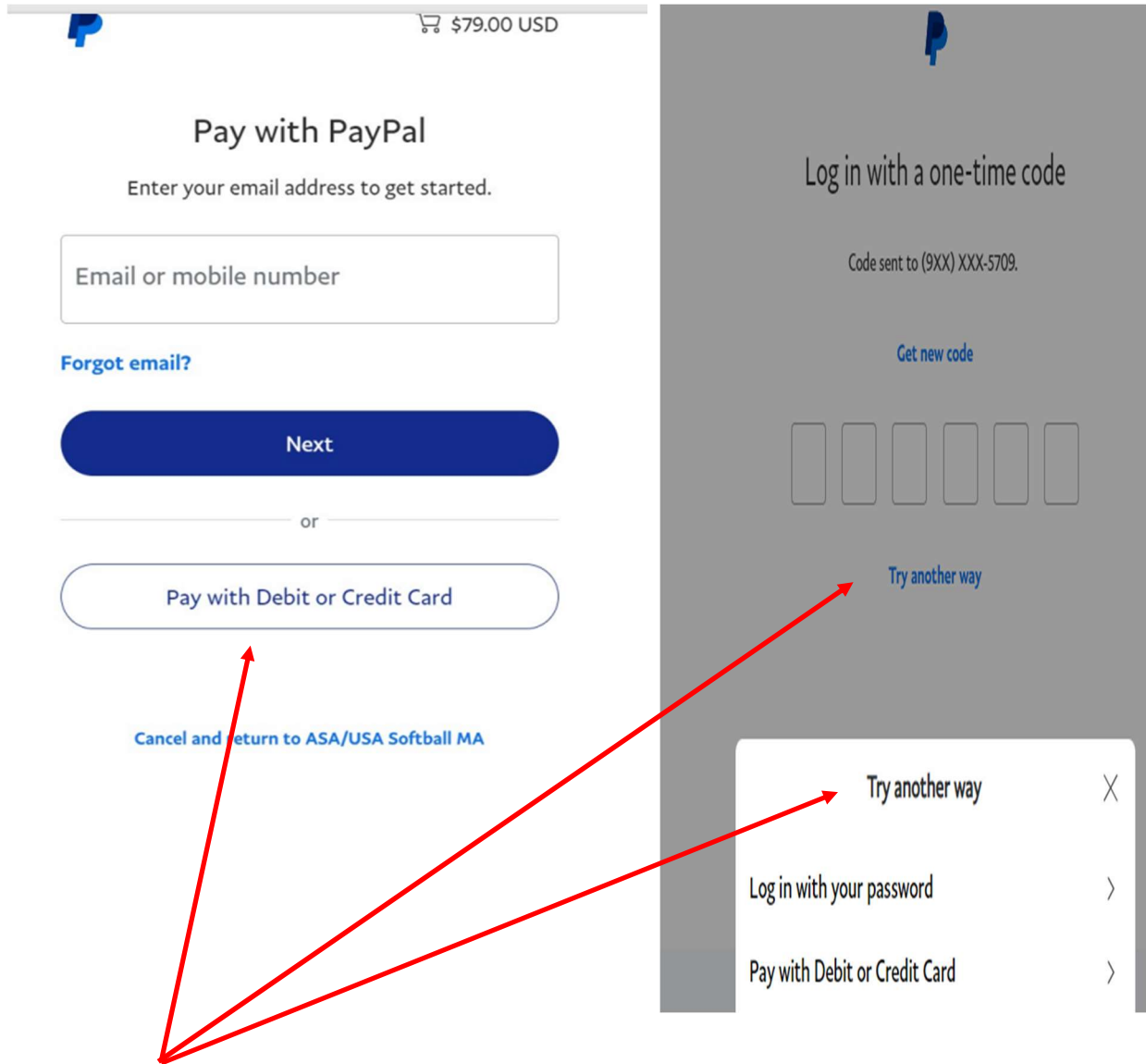
**Please Select the "Pay Now" button <mark>to make your payment by any of these methods</mark>. You will be re-directed to the payment screen for PayPal or Credit/Debit card payments.**

**YOU DO NOT NEED A PAYPAL ACCOUNT TO SUBMIT PAYMENT**
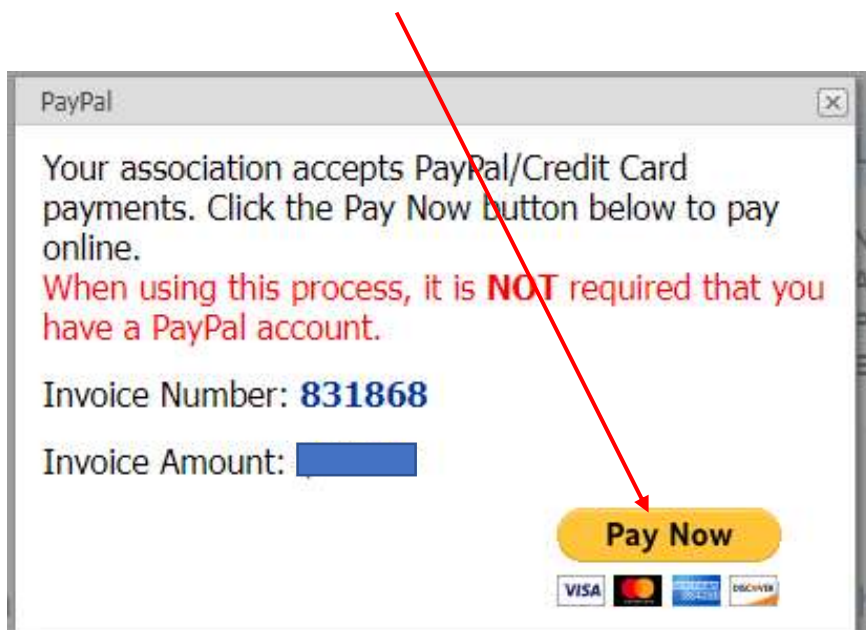


**Invoice Amount for 2024 is $79.00 ($61.00 if you paid for the $18.00 background check independently).**

**Your Payment Screens may be different. Look for options to pay via Credit Card or as a "Guest".** <mark>IF YOU DO NOT SEE THESE SCREENS AND PAYPAL IS THE ONLY OPTION</mark>, **CLICK ON THE "NOT ME" LINK TO BE RE-DIRECTED TO ONE OF THE SCREENS BELOW.**



<mark>Use any of these options to pay via Credit Card</mark>

## Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email to get started.

Enter email

**Continue to Payment**

**Enter your E-Mail (for electronic Receipt purposes) and click on "Continue to Payment"**

## Enter Your Credit Card Information

We don't share your financial details with the merchant.

Country/Region
**United States**

Email

Phone type
**Mobile**

Phone number
**+1**

Card number

MM / YY       CVV

**Billing address**

First name       Last name

Street address

Apt., ste., bldg. (optional)

City

State

ZIP code

☑ Shipping same as billing address

Save info & create your PayPal account

Shop with confidence

Shop millions of merchants

Save big with great deals

By creating an account, you confirm you're at least 18 years old and agree to the **E-sign Consent**, **User Agreement** and **Privacy Statement**.

You'll return to the merchant to complete your purchase.

**Create Account & Pay Now**

**Be sure to unclick the "PayPal Button before continuing.**

**Click here to finalize Credit Card Payment**

Save info & create your PayPal account

By continuing, you confirm you're 18 years or older.

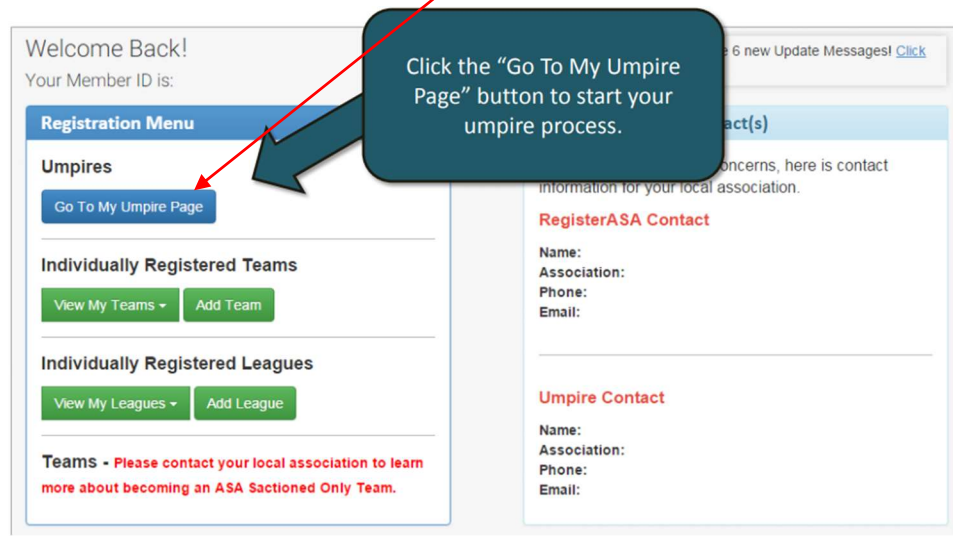You'll return to the merchant to complete your purchase.

**Pay now as guest**

Have a PayPal account? **Log In**

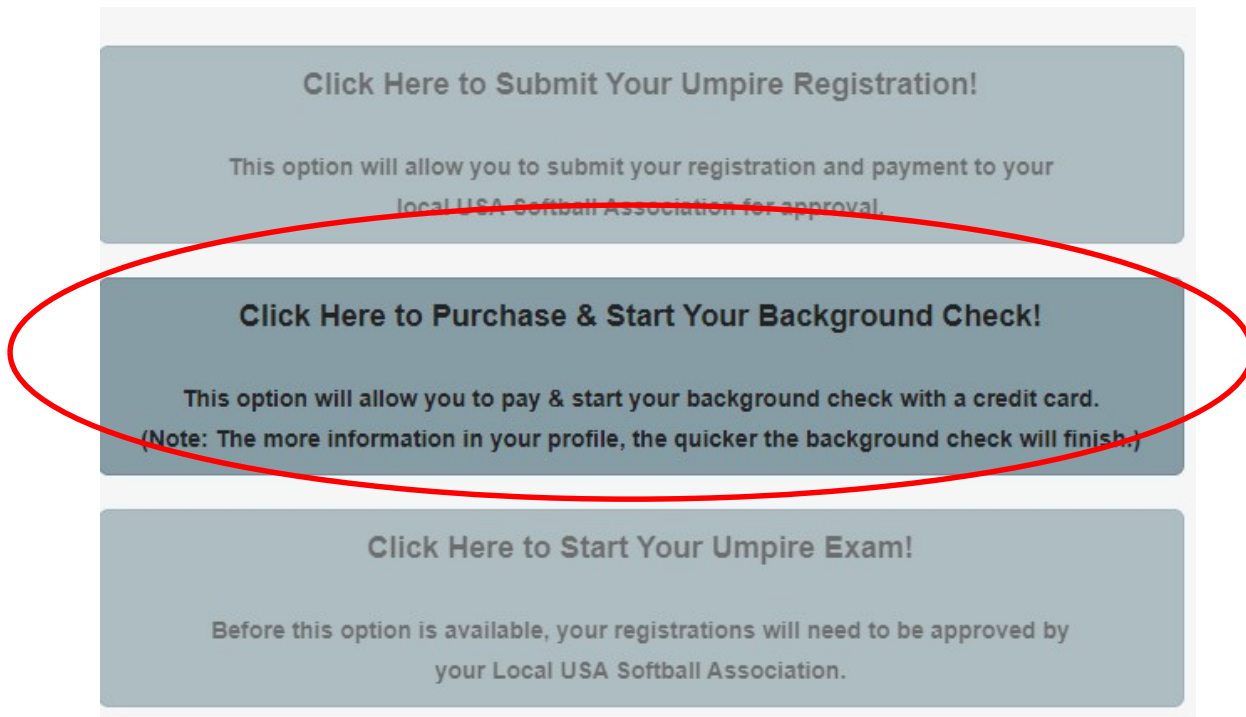**Cancel and return to merchant**

# Background Check Steps

Once Payment is submitted, <mark>you will need to log out, and log back in</mark> to registerusasofftball.com to authorize your background check.

Background check fees are ***included in the invoice payment submitted with your registration***. To initiate your background check, from the main menu of RegisterUSASoftball.com, select: "Go To My Umpire Page".

**Select the second tile**: "**Click Here to Purchase & Start Your Background Check**".

**NOTE**: You will not be charged for the background check in this step if the fee was included in your registration payment.



**You may be prompted to confirm that you want a background check only. All umpires should select "Background Only**

USA Softball <mark>requires</mark> umpires to submit their SSN. Please make sure the information populated in the fields is accurate. Umpires must consent to the background check by clicking on the box noted below and then click on "Submit Payment and Start Background Check" box.

**Please print this page for your records. Information CANNOT be changed after your background check has been started.**

Please verify that the information displayed below is accurate. If any information needs to be corrected prior to starting your background check, please Click Here. Information that will be sent to our background check provider is your complete name, address and date of birth as listed below.

| | | | |
|---|---|---|---|
| Date of Birth: | | Drivers License#: | (Optional) |
| First Name: | | Address1: | |
| Suffix: | | City: | |
| Middle Name: | | State: | |
| Last Name: | | ZIP: | |

**New for the 2022 season: You will now be required to include your social security number with your background check submission.**

- This will help speed up the completion process and reduce the need to supply additional details later.
- Your social security number is sent directly to our background check provider and is not stored on our system.
- This has no association with a credit check and will never reflect on your credit report.

SSN (XXX-XX-XXXX): 

**This option will send a copy of your background check report to the address listed above.**

☐ Residents of Washington, Minnesota, Oklahoma, New York, California, and Maine, if ... Sports, please click the checkbox to the left. For state specific details, please review ...

Enter your Social Security Number (including dashes) and payment information. To consent to your background check, click the checkbox.

| | |
|---|---|
| Amount to Charge: | $14.00 |
| Payment Method: | ⌄ |
| Credit Card Number: | |
| CC Security Code: | (Three digit number on back of card) |
| Card Expiration Month: | ⌄ |
| Card Expiration Year: | ⌄ |
| Terms: | ☑ By checking this box, you agree to the conditions set forth in the USA Softball's Consent Form. Click here to read the full text of the consent form. |

Submit Payment & Start Background Check    Cancel