

**USA**  
**SOFTBALL™**  
of Massachusetts

**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](mailto:kgdion@verizon.net)



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Registration site: [www.registerusasoftball.com](http://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.**

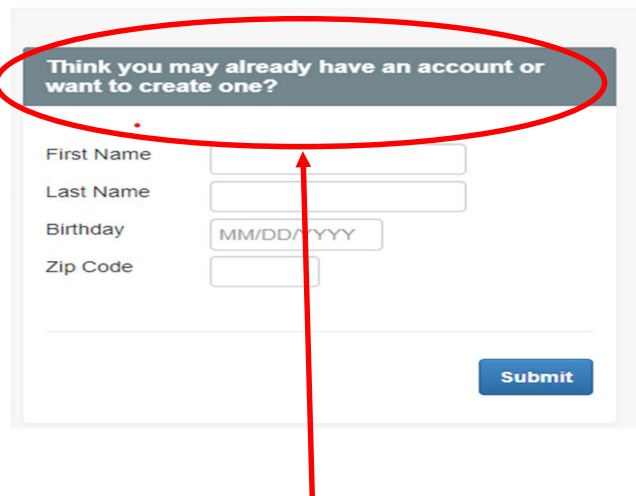
Umpires **new to USA Softball** will need to:

- 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

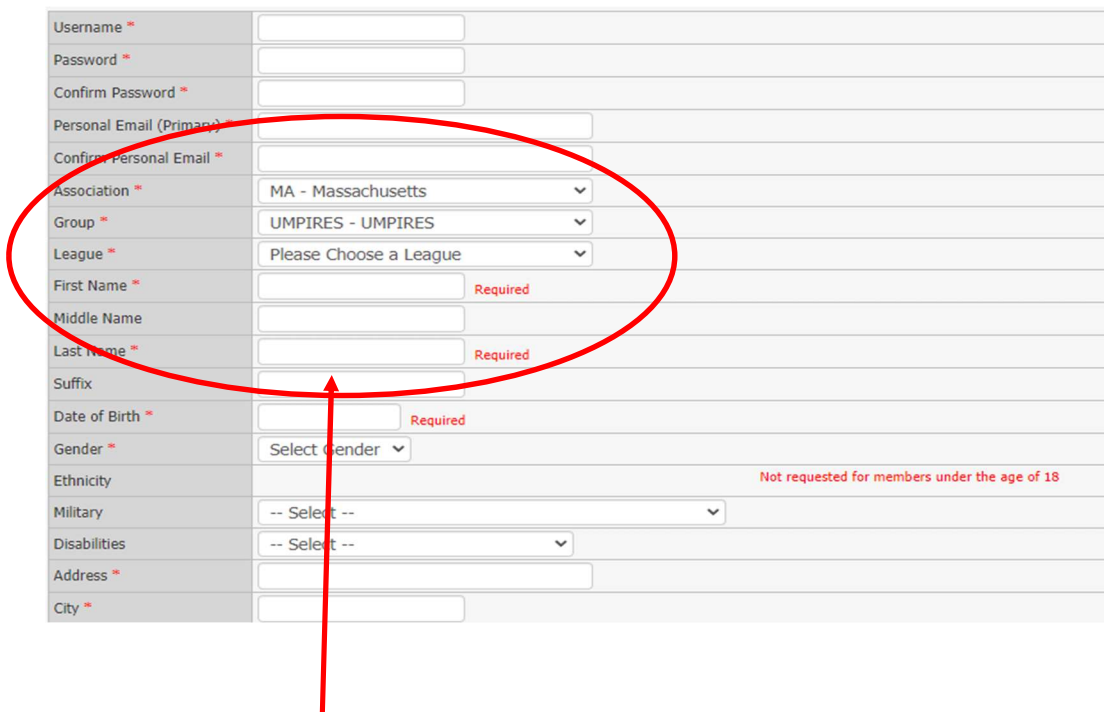
Last Name

Birthday

Zip Code

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

### Initial Information Screen to Create Account



Username *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Personal Email (Primary) *	<input type="text"/>
Confirm Personal Email *	<input type="text"/>
Association *	MA - Massachusetts <input type="button" value="v"/>
Group *	UMPIRES - UMPIRES <input type="button" value="v"/>
League *	Please Choose a League <input type="button" value="v"/>
First Name *	<input type="text"/> Required
Middle Name	<input type="text"/>
Last Name *	<input type="text"/> Required
Suffix	<input type="text"/>
Date of Birth *	<input type="text"/> Required
Gender *	Select Gender <input type="button" value="v"/>
Ethnicity	<input type="text"/> <small>Not requested for members under the age of 18</small>
Military	-- Select -- <input type="button" value="v"/>
Disabilities	-- Select -- <input type="button" value="v"/>
Address *	<input type="text"/>
City *	<input type="text"/>

**Select values from drop down boxes:**

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

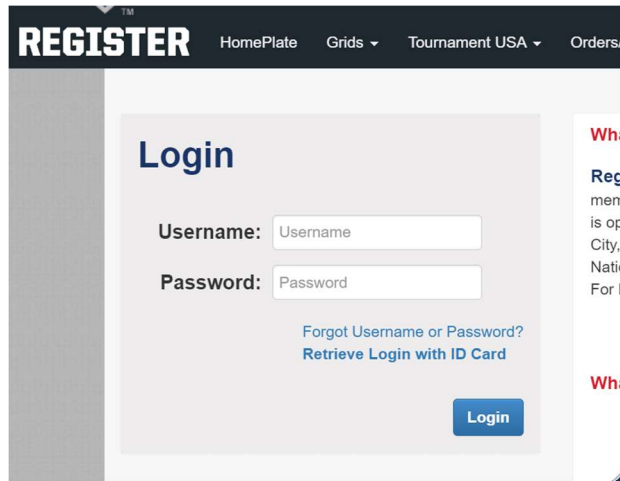
## Initial Information Screen to Create Your Account (Continued)

Drivers License	<input type="text"/>	
Work Email	<input type="text"/>	
Confirm Work Email	<input type="text"/>	
Phone (Primary) *	<input type="text"/>	
Work Phone	<input type="text"/>	
Mobile Phone	<input type="text"/>	
Fax Phone	<input type="text"/>	
Website	<input type="text"/>	
Membership Type	<b>? Local Admins</b>	<b>? Non-Admin Roles Registrations</b>
	? <input type="checkbox"/> Team Administrator *Must be selected to Add Team*	? <input type="checkbox"/> Head Coach
	? <input type="checkbox"/> League Administrator	? <input type="checkbox"/> Coach
	? <input type="checkbox"/> Tournament Director	? <input type="checkbox"/> Umpire
		? <input type="checkbox"/> Scorekeeper
		? <input type="checkbox"/> Board Member

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

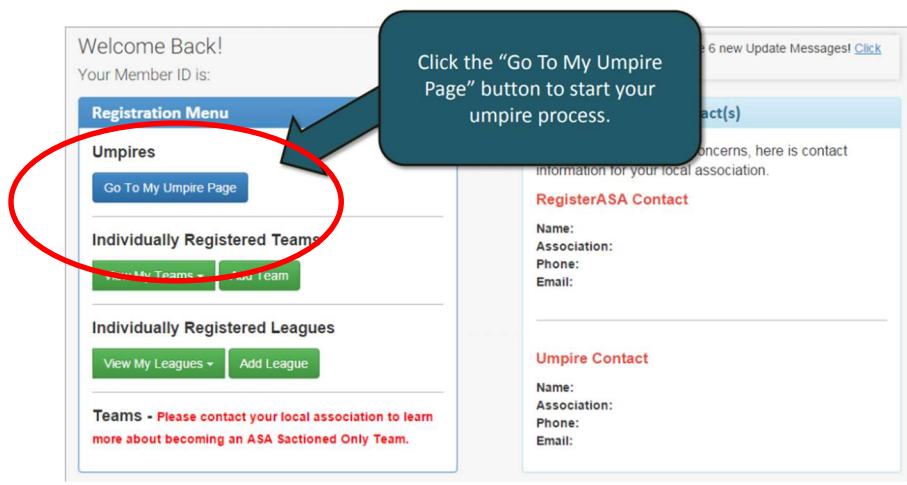
## Steps to Register as a USA Softball umpire

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



The screenshot shows the 'REGISTER' website's login page. The header includes 'REGISTER' and navigation links for 'HomePlate', 'Grids', 'Tournament USA', and 'Orders'. The main content area is titled 'Login' and contains two input fields: 'Username:' and 'Password:'. Below these fields are links for 'Forgot Username or Password?' and 'Retrieve Login with ID Card'. A blue 'Login' button is positioned at the bottom right of the login form. On the right side of the page, there is a sidebar with a 'Who' section and a 'Reg' section.

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



The screenshot displays the 'My Umpire Page' on the Register website. At the top, it says 'Welcome Back!' and 'Your Member ID is:'. Below this is a 'Registration Menu' section with a blue header. Under 'Umpires', the 'Go To My Umpire Page' button is circled in red. A blue callout box with a white arrow points to this button, containing the text: 'Click the "Go To My Umpire Page" button to start your umpire process.' Other sections include 'Individually Registered Teams' with 'My Teams' and 'New Team' buttons, and 'Individually Registered Leagues' with 'View My Leagues' and 'Add League' buttons. A 'Teams' section at the bottom provides instructions to contact a local association. On the right side, there are contact forms for 'RegisterASA Contact' and 'Umpire Contact', each with fields for Name, Association, Phone, and Email.

**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

**USA SOFTBALL UMPIRE**

Local UIC Contact Information

**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.

**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.)

**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.

**Click Here to Start or Edit Umpire Resume!**  
COMING SPRING 2018!  
Add your years of service, medals, NIF status, Elite status, NUS and more!

You have not begun your registration process.

You have not yet started a background check.

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

## Key Registration Data Fields (See descriptions below)

**Personal Information**

First Name: SampleFirst \*  
 Middle Name: Middle  
 Last Name: SampleLast \*  
 Suffix:   
 Birthday: 5/25/1977  
 Address: 2801 NE 50th  
 City: City  
 State: State  
 Zip: 73111  
 Drivers License:   
 Phone: 405-000-0000  
 Email: Sample@softball.org \*  
 Gender: -Select-

**Registration Detail**

**Umpire Group:** --Select-- \*  
**Umpire League:** N/A \*  
**Reg Type:** Adult \* (Adult 18+ or Youth Under 18)  
**Registration:** -- Select a Registration Option -- \*  
**Background Check:** --Select Background Check-- \*

**Registration Fee Summary**

**Registration Fee:**  
**Background Check Fee:**  
**Shipping & Handling:**  
**Total:**

By checking this box, you agree to the conditions set forth in the Amateur Softball Association's Consent Form. [Click here](#) to read the full text of the consent form.

Submit

**“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”:** Default 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.**

Click the "Submit" button.

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:**

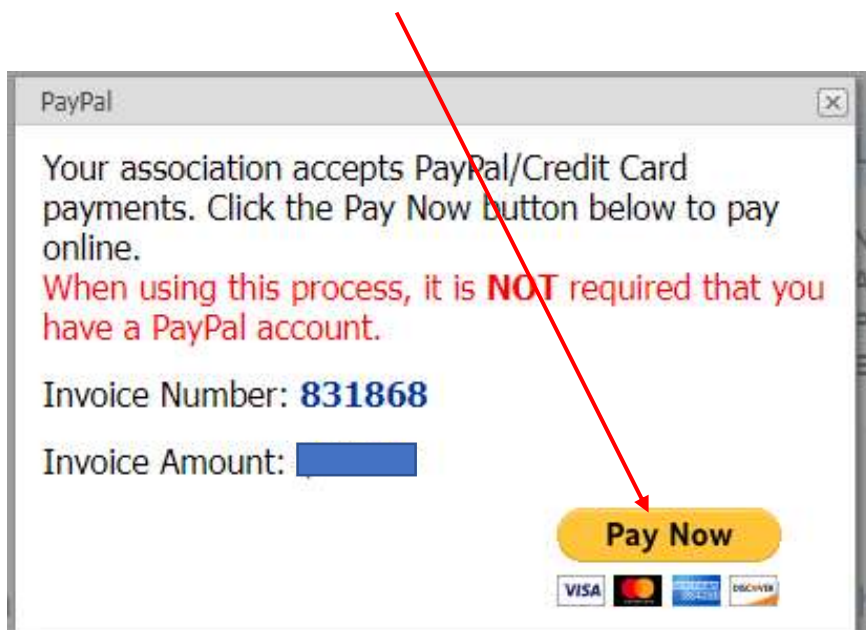
**ASA / USA Softball MA  
30 Morton Street  
Leominster, MA 01453**

## Credit Card/PayPal Payment Screen

USA-Massachusetts accepts payments by Credit or Debit Card, or by PayPal.

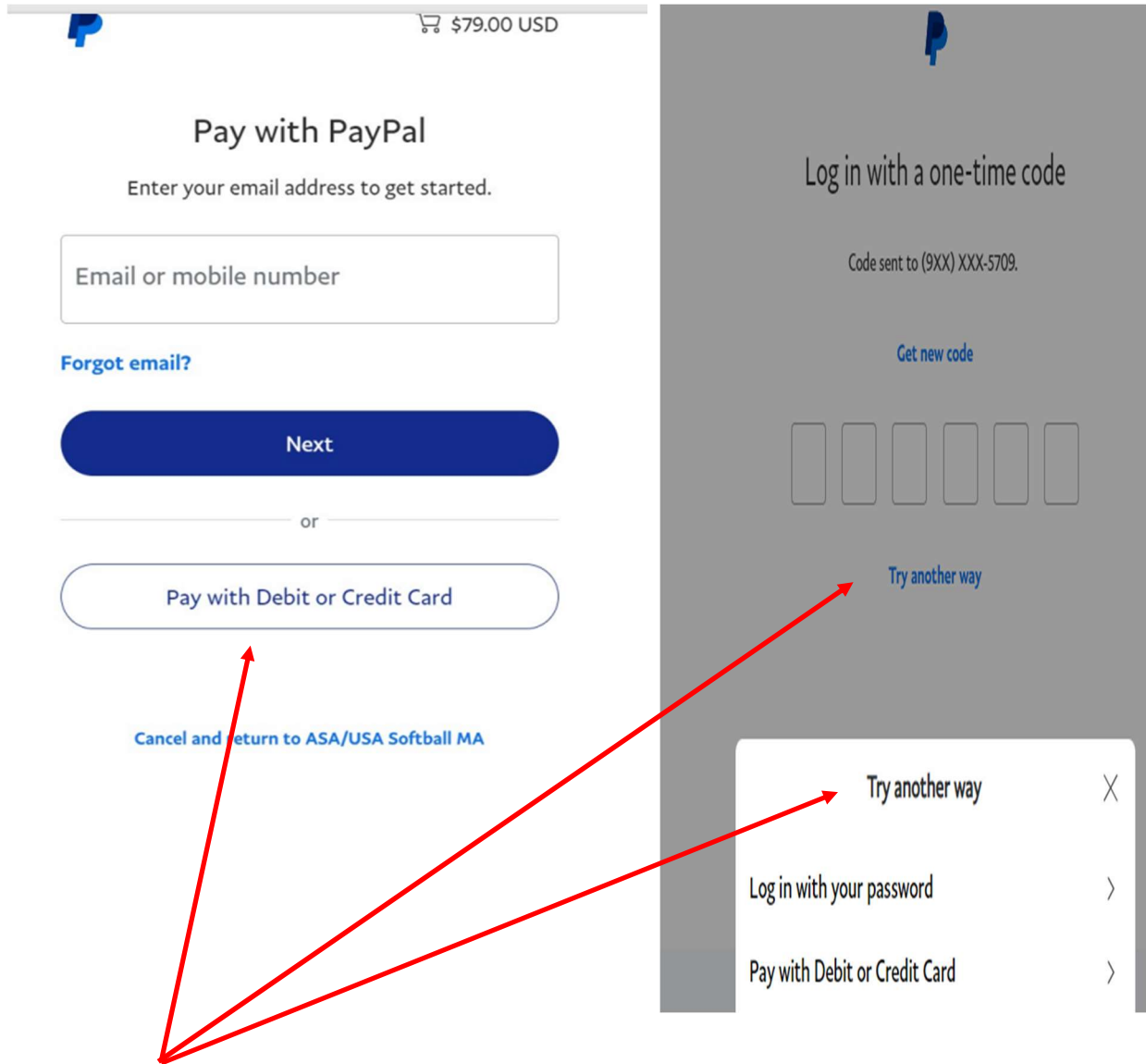
Please Select the “Pay Now” button **to make your payment by any of these methods.** You will be re-directed to the payment screen for PayPal or Credit/Debit card payments.

**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”. **IF YOU DO NOT SEE THESE SCREENS AND PAYPAL IS THE ONLY OPTION, CLICK ON THE “NOT ME” LINK TO BE RE-DIRECTED TO ONE OF THE SCREENS BELOW.**



The image displays two screenshots of the PayPal payment interface. The left screenshot shows the "Pay with PayPal" screen, which includes a field for "Email or mobile number", a "Next" button, and a "Pay with Debit or Credit Card" button. The right screenshot shows the "Log in with a one-time code" screen, which includes a "Code sent to (9XX) XXX-5709", a "Get new code" link, a six-digit code input field, and a "Try another way" link. A dropdown menu is shown below the "Try another way" link, listing "Log in with your password" and "Pay with Debit or Credit Card". Red arrows indicate the flow from the "Pay with Debit or Credit Card" button on the left to the "Try another way" link on the right, and from the "Try another way" link to the dropdown menu options.

**Use any of these options to pay via Credit Card**

## 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.

[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.**

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**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**

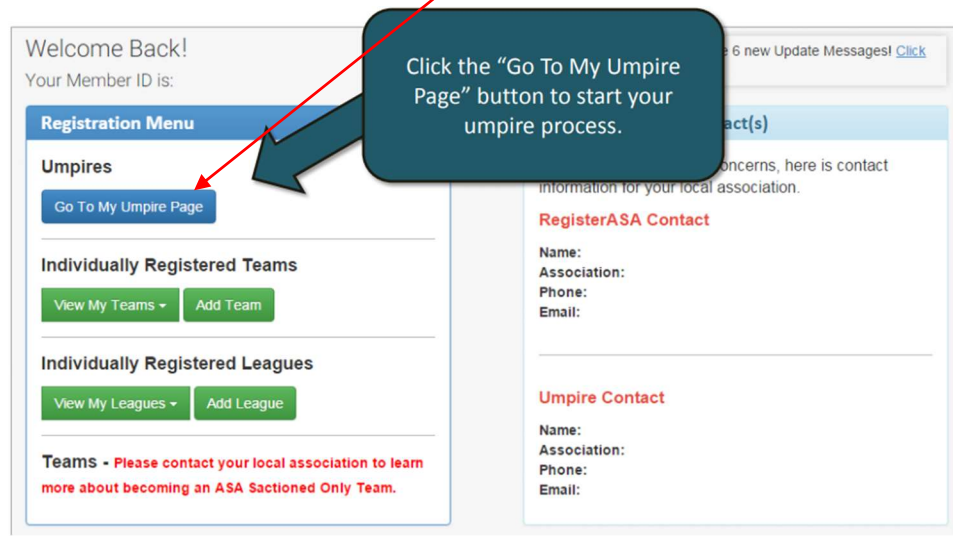
Have a PayPal account? [Log In](#)

[Cancel and return to merchant](#)

## Background Check Steps

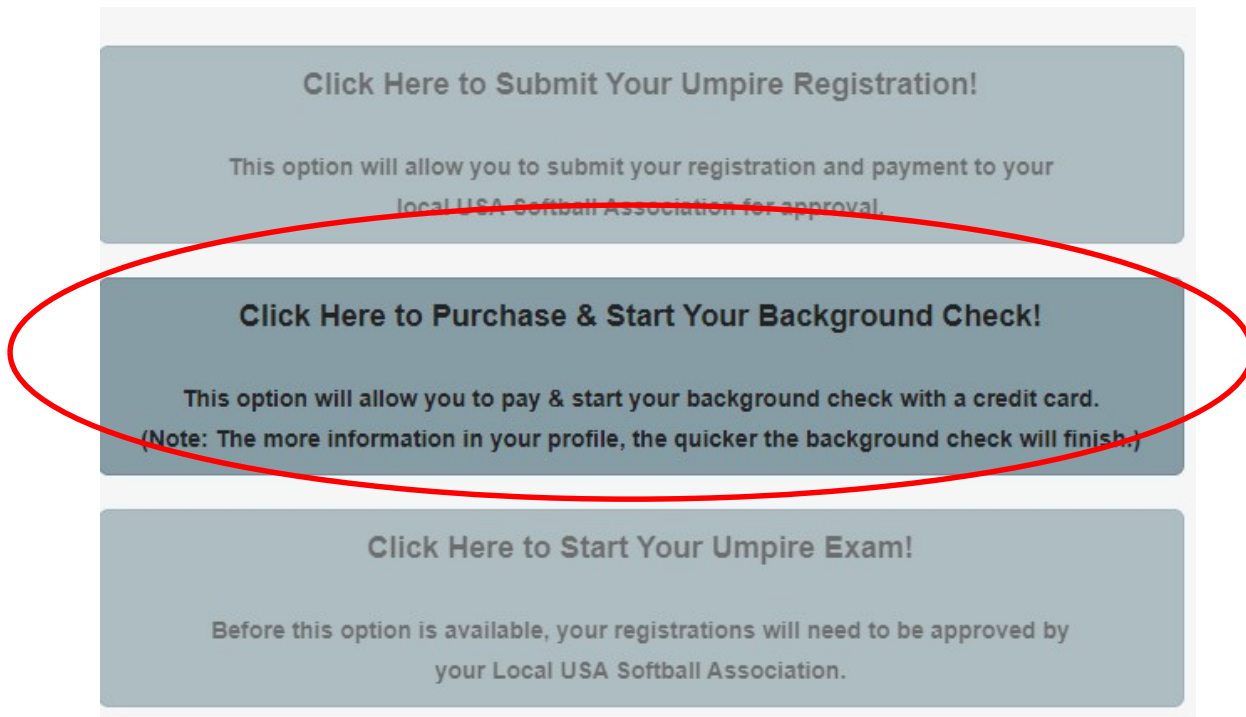
Once Payment is submitted, **you will need to log out, and log back in** to registerusasoftball.com to authorize your background check.

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.



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.

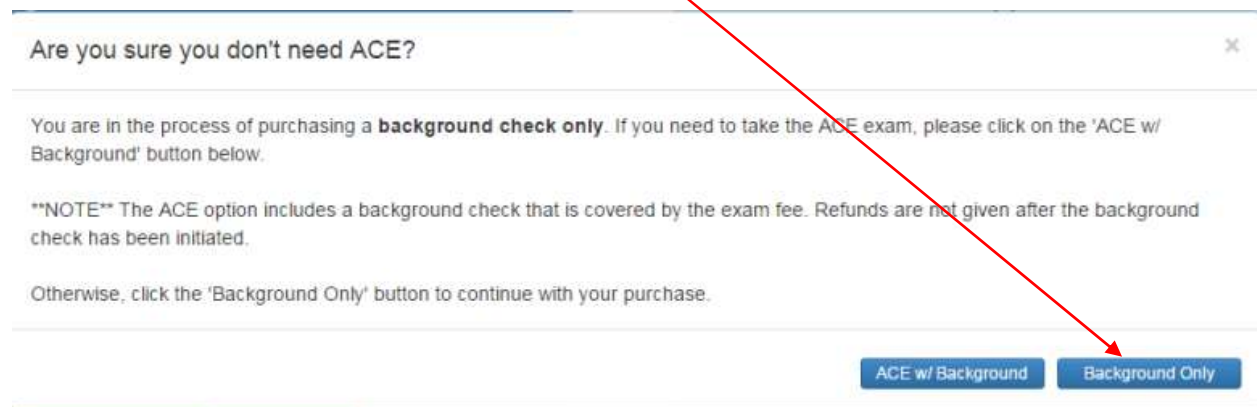
**Click Here to Purchase & Start Your Background Check!**

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.)

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.

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



Are you sure you don't need ACE? ×

You are in the process of purchasing a **background check only**. If you need to take the ACE exam, please click on the 'ACE w/ Background' button below.

**\*\*NOTE\*\*** The ACE option includes a background check that is covered by the exam fee. Refunds are not given after the background check has been initiated.

Otherwise, click the 'Background Only' button to continue with your purchase.

[ACE w/ Background](#) [Background Only](#)



USA Softball **requires** 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#:	<input type="text"/> (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 you live in any of these states and are registered with USA Softball Sports, please click the checkbox to the left. For state specific details, please review the following link: [Link to state specific details](#)

Amount to Charge:	\$14.00
Payment Method:	<input type="text"/>
Credit Card Number:	<input type="text"/>
CC Security Code:	<input type="text"/> (Three digit number on back of card)
Card Expiration Month:	<input type="text"/>
Card Expiration Year:	<input type="text"/>

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.](#)

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