



of Sacramento

USA SOFTBALL of SACRAMENTO YOUTH LEAGUE REGISTRATION WITH INVOICING PROCESS

USASOFTBALLSACRAMENTOREG.COM



USA Softball Local Association Registration Process

Version 1.0

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ABOUT THIS DOCUMENT

This guide is designed to walk league administrators through the new **USA Softball of Sacramento registration process**. It outlines the updated steps, requirements, and key changes to ensure registrations are completed accurately and efficiently. Following this document will help streamline setup, reduce errors, and ensure compliance with USA Softball of Sacramento guidelines for the upcoming season.

HELPFUL REMINDERS

- USA Softball of Southern Sacramento is using TeamSideline to manage the registration and invoicing for our association.
- Background checks and Safesport are managed through RegisterPlay.



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OVERVIEW OF THE FULL REGISTRATION CYCLE

1

League Registration

Families register with your league using your league website.

2

Submit Your League Registration Data to USA Softball of Sacramento

League Registrar will submit all player and coach data to the USA Softball of Sacramento Registration Portal. (TeamSideline)

3

Pay Invoice to USA Softball of Sacramento

League Registrar can either pay the invoice online or submit a check.

4

Background Check & SafeSport Requirements

Coach email addresses are pulled from TeamSideline and submitted to the Compliance Site. (RegisterPlay) Coaches will get an email to start their background check and complete Safesport.

5

USA Softball of Sacramento Registration Complete

Players are complete as soon as an invoice is created and paid. Coaches are complete as soon as they complete their compliance requirements.



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REQUEST LEAGUE ADMIN ACCESS

Request Admin Access:

Before your league can gain access, you must request Admin Status.

- Go to www.usasoftballsacramentoreg.com
- Click the Request League Access in the top right corner
- Fill out the information requested and click Submit
- This request will be sent to USA Softball of Sacramento (Karla) who will need to approve your request.



Request League Access


Please complete this form to request and be granted League Admin access.

Full Name *

Email Address *

District *

League * Make sure to spell out the whole league name, no initials

Verification * 
[Generate New Image](#)

Type the code from the image

* Required Fields



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HOW TO ACCESS THE SYSTEM

Admin Sign In Instructions:

- Once you have approval from Karla —then you can access the system.
- Go to www.usasoftballsacramentoreg.com
- Scroll down to the bottom right hand side of the page, click the Admin Sign In Link.
Note: Do not use the sign-in button on the upper left corner. That is for End-Users and won't give you the access you need.
- Enter your Email and Password and click Sign In



Welcome to Admin Sign In

Email *

Password *

[Forgot your password?](#)

Sign In



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HOW TO USE ADMIN SITE MAP

Admin Site Map

The Admin Site Map includes everything you can access administratively for your league within the USA Softball Registration Portal. Leagues have limited access in the system and additional options may be added over time as needed.

- **Report Exports:** Export a spreadsheet of all registered members.
- **Report Viewer:** Print member passes for your players.
- **Report Dashboard Enrollments:** View a live list of all members uploaded into the registration portal.
- **Report Dashboard Invoices:** Create invoices and view all invoices for your league.
- **Import Data:** Import your players and volunteers into the system.
- **RegisterPlay Compliance:** Link to RegisterPlay for managing Background Checks and Safesport.
Note: At this time USA Softball doesn't allow for an API to connect systems so these are managed separately.

USA Softball SoCal - Registration Portal

Bruce Sheridan
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Admin Site Map [Help ?](#)

Reports

- Report Exports
- Report Viewer
- Report Dashboards
 - Enrollments
 - Invoices

Administration

- Import Data

Admin Site Map

- RegisterPlay Compliance



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TRANSFERRING PLAYERS & VOLUNTEERS INTO THE SYSTEM

Pulling your Data from your League's TeamSideline Site

If League Uses TeamSideline as their Registration Platform:

- In your own league's TeamSideline site— Confirm that all your players and volunteers are properly registered in a current program.
- Go to Reports > Report Exports > Find the USA Softball Player and USA Softball Registration Exports
- By pulling these reports, it puts it in the exact format you need for the import. (Make sure to save as a .csv)

Note: If you want TeamSideline to pull it for you, feel free to open a support ticket with support@teamsideline.com.

Reports > Report Exports > USA Softball Volunteer Registration Export Report

USA Softball Volunteer Registration Export Report

USA Softball Volunteer Registration Export

Program *

Date Range * Select Starts Ends

Enrollment Status * Include Accepted
 Include Canceled
 Include Waitlisted

Output Type * Excel (xlsx)



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IMPORTING PLAYERS & VOLUNTEERS INTO THE SYSTEM

Import Data:

- Admin Site Map > Import Data
- Click the corresponding link for uploading either players or coaches.

Note: There are instructions & sample files available to the right of the import to help understand the required fields.

Upload File:

- Click the Select button to find the file you want to import from your computer.
- Select the Program
- Select the Associated Organization
- Click Next Step

Note: You should only have access to one league. If you have access to more than one league please stop and contact your USA Softball Junior Olympic Commissioner.

Review & Confirm

- If there are no errors, you will get a No Errors Found message and you can click Queue Import to start the import.
- If there are errors found, please correct the errors on your spreadsheet and start again from the top of the page.

Note: If you are getting an Error that the file you have chosen to upload doesn't contain the same number...

[Help Troubleshooting](#)



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USING THE ENROLLMENT DASHBOARD

Review Enrollees:

- Admin Site Map > Reports > Report Dashboards > Enrollment
- Select Program (League Name)
- Select Enrollment Type (All)
- Configure Dashboard with the info you want
- Review the members listed to confirm it is correct before invoicing.
- You can filter to see only members not invoiced if that helps.
- In the bottom right hand corner is the total count.

Reports > Report Dashboards > Enrollments

Enrollments Help ?

Use this page to manage enrollments for a particular program. Click on any column to sort on that column.

[Dashboard Configuration](#)

[Refresh](#)

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Customer Member Id	Name	Enrollment Type	Offering	Date of Birth	Item Cost	Paid	Invoice #	Invoice Item Cost	Invoice Paid
		Player	8u	3/22/2018	\$0.00	\$0.00	INV-89	\$50.00	Y
		Player	12u	10/8/2014	\$0.00	\$0.00	INV-89	\$50.00	Y
		Player	8u	12/8/2016	\$0.00	\$0.00	INV-89	\$50.00	Y
		Player	10u	5/27/2015	\$0.00	\$0.00	INV-89	\$50.00	Y
		Player	8u	8/1/2019	\$0.00	\$0.00	INV-89	\$50.00	Y
		Player	18u	9/29/2006	\$0.00	\$0.00	INV-89	\$50.00	Y
		Player	8u	11/28/2017	\$0.00	\$0.00	INV-89	\$50.00	Y
		Player	18u	2/26/2009	\$0.00	\$0.00	INV-89	\$50.00	Y
		Player	12u	6/26/2014	\$0.00	\$0.00	INV-89	\$50.00	Y
		Player	12u	9/29/2013	\$0.00	\$0.00	INV-89	\$50.00	Y

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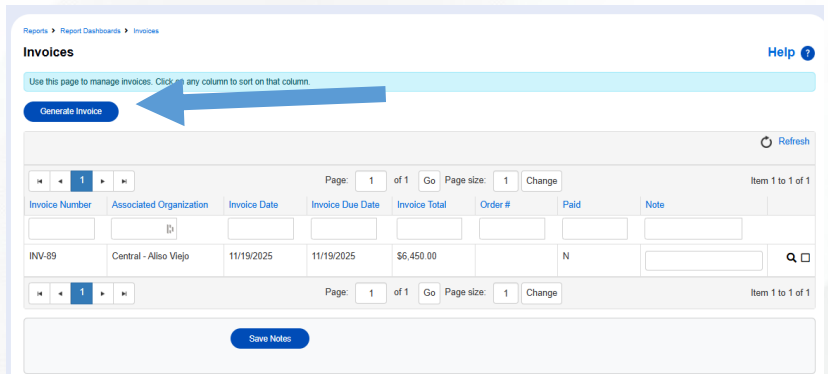
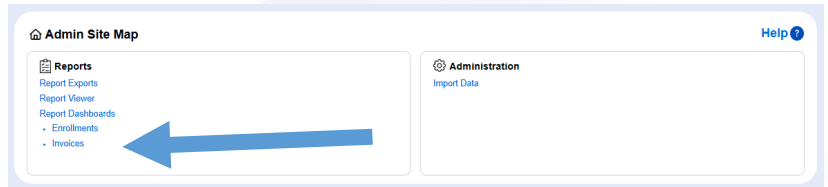
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GENERATING AND REVIEW INVOICES

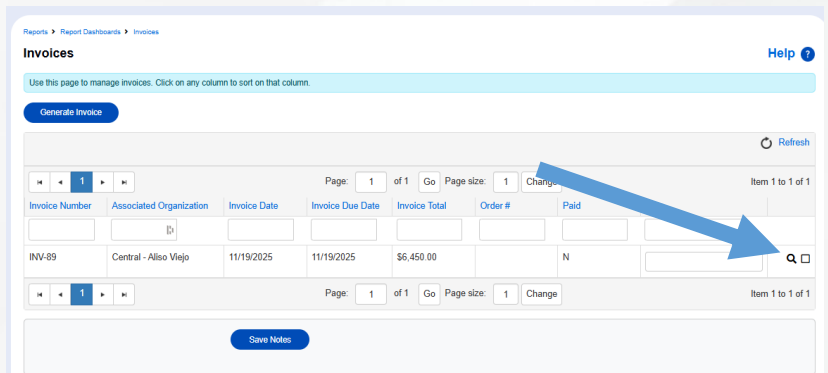
Generate Invoice:

- Click Invoices from your Admin Site Map
- Click Generate Invoice
- Confirm the Associated Organization (League Name) listed is correct.
- Click Process



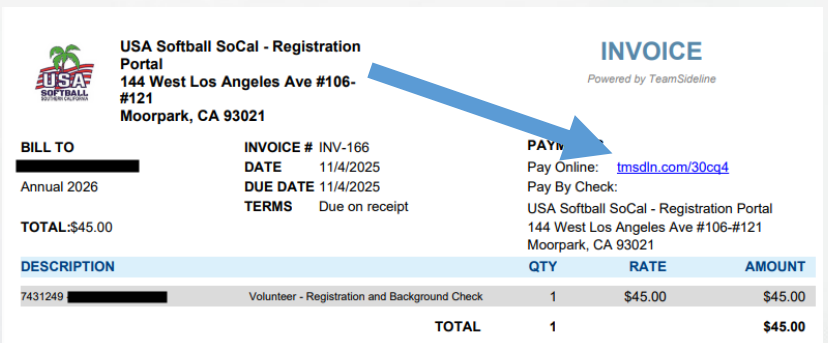
Download Invoice

- Click the spy glass to the right of the invoice to download a PDF of the invoice.



Pay Invoice

- Click the link on the invoice itself to pay via credit card or pay by check using the address listed on the invoice.





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VIEWING MEMBER PASSES (PLAYER REGISTRATION CARDS)

To Pull Up a PDF File With the Entire League:

- Go to Reports > Report Viewer > Member Passes
- Select the Member Pass
- Select the Program
- Click Preview
- Use the toolbar to either export the cards to your desired format or print them.

For Individuals to access digitally in the App

- This will be available during All-Stars



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IMPROVEMENTS COMING NEXT...

At the Local League Administrator Level

- Direct Button to Transfer Data into Registration Portal Site
- Ability to Assign Players & Coaches to Teams for All-Stars
- USA Softball Official Rosters
- Access to Digital Member Passes in TeamSideline App
- Ability to pay invoices with ACH



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QUESTIONS

For questions about the USA Softball of Sacramento Registration process, please contact:

Karla Burket

karla@teamsideline.com

(916) 622-9060

Do not contact TeamSideline directly for questions about the USA Softball Sacramento portal site.

If you are a TeamSideline customer for your league and need assistance with the transfer, or anything related to your individual site, please contact TeamSideline support@teamsideline.com.