

Registering a Team with USSSA

1. Access the USSSA website – www.ussa.org
2. Click on *Log in/Log Out* (black bar above)
3. See steps for RETURNING USERS or NEW USERS below
4. Sport = USSSA Fastpitch

RETURNING USERS -> If you already registered on line before you must use that user ID and passcode. If you have forgotten your user id and/or passcode, click on *Forgot – Lost ID Password* to the left.

You will need the email you used to set up the original user id/passcode
An email will be sent to you directly with the information

NEW USERS -> click on *If you need to create ID click here*

Once you log in you may see other teams you've registered in the past (returning users). **Do not access.** Click on *Register Create Team*.

Enter:

- Registration Season
 - There is only one option to select -> August 1, 2015 – July 31, 2016
 - Team Name
 - Enter your team name in this format : **NCGSL <Town Name>**
Example: **NCGSL West Hartford**
 - Enter the following demographics for your team
 - City
 - State
 - County
 - Registration Type = USSSA \$40
 - Sport and Class:
 - High School = Fast-Pitch Girls 18 & Under B
 - Middle School = Fast-Pitch Girls 15 & Under*
 - 12U = Fast-Pitch Girls 13 & Under*
- *Please ensure you are following the **NCGSL rules** for division eligibility

Click SUBMIT NEW TEAM

You will then be sent to the payment page – this is where you pay the annual \$40/team

Once paid – click *Return to USSSA*

The new team 2016 team you just registered should appear

Next Step: Create your roster

In the "SELECT A TEAM" box – click on the team you just created

In the "SELECT AN ACTION TO TAKE" section click on *Roster Adds & Updates*

Click SUBMIT

Agree to the *USSSA ROSTER MANAGER AFFIDAVIT*

Former Players: Names of players you've rostered in the past will populate in the *FORMER PLAYERS* box (lower right of webpage). You can highlight each of their names and click *Add Player*.

New players are added using the *Add Player* feature

Enter their First & Last Name and Date of Birth

Click ADD PLAYER

You will be prompted to then add an email address (5th entry on the right hand side of the data box)

Click SUBMIT below

IMPORTANT: Rosters will remain open until July 15th to add players.

Any further questions, please email DeAnna Adams at DeAnna@TeamXTREME-softball.com