

Step by Step Instructions to Register Your Team For LYSA League Play and Create your Team Roster

Log in to your existing account or if you are new to LYSA, create a new account.

Under "My Account", click on "Place Order".

Under "Enrollee" select the coaches or team managers' name from the drop down.

Under "Enrollment Type" select "General".

Under "Program" select "20XX SUMMER LEAGUE". *You may need to scroll up to find this program.*

Under "Offering" select your team's age division

Click on "Add Enrollment"

At this time you can choose to add more enrollments such as registering for LYSA Tournaments.

If the item(s) in your cart are correct, Click on "Proceed to Checkout".

Enter the "Team Name". *Make sure the name clearly identifies your team from other teams from the same organization.*

Make sure your team is ASA Registered and click on the "ASA Registered ???" box to indicate such.

Enter clearly any special requests or scheduling conflicts that our scheduler needs to be aware of.

If your team is buying out of their Concession Commitment, check the "Concession Commitment Buyout" box and \$350 will be added to your cart. If your team plans on honoring their commitment, leave this box unchecked.

Choose how you wish to handle your Concession Deposit. You can add this on to your registration by checking the "Concession Deposit Pay With Registration" box and \$500 will be added to your cart. Or, you can click on the "Concession Deposit Mail Check" box and then mail your deposit check to LYSA. Read the Concession Commitment Options Section for more detailed information on these choices. Your team will not be scheduled unless your team selects the concession commitment buyout or pays the Concession Deposit on-line or we have received the Concession Deposit check.

As all teams participating in LYSA League Play is required to have a representative member of the LYSA General Membership, you will automatically be enrolled as the "LYSA Annual General Membership" box is "pre-clicked" for you and \$25 will automatically be added to your cart with this registration.

Read through the "CONCESSION COMMITMENT OPTIONS" section and click on the "Agreement" box below it.

Read through the "LYSA GENERAL MEMBERSHIP REQUIREMENT" section and click on the "Agreement" box below it.

Read through the "DORIS BAIR SOFTBALL COMPLEX RULES AND POLICIES" section and click on the "Agreement" box below it.

Read through the "LYSA CODE OF CONDUCT" section and click on the "Agreement" box below it.

Read through the "LYSA LEAGUE RULES" section and click on the "Agreement" box below it.

Read through the "LEAGUE REGISTRATION REFUND POLICY" section and click on the "Agreement" box below it.

Once you have read and agreed to all of these sections, click on the "DONE" box. If you missed anything, a red box will display to remind you what to go back and complete.

Review your "Billing Information", enter your "Payment Information", review the items in your cart, read the "Order Terms and Conditions", then click on the "Agreement" box below it.

Click on "Place Order" to finish the process.

You will see your "Order Confirmation" and an e-mail confirmation" will be sent to you.

YOU ARE NOT FINISHED YET!!!

Now you must create your team roster. Your team will not be scheduled until your team roster is completed.

On the top tool bar, click on "Manage Rosters".

Click on the "Add to Roster" button.

Enter the "First Name" and the "Last Name" of the first player on your team.

Select "Player" for the "Roll".

Enter the e-mail address of the Parent or Guardian who will represent this player.

Click on the "Add" button.

Scroll down and you will see that the players name has been added below your name.

Repeat the process and add the second player's name.

Continue this until you have all of your players entered. You will have to enter a minimum of 9 players

As you enter each name, an e-mail is sent to the parent/guardian with an explanation of why they are receiving the message and some instructions to complete their child's registration process. They will basically be required to read and agree to the DORIS BAIR SOFTBALL COMPLEX RULES & POLICIES, the LYSA CODE OF CONDUCT, the LYSA LEAGUE RULES and a PARENTAL CONSENT FORM.

Once the parent/guardian has completed and submitted this, your roster will be updated to indicate that this player is "Enrolled". In this way, you can monitor which players have yet to complete this process.

You can check on the status of this by logging on to your account, and clicking on your team's name under "Manager Rosters".

When all of your players have completed their enrollment, you will be allowed to click on the "Submit" button to submit your roster to LYSA.

Up until June 1st, you will be allowed to add additional players to your roster, simply by opening your team's roster and adding the player as you did when you originally set up your team roster. The new player's parent/guardian will receive the enrollment e-mail message and once they complete it, you will be able to re-submit your roster to add this player to your roster. On June 1st, per league rules, the roster will be locked and you will not be able to add additional players. If after June 1st, there is a need to add a player due to an injury, a request can be made to LYSA and we can add a player to your roster.