

USA SOFTBALL

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# HOW TO RE-ORDER TEAM ID CARDS



# Access the Team Page from your Homeplate Page

Background Check | ACE Education | Registration Status | **My Teams**

**My Teams**  2018 Year  2017 Year  2016 Year

Select All | Unselect All | Select all on the page | Unselect all on the page | Export To Pdf | Export To Excel | Refresh Grid

Drag a column header here to group by that column

	#	Team Name	Status	Status Date	Mbr Count	Issues	Roster	Insurance	Classification	Group/League
<input type="checkbox"/>		Tulsa Eagles Black	Approved	10/5/2017	11	No	<a href="#">Print</a>	<a href="#">Print</a>	Girls Class A Fast Pitch 16/Under	JO (Youth) / T Softball Federa

◀

⊕ Create Filter



From your team page, access the first drop-down menu and select the option “Card Reprint Order (Approved Members).” Once you have selected the correct item, click the green button that says “Go”

*Click Go to initiate your selection.*

*Click Open to view.*

--Team Actions--

Go

--Printable Docu

--Team Actions--

Card Reprint Order (Approved Members)

Remove Selected

Request Additional Insured

View PayPal Avail Invoices

Drag a column header here to group by that column

#	Photo	PersonID	Name	Role
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*Click Go to initiate your selection.*

Card Reprint Order (Apprc

Go

Team Members

Information

Poss



## Card Reprint Process for Tulsa Eagles Black (163065)

Instructions

Individual Reg Card Re-Order



**Card Re-Print Process Summarized : Please Print this Section to Use During the Process**

**All orders are shipped from Oklahoma City, OK. Please allow at least 10 business days for your package to arrive.**

**Only members that are currently on your team and/or league in an approved status will be available to you for the card re-print process.**

Once you have printed the instructions, click the 'Individual Reg Card Re-Order' tab above and enter information such as the first name, last name or Member ID in the pre-filter to find your members. The members shown in the grid are limited to those that were on the team or league you entered the Card Reprint Process from. After entering information in the pre-filter, click Load Grid to see the members you can reprint.

In the grid below the Pre-Filter, select the members needing a reprint by clicking the box to the left of the Member #. The line should turn gray for the members you have selected.

Click the "Submit Order" button to create your order. Write down your order number(s), as you will need them later.

Once the order is submitted, click the Open Order button to view and print your order.

Your payment options will be displayed next to the Submit Order button

If credit card payment is offered or required, go to the orders page to finalize and submit credit card payment.

[Click Here](#) or you can click on the Orders/Invoices link in the black bar at the top of the page. Locate your order, click the box to the left of the order number and click the Finalize Order w/Credit Card button to enter your credit card information.

If invoice payment is offered or required you can print your order and mail it in with your payment. Your local association will review your order and finalize it so the cards can be printed. **NOTE: Payment by check will delay your order as this requires manual processing.**

Cards will be printed within two business days after the order has been marked paid.

You can check the status of your order by returning to the [Orders](#) page. Filter by using your order number. Once filtered you will be able to expand the record to view details about your order.

**The next screen gives instructions on how to place Reprint Orders.**

**Select the tab that says "Individual Reg Card Re-Order"**



# Select the blue “Load Grid” button

## Card Reprint Process for Tulsa Eagles Black (163065)

Instructions

Individual Reg Card Re-Order

### Pre-Filter

Person ID

First Name

Last Name

DOB

Association

-- Select an Association --

Load Grid

Clear Filters

All grid results will be affected by the Pre-Filter applied.



Pre-Filter

All grid results will be affected by the Pre-Filter applied.

Card reprints can be paid by credit card **or** invoice.  
 Credit card will be the most efficient way to proceed.

Drag a column header here to group by that column

#	Member ID	First Name	Last Name	Birthdate	Reprint Fee	Item To Reprint	Association Name	Group Name	
<input checked="" type="checkbox"/>						JO Individual Player - \$250, Photo Card (2 Cards)	OK - Oklahoma	JO (Youth)	
<input type="checkbox"/>						JO Individual Player - \$250, Photo Card (2 Cards)	OK - Oklahoma	JO (Youth)	
<input checked="" type="checkbox"/>						JO Individual Player - \$250, Photo Card (2 Cards)	OK - Oklahoma	JO (Youth)	
<input checked="" type="checkbox"/>						JO Individual Player - \$250, Photo Card (2 Cards)	OK - Oklahoma	JO (Youth)	
<input type="checkbox"/>						JO Individual Player - \$250, Photo Card (2 Cards)	OK - Oklahoma	JO (Youth)	
<input type="checkbox"/>						JO Individual Non-Player - \$250, Photo Card	OK - Oklahoma	JO (Youth)	
<input type="checkbox"/>						JO Individual Non-Player - \$250, Photo Card	OK - Oklahoma	JO (Youth)	
<input type="checkbox"/>						JO Individual Player - \$250, Photo Card (2 Cards)	OK - Oklahoma	JO (Youth)	
<input type="checkbox"/>						JO Individual Player - \$250, Photo Card (2 Cards)	OK - Oklahoma	JO (Youth)	
<input type="checkbox"/>						JO Individual Player - \$250, Photo Card (2 Cards)	OK - Oklahoma	JO (Youth)	

Select the blue "Load Grid" Button to load all approved Members



## Pre-Filter

Person ID

First Name

Last Name

DOB

Association

Load Grid

Clear Filters

All grid results will be affected by the Pre-Filter applied.

Submit Order

Card reprints can be paid by credit card or invoice.  
Credit card will be the most efficient way to proceed.

Select All

Unselect All

Select all on the page

Unselect all on the page

Export To Pdf

Export To Excel

Drag a column header here to group by that column

#	Member ID	First Name	Last Name	Birthday	Reprint Fee	Item To Reprint	Association Name	Group Name
<input checked="" type="checkbox"/>						JO Individual Player - \$250, Photo Card (2 Cards)	OK - Oklahoma	JO (Youth)
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<input type="checkbox"/>						JO Individual Player - \$250, Photo Card (2 Cards)	OK - Oklahoma	JO (Youth)
<input type="checkbox"/>						JO Individual Player - \$250, Photo Card (2 Cards)	OK - Oklahoma	JO (Youth)

Select the members that  
need new cards





Pre-Filter

Person ID  First Name  Last Name  DOB  Association

All grid results will be affected by the Pre-Filter applied.



can be paid by credit card or invoice.  
be the most efficient way to proceed.

Drag a column header here to group by that column

#	Member ID	First Name	Last Name	Birthday	Reprint Fee	Item To Reprint	Association Name	Group Name
<input checked="" type="checkbox"/>						JO Individual Player - \$250, Photo Card (2 Cards)	OK - Oklahoma	JO (Youth)
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<input type="checkbox"/>						JO Individual Player - \$250, Photo Card (2 Cards)	OK - Oklahoma	JO (Youth)

Once you have selected all members that need to re-order cards, click the blue button that says "Submit Order"

Upon selecting the "Submit Order" button, you can then follow the remaining prompts on your screen to submit payment and finalize your order.





# Common Issues when opening printable documents:

Please note that only the Team Administrator has access to the team page and access to submit ID card reprints. If you are not the listed team administrator for the team, you will not have access to submit an ID card reprint order.



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