



RegisterUSASoftball.com NON PHOTO UPGRADE PROCESS *for Teams*

This document assumes the user has a basic working understanding of RegisterUSASoftball.com, how to create a team, etc. Please refer to other "How To" documents on RegisterUSASoftball.com for instructions on those processes.

REGISTER

Please submit a help ticket on RegisterUSASoftball.com or contact your state/metro association with questions that aren't answered after reading this document. Use this link for state/metro contact information: <https://www.teamusa.org/USA-Softball/About/Contact-Us/Association-Search>.

- 1) If you previously built a team on RegisterUSASoftball.com that is only comprised of members with non-photo IDs you can use the existing team for your photo upgrade. If you have not built the team on RegisterUSASoftball.com, create a new Non-Photo Team. *NOTE: References to "Non-Photo" refer to the Registration Option selected on the information tab of the team page.* The screen shot shown below is a sample of where you'll find the team's status at the top of the team page.

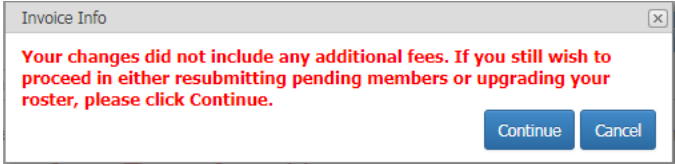


- 2) After creating or modifying your Non-Photo Team, you should add any members that are also registered with non-photo IDs. At this time DO NOT INCLUDE the following members; they will be added in step 8.
 - a) DO NOT include members that have not been previously approved/registered.
 - b) DO NOT include members that already have a photo ID.

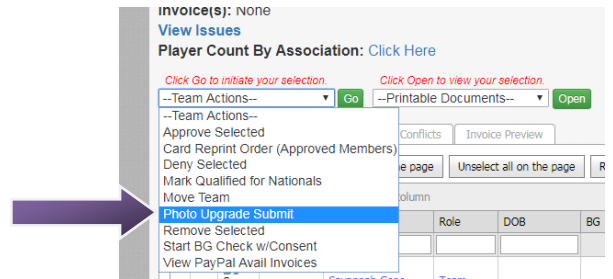
- 3) Open every profile to verify that all your team's members have headshot photos attached. **Do not skip this step or you may end up with ID cards that do not have photos.** The photos should be similar to a driver's license or passport photo; from the top of the shoulders to the top of the head, showing the entire face. **IMPORTANT: Do not proceed until all members needing a photo upgrade are on your team grid and have a photo attached to their profile.**



- 4) Generate an invoice preview if the status column of the grid shows any members are in pending status.
 - a) If the system shows someone with a registration fee on the invoice preview please refer to step 2 above that indicates who should NOT be on the team at this time.
 - b) If the system indicates there are:
 - i) No additional fees (you will see a screen like the one shown here), click "Continue" and go to step 5.
 - ii) Only non-registration fees (such as a background check fee, etc.) on the invoice preview will allow you to continue with this process. Create the invoice and send it with payment and any other required documents to the address at the top of the invoice.



- At this point, you should find a “Photo Upgrade & Submit” option in the “Team Actions” dropdown. If not, please review the steps above before submitting a help ticket or contacting your state/metro association.



NOTE: The Photo Upgrade & Submit button does not appear until after April 1 when the state/metro association activates the photo upgrade process. Please send in a help ticket or notify your state metro association if your team is in approved status, with a non-photo fee and does not have the button on your team page.

- Once Photo Upgrade Submit is selected, click “Go”. A page titled “Upgrade Team” should appear, as shown in the screen shot to the right. This is your last chance to change the team’s classification. After making sure all the information on this page is correct, click the Upgrade button.
- A photo upgrade invoice will be generated. Open and print the invoice. All photo upgrades fees should be charged on your invoice. Check your invoice for any problems and notify your state/metro association ASAP if there are problems.

- Add any other players, coaches or other members to the team. Additional members will either be new registrations for the current season, or they will be members that have previously been registered and already have a photo ID.
- If additional members have been added, click the Generate Invoice Preview button and proceed until you get the team into submitted status. The team’s status can be found in the upper right corner of the team page to the right of the team name.

Somerset Senior Girls Softball League Submitted 
Team ID: 66554

- Send your invoice(s) with payment and any other required documents to the address shown in the upper right corner of the invoice.
- Once the state/metro association processes your invoice(s) your members will return to approved status and the appropriate roster will be available to be printed from your team page or the MY TEAMS grid on your home plate. As they are approved, registration cards will be shipped to the team admin for all members that paid for a new registration or a non-photo card upgrade.