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## NCSA PLAYER REGISTRATION INSTRUCTIONS

The NCSA Player Registration process is the online tool developed by CollClubSports by which players enter themselves in to the NCSA system and thus begin the process of becoming cleared to be eligible to compete in NCSA-sanctioned games. Once a player completes the registration process they move in to a holding “Registration Queue”. Once the team submits an Academic Eligibility Letter, players that are deemed eligible will be moved from the “Registration Queue” to the team’s official “Roster” and then will appear on the NCSA website as a player for that specific team. Only when this happens is a player deemed eligible to compete in NCSA-sanctioned games. Additionally, once the player is added to the official roster the stats for that player will be able to be tracked through the NCSA website and the player will become eligible to win awards such as Player/Pitcher of the Week and All-American honors.

### IMPORTANT NOTES:

- 1) During the registration process, players will be asked for information such as a picture, biography, jersey number, and position. If they don’t have this available, that is okay, they can log back in to the player registration system any time after completing the process and add/edit these portions of their player profile.
- 2) It is important that players take their time as they complete the player registration, much of the information they will be asked is sensitive to determining their eligibility to compete in the NCSA and some of the information cannot be changed once they initially enter it. That said, we stress that players read through the process thoroughly and enter all information **accurately**.
- 3) Players who registered through the player registration system in a previous season will be recognized by the system and will auto populate many of the fields. It is important that they make sure this information is still accurate and update it as necessary.
- 4) **We have experienced some school email servers blocking our emails to school issued email addresses. We recommend using a personal email such as Gmail, Yahoo or Hotmail so that your account confirmation reaches you.**

Here are the steps to begin the player registration process:

**STEP 1:** Contact your team president and/or head coach and ask him/her what your player registration “Team Code” is. If they are unsure what you’re referring to, tell them that when they log into the NCSA website with their Team Manager credentials it can be found by clicking on the Team Setting option under the blue gear in the top right corner. Once you have the “Team Code” move on to step 2.

STEP 2: Go to <https://div2.clubsoftball.org/>

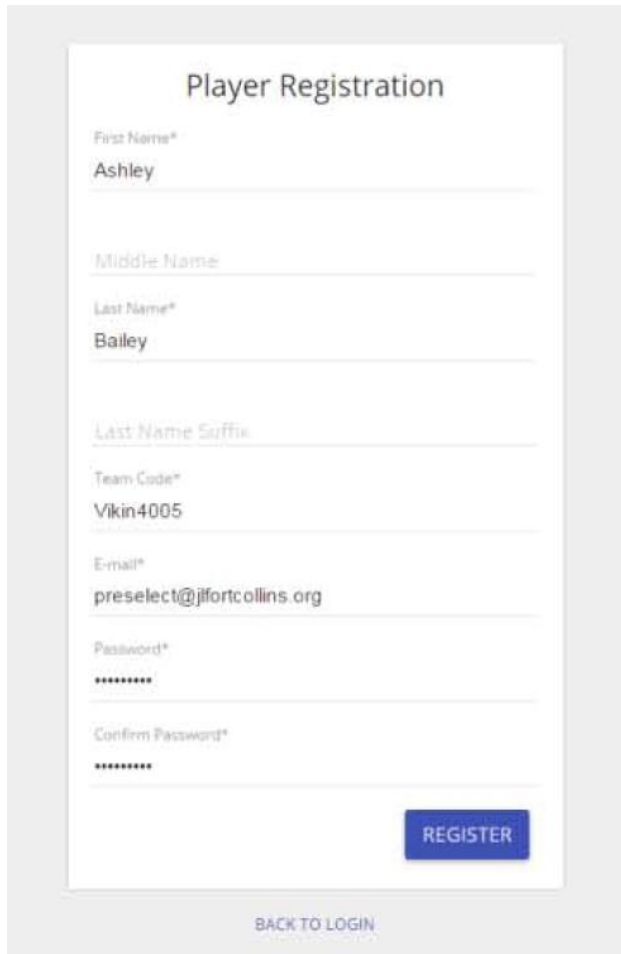
STEP 3: Click on the LOGIN button in the top right hand corner.



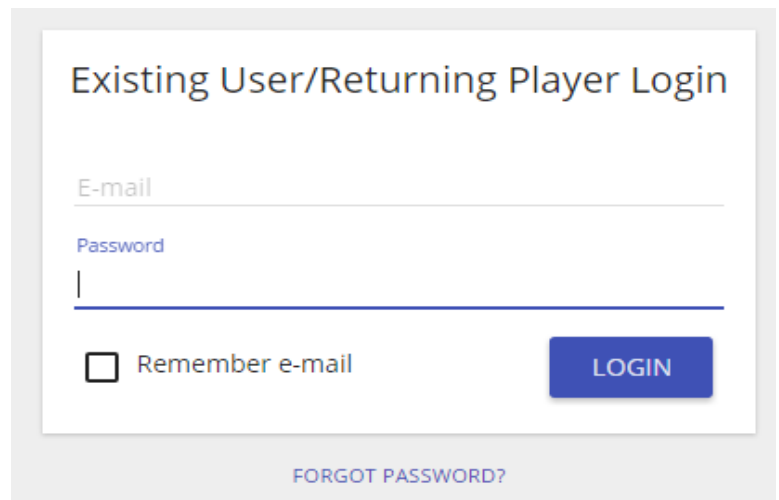
STEP 4: If this is your first time ever accessing the CollClubSports Management Portal, then Click on the 1ST TIME PLAYER REGISTRATION button on the right.

<h3>Existing User/Returning Player Login</h3> <p>E-mail</p> <hr/> <p>Password</p> <hr/> <p><input type="checkbox"/> Remember e-mail</p> <p><b>LOGIN</b></p>	<h3>New Users</h3> <p><b>1ST TIME PLAYER REGISTRATION</b></p>
<p><a href="#">FORGOT PASSWORD?</a></p>	

**STEP 5:** In the player registration window that opens up, enter your FULL first, middle, and last name.



- If your last name has a suffix at the end like Jr, Sr, II, III, etc. be sure to place that in the “Last Name Suffix” line and NOT in the “Last Name” line.
- Be sure to enter your “Team Code” that you received from your team president/manager.
- Enter an email address that you have frequent access to and create a password for your account.
- Click REGISTER.
- If you get a message at the top of the screen saying your email is already in the system, this means that the system already has your email on record either from playing in the NCSA in past seasons, having played in another CollClubSports league, or perhaps you are a Team Manager for your team. In this case, click on “Back to Login” at the bottom and proceed to the “Existing User/Returning Player Login”. Enter that same email address and the password you had originally created your account with. If you don’t remember it, you can click “Forgot Password” at the bottom to reset it.



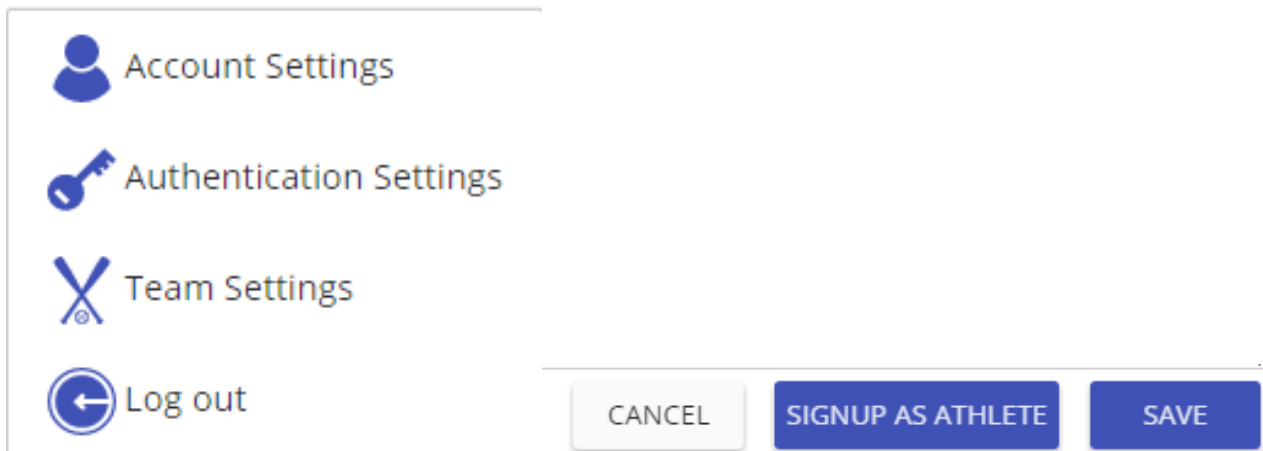
- Otherwise, an email will be sent to the address provided with a link to confirm the creation of your player account. Click the link and proceed to the CollClubSports Management Portal Login.

STEP 6: If you are an assigned TEAM MANAGER then complete step 6, otherwise skip to step 7.

- Login as an existing user.
- Click on the gear in the top right corner.



- Click on Account Settings, then scroll down and click on SIGNUP AS ATHLETE



**STEP 7:** You will now be taken to the Complete Registration Form-Step 1.

- Here you will enter your date of birth, gender, the last 4 of your social security #, your initials, height in feet (ex. 5), height in inches (ex. 4), and weight in pounds (ex. 155).
  - o It is VERY important that you enter the correct information especially for your DOB, gender, SS#, and initials because you will not have an opportunity to change it later and inaccurate information could prevent you from becoming eligible to compete in the NCSA.

Date of Birth*	Select Gender*	Last 4 Social*	If you do not have a SSN, enter the last 4 digits of your passport number
Initials*	Height Feet	Height Inches	Weight

- Complete the “Mailing Address” section.

**Mailing Address**

Address 1	Address 2	
City	Zip	Select State

- Complete the “High School Information” section about when you graduate high school, the name of your high school, and where it was located. Just list the name of your high school, DO NOT actually add the words “High School” as the system will take care of that automatically. (ex. If you went to Martin Luther King High School, simply put “Martin Luther King”)

**High School Information\***

When did you graduate from high school?	Select Month	Select Year	
What was the name of your high school?	High School Name		
What city is your high school located?	High School City	Select State	

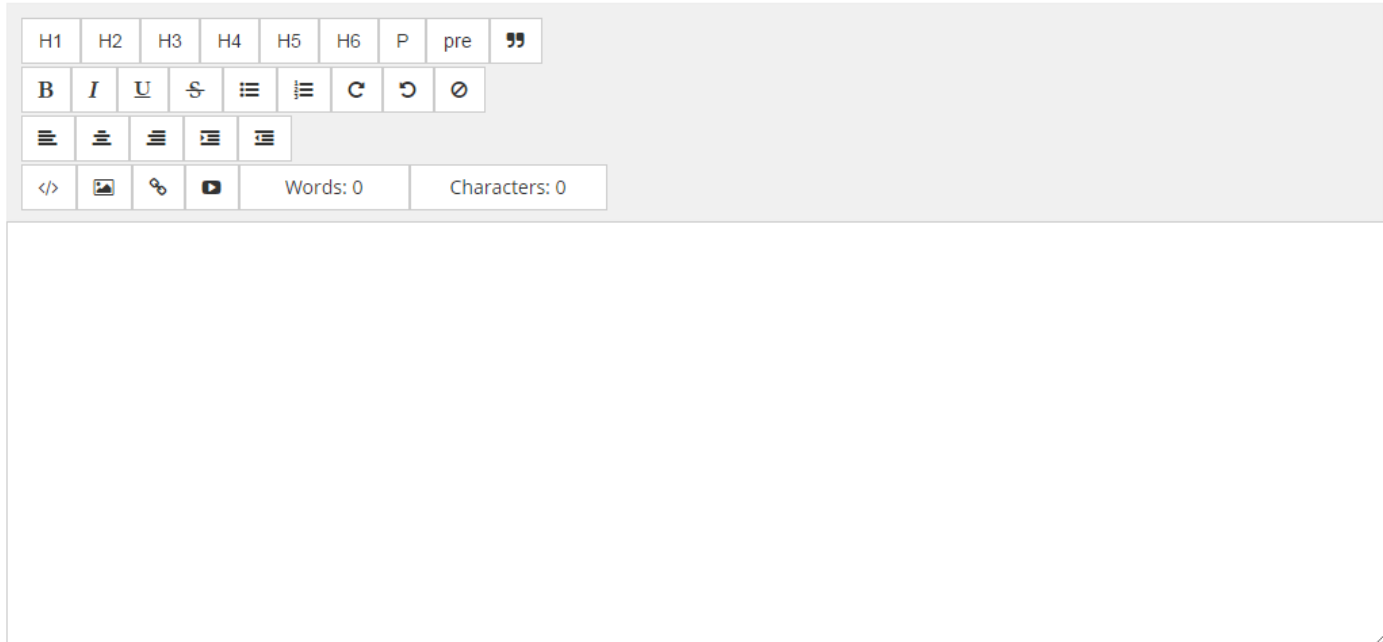
- Complete the “Initial College Information” section. Realize that the first college you ever enrolled in might not be the college you are currently attending or attempting to play for. If the College you first enrolled in is not listed in the drop down, selected select “None of these schools” and type the name of that college in the empty field to the right.
  - o It is VERY important that you enter the correct month and year that you first enrolled in college full time because you will not have an opportunity to change it later and inaccurate information could prevent you from becoming eligible to compete in the NCSA.

**Initial College Information\***

What was the first college you ever enrolled in full time?	None of these schools	School Name	
When did you first enroll full time at the school you just selected?	Select Month	Select Year	

- Insert in your personal biography in to the text box at the bottom. This is where you can talk about your background in the sport, awards you may have won in high school or previously in college. You can talk about your hobbies, your family, or perhaps your educational pursuits. Make it interesting because this will be tied to your player bio on the NCSA website for the entire world to read about you. **DO NOT** use foul language or inappropriate content as doing so could result in disciplinary action being taken against you or your team for violating our conduct policies.

This is the personal biography that will be publicly visible on your player profile.



NEXT

- Click NEXT when done. If you forgot to complete a portion of the form, the system will notify you what needs completed before it will take you to the next step.

**STEP 8:** You will now be taken to the Complete Registration Form-Step 2

- Select if you are an undergrad student, graduate student, or neither.
- Check YES or NO whether you have ever transferred schools.
  - o If you click YES, another box will open giving you the opportunity to declare how many different schools you've attended. Then complete the fields with where and when you attended each college.
- Select how many seasons of COLLEGIATE VARSITY softball you have competed in already and then declare at which school you played them.
- Select how many season of COLLEGIATE CLUB softball you have competed in PRIOR to this season and then declare at which school you played them.
  - o **DO NOT COUNT THIS SEASON!!!** If THIS season is your 3<sup>rd</sup> year playing club softball, then the correct answer is 2. We already know which school you intend to play for this season.

### Complete Registration Form - Step 2

**You only get 1 chance to answer many of these questions EVER, your eligibility depends upon your answers, make sure you answer them truthfully and accurately.**

Are you currently a graduate or undergraduate student?

Have you ever transferred schools during college?  Yes  No

How many scholastic years/ seasons of intercollegiate varsity (NOT CLUB) softball have you participated in?   
(Since you are registering to play on a club softball team, this season should not be counted here.)

How many scholastic years/ seasons of college club softball have you participated in EXCLUDING THIS SEASON?   
(If this is your first year playing club softball the answer should be zero.)

BACK

SAVE

- Click SAVE when done. If you forgot to complete a portion of the form, the system will notify you what needs completed before it will take you to the next step.

**STEP 9:** You will now be taken to the Terms and Conditions

- Read over the Terms and Conditions that must be agreed to in order to compete in the NCSA.

## Terms and Conditions

By initialing below, I agree to the following:

- Insert your initials, the last 4 of your SS#, click the "I Agree" box and click NEXT.

Initials\*  Last 4 Social\*

I agree to Collclubsports terms and conditions.

NEXT

**STEP 10:** A Box will now appear asking you to update your jersey number and position, click OK.

Welcome to collclubsports. Kindly update your jersey number and position. Thanks!

OK

- The Edit Team Registration window will appear where you can select your jersey number, primary and secondary positions, and if you bat right, left or switch. Click SAVE when done.

Dashboard	Team					Edit Team Registration
Team	<b>League</b>	<b>Season</b>	<b>School</b>	<b>Name</b>	<b>Site Url</b>	Team Augustana
	National Club Softball Association	2016	Augustana College	Augustana	<a href="http://www.augustana.edu/campus/augien">http://www.augustana.edu/campus/augien</a>	Jersey Number
						Select Primary Position ▼
						Select Secondary Position ▼
						Select Bats ▼
						<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>

**STEP 11:** Your player registration is complete. You should now inform your team president that you have completed the process and are now in your team’s “Registration Queue” awaiting to have your eligibility checked so that you are cleared to participate in the NCSA this season.

**STEP 12:** At any time during the season, you can log back into the CollClubSports Management Portal and make changes to your player profile. To update your jersey number or position click on your team’s name in the dashboard. To update your picture, bio, height, weight, or mailing address, simply click on the gear in the top right corner and select “Account Settings”.

**Good luck this season!**