

## To Create an ISTS ID and to Complete an Online Team Registration

### Step 1 – Creating a manager’s ISTS ID

The first thing a manager must do is to create an ISTS ID. After you’ve done this once, you’ll never have to do it again, regardless of how many teams you register over the years or even if you register teams in different sports.

If you’ve created an ISTS ID in the past and remember what it is, then skip this section. If you’ve created one, but can’t remember the ID and password, click on “Lost ID” near the bottom of the left side blue menu bar.

To create an ID, go to “Create User ID” (2<sup>nd</sup> link on the top menu bar) and follow the instructions. There is no fee to create a manager’s ID.

Create a Userid now: [www.ussa.com](http://www.ussa.com)

## To Create an Online Team Registration

### Step 2 – Registering a team

1. Go to “Log In / Log Out” (far right link on the top menu bar).
2. Make sure the drop down box on the top left side indicates “Fast Pitch”, as it sometimes defaults to “Slow Pitch”.
3. Go to “Register / Create Fast Pitch Team”
4. A couple of reminders for “Team Name”:
  - a) Use **standard case**, neither all upper nor all lower (eg, type as **Hometown Heroes**).
  - b) There can only be one name per team. So if you’re part of an organization that has teams with the same name in several age brackets, distinguish your team as **Hometown Heroes 12U**.
  - c) If your organization has more than one team in an age bracket, then enter the name as **Hometown Heroes 16U xxxxx**, where xxxxx is some distinguishing word like a color or the manager’s name.
  - d) Remember – softball says 14U, soccer says U14.
  - e) Team city and state is where the team is principally domiciled, which in most cases is the address of the manager. However, if the manager lives in a different state than where the team should be registered, a city and state should be used that is more indicative of where the team is from.

5. Choose that class that you think best represents your team's status. Some notes:
  - a) We're considering "A" and "B" as we did under our former NSA program.
  - b) "C" is what we consider recreational teams to be.
  - c) An 18U team that has any type of college player must register as 18U Major.

### **Step 3 – Paying for your team registration**

The easiest and quickest way to pay for your registration and receive your registration number is to do it online with a credit card. Note that there is an extra \$5 charge for this option, bringing the total fee to \$25. To do so, go to "Register <your team> Online". Once you complete the online payment, the system will automatically assign and email you your registration number instantly. That way, you don't have to wait until we receive your check in the mail. This is especially important if you need your registration number right away to either obtain insurance or to enter a tournament.

In lieu of paying online, you can also pay for your team registration the old fashioned way – by mailing a check for \$20, made payable to USSSA Eastern PA/New Jersey, and mailing it to USSSA Eastern PA/New Jersey, 7374 Gun Club Rd, New Tripoli, PA 18066. A registration number will be assigned to your team once your check is received and the system will send you that number via email.

**Register your team now: [www.ussa.com](http://www.ussa.com)**

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