



Coach, Assistant Coach, Team Manager Registration

Step 1: Open a web browser and insert the following link into the search bar,
<https://register.oasa.ca/Account/Login>.

Step 2: Once on the OASA website proceed to sign in if you are a returning user. If you are a new user you will need to create an account, after creating an account you will receive a confirmation email that you will need to open and follow the directions provided to you. If you have multiple individuals using one email you will need to add their name to your email to make their distinct user name, for example billyjoel+ken@gmail.com. (Note: The email may end up in your junk or spam folder as everyone's email is set up differently.)

Step 3: Now for returning and new users you will enter all of your personal information that needs to be provided.

Step 4: Once you have finished inputting your information you will be brought to a page that allows you to select your role. For example, Coach, Assistant Coach and Team Manager would be options here. You will then select your association and division. (Note: You can sign up for more than one role, for example if you are coaching your son's team and playing on a senior team you can input both roles in this section.)

Step 5: Now it is time to pay, you will only be charged the \$15 once for registering and can sign up for as many roles that you need after the initial \$15 is paid. Payment options include:

- Credit Card - Your profile will be active right away by paying with this method.
- EMT - You will have to wait for your transaction to be approved in order to use your account. The EMT will be sent to payment@softballontario.ca.

Step 6: You are now registered as a Coach, Assistant Coach or Team Manager.

Team Managers will be able to Create Teams, Add players to Teams and Register Teams for Events (Tournaments)