

850 Ridge Avenue Suite 301 Pittsburgh, PA 15212 Office: (412) 321-8440

Fax: (412) 321-4088

## NCBA PLAYER REGISTRATION INSTRUCTIONS

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

### **IMPORTANT NOTES:**

- 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.
- 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 NCBA 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 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 NCBA Website with their Team Manager Credentials it can be found by clicking on the Team Setting option under the Blue Gear Icon on the top right corner. Once you have the "Team Code" move on to step 2.

STEP 2: Go to <u>WWW.CLUBBASEBALL.ORG</u>

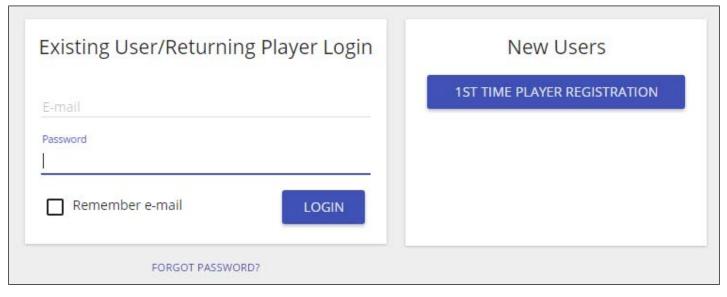


Office: (412) 321-8440 Fax: (412) 321-4088

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



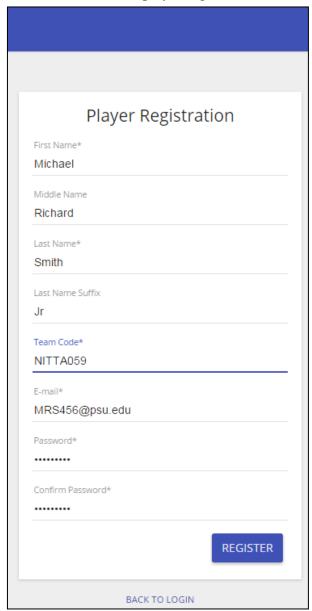
STEP 4: If this is your first time ever accessing the CollClubSports Management Portal, then Click on the 1ST TIME PLAYER REGISTRATION button on the right.





Office: (412) 321-8440 Fax: (412) 321-4088

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.
- 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 NCBA in seasons past, 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.

Existing User/Returning Player Login		
E-mail		
Password		
Remember e-mail	LOGIN	
FORGOT PASSWORE	D?	

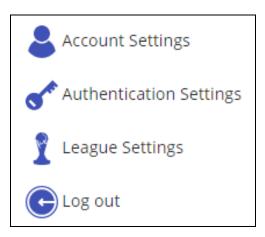


Office: (412) 321-8440 Fax: (412) 321-4088

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

# National Club Baseball Association Division 1 View site as: NCBAD1 (Admin)



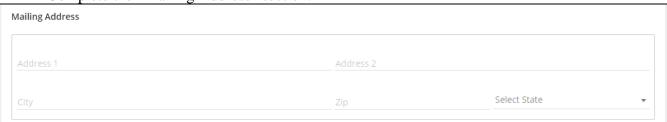


STEP 7: You will now be taken to the Complete Registration Form-Step 1.

- Here you will enter your date of birth, gender, the last 4 of your social security #, your initials, height in feet (ex. 6), height in inches (ex. 2), and weight in pounds (ex. 220).
  - 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 NCBA.



- Complete the "Mailing Address" section.



- 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"



850 Ridge Avenue Suite 301 Pittsburgh, PA 15212 Office: (412) 321-8440

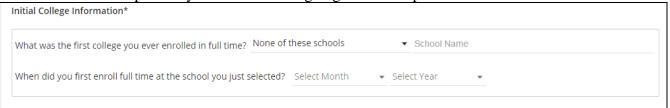
Fax: (412) 321-4088

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 ▼

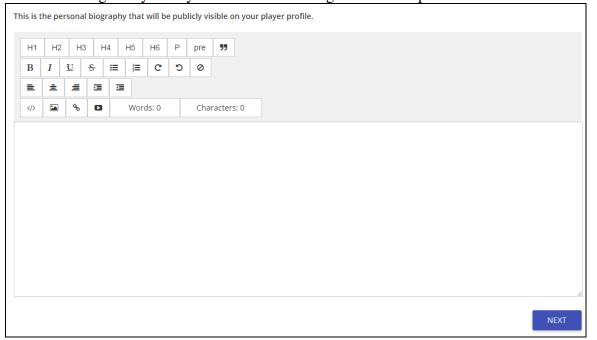
Complete the "Initial College Information" section. Realize that the first college you ever enrolled in might not be the college you are currently attending or attempting to play for. If the College you first enrolled in is not listed in the drop down, select "None of these schools" and type the name 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 NCBA.



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 education pursuits. Make it interesting because this will be tied to your player bio on the NCBA 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.



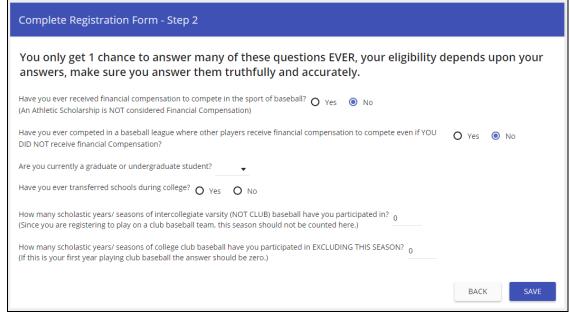


Office: (412) 321-8440 Fax: (412) 321-4088

- 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

- Check YES or NO as to whether or not you have ever received financial compensation to play the sport of baseball. (ie have you ever played pro baseball?) Check YES or NO as to whether or not you have ever competed in a baseball league where others received financial compensation to play the sport of baseball. (ie have you ever played in a league with professional players?) Realize that your answer could affect whether or not you are eligible to compete in the NCBA and entering false information could result in your team being penalized as severely has having to forfeit games previously won.
- 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 baseball you have competed in already and then declare at which school you played them.
- Select how many season of COLLEGIATE CLUB baseball 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 baseball, then the correct answer is 2. We already know which school you intend to play for this season.



- 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 NCBA.



850 Ridge Avenue Suite 301 Pittsburgh, PA 15212 Office: (412) 321-8440

Fax: (412) 321-4088

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 Co	ollclubsports terms and conditions.		NEXT	



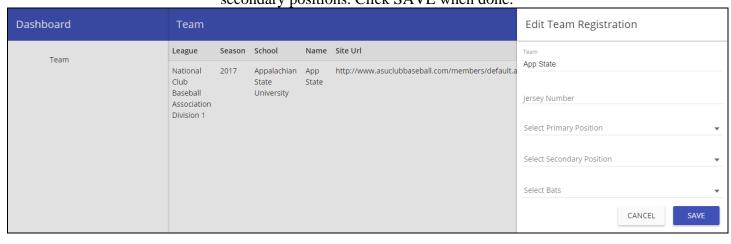
Office: (412) 321-8440 Fax: (412) 321-4088

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. Click SAVE when done.



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 NCBA 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!

Remember, it's a game... have fun!