



2026 SEASON

September 1, 2025 thru August 31, 2026

INSTRUCTIONS FOR THE NEW REGISTRATION SYSTEM

The new registration site is: pasoftball.com. This is the site to register the teams and leagues for individual registration that includes registration and accident/liability insurance.

Create An Account – See Example 1

- 1, Create a login by clicking the Sign In button at the top right hand of the screen.
2. Click create a new account and complete all the information with red astericks and click "Create An Account".

Coach/Manager – Creating a Team – See Example 2

1. Go to Dashboard and click on the Teams tab and click "Create a Team"
2. Fill out team information.
3. In **Season** drop-down:
 - a. Select League Team if the team participates in league play (even if also in tournaments)
 - b. Select Tournament Team if tournament -only.
4. In **Class** drop-down, select appropriate classification.
5. Click **Create a Team**.

Coach/Manager – Building a Roster

Invite a new player: - See Example 3

1. Go to Teams – My Teams
2. Click the yellow roster button for your team.
3. Click Invite Players
4. Enter the player's first and last name, plus email.
5. Click Send Invite

Invite an existing player: - See Example 4

1. Go to Dashboard – My Teams
2. Open the roster
3. Click Invite Players and search by state and name
4. Click Invite If found.

Invite Former Players:

1. Go to Teams – My Teams
2. Click the yellow roster button for your team
3. Click Your Players tab
4. You will see a list of players who have played for your team in the past
5. Click the invite icon on the right.

Using the Roster Password: - See Example 5 and 6

1. Go to Dashboard – My Teams
2. Find the roster password button and share it with players.

Coach/Manager – Joining a League or Tournament

1. Log in and navigate to the appropriate League or Tournaments screen
2. Find your division and click the enter button
3. Select your team, system will automatically select the team if you have only one fitting team.
4. Choose the payment option set by the league/tournament
5. Click Enter to complete.

Coach/Manger – Finding Tournaments for the Team (Tournament Teams Only)

1. Go to your team's page and click the "fill My Schedule" tab.
2. You will see all the future weekends of the entire season.
3. Click on the weekend you want to fill. You will see all the tournaments for that weekend sorted by distance.
4. Click on the tournament and pick the division you want to know.

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Player – Joining a Roster via Email Invite:

1. Check email for invite from noreply@registerplay.net
2. Click the link to accept
3. Log in or create an account and verify your email
4. Go to Dashboard – My Family
5. Add your child to your family if you haven't already
6. Click Join a Team, enter roster password and confirm

Parent/Guardian – Adding a Minor Player

1. Log in and go to Dashboard
2. Click Add Family Member – Add Child
3. Fill out information and save
4. Players 12&Under will have only their first and last initial displayed publicly

Parent/Guardian – Joining a Minor to a Team

1. Log in, go to Dashboard – My Family
2. Select your child, click Join a Team
3. Enter roster password, complete info, accept waiver and join
4. **Note:** When a player turns 18, they can create their own RegisterPlay account.

ADDITIONAL INFORMATION:

Clubs (leagues) can now store a credit card on file, add coaches and pay for their coaches' background checks.

Individual team version of storing a credit card on file will be available soon.

To Complete the USA Softball Background Clearance/Safe Sport – Go to My Family and click on compliance.