ONLINE EVENT ENTRY & PAYMENT

This short tutorial explains the process of using the USSSA Online Event Entry & Payment feature of the USSSA.com system. This can only be used when you or the Tournament Director have not previously entered your team in the event. To use the feature all you need is your Manager’s Login ID & Password and a valid credit / check card (American Express, MasterCard or Visa).

To assist you in the process you will see red **ACTION:** commands that tell what to do or type, the **POINTING HAND** icon circled in yellow which shows what item to click on, green **HINT:** and blue **NOTE:** remarks containing additional information.

**ACTION:** In your internet URL (address) window type...**www.usssa.com/baseball.**

The above screen will appear; this is the USSSA Baseball National Home Page on USSSA.com.

**ACTION:** Click on the…**LOGIN** link in the top menu bar to open the USSSA Login page.
ACTION: Type in your...Manager ID (Login ID) & Password in the two fields provided and click the...blue Login button to enter the Team Manager page below.

ACTION: Click on the...Dashboard link to open your team options.

ACTION: Click on the...grey Team link of the appropriate season team to open additional management options.
HINT: In the Your Teams dialog box, make sure the correct team is highlighted. Many managers have multiple teams listed (previous season teams, another team coached, etc.). If the correct team is not highlighted, click on the correct team to highlight.

NOTE: If the team you are trying to enter is not listed in the Your Teams dialog box, you are experiencing one of two issues:

1. The Manager ID (Login ID) and / or Password are incorrect for the team you are trying to enter. (Check and verify you are using the Manager ID & Password for the correct current season team.)

2. The team has not been Created and / or Registered for the current season. (Select the How To Register A Team? link in the top menu bar to create and register your team for the current season.)

ACTION: Click on the…white & red Search and Enter Events button.

ACTION: Use the drop down menus to select as much or as little search criteria as you like (i.e.; Ages, Class, Stature, Start Date, State, etc.) and click on the… blue Search button.
ACTION: Click on the…blue Details button of the event you would like to review.

ACTION: Click on the…green Enter button of the division you would like to enter.
**ACTION:** Click on the…green *Add to Cart (Not Entered)* button. This will automatically enter your team in the tournament and place the tournament in your shopping cart for payment.

**HINT:** You will now notice the *Shopping Cart* has appeared under the Team Manager menu.

**ACTION:** Click on the…blue *Checkout* button to be redirected to the online payment page.

**ACTION:** Enter all the required card and billing information and click the…*Submit Payment* button.