



## Umpire On-Line Registration 2017

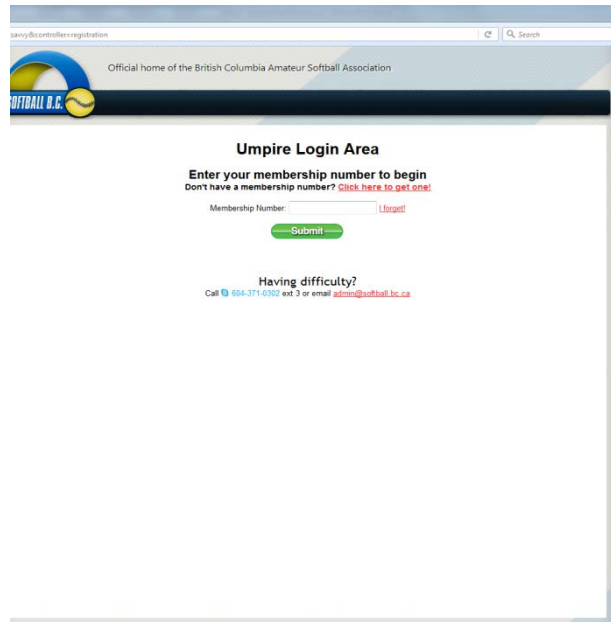
As a certified umpire with Softball BC, you are able to register fully on-line, completing your annual fees, Umpire Development Fee and your respective clinic through the Softball BC website.

This guide is designed to make the process straight forward and simple for you to complete your 2017 softball season registration as an umpire. Please follow each step and complete the process when you log on. **If you need to correct something, just click on the Step # to go back to that page, don't exit and start the process all over again.**

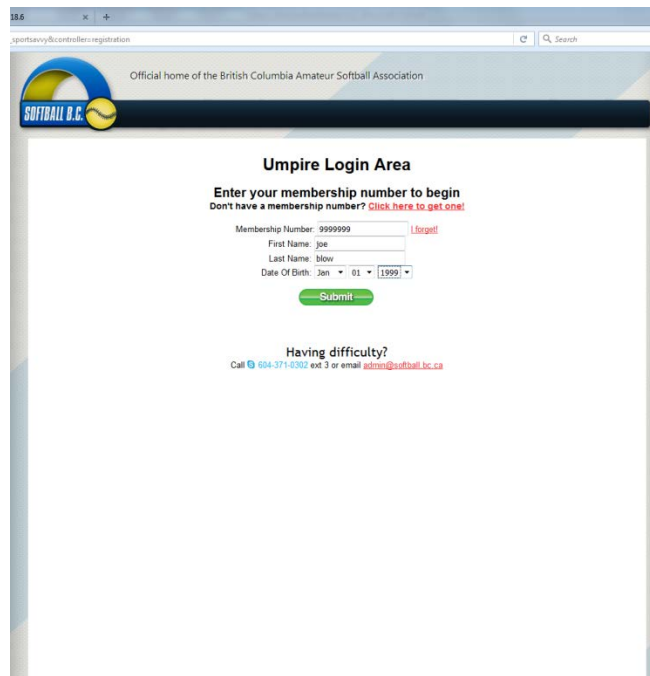
- **Step 1** – Find the clinic you wish to attend on the Softball BC website <http://softball.bc.ca/umpires/528/umpire-clinics> . Then click “Register” and you will be taken to the Umpire Registration Page.

District 7 Clinics			
Date	Level	Location / Register	Contact
District 8 Clinics			
Date	Level	Location / Register	Contact
March 10-12	Level 3	8889 Walnut Grove Drive, Langley, BC V1M 2N7 REGISTER	Aaron Poulin 604-869-1517 alapoulin@telus.net
District 9 Clinics			
Date	Level	Location / Register	Contact
District 10 Clinics			
Date	Level	Location / Register	Contact

- **Step 2** – Enter your Softball BC Lifetime Membership Number and “Enter”
  - i) If you don’t have a Lifetime Membership Number (LMN), open [Click here to get one!](#)**
  - ii) If you have a number, but don’t remember it, open “I forget”**



- **Step 3** – In the boxes indicated, type in your last name, first name and date of birth (these must match the information entered from your lifetime membership into the database. If you are not able to enter matching information, please contact the Softball BC office 604 371-0302 for assistance) and enter



- **Step 4** – Review your primary contact details to ensure the information is up-to-date and accurate. Once complete, move the cursor to the “Next Step” button and “Enter”

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### Primary Contact Details

\* SBC Membership #: 9999999

\* First Name: Joe

\* Last Name: Blow

\* Birthdate: Jan - 01 - 1999 -

Gender: Male

\* Select District: DISTRICT #15 (Zone 4: Fraser River-Delta)  
MAJOR CENTRES: Ladner, Delta, Tsawwassen

\* Email: joe@blow.com

\* Phone: 555 555-5555

Alternate Phone:

\* Address Line 1: 123 Test Lane

Address Line 2:

\* City: Delta

\* State / Prov: B.C.

\* Zip / Postal: M1M1M1

Update Password:

Verify Password:

**NEXT STEP**

- **Step 5** – Choose a Registration level from the choices listed (depending on your level of certification, will determine which levels of registration you can choose from). **\*\*NEW\*\***The fee is a total amount, including clinic, UDF (umpire development fund) and your annual membership fees to maintain your status as a certified umpire and to renew your insurance from Softball BC. (\*\* please note, a new certification level was added in 2016, Umpire Emeritus, this category is only for umpires certified at Level 4 and above and who are not active umpires)
- Move your cursor to the check box for the level of registration you have chosen, and click the mouse, then move the cursor to “Next Step” and click the mouse to move to the next page.

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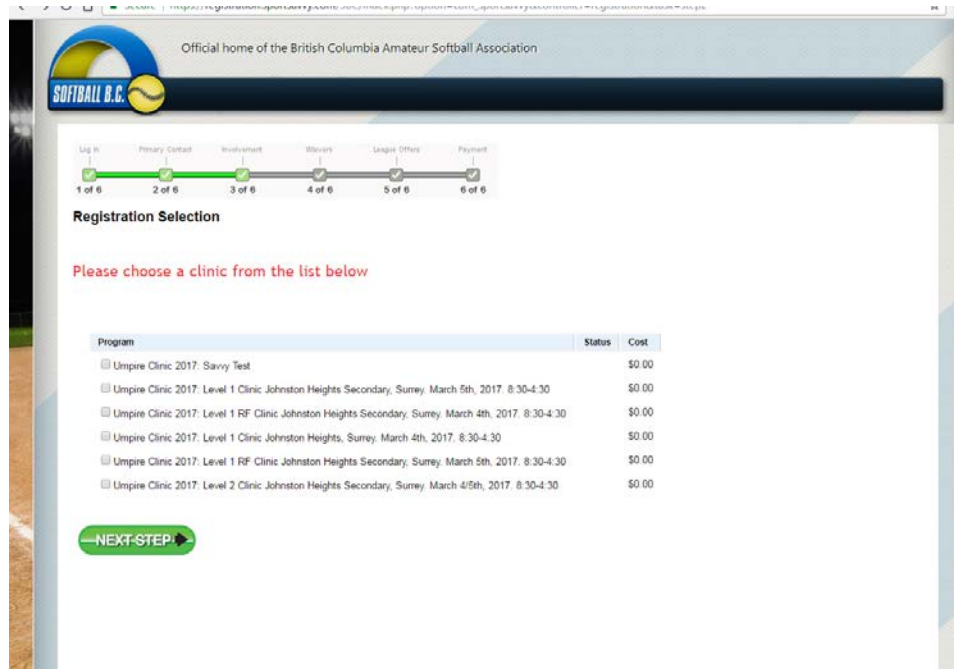
### Registration Selection

Please choose a registration from the list below

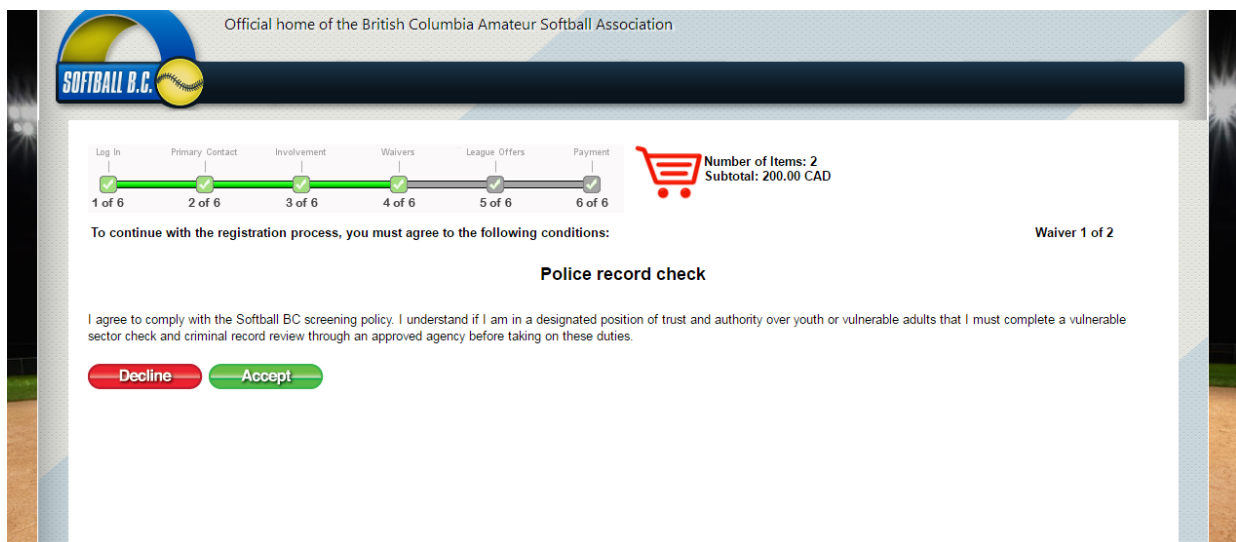
Program	Status	Cost
<input type="checkbox"/> Umpire Registration 2017: LVL1 for new umpires, inc. clinic, annual membership and Umpire Development Fund		\$100.00
<input type="checkbox"/> Umpire Registration 2017: LVL1R Inc. Refresher clinic, annual membership fees and Umpire Development Fund		\$85.00
<input type="checkbox"/> Umpire Registration 2017: LVL 2 inc. Level 2 clinic, annual SBBC and SC membership fee and UDF		\$115.00
<input type="checkbox"/> Umpire Registration 2017: LVL 2R inc. Refresher clinic, SBBC and SC annual membership fee and UDF		\$100.00

**NEXT STEP**

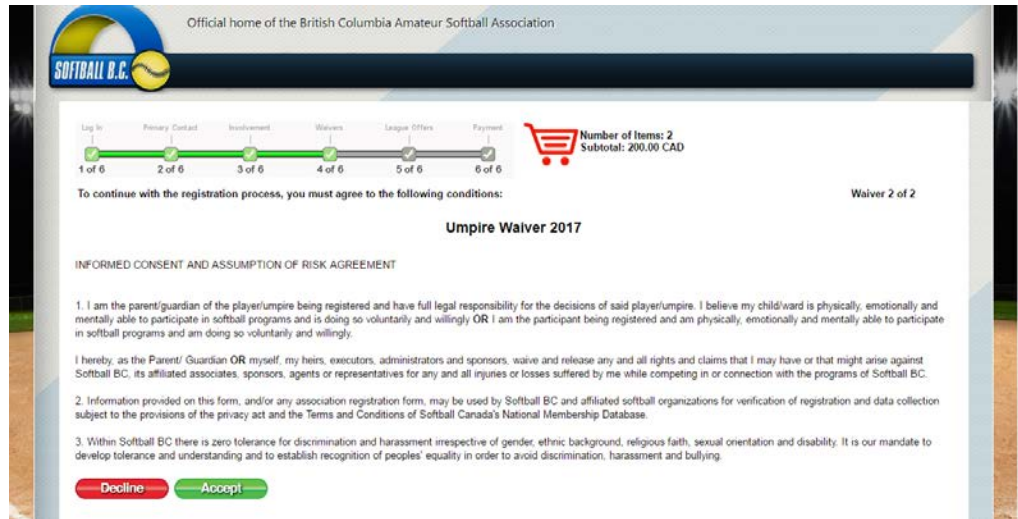
- **Step 6** – Choose your clinic by moving the cursor to the check box of the clinic you wish to attend and click. The cost will say \$0.00 as the fee listed on the previous page includes everything. Once the box has been checked off, move the cursor to the “Next Step” button and click to enter.



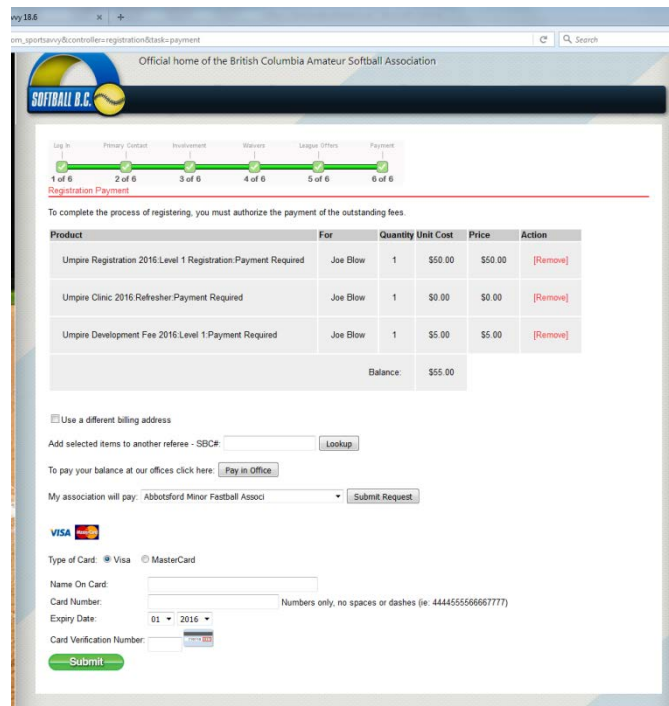
- **Step 7 - \*\*NEW\*\* Police Record Check Waiver form.** By clicking verify you understand that you must complete a vulnerable sector check and criminal record review through an approved agency before taking on any umpiring duties. If you choose “Decline” the registration process will stop at that point.



- **Step 8 - \*\*NEW\*\* Umpire Waiver 2017.** This waiver is an informed consent and assumption of risk agreement. After reading, choose “Accept” button which will bring you to the next page, or Decline which will stop the registration process..



- **Step 9** – Review your on-line registration information to ensure it is accurate and complete. All certified umpires in good standing with Softball BC must register and pay for their annual membership dues, umpire development fee and an annual clinic fee (please see exceptions listed below). Only remove a charge if it has been duplicated, or is not for the certification level you are registering for.



## EXCEPTIONS

- \*\* Those umpires designated as instructors
- \*\* Umpires who have selected the Umpire Emeritus category

There are a number of options available to you to ensure payment of these fees is done within the guidelines set by your association, or for your convenience in a payment method.

- i) *Use a Different Billing Address*** – where an invoice is to be sent to an address other than the one in your personal profile (used in conjunction with the Pay at the Office option). Click on this option to enter the billing address.
- ii) *Add selected item to another referee*** – to be used when one individual is registering and assigning payment, or paying for a group of umpires (they must all be the same level of certification, and registered in the same district)
- iii) *To pay your balances at our offices, click here-*** when the registering umpire doesn't wish to use the credit card option to pay for their registration, click on the "Pay in Office" button and submit payment either in person, or by mail to Softball BC
- iv) *My association will pay*** – where your home association has agreed to pay the fees on your behalf. Move the cursor to the window showing the name of an association and click on the arrow to open up the box with all associations listed alphabetically. Scroll down to your home association, and double click on that association name. An email is generated to a contact person in your association, identified by Softball BC. The association contact person will reply to the email, if they reply "YES", you will receive an email confirmation that your registration is complete. If you don't receive an email confirmation within 72 hours of registering, contact either the Softball BC office, or your association's park UIC for further information. **YOU ARE NOT REGISTERED FOR A CLINIC UNTIL THE CONFIRMATION HAS BEEN RECEIVED.**
- v) *Pay by credit card*** – we accept either Visa or Master Card.

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**Registration Payment**

To complete the process of registering, you must authorize the payment of the outstanding fees.

Product	For	Quantity	Unit Cost	Price	Action
Umpire Registration 2016:Level 1 Registration:Payment Required	Joe Blow	1	\$50.00	\$50.00	[Remove]
Umpire Clinic 2016:Refresher:Payment Required	Joe Blow	1	\$0.00	\$0.00	[Remove]
Umpire Development Fee 2016:Level 1:Payment Required	Joe Blow	1	\$5.00	\$5.00	[Remove]
Balance:			\$55.00		

Use a different billing address

Add selected items to another referee - SBC#:

To pay your balance at our offices click here:

My association will pay:

**VISA**

Type of Card:  Visa  MasterCard

Name On Card:

Card Number:  Numbers only, no spaces or dashes (ie: 4444555566667777)

Expiry Date:

Card Verification Number:

As always, should you have any questions, don't hesitate to contact the Softball BC office for assistance.

Mike Smith at [msmith@softball.bc.ca](mailto:msmith@softball.bc.ca) 604 371-0302 Ext 3

Or

Rick Benson, Executive Director, BCASA  
604-371-0302, Ext. 6 or [rbenson@softball.bc.ca](mailto:rbenson@softball.bc.ca)