

ACE Certification Coaches Instructions

- Your league registrar will have an e-mail sent to you from “do not reply@fastpitchsoftball.net”
- Check you spam folder (just in case)
- Follow the instructions on the e-mail carefully.
- Attached are screen shots of the test site log-in pages.

Very Important:
Coaches must follow the instructions on the e-mail they receive carefully!

Print

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From: DoNotReply@fastpitchsoftball.net ()
To: torrancepanthers@yahoo.com
Date: Sunday, April 5, 2009 8:13:11 PM
Subject: Your ACE Test Is Ready!(Amanda Vincent)

Please click on the following link to take your ACE Test for your ASA Registration. Once you have completed your test, your team/league administrator will be able complete your ASA registration. Your registration will not be able to be started until your test has been completed.

<http://www.registerasa.com/TournamentDirector.ASP?WCI=ACE&PK=R11607601&id=580380&A=1>

This link is specific for you only. If you forward this link to another coach, it will not update their profile on RegisterASA and they will have to pay for the test separate from registration.

Getting your ACE certification via RegisterASA.

The link provided above will take you to the ACE site. Once you are on the ACE site ace.usasoftball.com follow the steps below:

Step 1 - If you have an account on the ACE site fill out information and it will search for your account info. Log into that account so you take the appropriate test.

Step 2 - If you do not have an account on the ACE site click on 'New User registration' which is in blue on the right hand side. Fill out the information on the next page and click on 'Submit'

You will be emailed your login in case you need it later. The email will look like this:

Your login for USA Softball ACE site is:

Email: Email@ [ASA.com](mailto:Email@ASA.com)

Password: Password

And will be sent from ace@usasoftball.com.

Step 3 - You will now be able to click on 'Complete Now' for the next level of test that you are set to take. Watch the videos and answer the questions as needed to complete the test.

NOTE: If you click on the 'Purchase Now' option you will have to pay for the ACE testing separate from registration. That may prevent you from being able to register with your local ASA.

Once the test has been completed print the certificate by clicking 'Print Certificate'.

Important Before you exit the ACE site be sure to click on 'My Certifications' and then click on the link 'Return to RegisterASA'. If you do not do this step your profile on RegisterASA will not be updated and you will not be able to continue with registration.

The information above is in reference to RegisterASA (<http://www.registerASA.com>)

Email Sent: 4/5/2009 10:13:11 PM



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News Headlines

- [-] [ACE Website Updated for 2009](#)
- [-] [ASA Softball](#)



Welcome

Welcome to the ASA Softball ACE online coaching certification website.

Here you'll be able to qualify for all four ACE coaching certification levels. Existing users can get started by logging in.

First-time users can [register here](#).

Login

EMAIL ADDRESS:

PASSWORD:

SUBMIT

[Password Reminder](#)





News Headlines

ACE Website Updated for 2009

Your Profile

Review your information. Please create a username and password.

* = REQUIRED

FIRST NAME:

LAST NAME:

ADDRESS:

CITY:

STATE:

ZIP CODE:

ASSOCIATION:

BIRTHDATE: / /

GENDER: Female Male

PHONE:

EMAIL:

ASSOCIATED WITH SPECIAL OLYMPICS: No Yes

PASSWORD:

CONFIRM:

SOFTBALLOUTLET.COM

DVD TRAINING SERIES

INCLUDES:
PITCHING
HITTING
FIELDING
CATCHING



ACE - Windows Internet Explorer provided by Yahoo!

http://ace.usasoftball.com/registerasa/coachsummary.asp


Y! Web Search Bookmarks Settings Get IE8 now!

ACE

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ASA Messaging

- ACE Website Updated for 2009
- ASA Softball


Certification Center

Welcome Amanda Vincent!

Profile Logout

Certifications List:

Title	Available for Purchase	Available for Completion	Completed
ACE Certification Level 1 Test	Purchased 4/5/2009	Complete Now	
ACE Certification Level 2 Test			
ACE Certification Level 3 Test			
Continuing Information			



Internet 100%

- Video/Test will begin when you select “Complete Now”
- You do not have to finish the test in one sitting, you can log back in and continue where you left off.
- 1- 1 ½ hours to complete.
- Follow instruction on the e-mail to complete your certification through “Register ASA”
- League Registrar will now need to print an invoice & mail payment for the certification and photo ID upgrade to be finalized and recorded.