



Umpire On-Line Registration

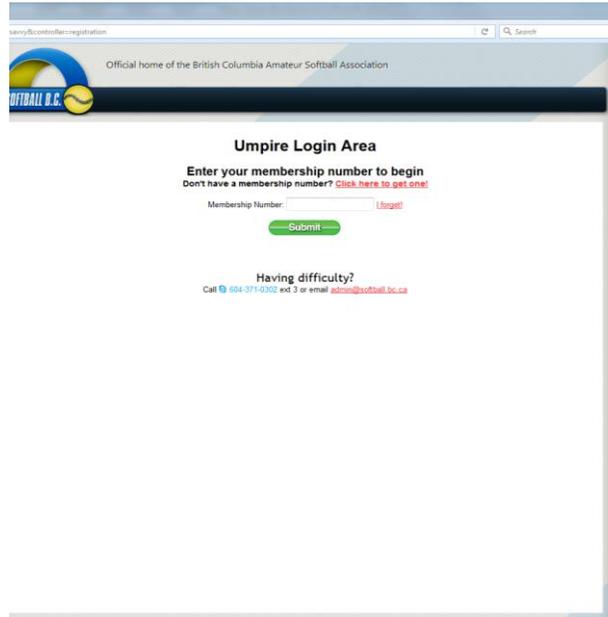
As a certified umpire with Softball BC, you are able to register fully on-line, completing your annual fees, Umpire Development Fee and your respective clinic through the Softball BC website.

This guide is designed to make the process straight forward and simple for you to complete your 2016 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.

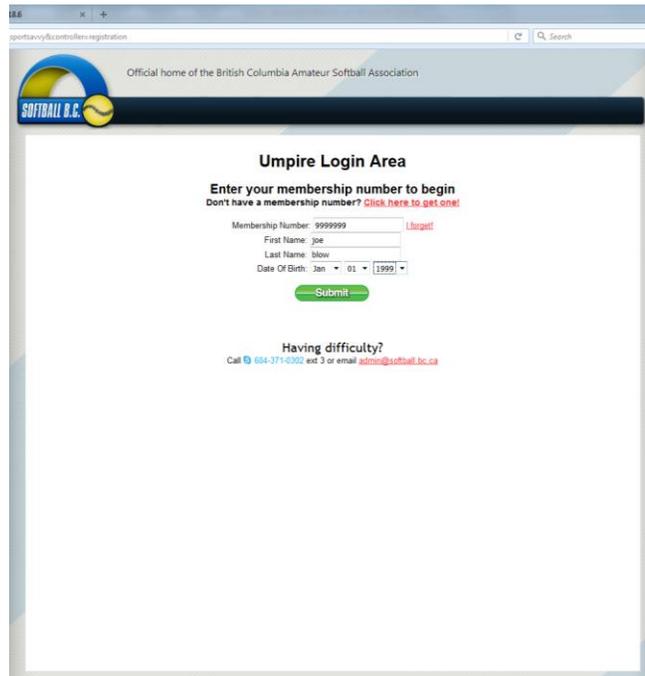
- **Step 1** – Open the link for Umpire Registration from the Softball BC website at www.softball.bc.ca

The screenshot shows the Softball BC website interface. At the top, there is a search bar and navigation links for COMMUNITY, RESOURCES, and CONTACT. Below this is the main navigation menu with links for NEWS, PLAYERS, COACHES, UMPIRES, TOURNAMENTS, CHAMPIONSHIPS, MEMBERSHIPS, ABOUT, and REGISTER. The REGISTER link is highlighted with a blue arrow. The main content area displays a news article titled "Cross Boundary Permits" dated October 20, 2015. On the right side, there is a sidebar with various links including "GET YOUR SOFTBALL MEMBERSHIP NUMBER", "GET OUR NEWSLETTER", "PLAYERS", "LEARN TO PLAY", "CANPITCH PROGRAM", "TEAM BC", "LONG TERM PLAYER DEVELOPMENT", "TEAM ASSOCIATION INFORMATION (INCLUDING TRYOUTS)", "CROSS BOUNDARY PERMITS", and "EXTERNAL CREDITS". At the bottom, there is a footer with a grid of links for various categories like News, Players, Coaches, Umpires, Tournaments, Championships, Memberships, About, and Register.

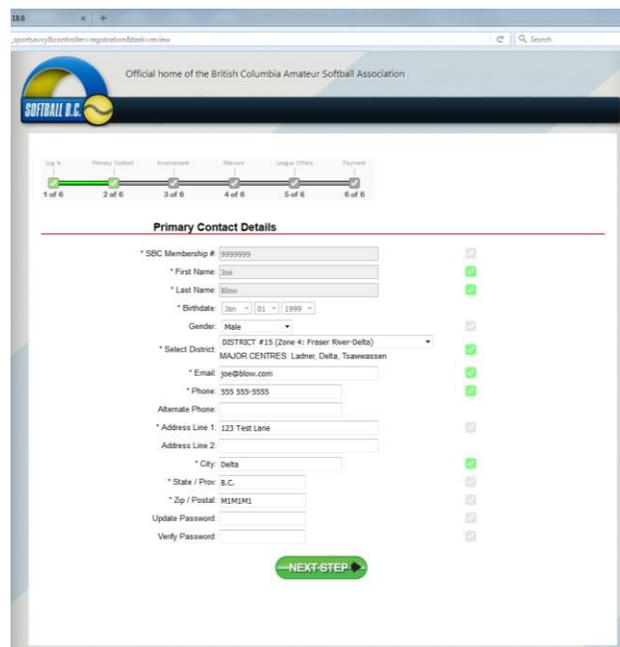
- **Step 2** – Enter your Softball BC Lifetime Membership Number and “Enter”
 - i) **If you don’t have a Lifetime Membership Number (LMN), open [Click here to get one!](#)**
 - ii) **If you have a number, but don’t remember it, open [“I forget”](#)**



- **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 for assistance) and enter

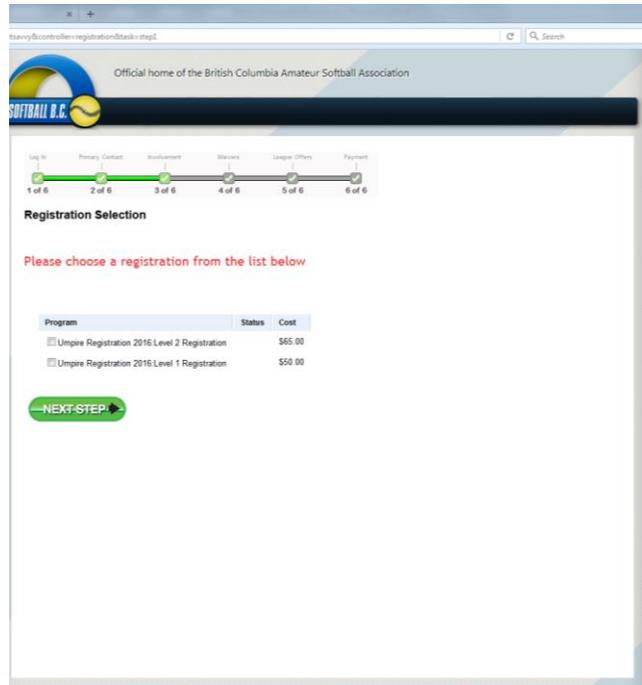


- **Step 4** – Review your primary contact details to ensure the information is up-to-date and accurate. Once complete, move the cursor to the “Next Step” button and “Enter”

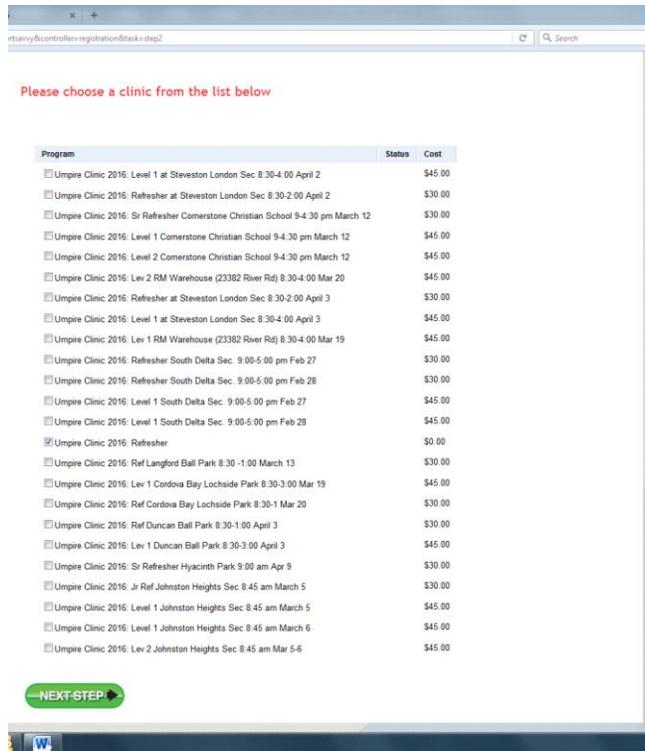


- **Step 5** – Choose a Registration level from the choices listed (depending on your level of certification, will determine which levels of registration you can choose from). This is your annual membership fees to maintain your status as a certified umpire and to renew your insurance from Softball BC. (** please note, a new certification level has been added for 2016, Umpire Emeritus, this category is only for umpires certified at Level 4 and above and who are not active umpires)

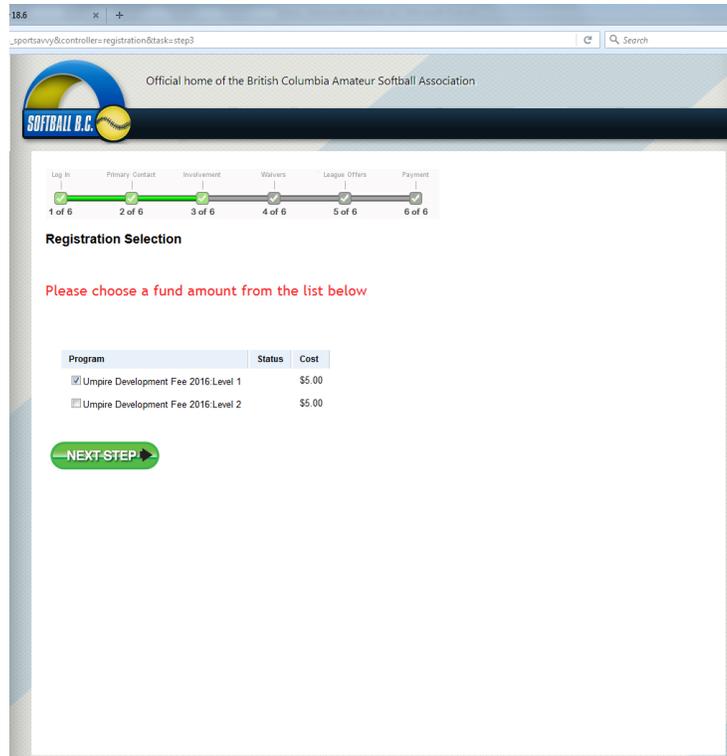
Move your cursor to the check box for the level of registration you have chosen, and click the mouse, then move the cursor to “Next Step” and click the mouse to move to the next page.



- **Step 6** – Choose your clinic by moving the cursor to the check box of the clinic you wish to attend and click. Once the box has been checked off, move the cursor to the “Next Step” button and click to enter



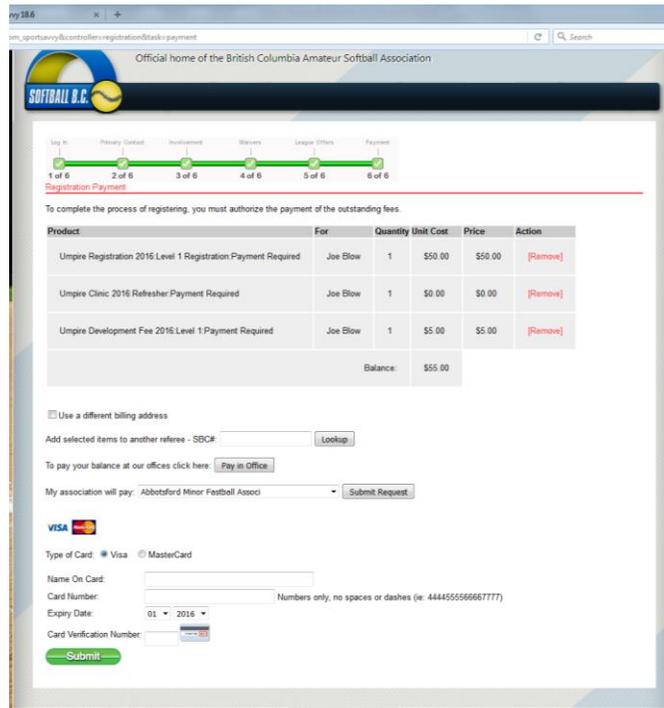
Step 7 – Choose the appropriate Umpire Development Fund line for your registered level of certification. Move the cursor to that check box and click. (The Umpire Development Fund is a mandatory contribution by all umpires in Softball BC to assist in funding travel and education for umpire development. It was voted on by the District UICs at the 2014 AGM, and implemented for the 2015 season) Move the cursor to the “Next Step” button and click



- **Step 8** – 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 selecting a Refresher clinic who attended the 2016 Blue Convention
- ** 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 a portion of, or all the annual fees and clinic costs for you. 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 that 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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m_sportsavvy&controller=registration&task=payment

Search

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SOFTBALL B.C.

Log In Primary Contact Involvement Waivers League Offers Payment

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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 **MasterCard**

Type of Card: Visa MasterCard

Name On Card:

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

Expiry Date:

Card Verification Number:

I) [Arrow pointing to Progress Bar]

II) [Arrow pointing to Use a different billing address]

III) [Arrow pointing to Pay in Office]

IV) [Arrow pointing to My association will pay]

V) [Arrow pointing to Name On Card]

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

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