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## NCSA PLAYER REGISTRATION INSTRUCTIONS

The NCSA Player registration process is the online tool developed by CollClubSports by which players enter themselves in to the NCSA system and thus begin the process of becoming cleared to be eligible to compete in the NCSA. Once a player completes the registration process they move in to a holding "Roster Queue". Once the team submits an "Academic Eligibility Letter" players that are deemed eligible will be moved from the "Roster Queue" to the team's official roster and then will appear on the NCSA website as a player for that particular team. Only when this happens is a player deemed eligible to compete in the NCSA. Additionally, once the player is added to the official roster the stats for that player will be able to be tracked through the NCSA website and the player will become eligible to win awards such as Player and Pitcher of the Week.

### IMPORTANT NOTES:

- 1) There is a \$1.00 registration fee associated with completing the registration process. Players should have a valid credit card, debit card, or PayPal account readily available prior to beginning the registration process.
- 2) During the registration process, players will be asked for information such as a picture, biography, jersey number, and position. If they don't have this available, that is okay, they can log back in to the Player Registration system any time after completing the process and add/edit these portions of their player profile.
- 3) It is important that players take their time as they complete the Player Registration, much of the information they will be asked is sensitive to determining their eligibility to compete in the NCSA and some of the information cannot be changed once they initially enter it. That said, we stress that players read through the process thoroughly and enter all information **accurately**.

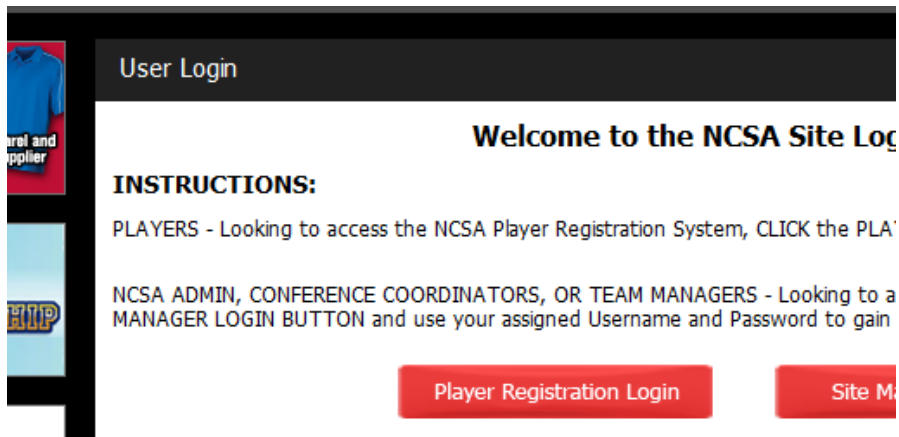
Here are the steps to begin the player registration process:

STEP 1: Go to [WWW.CLUBSOFTBALL.ORG](http://WWW.CLUBSOFTBALL.ORG)

STEP 2: Click on the LOGIN button in the top right hand corner.



STEP 3: Click on the PLAYER REGISTRATION LOGIN button on the left.



STEP 4: Begin the player registration process carefully and accurately.