

**If anyone is asking questions about the ACE certification feel free to forward them this - I have tried to lay out the steps to getting certified.**

Log onto RegisterASA - either as a new or returning member. IF NEW MEMBER - after completing your information you will receive an email with an ACTIVATION LINK - you must click this in order for your account to become activated. It wouldn't be a bad idea to add [asamail@softball](mailto:asamail@softball) to your list of contacts to insure the message to not be placed in the spam folder. This email is sent within 10 minutes of submitting.

Once logged into RegisterASA - On the HomePlate Page - there is a box for ACE Certification w/ Background Check - you must first purchase the test before you can go any further. The test price includes a background check. (\$25 for new users, \$20 for returning users)  
(For coaches who only want a background check done - they click on Background Check Purchase. It is a \$5 fee.)

After Purchasing the test it will prompt you to log into the ACE website. IF NOT then return to the RegisterASA Homeplate page and click under status next to ACE certification and Background Check (it should be highlighted in Blue)

Once you have entered the ACE website (which is different than the RegisterASA website) it will prompt you to log in (for new ACE members they need to click on the Home Tab at the top of the page - this will bring them to the page where they can select Tutorial for a guide, or New User Registration.)

Once you have successfully logged into the ACE website - you will see the section for completing your test.

**THE OPTION TO START THE TEST WILL ONLY APPEAR AFTER YOUR BACKGROUND CHECK HAS PASSED.**

The ACE Website is also where coaches can view and print their insurance certificate as well as view any completed level test information.

Just send anyone with issues/problems to me.

Thanks!

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