

Association Contact MRS Options



Instructions for:

Logging into your account, registering, creating teams, adding coaching staff and players to rosters, affiliating, purchasing permits and managing members of your association.

1 Navigate to <https://register.pwsaontario.com/Account/Login>

2 Log Into your Account. If you are a new member to PWSA, click below the Login button to "sign up here." Enter the desired information. This will send you a link to the email provided. (Check your spam or junk mail if you do not see it in your inbox)

Follow the link in the email to set up your account.

A screenshot of the PWSA Ontario Member Registration page. The page has a light pink background with a subtle pattern. At the top, the text 'MEMBER REGISTRATION' is centered. Below it, the heading 'LOG IN' is prominently displayed. Underneath the heading, the instruction 'PLEASE ENTER YOUR EMAIL AND PASSWORD' is shown. There are two input fields: the first contains the email address 'acote+test@softballontario.ca', and the second contains a series of dots representing a password. To the right of the password field, there is a link that says 'Forgot your password?'. Below the input fields is a green button with the word 'LOGIN' in white. At the bottom of the form area, there is a link that says 'New user? Sign up here'.

3

When you log in, it will bring you to a menu to select your role. Please select Association Contact.

HOME MY ACCOUNT PERMITS EVENT REGISTRATION

WARNING! By signing this document you will waive certain legal rights. Please read carefully.

Select Role*

Association Contact

The Participant (and the Participant's parent/guardian, if applicable) acknowledge that they have read this agreement is to be binding upon themselves, their heirs, next of kin, assigns, executors, administ electronic signatures in lieu of an original signature on paper.

Accept

4

The Waiver for the season can be downloaded by clicking on the highlighter green font.

WARNING! By signing this document you will waive certain legal rights. Please read carefully.

Select Role*

Association Contact

Association Contact	
#	Terms And Conditions
1	Association Contact Waiver.pdf

The Participant (and the Participant's parent/guardian, if applicable) acknowledge that they have read this agreement and un this agreement is to be binding upon themselves, their heirs, next of kin, assigns, executors, administrators, and representativ electronic signatures in lieu of an original signature on paper.

5 Click the checkbox to acknowledge the waiver.

Association Contact

Association Contact

#	Terms And Conditions
1	Association Contact Waiver.pdf

The Participant (and the Participant's parent/guardian, if applicable) acknowledge that they have read this agreement and this agreement is to be binding upon themselves, their heirs, next of kin, assigns, executors, administrators, and representati electronic signatures in lieu of an original signature on paper.

Accept

6 Click Accept.

The Participant (and the Participant's parent/guardian, if applicable) acknowledge that they have read this agreement and this agreement is to be binding upon themselves, their heirs, next of kin, assigns, executors, administrators, and represent electronic signatures in lieu of an original signature on paper.

Accept



Provincial Women's
Softball Association of Ontario

76-7385 Magistrate Terrace
Mississauga, ON L5W 1W9

Email: info@pwsaontario.com

7

This will bring you to the payment page. Click checkout.

Regular	Quantity	Discount	Total
\$150.00	1	\$0.00	\$150.00
		Sub Total	\$150.00
		Tax	\$0.00
		Grand Total	\$150.00

CHECKOUT

BACK

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8

If you wish to pay by credit card, select that option, enter your card number, expiration date and the CVV. Once you have entered this information, please select validate card. Once you have done this, then select "proceed with payment."

Payment Type

Credit Card



Pay with card

Card Number

.....

Expiration Date (MM/YY)

MM/YY

CVV (3 digits)

...

VALIDATE CARD

9

If you would like to use the E-Transfer option, you can select that. Please put the name of sender.

Email transfers can be sent to: payments@pwsaontario.com

The screenshot shows the website header with the logo and navigation menu. The main content area is titled "PAYMENT" and contains a form with the following elements:

- Payment Type:** A dropdown menu with "e-Transfer" selected and highlighted by an orange circle.
- E-transfer Information:** A section with a "Name of Sender" label and an empty input field.

10

Select Proceed with Payment.

The screenshot shows a payment confirmation screen with several empty input fields. At the bottom, there are two buttons: "PROCEED WITH PAYMENT" (highlighted with an orange circle) and "CANCEL".

11

Once the payment has processed, click continue. This will bring you back to your dashboard.

\$150.00	1	\$0.00	\$150.00
		Sub Total	\$150.00
		Tax	\$0.00
		Grand Total	\$150.00
		Amount Paid	\$0.00

PRINT **CONTINUE**

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12

If you have paid by E-Transfer, you will have to wait until your order has been confirmed before you can use your account to its full advantage. It will show "Pending" on your profile.

If you paid by credit card, you can use your account to its full advantage right away and will show "Active" on your profile.

DASHBOARD

Affiliation for Individuals will open January 1st, 2025.

Welcome, Test Account!

PWSA Player Number: 8719090

ROLES

Role	Status	Date
Association Contact	Pending	2024
Association Contact	Active	2024

13 To build your teams for your association, click manage

**Provincial Women's
Softball Association of Ontario**

HOME MY ACCOUNT **MANAGE** PERMITS EVENT REGISTRATION

DASHBOARD
Affiliation for Individuals will open January 1st, 2025.

Welcome, Test Account!
PWSA Player Number: 8719090

Creating Teams

14 Click "TEAMS"

Provincial Women's Softball Association of Ontario

HOME MY ACCOUNT MANAGE PERMITS EVENT REGISTRATION

TEAMS MEMBERS

DASHBOARD

Affiliation for Individuals will open January 1st, 2025.

Welcome, Test Account!

PWSA Player Number: 8719090

15 Click the "Name" field.

Association

P.W.S.A.

Manage Teams

Name

SEARCH CREATE

Download Team Results

Name	Address
------	---------

16 Enter the Team Name

17 Once you have entered the team name, click on the "create" button.

P.W.S.A.

Manage Teams

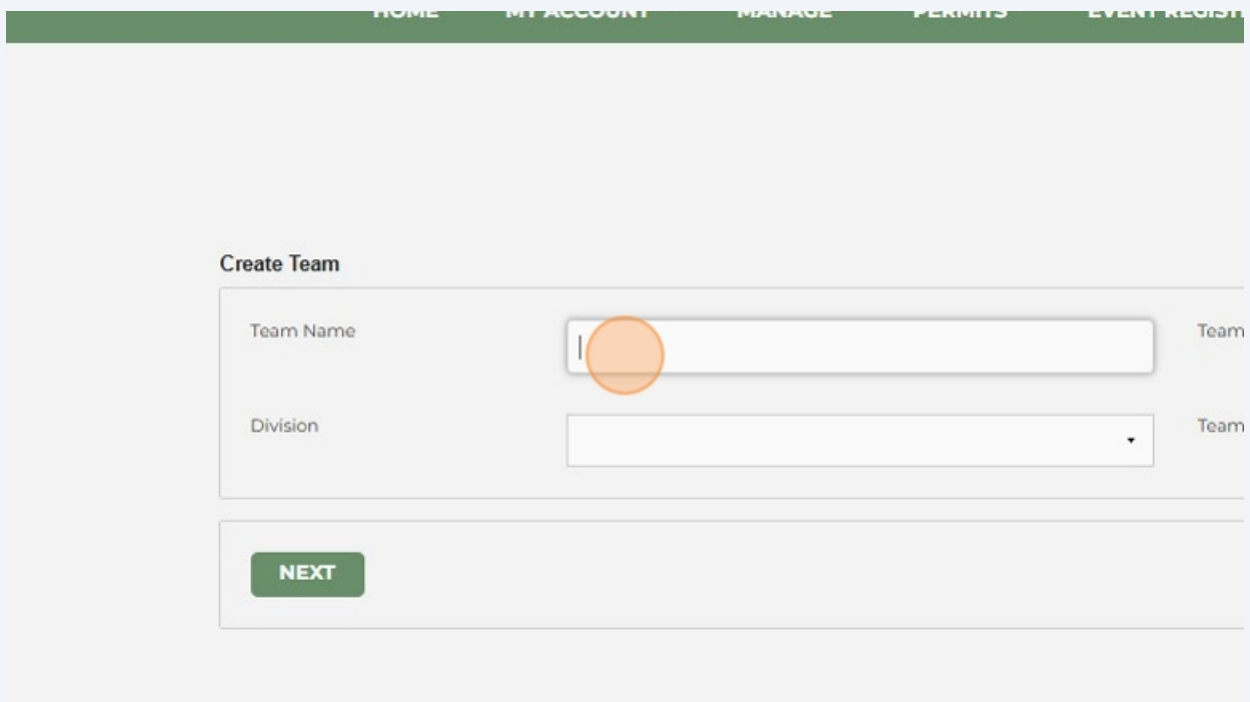
Name

SEARCH **CREATE**

Name	Address
------	---------

◀ ◁ 0 ▷ ▶ 20 items per page

18 Click this text field.



The screenshot shows a web interface with a dark green navigation bar at the top containing the links: HOME, MY ACCOUNT, MANAGE, PERMITS, and EVENT REGISTRATION. Below the navigation bar is a light gray content area. In the center of this area is a form titled "Create Team". The form consists of two rows of input fields. The first row has a label "Team Name" on the left, a text input field in the middle, and the word "Team" on the right. An orange circle highlights the text input field. The second row has a label "Division" on the left, a dropdown menu in the middle, and the word "Team" on the right. Below the form is a green button with the text "NEXT".

19 Type in the Team information.

20 Select the appropriate division and tier for your team.

Create Team

Team Name	<input type="text" value="PWSA U9/U11"/>	Team Manager
Division	<input type="text" value="U9/U11"/>	Team Coach

21 Once you have added the team info and division, click "next."

You will need to do this for each team you are affiliating.

Create Team

Team Name	<input type="text" value="PWSA U9/U11"/>	Team Manager
Division	<input type="text" value="U9/U11"/>	Team Coach

Adding Coaching Staff and Players to a Team

22 Click "Edit Team" This will allow you to add your team manager and head coach.

Team Name: PWSA U9/U11

Division: U9/U11

EDIT TEAM **ADD PLAYER** **ADD ASSISTANT COACH**

Download Players Results

First Name	Last Name	Email	Role	DOB	NCCP #	Address1
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0 20 items per page

23 Click "Team Manager" it will drop down with names and you can select your team manager for each team.

PERMITS EVENT REGISTRATION WELCOME ACOTE+TEST@SOFTBALLONTARIO.CA! LOGOUT

Team Manager

Team Coach

24

Click "Team Coach" it will drop down and you can select your head coach for each team.

A screenshot of a web form for team management. The form has two rows of input fields. The first row is labeled 'Team Manager' and has an empty text input field. The second row is labeled 'Team Coach' and has a dropdown menu with a downward arrow, an orange circle highlighting the label, and an empty text input field. The background is a light gray gradient. At the bottom, there is a dark footer with the text '© 2024 Provincial Women's Softball Association of Ontario'.

25

Click the Update button. This will save the Team Manager and Head Coach information. If your Head Coach/ Team Manager have not registered, they will not show in the options to add to the team.

A screenshot of a web form titled 'Edit/Update Team'. The form has two rows of input fields. The first row is labeled 'Team Name' and has a text input field containing 'PWSA U9/U11'. The second row is labeled 'Division' and has a dropdown menu with 'U9/U11' selected. Below the input fields are two green buttons: 'UPDATE' and 'CANCEL'. The 'UPDATE' button is highlighted with an orange circle. The background is a light gray gradient. At the bottom, there is a dark footer with the logo of the Provincial Women's Softball Association of Ontario, the text 'Provincial Women's Softball Association of Ontario', and the address '76-7385 Magistrate Terrace, Mississauga, ON L5W 1W9'. The email address 'info@pwsaontario.com' is also listed.

26

Under your teams, once your players have registered, you can start to add them to the roster. Click Add Player, this will give you a search engine to enter their name or email address.

Team Name PWSA U9/U11

Division U9/U11

EDIT TEAM ADD PLAYER ADD ASSISTANT COACH

Download Players Results

First Name	Last Name	Email	Role	DOB	NCCP #	Address1
------------	-----------	-------	------	-----	--------	----------

0 20 items per page

27

Search for your players from this menu.

First Name First Name

LastName Last Name

Email Email

SEARCH CANCEL

First Name	Last Name
------------	-----------

0 20 items per page



PERMITS

28

There is a separate package on how to purchase Permits if you do not know. If you wish to purchase travel permits or a Special Event Permit, they are under this menu.



29 Click "PERMITS"

Provincial Women's
Softball Association of Ontario

HOME MY ACCOUNT ▾ MANAGE ▾ PERMITS ▾ EVENT REGISTRATION ▾ WELCOME ACO

PERMITS

s

me

PWSA U9/U11 Team Manager

U9/U11 Team Coach

30 In this menu it gives you the 2 permit options to purchase. Only the Association Contact can purchase the Special Event Permit.

HOME MY ACCOUNT ▾ MANAGE ▾ PERMITS ▾ EVENT REGISTRATION ▾

PERMITS

Select	Item Name	Price	Qua
<input type="checkbox"/>	Individual and Team Travel Permit	30.00	0
<input type="checkbox"/>	Special Event Permit	250.00	0

[DOWNLOAD TRAVEL PERMIT APPLICATION FORM](#)

Email fully completed travel permit forms to Theresa Coleman at travelpermits@pwsaontario.com

Registering for Affiliation and PWSA Events

31

To Register for Affiliation Fees and Events through PWSA. Click " Event Registration."

Provincial Women's Softball Association of Ontario

MY ACCOUNT ▾ MANAGE ▾ PERMITS ▾ **EVENT REGISTRATION ▾** WELCOME ACOTE+TEST@SOFTBA

EVENT REGISTRATION

	Price	Quantity
Team Travel Permit	30.00	0
Permit	250.00	0

32

If you are searching for Affiliation, please make sure you select the right event. Each Division and Tier have their own registration event. Once you have found the Affiliation group that applies to you, click the view button.

Event Name: City:

Start Date (YYYY-MM-DD): End Date (YYYY-MM-DD):

Event Type: Division:

Show Future Event Only:

SEARCH REGISTER CLEAR

Download Member Results

Event Name	Event Type	City	StartDate	EndDate	Max # Of Participants	
Team Affiliation Fee	Affiliation Fee		2024-11-04	2024-11-05	0	View

1 20 items per page 1 - 1 of 1 items

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76-7385 Magistrate Terrace
Mississauga, ON L5W 1W9
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33

Before you register, the MRS system will ask if you would like to add the PWSA Provincial Shirts to your order. You receive 15 shirts per team and they are delivered to your Regional or Provincial. This fee is added to your affiliation fee. You have the option to select Yes or No.


Address Information

Address 1: Address 2:

City: Province: Postal Code:

Additional Optional Purchase


Optional Purchase: Price \$:

 Warning: Before proceeding, please consider the following.

Do you want to add this to your purchase? YES NO

Download Team Results

Name	Division
PWSA U9/U11	U9/U11


◀ ◁ 1 ▷ ▶ 20 items per page 1 - 1 of 1 items 

34

Select Yes or No for adding the PWSA Shirts

Additional Optional Purchase

Optional Purchase:

 Warning: Before proceeding, please consider the following.

Do you want to add this to your purchase? YES NO

Download Team Results

35 Select the team that you are registering.

The screenshot shows a registration form with a search bar at the top. Below it are two green buttons: 'REGISTER' and 'CANCEL'. A 'Download Team Results' button is also present. The team name 'PWSA U9/U11' is displayed. At the bottom of the team list, there are navigation arrows, a page number '1' in a blue circle, and a dropdown menu showing '20 items per page'. The footer contains the PWSA logo and contact information: 'Provincial Women's Softball Association of Ontario', '76-7385 Magistrate Terrace, Mississauga, ON L5W 1W9', and 'Email: info@pwsaontario.com'.

36 Click the "Register" button.

You will need to do this for each team you affiliate.

The screenshot shows a warning message in a pink box: 'Warning: Before proceeding, please consider the following.' Below the warning is a question: 'Do you want to add this to your purchase?' with radio buttons for 'YES' (selected) and 'NO'. Below this is a box with two green buttons: 'REGISTER' and 'CANCEL'. The 'REGISTER' button is highlighted with an orange circle. The 'Download Team Results' button is also visible. The team name 'PWSA U9/U11' is displayed and highlighted in blue. At the bottom, there are navigation arrows, a page number '1' in a blue circle, and a dropdown menu showing '20 items per page'.

37

When you click register, it will bring you to the Order Menu. If you selected Yes to the Shirts, it will show that here, if you selected No to the shirts, it will just show your Affiliation Fee.

Provincial Women's Softball Association of Ontario

HOME MY ACCOUNT MANAGE PERMITS EVENT REGISTRATION WELCOME ACOTE+TEST@SOFTBALLONTARIO.CA! LOGOUT

ORDER DETAILS

Item Description	Regular	Quantity	Discount	Total
Test Affiliation Fee	\$1.00	1	\$0.00	\$1.00
Optional Purchase(T-Shirts)	\$1.00	1	\$0.00	\$1.00
			Sub Total	\$2.00
			Tax	\$0.00
			Grand Total	\$2.00

CHECKOUT BACK

76-7385 Magistrate Terrace
Mississauga, ON L5W 1W9
Email: info@pwsaontario.com

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Click "Checkout"

Provincial Women's Softball Association of Ontario

76-7385 Magistrate Terrace
Mississauga, ON L5W 1W9
Email: info@pwsaontario.com

Item Description	Regular	Quantity	Discount	Total
Test Affiliation Fee	\$1.00	1	\$0.00	\$1.00
Optional Purchase(T-Shirts)	\$1.00	1	\$0.00	\$1.00
			Sub Total	\$2.00
			Tax	\$0.00
			Grand Total	\$2.00

CHECKOUT BACK

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39

If you are paying by Cheque to PWSA, please select E-Transfer. If you are paying by E-Transfer, please send money to payments@pwsaontario.com and put who is sending the money for who and then click proceed with payment.

If you are paying by credit card, select that option, enter your card information and click "validate card" then proceed with payment.



Softball Association of Ontario

HOME

MY ACCOUNT ▾

MANAGE ▾

PERMITS ▾

EVENT REGISTRATION ▾

WEL

PAYMENT

Payment Type

e-Transfer

E-transfer Information

Name of Sender

40 Click this button field.

A screenshot of a payment form. It features several input fields, some of which are highlighted in light blue. At the bottom of the form, there are two buttons: a blue button labeled 'PROCEED WITH PAYMENT' and a green button labeled 'CANCEL'. The 'PROCEED WITH PAYMENT' button is circled in orange to indicate it is the target for step 40.

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41 This will send you a receipt to your email address associated with your account. You can click continue and it will bring you back to the main menu.

	Regular	Quantity	Discount	Total
	\$1.00	1	\$0.00	\$1.00
	\$1.00	1	\$0.00	\$1.00
			Sub Total	\$2.00
			Tax	\$0.00
			Grand Total	\$2.00
			Amount Paid	\$0.00

A screenshot of a receipt form. At the bottom, there are two buttons: a green button labeled 'PRINT' and a green button labeled 'CONTINUE'. The 'CONTINUE' button is circled in orange to indicate it is the target for step 41.

How to Manage Members

42 Click "MANAGE"



The screenshot shows the website header for the Provincial Women's Softball Association of Ontario. The logo is on the left, and the text "Provincial Women's Softball Association of Ontario" is on the right. Below the header is a navigation bar with the following items: HOME, MY ACCOUNT, MANAGE (highlighted with an orange circle), PERMITS, EVENT REGISTRATION, and WE. The main content area contains the following text:

DASHBOARD

Affiliation for Individuals will open January 1st, 2025.

Welcome, Test Account!

PWSA Player Number: 8719090

43 Click "MEMBERS"



The screenshot shows the website header for the Provincial Women's Softball Association of Ontario. The logo is on the left, and the text "Provincial Women's Softball Association of Ontario" is on the right. Below the header is a navigation bar with the following items: HOME, MY ACCOUNT, MANAGE, PERMITS, EVENT REGISTRATION, and WE. A dropdown menu is open under the MANAGE item, showing the following options: TEAMS and MEMBERS (highlighted with an orange circle). The main content area contains the following text:

DASHBOARD



Affiliation for Individuals will open January 1st, 2025.

Welcome, Test Account!

PWSA Player Number: 8719090

44 This option will only show members for your Association.

MANAGE MEMBERS

First Name	<input type="text"/>	Last Name
Email	<input type="text"/>	State
Profile Id	<input type="text"/>	Season
Association	<input type="text" value="P.W.S.A."/> 	Role
City	<input type="text"/>	Division
Start Date (YYYY-MM-DD)	<input type="text" value=""/> 	End Date (YYYY-MM-DD)

SEARCH

45

You can select what role you would like to search. If you do not select one, it will show you all the members from your association that have registered for this season.

Example: Player, Asst Coach/OF Manager, Head Coach, Board Members, and Team Managers.

HOME MY ACCOUNT MANAGE PERMITS EVENT REGISTRATION WELCOME ACOTE+TEST@SOFTBALLONTARIO.CA! LOGOUT

MANAGE MEMBERS

First Name	<input type="text"/>	Last Name	<input type="text"/>
Email	<input type="text"/>	State	Active
Profile Id	<input type="text"/>	Season	2024
Association	P.W.S.A.	Role	
City	<input type="text"/>	Division	
Start Date (YYYY-MM-DD)	<input type="text"/>	End Date (YYYY-MM-DD)	<input type="text"/>

First Name	Last Name	Date of Birth	Email	Role	Association	Div
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46

If you select "Inactive " and the 2024 Season, you can see which members have not yet registered for the current season. This will help if you are missing players when trying to build rosters for the 2025 Season.

Last Name	<input type="text"/>
State	Active
Season	2024
Role	
Division	
End Date (YYYY-MM-DD)	<input type="text"/>

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If you are having any trouble, please send an email to info@pwsaontario.com or info@softballontario.ca