

# LEAGUE PORTAL TEAM REGISTRATION GUIDELINES



香港棒球總會  
HONG KONG BASEBALL ASSOCIATION

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# INTRODUCTION

- ◉ To face the uprising number of teams in different league, **Hong Kong Baseball Association (HKBA)** launched a League Portal team registration platform to allow a team manager to manage the team registration easier.
- ◉ **The League Portal applies to a single league, for example,**  
**Local events: Inter-school Baseball League, Baseball Six**  
**Local International Events - HKIBO, Phoenix Cup**  
where players are limited to register on one team without crossing division.



# INTRODUCTION

- Please note that registration online must be completed the procedure by paying online. We accept online payment through PPS by Internet and credit card.



- PPS Shop&Buy Service is not available via mobile phone browser; please access the service via computer. [See how to set up/change PPS Internet Password.](#)



# LEAGUE PORTAL TEAM REGISTRATION

- Assign a Team Manager for the team
- Team Manager's primary roles are:
  - ✓ Liaison for the team, between HKBA and the team, helps the team to work together and provide information to each other
  - ✓ Representative of the team to outside parties (i.e. opponents)
  - ✓ To appoint a Team Coach in your team; Team Coach must be a HKBA Registered Coach Level 1 or above
- Requirements:
  - ✓ Good communication skills and well-organized
  - ✓ Holding coaching license is recommended but not a must





# Step 1

## LEAGUE PORTAL TEAM REGISTRATION STEP BY STEP

- Go to the website of HKBA "Online Registration System"

<http://www.hkbaseball.org/login.php>



[Home](#) | [Contact](#) | [中文](#) | [ENG](#)

[Login](#) [Register](#)

Search

[Home](#) > [User Log In](#)

### User Log In

#### Member Information

[Log In](#)

[Forgotten password?](#)

#### Notes

Online Registration System records all your participation in the Hong Kong Baseball Association. Same email address is allowed to register once, please use different email address for each individual.

Enrollment/Registration/Order online must be completed the procedure by paying online. Payment options:



[I can't identify my account](#)

#### Member Registration

"Member Only" programme, please click "Member Registration" to sign up an account or sign in your registered account to proceed the registration and application.

[Sign up](#)

#### User Sign up

"Open to Public" programme, please click "User Sign Up" to set up an account and proceed the application.

[Sign up](#)



## Step 2

# LEAGUE PORTAL TEAM REGISTRATION STEP BY STEP (CONT'D)

- Team Manager gets access on the “Online Registration System” by:
  - Sign up an account; or
  - Use your username “**A180xxxx**”, current HKBA member/registered user has been assigned an username, if you did not receive our notification email about your username, please get in touch with HKBA as follows:  
Telephone: 2504 8330  
Email: [hkbsa@hkolympic.org](mailto:hkbsa@hkolympic.org) to get your username.

### *Notes:*

- 1. Online Registration System records an individual participation in the HKBA. Same email address is allowed to register once, please use different email address for each individual.*
- 2. Each individual is allowed to register one team.*





## Step 4

# LEAGUE PORTAL TEAM REGISTRATION STEP BY STEP (CONT'D)

- Expand the menu of **“League Team Registration”** > in the folder of **“Baseball Six”**

League Team Registration			
Baseball Six			
	Item name	Team name	Fee
<input type="checkbox"/>	Baseball Six - Primary School	<input type="text"/>	HK\$100.0
			After paying online, our staff will email you the login name and password for the team registration on the next working day. Please complete the team roster online.
<input type="checkbox"/>	Baseball Six - Secondary School	<input type="text"/>	HK\$100.0
			After paying online, our staff will email you the login name and password for the team registration on the next working day. Please complete the team roster online.
<input type="checkbox"/>	Baseball Six - Secondary School (Girls)	<input type="text"/>	HK\$100.0
			After paying online, our staff will email you the login name and password for the team registration on the next working day. Please complete the team roster online.
<input type="checkbox"/>	Baseball Six - University Division	<input type="text"/>	HK\$100.0
			After paying online, our staff will email you the login name and password for the team registration on the next working day. Please complete the team roster online.
<input type="checkbox"/>	Baseball Six - Community Team	<input type="text"/>	HK\$100.0
			After paying online, our staff will email you the login name and password for the team registration on the next working day. Please complete the team roster online.



## Step 5

# LEAGUE PORTAL TEAM REGISTRATION STEP BY STEP (CONT'D)

- Check the **division** you register for, put **team name** in the box

### League Team Registration

Baseball Six			
	Item name	Team name	Fee
<input type="checkbox"/>	Baseball Six - Primary School	<input type="text"/>	HK\$100.0
After paying online, our staff will email you the login name and password for the team registration on the next working day. Please complete the team roster online.			
<input checked="" type="checkbox"/>	Baseball Six - Secondary School	<input type="text" value="ABC SCHOOL"/>	HK\$100.0
After paying online, our staff will email you the login name and password for the team registration on the next working day. Please complete the team roster online.			
<input type="checkbox"/>	Baseball Six - Secondary School (Girls)	<input type="text"/>	HK\$100.0
After paying online, our staff will email you the login name and password for the team registration on the next working day. Please complete the team roster online.			
<input type="checkbox"/>	Baseball Six - University Division	<input type="text"/>	HK\$100.0
After paying online, our staff will email you the login name and password for the team registration on the next working day. Please complete the team roster online.			
<input type="checkbox"/>	Baseball Six - Community Team	<input type="text"/>	HK\$100.0
After paying online, our staff will email you the login name and password for the team registration on the next working day.			



## Step 6

# LEAGUE PORTAL TEAM REGISTRATION STEP BY STEP (CONT'D)

- Scroll down to the bottom of the page, press **Confirm** to checkout

A screenshot of a web page for team registration. It features two horizontal menu items: 'League Player Registration' and 'Others', both in red text on a light grey background. Below these is a white area with a red circle around an orange 'Confirm' button. At the bottom, there is a footer with links for Privacy Policy, Disclaimer, Recruitment, Useful Linkage, Contact Us, and Page Visitors. Below the links are social media icons for Facebook, Twitter, and Email. The footer also contains copyright information for the Hong Kong Baseball Association (2004-2016) and a note about browser compatibility, along with a credit to Aveego Ltd for website design.

Privacy Policy | Disclaimer | Recruitment | Useful Linkage | Contact Us | Page Visitors:

©Hong Kong Baseball Association. All Rights Reserved 2004-2016  
Please use Google Chrome or Mozilla Firefox browser, Internet Explorer browser can not effectively read all the page.  
Website design by Aveego Ltd



# Step 7

Please check

## LEAGUE PORTAL TEAM REGISTRATION STEP BY STEP (CONT'D)

- Before making payment, please check the items on the shopping cart carefully

Home > Online Registration System > Payment

Application **Payment (1)**

Tracking

**Payment (1)**

Pending Transaction

Transaction Records

Registered Activities

Membership Application/Renewal Record

Officials Attendance Record

Account Setting

Change Password

Item Name	No. of Enrollment / Qty	Remarks	Fee per person / Unit Price	Subtotal	
Baseball Six Baseball Six - Secondary School	1	Team Name: ABC SCHOOL After paying online, our staff will email you the login name and password for the team registration on the next working day. Please complete the team roster online.	HK\$ 100.0	HK\$ 100.0	<a href="#">Remove</a>
<b>Total</b>				<b>HK\$ 100.0</b>	

**Address**

Flat, Floor

Building Name

Number, Street

District

[Online Payment Terms](#)

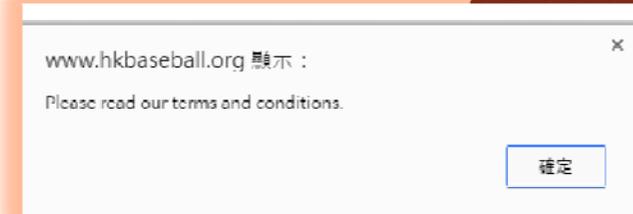




## Step 8

# LEAGUE PORTAL TEAM REGISTRATION ONLINE PAYMENT

- Read the terms and conditions in the scroll down menu
- Check the box to agree
- Select payment method



### Online Payment Terms

or damage sustained to my/our equipment or possessions arising from or in connection with my/our participation in baseball games organized and/or arranged by the HKBA, their officials, servants and agents, or other Association members.

#### Image Release Consent

In consideration of participation in the program to be organized by the Hong Kong Baseball Association (HKBA), the undersigned agrees that the likeness, or the likeness of the minor child/ward may be photographed or videotaped and that such image may be used in HKBA's publications, including its website or social networking platforms to promote or publicize the sports or program.

Our online payment service provider is PayDollar, a leading, secure and reliable international payment service provider to banks and online merchants since 2000. Customers' payment details are securely transmitted to the acquiring bank, card and payment companies for real-time transaction authorization using 256-bit Extended Validation Certificates (EV) SSL transaction encryption. PayDollar supports CVV/CVC check as well as 3-D secure authentication of Visa and MasterCard namely: Verified By VISA and MasterCard SecureCode for added security protection for both customers and merchant.

I agree the terms and conditions [Terms of Use](#) and [Privacy policy](#).

### Payment Method



Submit



## Step 9

# LEAGUE PORTAL TEAM REGISTRATION ONLINE PAYMENT (CONT'D)

- Now, you are connected to **PayDollar Payment Service**, select your payment method by clicking on the logo below

The screenshot shows a web browser window with the URL: <https://www.paydollar.com/b2c2/eng/payment/payForm.jsp?merchantId=88603372&amc>. The page content includes:

- pay dollar** logo and text: "You are now connected to **PAYDOLLAR PAYMENT SERVICE**".
- Secure Authentication notice: "Secure Authenticated Merchant : You are now connected to a secure payment site operated by PayDollar.com . Your payment details will be securely transmitted to the Bank, Card and Payment Companies for transaction authorisation using up to 256-bit SSL encryption."
- MasterCard logo with text: "SAFE AND SECURE PAYMENT with MasterCard®".
- Merchant name: "The Hong Kong Baseball Association".
- Instruction: "Select your payment method by clicking on the logo below:".
- Payment options (circled in red):
  - Pay By Credit and Debit Card: **VISA** and **MasterCard** logos.
  - Pay By Bank Account and Net Banking: **PPS** logo.
  - Pay by Ewallet: **VISA Checkout** logo with "Tell Me More" link.
  - MasterPass** logo with "Learn more" link.
- Footer: "PayDollar Payment Service" logo and "Copyright © 2015 AsiaPay Limited. All rights reserved."



## Step 10

# LEAGUE PORTAL TEAM REGISTRATION ONLINE PAYMENT - PPS

- On the selected payment service, reconfirm the merchant name **“Hong Kong Baseball Association”** and the amount you pay

- Provide the PPS Account Number and PPS Internet Password
- Read and accept the PPS Services General Terms & Conditions of Use
- Press **【Submit】**

A screenshot of a web browser showing the PPS online payment service interface. The browser address bar displays the URL: https://www.ppskh.com/cgi-bin/gx.cgi/AppLogic+pps.megaProc. The page features the PPS logo (繳費登) and the slogan "PAY IT YOUR WAY! Pay it your way!". Below the logo, there is a disclaimer: "You must read the Terms and Conditions, Legal Disclaimer & Copyright Notice and Personal Information Collection Statement before clicking Submit for payment. For PPS Services General Terms and Conditions of Use, please browse ppskh.com". The main form contains the following fields:

- Merchant Name: Hong Kong Baseball Association
- Reference Number: 2016071071314202
- Amount (HK\$): 5200.00
- 8-digit PPS Account Number or PPS Account Name \* : [Empty field]
- PPS Internet Password: [Empty field]
- I have read and hereby accept the PPS Services General Terms and Conditions of Use.

At the bottom of the form, there are two buttons: "Submit" and "Cancel". The "Submit" button is circled in red. There are also several red arrows pointing to the "Merchant Name", "Reference Number", "Amount (HK\$)", and "PPS Internet Password" fields. At the bottom of the page, there is a note: "\*If you are not a PPS user yet, please set up your PPS Account at any nearby PPS Registration Terminal. For details, please click [here](#)."

*Notes: If the amount is wrong, press **【Cancel】** ; go back to HKBA "Online Registration System" and check your shopping cart.*



## Step 11

# LEAGUE PORTAL TEAM REGISTRATION ONLINE PAYMENT - PPS (CONT'D)

- Press **【Proceed】** , you will receive a 6-digit one-time password on your registered mobile phone via SMS

The screenshot shows a web browser window with the URL <https://www.ppskh.com/cgi-bin/gx.cgi/AppLogic+pps.AppHandle2Factor>. The page features the PPS logo and the slogan "PAY IT YOUR WAY! Pay it your way! Pay it your way!". Below the logo, there is a warning box titled "TWO-FACTOR AUTHENTICATION REQUIRED". The text inside the box states: "A 6-digit One-time Password (OTP) will be sent to your mobile phone HK 90\*\*\*\*21 via SMS. Please ensure your mobile phone is switched on, SMS-enabled and with sufficient memory. With effect from 30 October 2011, SMS for OTP originating by PPS will be sent to your mobile phone number registered via PPS registration terminal. This OTP will not be forwarded to other phone number even though you have enabled "SMS Forwarding" service provided by mobile phone service providers in Hong Kong. I hereby confirm that I will receive this SMS via the mobile phone number that registered via PPS registration terminal." At the bottom of the warning box, there are three buttons: "Back", "Proceed" (with a mouse cursor over it), and "Why One-time Password is required".

**TWO-FACTOR AUTHENTICATION REQUIRED**

A 6-digit **One-time Password (OTP)** will be sent to your mobile phone **HK 90\*\*\*\*21** via SMS. Please ensure your mobile phone is switched on, SMS-enabled and with sufficient memory.

With effect from 30 October 2011, SMS for OTP originating by PPS will be sent to your mobile phone number registered via PPS registration terminal. This OTP will not be forwarded to other phone number even though you have enabled "SMS Forwarding" service provided by mobile phone service providers **in Hong Kong**.

**I hereby confirm that I will receive this SMS via the mobile phone number that registered via PPS registration terminal.**

Press "**Proceed**"

**Back** **Proceed** **Why One-time Password is required**

\*If you are not a PPS user yet, please set up your PPS Account at any nearby PPS Registration Terminal. For details, please click [here](#).



## Step 12

# LEAGUE PORTAL TEAM REGISTRATION ONLINE PAYMENT - PPS (CONT'D)

- Enter the 6-digit password in the provided box, then **【Proceed】**



You **must read** the Terms and Conditions, Legal Disclaimer & Copyright Notice and Personal Information Collection Statement before clicking "Submit" for payment. For PPS Services General Terms and Conditions of Use, please browse [ppshk.com](http://ppshk.com)

Please enter the 6-digit **One-time Password (OTP)** appeared on your mobile phone  (00:10:06)

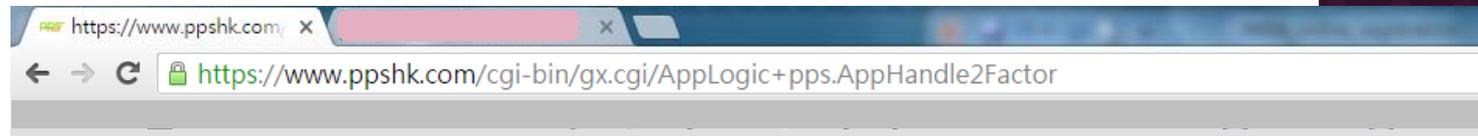
\*If you are not a PPS user yet, please set up your PPS Account at any nearby PPS Registration Terminal. For details, please click [here](#).



## Step 13

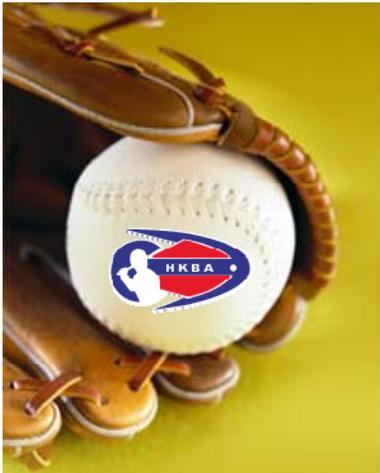
# LEAGUE PORTAL TEAM REGISTRATION ONLINE PAYMENT - PPS (CONT'D)

- Please wait for confirmation message from Hong Kong Baseball Association



Please wait for confirmation message from Hong Kong Baseball Association.

If you stay at this page for more than 1 minute, please contact customer service of Hong Kong Baseball Association for further action.



## Step 14

# LEAGUE PORTAL TEAM REGISTRATION ONLINE PAYMENT - PPS (CONT'D)

- Payment confirmed
- You are suggested to **【Print】** the payment confirmation before pressing **【Continue】** to proceed to our confirmation page

The screenshot shows a web browser window with the URL <https://www.paydollar.com/b2c2/eng/payment/payIpgReturn.jsp>. The page title is "PayDollar By PPS". A message box says "Please press 'continue' to proceed to merchant's confirmation page." Below this, a table of transaction details is displayed:

Payment method :	PPS
Transaction Date :	2016/07/10
Transaction Time :	00:08:15
Amount :	HKD 3.00
Merchant :	Hong Kong Baseball Association
Merchant Reference No.:	7669
Payment Reference No. :	000071314674
PPS Reference No. :	290832

At the bottom, there are two buttons: "Continue" and "Print". The "Print" button is circled in red. The footer includes the "PayDollar Payment Service" logo and the text "Copyright © 2015 AsiaPay Limited. All rights reserved."



## LEAGUE PORTAL TEAM REGISTRATION STEP BY STEP - PAY BY CREDIT CARD

- Please check the merchant name “The Hong Kong Baseball Association”
- You are suggested to **【Print】** the payment confirmation after finishing the payment

The screenshot shows a web browser window with the URL <https://www.paydollar.com/b2c2/eng/payment/payForm2.jsp>. The page features the VISA logo and the text "Verified by VISA". Below this, there is a section titled "Transaction Information" with the following details:

Merchant Name :	The Hong Kong Baseball Association
Merchant Category :	Civic, Social, and Fraternal Associations
Merchant Reference No. :	16401
Transaction Amount :	HKD 100.00
Transaction IP Address :	203.198.107.200

Below the transaction information, there is a section titled "Please fill in the card information:" with the following fields:

Card Number :	<input type="text"/>
Expiry Date (mm/yyyy) :	-- ▾ --- ▾
Name as shown on card :	<input type="text"/>
Card Verification Number :	<input type="text"/> 

At the bottom of the form, there are two buttons: "Submit" and "Cancel".

**Note:** As certain card-issuing banks might not yet be ready for Internet transaction, please contact your card-issuing bank for any problems in using your card for transactions via PayDollar.

\* If you have already registered **Verified By VISA**, you will be required to provide your corresponding password after confirmation as requested by your issuing bank.

PayDollar Payment Service 

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## LEAGUE PORTAL TEAM REGISTRATION STEP BY STEP

After paying online, our staff will email you the login name and password for the team registration on the next working day. Please complete the team roster online on the “League Portal”

A screenshot of a web browser showing the login page for the League Portal. The browser's address bar displays 'https://www.hkbaseball.org/baseball-six/login.php' and the page title is 'e-League Portal'. The page features a maroon header bar, the 'Baseball Six' logo with the tagline 'Making a Difference Make it Happen', and a light blue login form. The form includes the title 'League Portal', a 'Username' label and input field, a 'Password' label and input field, and a blue 'Login' button.

League Portal

Username

Password

Login

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### **Enquiry**

Hong Kong Baseball Association  
Tel: 2504 8330  
Email: [hkbsa@hkolympic.org](mailto:hkbsa@hkolympic.org)