Online Registration System
Hong Kong Baseball Association

Online Player Registration

Guideline

Last updated on 11 July 2016
Introduction

• To better control the registration of team and player in our league and tournament, Hong Kong Baseball Association (HKBA) is pleased to announce the launch of Online Team Registration and Online Player Registration through our “Online Registration System”.

• Please note that registration online must be completed the procedure by paying online. At this time, we accept online payment through PPS by Internet; 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. http://www.ppshk.com/hkt/revamp2/English/SetupPwd.html

• Other payment methods will be provided later.
Online Player Registration
(Part 1)


- Please confirm with your target team before registration

- Player registration fee includes Group Personal Accident (GPA) Insurance premium, administration fees, processing fees from bank & payment gateway company; please visit our website for the GPA coverage, “Insurance” [http://www.hkbaseball.org/load.php?link_id=122689](http://www.hkbaseball.org/load.php?link_id=122689)

- Non-resident of Hong Kong is allowed to register in our local league, please note that the GPA insurance only cover your medical expenditure that involved in Hong Kong registered clinic/hospital. If you don’t have a bank account in Hong Kong, bank charges will be involved in using other method to transfer the compensation.
Online Player Registration

(Part 2)

- Player is required to upload a headshot for generate team roster; photos must be in one of these file formats: .jpg, .png. You’ll be able to crop and reposition your photo after uploading.

- Photo requirements:
  - A recent photo has been taken within the last six months
  - Good quality makes you recognizable
  - You are the only one in the picture, does not include another person
  - A head-and-shoulders view, with the entire face, both eyes and head clearly visible
  - You are in focus
  - Head covers with baseball cap is allowed but not cover your face
    - NOT wearing sunglasses
    - NOT too light or too dark
    - NOT too far or too close
    - NO part of your head is being cut off

Warning: If the photo you upload doesn’t meet the requirements listed above, you will not be allowed to participate in the game.
Online Player Registration Step by Step

- Go to the website of HKBA “Online Registration System”
  http://www.hkbaseball.org/login.php
Online Player Registration Step by Step (Cont’d)

- 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 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 account.
Online Player Registration Step by Step (Cont’d)

- Enter your personal data and upload your headshot photo in your “Account Setting”
- Ensure your photo does meet the listed requirements on Online Player Registration (Part 2) in this guide
Online Player Registration Step by Step (Cont’d)

- Expand the menu of “League Player Registration”
- Check the **division** you register for, select the **team** in the drop down menu

**Notes:** If you cannot find the team you register for, this means your Team Manager has not finished League Team Registration, please get contact with him/her.
Online Player Registration Step by Step (Cont’d)

- You are allowed to register more than one team at the same time.
- Before making payment, please check the division and team you register for are correct on the shopping cart carefully.
- Please note that **NO refund** will be made after submitting your registration.
Online Player Registration Step by Step (Cont’d)

- Read the terms and conditions in the scroll down menu
- Check the box to agree
- Select payment method
Online Player Registration Step by Step (Cont’d)

- Now, you are connected to PayDollar Payment Service, select your payment method by clicking on the logo below
Online Player Registration Step by Step (Cont’d)

- 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】

Notes: If the amount is wrong, press 【Cancel】; go back to HKBA “Online Registration System” and check your shopping cart.
Online Player Registration Step by Step (Cont’d)

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

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.

*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.
Online Player Registration Step by Step (Cont’d)

- Enter the 6-digit password in the provided box, then 【Proceed】
Online Player Registration Step by Step (Cont’d)

- Please wait for confirmation message from Hong Kong Baseball Association.
Online Player Registration Step by Step (Cont’d)

- Payment confirmed
- You are suggested to 【Print】 the payment confirmation before pressing 【Continue】 to proceed to our confirmation page
Online Player Registration Step by Step (Cont’d)

- “Payment completed”, HKBA confirmation page
- Automatically, a confirmation email will be sent to your registered email address
- If you are planning to register more than one division, there is no guarantee you will be accepted in the registered team, please read the Local League Information carefully

Online Player Registration Step by Step (Cont’d)

- An initial Team Roster will be generated for Team Manager’s confirmation

- The accepted players will receive an invitation from the Team Manager by email, you are required to confirm by the provided link in the email

- Please note that once a player is on a confirmed roster, under the mutual recognition procedure, such player is \textit{frozen on such team’s roster} for \textit{the remainder of the season in the same division}. \textbf{NO change or refund is allowed.}