Online Registration System
Hong Kong Baseball Association

Online Team 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 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
Online Team Registration Step by Step

- Go to the website of HKBA “Online Registration System”
  http://www.hkbaseball.org/login.php

Step 1
Online 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 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.
Online Team Registration Step by Step (Cont’d)

- Select: Items > Application > League Team Registration

![Image showing the online registration process](image-url)
Online Team Registration Step by Step (Cont’d)

- Expand the menu of “League Team Registration”
Online Team Registration Step by Step (Cont’d)

- Check the **division** you register for, put **team name** in the box
Online Team Registration Step by Step (Cont’d)

- Check the box of **“Team Deposit”**, applicable for team did not pay Team Reservation Fee.
- Check the box of **“Team Manager Meeting Deposit”**
- Press **[Confirm]** to checkout
Online Team Registration Step by Step (Cont’d)

- Warning Message: as mentioned in Step 2, each individual is allowed to register one team; if you have registered for a team, you are not allowed to register for another team.
- Please assign other person to be the Team Manager.
Online Team Registration Step by Step (Cont’d)

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

Please check
Online Team Registration Step by Step (Cont’d)

- Please provide your address for mailing refund cheque; REFUND WILL BE ISSUED TO THE REGISTERED TEAM MANAGER.

- Team deposit will be refunded after finishing the season; absent penalty will be deducted from the team deposit.

- **Team Manager Meeting Deposit** will be forfeited if the Team Coach/representative absent from the Team Manager Meeting; refund will be made after the meeting to the registered Team Manager.
Online Team 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 Team 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 Team 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 Team 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.
Online Team Registration Step by Step (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

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

- “Payment completed”, HKBA confirmation page
- Automatically, a confirmation email will be sent to your registered email address
- Press here to continue and check your registered name on the list
Online Team Registration Step by Step (Cont’d)

- The registered name should be shown in the drop down menu under “League Player Registration”
- Now, your players can proceed his/her player registration with your team
Online Team Registration Step by Step (Cont’d)

Search “Team Registration List”

http://www.hkbaseball.org/online_reg_summary_league_team.php
Generate Team Roster & Invite Team Coach
(Part 1)

- The system will generate your team roster after registration deadline with your player list on
- Team Manager will be informed to check the roster online
- Press 【Send invitation】 to the players you accepted in your team
- The players are required to confirm their participation in your team by the provided link
- Then, you put the uniform number, position, throw and bat of your players

Notes:

A charge of HK$300 will apply for each change of team roster after Team Manager's Meeting.
Generate Team Roster & Invite Team Coach
(Part 2)

- At the same time, you are required to add at least one Team Coach on your roster.

- **Only HKBA registered coach (Level 1 or above) can be added** as Team Coach.

- HKBA registered coach has to renew his/her license online, ask your coach to provide you his/her username “A180xxxx”, **NO PASSWORD IS REQUIRED.**

- When you add his/her username “A180xxxx” on the roster, his/her name will be generated, please reconfirm the name before pressing 【Send invitation】.

- The invited coach will receive your invitation through email. He/she should reply by the provided link to accept it.

- Once everything gets done, team roster will be generated for your final review and ready to publish on the HKBA website.