

# Online Registration System

## Hong Kong Baseball Association

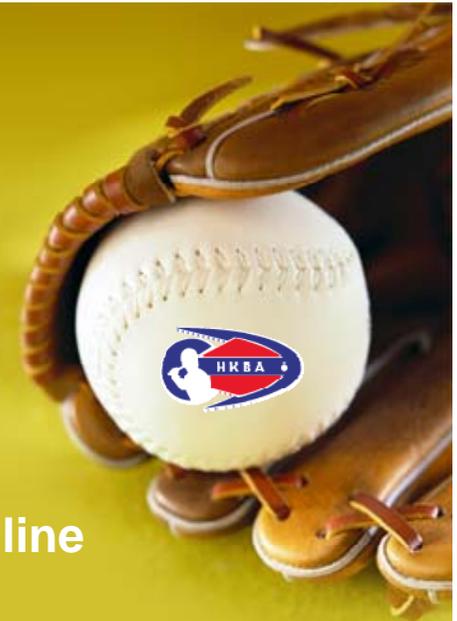
### Online Team Registration Guideline

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



## Step 1

# Online Team Registration Step by Step

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

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

The screenshot shows a web browser window displaying the HKBA Online Registration System login page. The page title is "User Log In" and the URL is "www.hkbaseball.org/login.php". The page features the HKBA logo and navigation links for Home, Contact, and language options (中文, ENG). A search bar is also present. The main content area is divided into two columns. The left column, titled "Member Information", contains input fields for Username and Password, a "Log In" button, and a link for "Forgotten password?". Below this is a "Notes" section explaining the registration process and mentioning the "PPS" (繳費靈) payment system. The right column, titled "Member Registration", provides instructions for the "Member Only" programme and includes a "Sign up" button. Below that, it describes the "Open to Public" programme and includes another "Sign up" button. The footer contains links for Privacy Policy, Disclaimer, Recruitment, Useful Linkage, Contact Us, and Page Visitors, along with copyright information for the Hong Kong Baseball Association (2004-2016) and a note about browser compatibility.



## Step 2

### 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](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 3

# Online Team Registration Step by Step (Cont'd)

- Select: Items > Application > League Team Registration

The screenshot shows the website interface for the Hong Kong Baseball Association. The browser address bar displays [www.hkbaseball.org/myaccount\\_payment\\_landing.php](http://www.hkbaseball.org/myaccount_payment_landing.php). The page header includes the HKBA logo and navigation links for Home, Contact, and language options (中文, ENG). A user is logged in as (ADMIN\_NICKY). The main content area is titled 'Home > Enrollment/Registration/Order Selection' and features a menu of options. The 'Application' option is selected, and a red arrow points to the 'League Team Registration' option within the 'Application' menu. Other options include 'Payment (0)', 'Account Setting', 'Change Password', 'Payment Records', 'Registered Activities (Timetable)', 'Membership Application/Renewal Record', 'Officials Attendance Record', 'Admin: Offline Application', 'Admin: Online Payment Application', 'Admin: Member List', 'Admin: Officials Attendance', and 'Admin: Volunteer List'. Below the menu, there are sections for 'Courses', 'Membership Application and Renewal', 'Officials Registration / Renewal' (with a note for members to pay fees), 'Elite Athlete Registration' (with a note for members to pay fees), 'League Team Registration', 'League Player Registration', and 'Others'. The footer contains a 'Confirm' button, social media icons for Facebook, Twitter, and Email, and copyright information for the Hong Kong Baseball Association (2004-2016).



## Step 4

# Online Team Registration Step by Step (Cont'd)

- Expand the menu of “League Team Registration”

香港棒球總會 Hong Kong x  
www.hkbaseball.org/myaccount\_payment\_landing.php

### League Team Registration

2016/17 Hong Kong Open League - Team Registration Fee

[Local League Information](#)

\*\* Team Deposit \$1,000 (Applicable for team did not pay Team Reservation Fee) and Team Manager Meeting Deposit \$500 should be paid with Team Registration Fee. \*\*

<input type="checkbox"/>	Item name	Team name	Fee
<input type="checkbox"/>	16/17 Men Grade A	<input type="text"/>	HKD 9617.0
<input type="checkbox"/>	16/17 Men Grade B	<input type="text"/>	HKD 3678.0
<input type="checkbox"/>	16/17 Men Grade C	<input type="text"/>	HKD 3603.0
<input type="checkbox"/>	16/17 Women Grade A	<input type="text"/>	HKD 5735.0
<input type="checkbox"/>	16/17 Women Grade B	<input type="text"/>	HKD 4059.0
<input type="checkbox"/>	16/17 Kenko Grade A (Mixed)	<input type="text"/>	HKD 4883.0
<input type="checkbox"/>	16/17 Kenko Grade B (Mixed)	<input type="text"/>	HKD 3683.0

### League Registration Team Deposit

[Local League Information](#)

<input type="checkbox"/>	Item name	Team name	Fee
<input type="checkbox"/>	16/17 HKOL Team Deposit	<input type="text"/>	HKD 1000.0

Applicable for team did not pay Team Reservation Fee. Team deposit will be refunded after finishing the season; absent penalty will be deducted from the team deposit.

<input type="checkbox"/>	16/17 HKOL Team Manager Meeting Deposit	<input type="text"/>	HKD 500.0
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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 Team Manager.

### League Player Registration

### Others

Confirm

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Please use Google Chrome or Mozilla Firefox browser, Internet Explorer browser can not effectively read all the page.  
Website design by: Aveenon Ltd.





## Step 5

# Online Team Registration Step by Step (Cont'd)

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

香港棒球總會 Hong Kong Baseball Association

www.hkbaseball.org/myaccount\_payment\_landing.php

### League Team Registration

2016/17 Hong Kong Open League - Team Registration Fee

[Local League Information](#)

\*\* Team Deposit \$1,000 (Applicable for team did not pay Team Reservation Fee) and Team Manager Meeting Deposit \$500 should be paid with Team Registration Fee. \*\*

Item name	Team name	Fee
<input type="checkbox"/> 16/17 Men Grade A		HKD 9617.0
<input checked="" type="checkbox"/> 16/17 Men Grade B	123 TEAM	HKD 3678.0
<input type="checkbox"/> 16/17 Men Grade C		HKD 3603.0
<input type="checkbox"/> 16/17 Women Grade A		HKD 5735.0
<input type="checkbox"/> 16/17 Women Grade B		HKD 4059.0
<input type="checkbox"/> 16/17 Kenko Grade A (Mixed)		HKD 4883.0
<input type="checkbox"/> 16/17 Kenko Grade B (Mixed)		HKD 3683.0

League Registration Team Deposit

[Local League Information](#)

Item name	Team name	Fee
<input checked="" type="checkbox"/> 16/17 HKOL Team Deposit	123 TEAM	HKD 1000.0
<input checked="" type="checkbox"/> 16/17 HKOL Team Manager Meeting Deposit	123 TEAM	HKD 500.0

Applicable for team did not pay Team Reservation Fee. 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 Team Manager.

### League Player Registration

### Others

Confirm

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## Step 6

# 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

### League Team Registration

2016/17 Hong Kong Open League - Team Registration Fee

[Local League Information](#)

\*\* Team Deposit \$1,000 (Applicable for team did not pay Team Reservation Fee) and Team Manager Meeting Deposit \$500 should be paid with Team Registration Fee. \*\*

Item name	Team name	Fee
<input type="checkbox"/> 16/17 Men Grade A	<input type="text"/>	HKD 9617.0
<input checked="" type="checkbox"/> 16/17 Men Grade B	123 TEAM	HKD 3678.0
<input type="checkbox"/> 16/17 Men Grade C	<input type="text"/>	HKD 3603.0
<input type="checkbox"/> 16/17 Women Grade A	<input type="text"/>	HKD 5735.0
<input type="checkbox"/> 16/17 Women Grade B	<input type="text"/>	HKD 4059.0
<input type="checkbox"/> 16/17 Kenko Grade A (Mixed)	<input type="text"/>	HKD 4803.0
<input type="checkbox"/> 16/17 Kenko Grade B (Mixed)	<input type="text"/>	HKD 3683.0

### League Registration Team Deposit

[Local League Information](#)

Item name	Team name	Fee
<input checked="" type="checkbox"/> 16/17 HKOL Team Deposit	123 TEAM	HKD 1000.0
Applicable for team did not pay Team Reservation Fee. Team deposit will be refunded after finishing the season; absent penalty will be deducted from the team deposit.		
<input checked="" type="checkbox"/> 16/17 HKOL Team Manager Meeting Deposit	123 TEAM	HKD 500.0
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 Team Manager.		

### League Player Registration

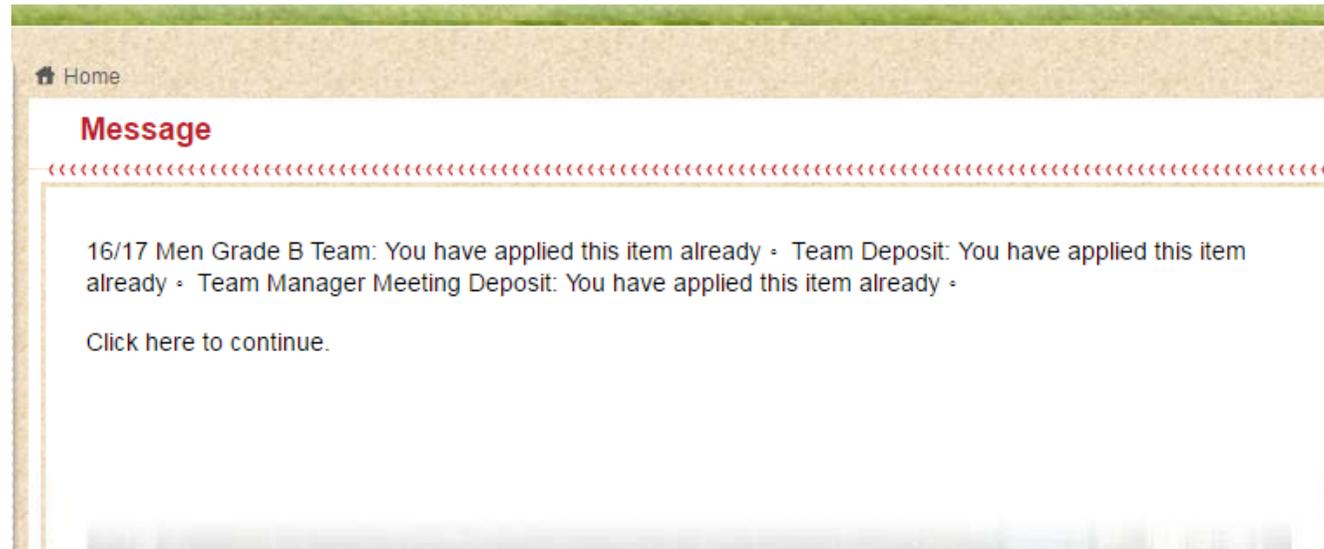
### Others

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Website design by Aveson Ltd



## 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





## Step 7

# Online Team Registration Step by Step (Cont'd)

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

Please check

The screenshot shows the HKBA website's shopping cart page. The browser address bar displays 'www.hkbaseball.org/cart.php'. The page header includes the HKBA logo and navigation links. The main content area is titled 'Payment' and contains a table of items in the cart. A red bracket highlights the table, with the text 'Please check' next to it.

Item Name	No. of Enrollment / Qty	Remarks	Fee per person / Unit Price	Subtotal	
2016/17 Hong Kong Open League - Team Registration Fee 16/17 Men Grade B	1	Team Name: ABC TEAM	HKD \$ 3700	HKD \$ 3700	Remove From Cart
League Registration Team Deposit 16/17 HKOL Team Deposit	1	Team Name: ABC TEAM Applicable for team did not pay Team Reservation Fee. Team deposit will be refunded after finishing the season; absent penalty will be deducted from the team deposit.	HKD \$ 1000	HKD \$ 1000	Remove From Cart
League Registration Team Deposit 16/17 HKOL Team Manager Meeting Deposit	1	Team Name: ABC TEAM 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 Team Manager.	HKD \$ 500	HKD \$ 500	Remove From Cart
<b>Total</b>				<b>HKD \$ 5200</b>	

Address  
Flat, Floor

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Please use Google Chrome or Mozilla Firefox browser, Internet Explorer browser can not effectively read all the page.  
Website design by Aupond Ltd



## Step 8

Last updated on 11 July 2016

# 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.

The screenshot shows a web form for online team registration. The 'Address' section is circled in red and contains four input fields: 'Flat, Floor', 'Building Name', 'Number, Street', and 'District'. Below this is the 'Online Payment Terms' section, which includes a declaration of accuracy, authorization of information release, and consent to the association's rules. A checkbox for 'I agree the terms and conditions Terms of Use and Privacy policy.' is present. The 'Payment Method' section shows the 'PDS' (PayDollar) logo selected. A 'Submit' button is at the bottom. The footer contains links for Privacy Policy, Disclaimer, Recruitment, Useful Linkage, Contact Us, and Page Visitors, along with copyright information for the Hong Kong Baseball Association (2004-2016) and a note about browser compatibility.



## Step 9

# 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

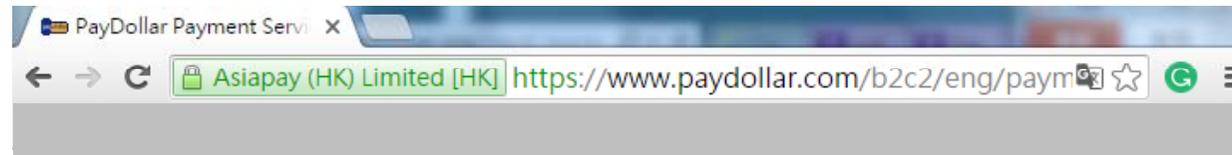
A screenshot of a web browser displaying the HKBA online registration form. The browser address bar shows 'www.hkbaseball.org/cart.php'. The form is titled 'Address' and includes input fields for 'Flat, Floor', 'Building Name', 'Number, Street', and 'District'. Below this is the 'Online Payment Terms' section, which contains a scrollable text area with terms and conditions. A red circle highlights a checkbox labeled 'I agree the terms and conditions Terms of Use and Privacy policy.' Below the terms is the 'Payment Method' section, where the 'PPS' (PayDollar) option is selected and circled in red. A 'Submit' button is located at the bottom of the form. A modal dialog box is open over the form, displaying the text 'www.hkbaseball.org 顯示 : Please read our terms and conditions.' with a '確定' (OK) button. The footer of the page includes links for 'Privacy Policy', 'Disclaimer', 'Recruitment', 'Useful Linkage', 'Contact Us', and 'Page Visitors', along with copyright information for the Hong Kong Baseball Association (2004-2016) and social media icons for Facebook, Weibo, and Email.



## Step 10

# 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



You are now connected to  
**PAYDOLLAR PAYMENT  
SERVICE**

 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.

### **Hong Kong Baseball Association**

Select your payment method by clicking on the logo below:

*Pay By Bank Account and Net Banking*



PayDollar Payment Service 

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## Step 11

# 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】**

Online Payment Service x

← → ↻ <https://www.ppskh.com/cgi-bin/gx.cgi/AppLogic+pps.megaProc> 🔍 ☆ 🌐 ☰

**PPS** 繳費登 **PAY IT YOUR WAY!** Pay it your way! Pay it your way!

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

**Merchant Name:** Hong Kong Baseball Association

**Reference Number:** 2016071071314202

**Amount (HK\$):** 5200.00

**8-digit PPS Account Number or PPS Account Name \* :** [ ]

**PPS Internet Password:** [ ]

I have read and hereby accept the PPS Services General Terms and Conditions of Use.

Starting from 17 March 2016, PPS customers will receive SMS alert on every successful payment made to the merchant categories of "Credit Services" & "Securities Broker".

**Submit** **Cancel**

\*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 12

# 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](http://ppshk.com)

**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"

\*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

# 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](http://ppshk.com)

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

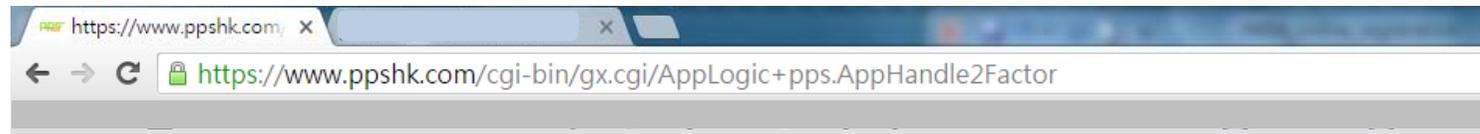
\*If you are not a PPS user yet, please set up your PPS Account at any nearby PPS Registration Terminal. For details, please click [here](#).



## Step 14

### 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.

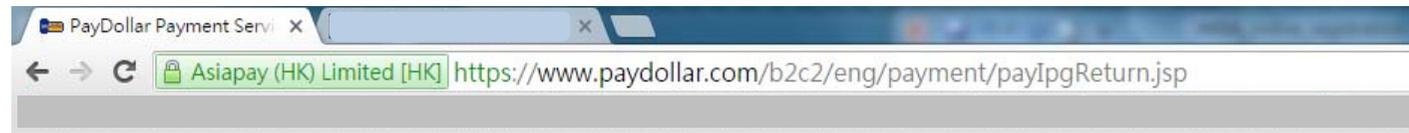
If you stay at this page for more than 1 minute, please contact customer service of Hong Kong Baseball Association for further action.



## Step 15

# 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



### PayDollar By PPS

Please press "continue" to proceed to merchant's confirmation page.

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

Continue

Print

PayDollar Payment Service 

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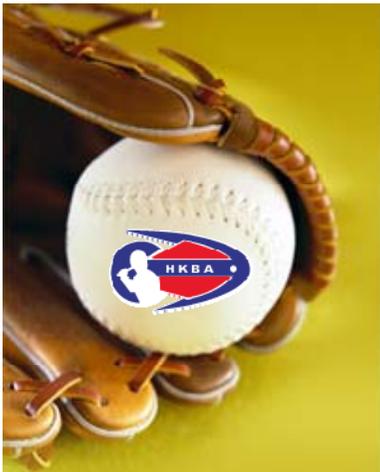


Team  
Registration  
is partially  
done

## 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

A screenshot of a web browser displaying the HKBA website. The browser's address bar shows the URL: www.hkbaseball.org/cart\_confirm\_payment\_paydollar.php?Ref=7669. The website header features the HKBA logo and the text '香港棒球總會 HONG KONG BASEBALL ASSOCIATION'. There are navigation links for 'Home' and 'Cont', and a search bar. The main content area shows a confirmation message: 'Payment completed' in red, followed by a separator line of red dots. Below this, it says 'Thank you!' and 'A confirmation email has been sent to your email account.' A red circle highlights the text 'Press here to continue.' at the bottom of the message. At the bottom of the screenshot, there is a photograph of a baseball team in blue and white uniforms standing on a field, holding a large red flag with the white Bauhinia flower emblem of the Hong Kong flag.



Check it

## 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

香港棒球總會 Hong Kong Baseball Association

Home | Contact | 中文 | ENG

Hello, Account Setting Logout

Search

Home > Enrollment/Registration/Order Selection

**Items**

Application | Payment (0) | Account Setting | Change Password | Payment Records | Registered Activities (Timetable) | Membership Application/Renewal Record

Officials Attendance Record

Admin: Offline Application | Admin: Online Payment Application | Admin: Members List | Admin: Officials Attendance | Admin: Volunteer List

**Courses**

**Membership Application and Renewal**

**Officials Registration / Renewal**  
(Members only, please ensure your membership fees are paid before proceeding)

**Elite Athlete Registration**  
(Members only, please ensure your membership fees are paid before proceeding)

**League Team Registration**

**League Player Registration**

2016/17 Hong Kong Open League - Player Registration Fee

Item name	Team name	Fee
<input type="checkbox"/> 16/17 Men Grade A Player	Please select ▼	HKD 40.0
<input type="checkbox"/> 16/17 Men Grade B Player	Please select ▼	HKD 30.0
<input type="checkbox"/> 16/17 Men Grade C Player	Please select ▼ ABC-TEAM	HKD 30.0
<input type="checkbox"/> 16/17 Women Grade A Player	Please select ▼	HKD 40.0

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Please use Google Chrome or Mozilla Firefox browser, Internet Explorer browser can not effectively read all the page.

f [Social Media Icons]

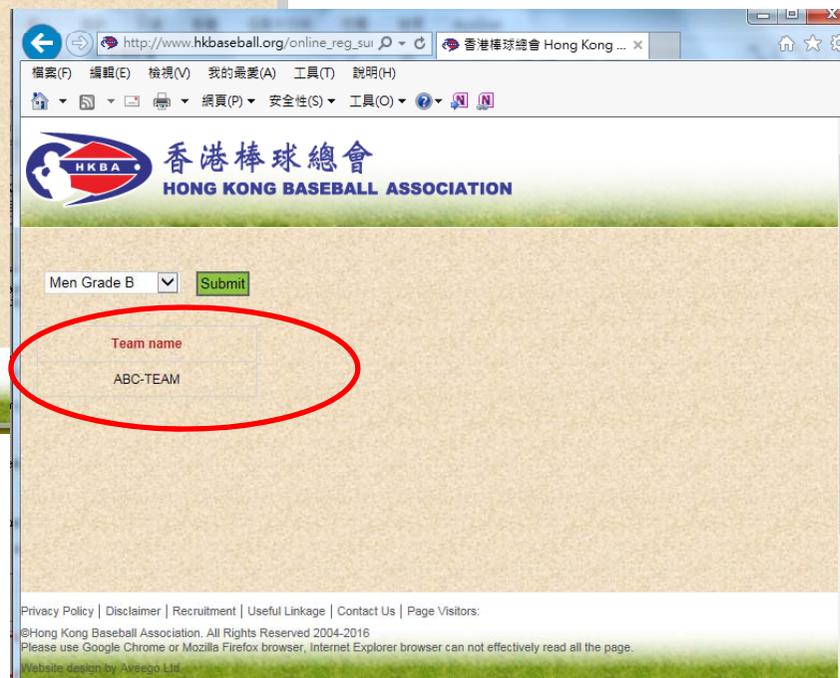
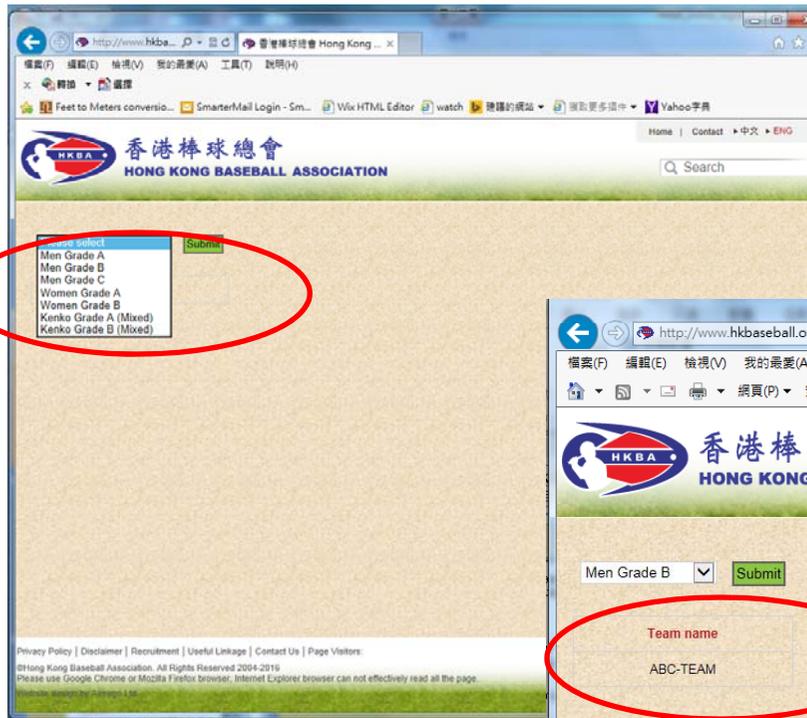


## Online Team Registration Step by Step (Cont'd)

Search "Team Registration List"

[http://www.hkbaseball.org/online\\_reg\\_summary\\_league\\_team.php](http://www.hkbaseball.org/online_reg_summary_league_team.php)

Check it





Final  
Stage

## 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.*



## Final Stage

# 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