

## JPL SOFTBALL 2018 REGISTRATION AND PAYMENT INSTRUCTIONS

### Required Forms

**Team Registration form** (roster spreadsheet), **Team Fee Deposit form** (proof of payment), and **Player Waiver forms** (release of liability) can be downloaded from the links at the bottom of the JPL Softball home page at <http://jplsoftball.org/>.

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### Spring B League

All steps except d) must be completed by **Friday, March 9**.

- a) Deliver a signed **Team Fee Deposit form** and a check for your **Team Fee** made out to "JPL Softball Program" to Taylor Ingram (818-354-1155) on or before Friday, March 9.
- b) Fill out a **Team Registration form** as an Excel **spreadsheet**, using color-coding described in the "Instructions" worksheet tab. Send the completed **spreadsheet** to Taylor Ingram ([Taylor.L.Ingram@jpl.nasa.gov](mailto:Taylor.L.Ingram@jpl.nasa.gov)).
- c) Send your signed **Player Waiver forms** (release of liability) accompanied by your **Team Registration spreadsheet** to Tony Greicius ([Anthony.Greicius-116962@jpl.nasa.gov](mailto:Anthony.Greicius-116962@jpl.nasa.gov)).
- d) Collect additional signed **Player Waiver forms** during the season, and send them to Tony Greicius ([Anthony.Greicius-116962@jpl.nasa.gov](mailto:Anthony.Greicius-116962@jpl.nasa.gov)) as you receive them.

Season starts on April 2. Games will be played on Mondays and Tuesdays.

**Team Fee** is **\$480** for the Spring season.

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### C League

All steps except d) must be completed by **Friday, March 23**.

- a) Fill out and sign the **Team Fee Deposit form** with "C League" pre-checked. Then take this form to the Caltech Credit Union and present it to the teller at the time of deposit. Deposit your **Team Fee** (in the form of check, cash, or credit union transfer) into the JPL Softball Program's account as listed on the form. Have your **Team Fee Deposit form** stamped by the CU teller as proof of payment. Retain the original stamped proof-of-payment for your records. Send a copy of your stamped **Team Fee Deposit form** to Charlie Kaczinski ([Charles.J.Kaczinski@jpl.nasa.gov](mailto:Charles.J.Kaczinski@jpl.nasa.gov)).
- b) Fill out a **Team Registration form** as an Excel **spreadsheet**, using color-coding described in the "Instructions" worksheet tab. Send the completed **spreadsheet** to Charlie Kaczinski ([Charles.J.Kaczinski@jpl.nasa.gov](mailto:Charles.J.Kaczinski@jpl.nasa.gov)).
- c) Send your signed **Player Waiver forms** (release of liability) accompanied by your **Team Registration spreadsheet** to Tony Greicius ([Anthony.Greicius-116962@jpl.nasa.gov](mailto:Anthony.Greicius-116962@jpl.nasa.gov)).
- d) Collect additional signed **Player Waiver forms** during the season, and send them to Tony Greicius ([Anthony.Greicius-116962@jpl.nasa.gov](mailto:Anthony.Greicius-116962@jpl.nasa.gov)) as you receive them.

Season starts week of April 16.

**Team Fee** is **\$500** per team