January 1, 2012 - Minnesota American Legion Baseball

2014 Team Registration - Phase 1

1. Decide who will be your Team Administrator (the primary person responsible for perfoming tasks in the registration system -- and to whom the system will send email correspondence, including emails related to password reset requests.) Most often, this person is the team's Manager & Head Coach. Sometimes, it is the Team Business Manager of the sponsoring Post/organization. (If multiple people are involved, please ensure to communicate with one another on the completion of system tasks, to prevent the creation of duplicate teams in the system!)

2. Apply for Background Checks: Request your team coaches and volunteer staff to complete their annually-required background check: (Also see info below.) Link to Background Check Application

3. Go to National's team registration site, http://baseball.legion.org/ (The main National web site address -- for general information and materials -- is www.legion.org/baseball.)

NOTE: Metro area Junior Legion teams should not complete #4 (team account) or #5 (team application). These items are completed by Jim Peck, who will provide your Team Administrator with the User ID and Password. Your team will then be responsible for completing additional "Phase 2 tasks," such as adding coaches, entering players, and submitting your team's roster and forms.)

4. Create a 2014 Team Account. The Team Administrator must create a new account in the system for the 2014 season -- which includes setting up a User ID and Password. (For returning teams, National has advised us that the User ID and Password should be different than that used in 2013.)

Record your User ID and Password and keep it in a safe place. Also remember that these log-in credientials **MUST** be shared with everyone who needs to access your team's account in the system. For example, if one person is responsible for buying insurance -- and another is responsible for entering the team's roster -- both must use your team's ONE User ID and Password.

5. Complete and Submit the 2014 Team Application by April 1st, signifying your team's intent to participate in 2014.

a. Before beginning the Team Application, It is suggested that new teams view this quick summary (prepared by National.) Although it was written for the 2013 season/system, it provides a good idea of what your Team Administration home page will look like and how the system generally functions.

b. Click on REGISTER TEAM to begin the application and then follow the on-screen instructions.

Special Notes:

i. Although the instructions might state that you may enter up to 5 total staff members (coaches and volunteers), the system actually DOES accept more than 5.

ii. In order to be able to retrieve 2013 team / player information, on page 2 of the application, returning teams should make sure to select "I want to search for, and use, info from a prior season's team."

iii. If you start an application, but do not finish it, the system will save the partially completed portion. To resume an application you started during a previous on-line session, click on MY APPLICATIONS (in the menu on the left-hand side of your team administration home page.) Do not begin another new application.

iv. Due to National's integration of background checks into the registration process (see article below), teams must enter the names, email addresses, and phone #'s of ALL coaches (and other volunteer staff, who are in authority over, and have direct/regular contact with players) into the Team Application -- and those individuals must pass a background check, before the Team Application can be approved.

Further, teams cannot purchase insurance, enter players into their rosters, etc., until after the Team Application is approved.) Therefore, get your coaching staff lined up early -- and make sure that all individuals get their background checks completed PROMPTLY.

If additional coaches join a team's staff after the team application is submitted / approved, those coaches can (and MUST) be added to the team's coaching roster. To do so, use the "Add Coaches / Staff" function (in the menu on the left-hand side of your team administration home page.)

6. Monitor the Status of Your Application. Following your submittal of the team application, it will go into an approval queue. You will be notified by email when your application is approved -- or if any additional information is needed. (Again, it cannot be approved until all coaches and volunteers named in the application have successfully completed their background checks.)

You can also check on the status of your application (and view a summary of its contents -- **including whether or not coaches named in the application have completed their background checks)** by clicking on MY APPLICATIONS (in the menu on the left-hand side of your team administration home page.)

If any of the information in your application needs to be edited or corrected (including typos in email addresses or phone numbers) -- or if any named coaches need to be deleted -- please contact Gail Kalata or Mike Perry as soon as possible.

7. See related articles below, as well as the Team Reg'n & Admin Resources section of this web page, for other important info pertaining to registraion and the 2014 season.

If you have any questions, please contact your District Director, Mike Perry, or Gail Kalata.