



American Legion Baseball

Department of Minnesota

Team Registration Instructions

Introduction

All teams in the American Legion Baseball Program (Junior and Senior -- both Division I and Division II) must register annually before they can participate. This process includes

- 1) Completing the team application process through the National registration system -- as well as with the State Baseball Committee, in the case of A) a newly-forming team or B) an existing team that has had a significant change in key information, such as sponsor or base school;
- 2) Purchasing insurance from the designated National carrier and paying state/national fees;
- 3) Inputting and editing player and coach information on the National system;
- 4) Accessing reports, forms, and other helpful tools.
- 5) Electronically submitting the team's final roster of players and coaches through the National system;
- 6) Submitting completed hardcopies of all player / team forms (Form 1 roster, Forms 2, 76, 77, etc.) to the State Baseball Committee, through the team's District Director.

For your information, after the National system was implemented in 2010, the Minnesota State Baseball Committee worked with the National office during the off-season -- on areas in which the system could be improved. Therefore, some sections of the system are slightly different than they were originally. While National made many of the changes that were suggested, there are areas in the system that yet may be confusing to some.

This series of handouts provides instructions, on a step-by-step basis. Subsequent handouts (Step 1, Step 2, etc.) can be accessed through the Minnesota State Baseball web page. They will guide you through the team registration process in a very detailed fashion, calling out potential areas in the National system where errors can easily occur -- and what additional steps need to be taken to also satisfy Minnesota American Legion Baseball requirements. For this reason, even if you are a seasoned computer user, it is highly recommended that you review each of the step-by-step instruction handouts, to prevent having to re-do work in the future -- and to reduce confusion, phone calls for help, requests of you for additional information, etc.

Lastly, the intent of the national registration system is to try to provide you with tools for generating reports (e.g., tournament rosters). In addition, it provides the general public with basic information about your team on the National Baseball web site. For that reason, please keep in mind that GARBAGE IN = GARBAGE OUT. Please use care in entering complete and accurate information, following all on-screen instructions.

"Find a Team" & Other National Resources

Before you explore the entry screens with which you will be working, it is recommended that you first visit the National Baseball web site to view the registration system's "output" (available to the general public):

1. Go to the National American Legion's Baseball web page: <http://www.legion.org/baseball>
2. In the menu on the left side of the page, locate the link to "Find a Team" and click on it:
 - a. The system will display each state -- and the number of registered teams in that state (in parenthesis).
 - b. Click on Minnesota.
 - c. You will see a list of teams that have registered so far -- in alphabetical order by city -- if the team administrator entered the team's name correctly.
 - d. Click on any team name.

- e. Basic information about that team is displayed. If the team has a web site, a link to it is also shown (allowing coaches across the country with a way to contact one another.) Once you complete the Team Application and your team is authorized, basic information about your team will be listed here as well, and more information will become available, as you work further through the registration process.

Additional Resources:

3. On the menu at the left, locate the link for "Resources" and click on it. Here you will find a list of resources for team managers and coaches, such as the National Rule Book in PDF format.
4. On the menu at the left, locate the link for "Invitational Tournaments" and click on it. You will find a list of Legion tournaments being held throughout the country. (Note: This list is often blanked out, as soon as the season concludes in August.)

How to View a Sample Team (+ Reports) in the National System

National has set up a Sample "Test Team" in its system. (Since National seems to regularly "tinker" with the programming of the system, at times, access to this Test Team is not always available. In addition, some of the information and available reports that are set up on the Test Team screen might change from time to time, so the sample screen shown below might not match exactly with the system's actual contents.)

Accessing the Test Team

1. Go to the National American Legion's Baseball web page: <http://www.legion.org/baseball>
2. Locate the "Coach Login" Section and enter the following:
 - a. Username: baseball@legion.org
 - b. Password: baseball
 - c. Click on the "login" bar.
 - d. A screen similar to that shown below will appear.

My Teams ← This is the "Team Admin" screen.

We hope you like the new online registration. Please understand - once roster is submitted and approved, NO ADDITIONAL CHANGES ARE PERMITTED.

Instructions:

Change my password. How to purchase insurance. How to enter roster.

National Office Test Team
Senior team (ages 19 & under)

- Enter or edit game schedule
- View submitted team application information
- View roster
- Print abbreviated tournament roster
- Download detailed roster in Excel format

Purchase Insurance
111 Days to Deadline

Enter Roster (Form 1)
147 Days to Deadline

Forms & Resources

- Player Indemnification Release Agreement (Form 2)
- Player Transfer Form (Form 76)
- Team Declaration Form (Form 77)

Your login ID will appear here, along with "Team Administration," "My Account" and "Log out"

Exploring the Test Team Screens & Reports

The links on this sample Team Administration screen will provide you with a preview of what you will see, what you will need to complete, and what reports, forms and other information will be available to you, once you apply to register your team.

IMPORTANT: While you may click on the links on Test Team screen to view reports, forms, and entry screens,

- a. Use the back button on your browser to return to prior screens -- or click on "Team Administration" in the upper right-hand corner, which will return you to the home page of the Test Team.
 - b. In certain areas within the Test Team screens, you may advance to view subsequent screens by clicking on the green "Click here to continue" phrase (usually shown in the instruction box at the top of the screen), if that option presents itself.
 - c. DO NOT enter any information and do not click on "submit," while you are in any of the screens (as a way to try to advance to subsequent screens).
1. Directly under the team's name ("National Office Test Team"), you will see a list of links used to --
 - a. Enter the team's game schedule in the system. (This is optional).
 - b. View / print various reports and screens that contain summary information about the team.
 - c. While you may certainly explore these options on the Test Team screen, again, DO NOT actually enter / submit any information.
 2. At the bottom of the screen, there are links to the forms that are needed to properly roster and register team players (Forms 2, 76, 77.) Click on these links to view each form. Form 2 is required of every player who participates in American Legion Baseball. Forms 76 and 77 only apply in certain situations.
 3. Under the name of the team, to the right, are links for --
 - a. Purchasing insurance and paying National and State fees. (All teams are required to do this electronically, through the National system.)
 - b. Entering coaches and players into the National system, to build the team's roster.
 - 1) The system will store information that is entered. The team administrator may exit the system and return later to enter additional players, edit information that was previously entered, and/or delete previously entered players.
 - 2) Once the roster is "submitted as final" (concluding step of the entry process), changes can no longer be made to a team's roster, however.
 - 3) If desired, team and player photos may be uploaded, as part of the roster entry process.
 - 4) Again, while viewing these screens, DO NOT enter any information or click "submit." To advance from one screen to the next, use the "Click here to continue" phrase (if available) toward the top of the page. Use the "back" button on your browser to return to prior screens -- or click on "Team Administration" in the upper right hand corner to return to the home page of the Test Team.
 4. In addition, see the brief instructions that have been provided by National -- at the top of the Test Team screen:
 - a. How to change a team's log-in password.
 - b. How to purchasing insurance and pay fees.
 - c. How to entering player.
 5. In the upper right hand corner of the Test Team screen, the team's user ID (email address) is displayed, along with a link to "My Account" (area used to change a team's password to something more easily remembered.)
 6. To log-out of the Test Team screen, click on "Log-out" in the upper right-hand corner. To then return to the Baseball section of the American Legion's web site, go to "What We Do," and click on "Baseball."

Please proceed to the next handout in this series (Step 1) for instructions on completing the Team Application process.