

National Team Registration System - Log-in Assistance / Instructions (due to system changes made by National, effective 1/1/2017)

RETURNING TEAMS

(New teams: scroll to the "Create Account" section toward the end of this document.)

Logging In as a Returning Team

On the home page at www.baseball.legion.org, click on "SIGN IN," as shown below.

NOTE:

- In the upper right hand corner, there is a link to "**Need Help?**" Clicking on this link provides access to a registration "Reference Guide." However, that guide is severely out of date, as it reflects the registration system as it existed in 2013, so most of the screen shots and instructions in that guide are no longer applicable due to system changes implemented by national during the years that followed 2013.
- The link for "**Background Checks**" will take you to a list of links for each state's background check application. You can use the Minnesota link posted there as a shortcut to Minnesota's background check application.
- The "**Resources**" link will take you to a section of National's Baseball home page, which contains various documents -- such as the scholarship application, national rule book, etc.
- The "**Comment/Complaint?**" opens an email submittal form for communicating with National. It also provides a link to a directory of state Baseball Directors.

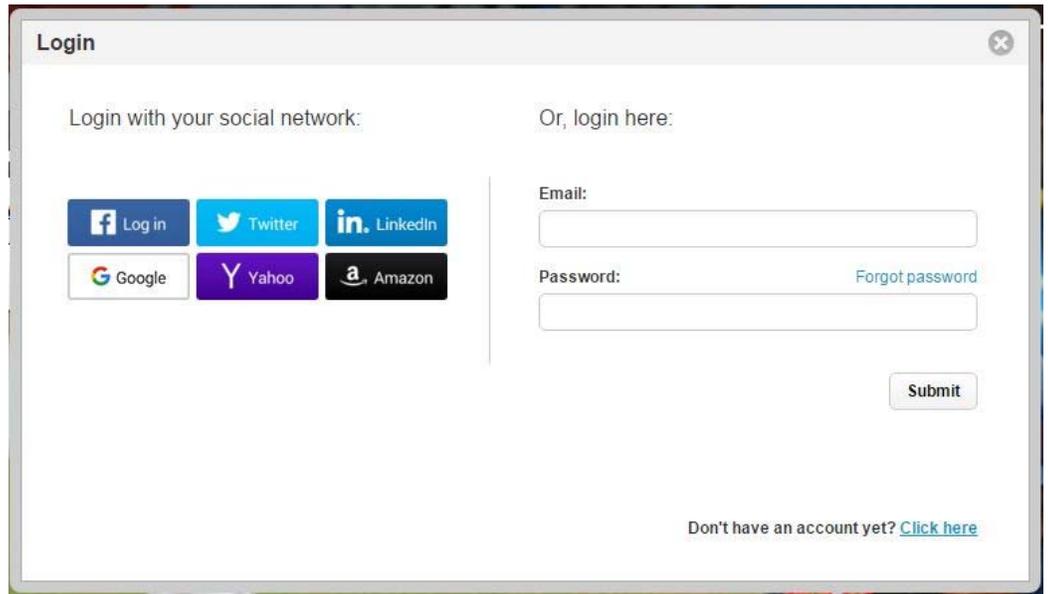


A pop-up dialog box will then open (see screen shot at right).

1) In the "Email Address" field, enter your team's User ID from last year's season ... **OR** enter your team administrator's email address (both currently work).

NOTE: It appears that National's intention is to gradually switch over to the use of Team Administrator email address only. If at some point, your User ID no longer works, use the Team Administrator email address, instead of the User ID.

2) Enter your team's password from last year's season, then click "Submit."



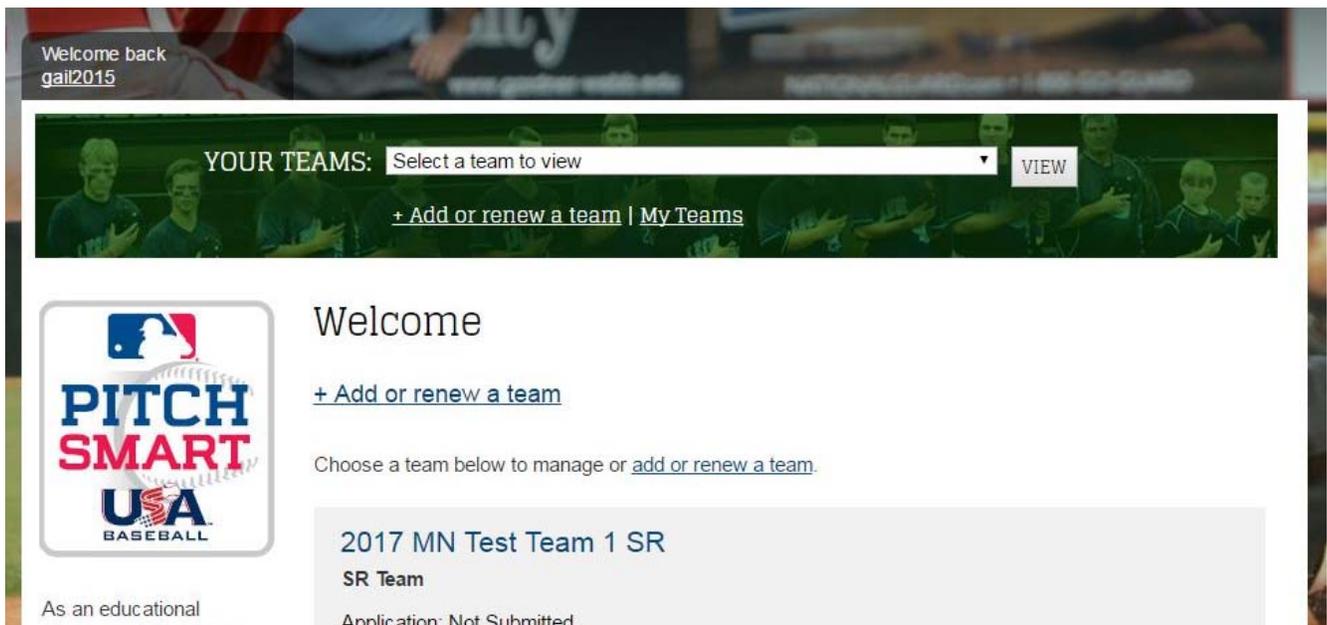
Your "team home page" should then load, and you can then commence with the completion of your team application for this year's season.

(If you have forgotten / lost your password, please see the information further below.)

AFTER YOU SUCCESSFULLY LOG-IN ... PLEASE REVIEW AND UPDATE YOUR USER PROFILE INFORMATION

As outlined below, there are two ways to access your User Profile information -- to maintain / update your team administrator's name, the email address associated with your team account, your account password, etc.

1. In the upper left hand side of the screen -- below "welcome back" -- your team account User ID is displayed (gail2015 in the example shown below.) Click on your User ID to display your User Profile information.



- You can also access your User Profile information by clicking on "My Account" in the upper-right hand corner of the screen.



Once open, the User Profile dialog box appears, as below. (This screen may be subject to further editing by National. For example, you will note the absence of "phone #," which may or may not be added later by National.)

On this profile screen, you can change / update your own email address -- or change the email address associated with your account (for example, if your team administrator has changed) -- as well as the name of the Team Administrator, etc.

To change the password associated with your account, click on "Change Password" in the upper left (see next page).

Edit Your Profile Details

[Change Password](#)

Email: * <input type="text" value="XXX@gmail.com"/>	Are you a member? <input type="text"/>
Nickname <input type="text"/>	Member organization <input type="text"/>
First name: <input type="text"/>	Branch of service <input type="text"/>
Last name: <input type="text"/>	Date of service <input type="text"/>
Address <input type="text"/>	Legion Rider <input type="text"/>
City <input type="text"/>	Year of birth: <input type="text"/>
State <input type="text"/>	<input type="checkbox"/> Subscribe to our newsletter
Zip code <input type="text"/>	 
Country: <input type="text"/>	

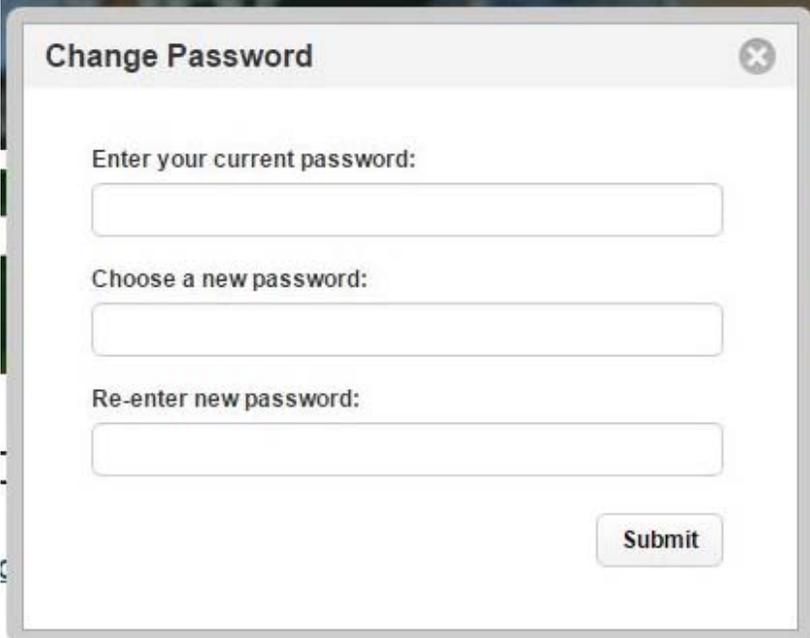
After clicking on "Change Password," a pop-up dialog box (shown below) will open, enabling you to do so.

IMPORTANT !!!

PLEASE REMEMBER:

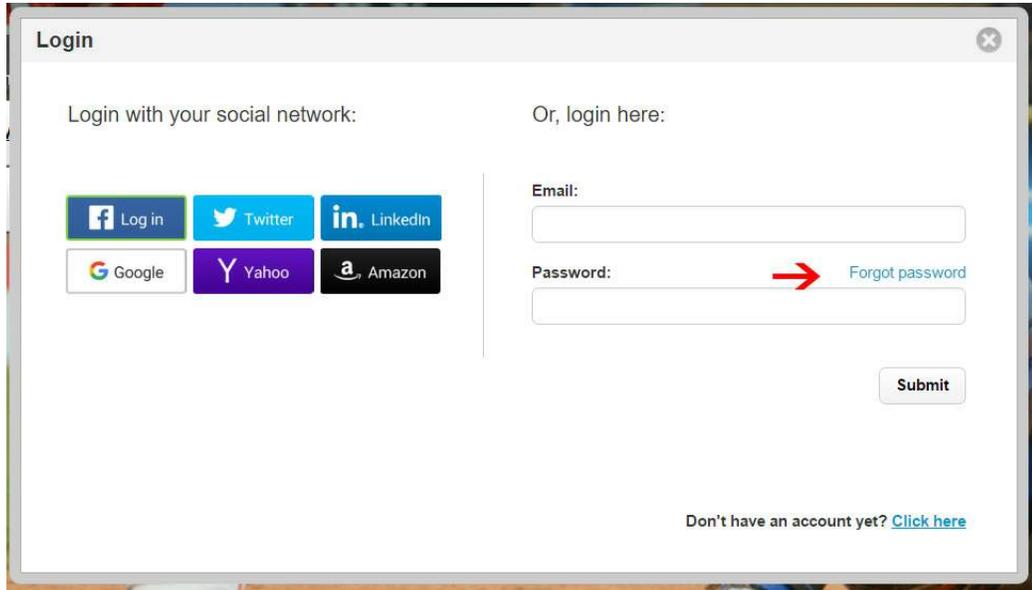
If you change your team account password -- and / or your Team Administrator email address (which is an alternate to the team's User ID, when logging in) you must provide the new password and/or team administrator email address to all others who needs to access your team account.

For example, if another person, other than yourself, is responsible for purchasing team insurance or entering the team roster, they will not be able to access your team account without that information!



The image shows a "Change Password" dialog box with a close button (X) in the top right corner. It contains three input fields: "Enter your current password:", "Choose a new password:", and "Re-enter new password:". A "Submit" button is located at the bottom right of the dialog box.

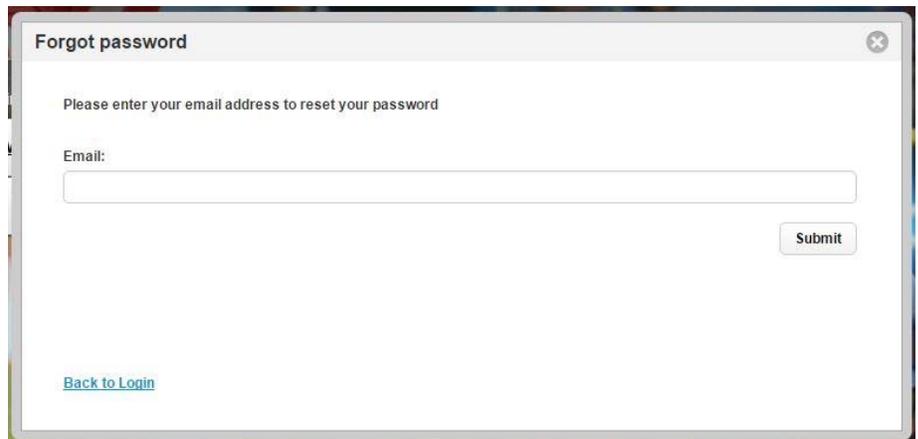
If you have forgotten / lost your team's password ...on the log-in screen, click on the "Forgot Password" link (as shown.)



A separate dialog box will open, as shown below, asking you to enter your email address, so that instructions for resetting your password can be emailed to you.

- **You must enter your existing Team Administrator's email address (i.e, the email address that is / has been attached to your team's account.)**

If you enter some other email address, you will simply receive an error message, saying that it is an invalid email address that does not match an existing User ID / Password within the registration system. (This is evidently national's way of preventing an unauthorized person from accessing your team account.)



- **Bear in mind that instructions for resetting the password will then be emailed to the team administrator on file -- whether that is you or not.**

If your team administrator is no longer associated with your team (i.e., you are the new team administrator), there is a way to change that information (see the section, above, which explains how to update your User Profile information) -- however, in order to do so, you must be able to access your team's account.

So, if the administrator of your team has changed, rather than requesting a reset of the password, the best solution is to simply contact the prior team administrator to obtain the needed log-in credentials from last season -- then you can update the Team Administrator in your User Profile screen. If you need help in identifying the name of the prior Team Administrator person, as well as their contact information, please contact the state director.

After entering your email address in the "forgot password dialog box," check your email box (and perhaps your spam folder!) for an auto-email from the national system. It will contain the following information.



Clicking on the link above will open a new window in your browser, which will display the following.

Password reset

Please enter a new password

New password:

Re-enter new password:

Submit

After entering the new password, twice, and clicking on Submit, the following message will appear. Go back to the registration system home page at www.baseball.legion.org to log-in using that new password.

Password reset

Your password has been successfully reset.
You may now use your new password to login.

NEWLY FORMED TEAMS

If you are the Team Administrator for a brand new team -- versus a team that participated last season (or the season before) that is renewing its participation for the current season ...

On the home page at www.baseball.legion.org, click on "CREATE NEW ACCOUNT," as shown below.



A pop-up dialog box will then open (see screen shot at right).

- 1) In the "Email Address" field, enter your Team Administrator's email address.
- 2) Enter your Team Administrator's name.
- 3) Enter (twice) a password for your team's account in the registration system.

IMPORTANT:

If others need to access your team's account, you must provide the log-in credentials that you create (Team Administrator's email address + password) to those people.

For example, if another person, other than yourself, is responsible for purchasing insurance or entering the team roster, they will not be able to access your team account without that information!

- 4) A newly created "team home page" should then load, and you can then commence with the completion of your team application for this year's season.

Please also see the information above on how to then access / complete / edit your User Profile information.