2015 Team Registration - Phase 1

1. Decide who will be your Team Administrator (the primary person responsible for performing 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. Complete Concussion Training, as required. Instruct new team coaches -- and any whose certificates of completion have expired -- to complete concussion training (as required by Minnesota State Law) and provide you with a copy of their training certificate. Link to FREE ON-LINE CONCUSSION TRAINING

4. Go to National's team registration site, http://baseball.legion.org/ (For your info, 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 #5 (team account) or #6 (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.) Please contact Jim Peck, MN Junior Legion Program Director, at 952-474-5071, if you have any questions.

5. Create a 2015 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 may be the same as was used in 2014.)

Record your User ID and Password and keep it in a safe place. Also remember that these log-in credentials **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.

6. Complete and Submit the 2015 Team Application by April 1st, signifying your team's intent to participate in 2015.

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 and the screens now have a different appearance, it provides a general idea of how the system generally functions. (A link to this document is also available within your team account -- in the far, upper right-hand corner, labeled "Need Help?" Note that there is also a link in the upper right-hand corner to the background check application.)

b. Click on "Add or Renew a Team" at the top of the page to begin the application process, 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 2014 team / player information, returning teams should make sure to select "I want to search for, and use, info from a prior season's team." (Use this option if you fielded a team in 2014 -- or 2013; if you have not fielded a team at your base school since 2012 or earlier -- or if you have never had a team at your base school -- choose "I want to enter information for a new baseball 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 the drop-down arrow in "YOUR TEAMS" at the top of the page, select your team, then click on "View," which will open the partially completed application. Do not begin another new application. Use the navigation pane on the left-hand side of the screen, to open and resume working on specific sections of your team application. When complete and accurate, make sure to click on "Submit Application" at the bottom of the final screen.

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. (See Phase 2 Registration Instructions for further information.)

7. 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 simply clicking on "YOUR TEAMS" (at the top of your team administration home page), by selecting your team, clicking on "View," and then clicking on "Coaches & Staff" in the left-hand navigation pane.

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.

8. See related articles on the State Legion Baseball home page, as well as the Team Reg'n & Admin Resources section of the web page, for other important info pertaining to registration and the 2015 season.

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

Additional instructions related to purchasing insurance, adding coaches, entering team rosters, etc. is posted in the "Phase 2 Registration instructions." The State Office will also mail an information kit to your Team Manager, including 2015 rule books, after approval of your team application.