January 9, 2017

Team Registration - Phase 1 Instructions

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 ANNUAL Background Checks: Request your team coaches and volunteer staff to complete their annually-required background check: (See more info further 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 (required by Minnesota State Law !!!) and to provide you with a copy of their training certificate. Make sure to maintain a record of your staff's concussion training certification dates (e.g., copy of 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. Access (or create) Team Account in the Registration System:

a. In the case of a returning team, log-in using your team's prior season's User ID (or Team Administrator's email address) and Password. Then update your on-line User Profile Info.
If you need help navigating the log-in screen and User Profile input page -- or if you have lost your existing Password and need to reset it, **see this Log-in and Account Access Help Document**. **OR ...**

b. Create a New Team Account -- ONLY in the case of a newly forming team, or if your team is now under new management (who does not have access to the prior season's team log-in credentials.)

Record your User ID and Password and keep it in a safe place. Also remember that the team's 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, in order to access your registered team.

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

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 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 prior-season 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 last season, or the year before; if you have not fielded a team at your base school during the prior two seasons -- 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 the applicable section of your team application.

iv. Due to National's integration of background checks into the registration process, 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. 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 on this.)

v. IMPORTANT: After your Team Application is complete and accurate, **make sure to click on "Submit Application"** at the bottom of the final screen. Otherwise, your application will not be able to be reviewed and approved -- nor will your team's staff background checks be able to be electronically certified as having been completed. Failure to SUBMIT the application will also impede your ability to complete additional system tasks later on.

7. Monitor the Status of Your Submitted 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 been checked off as having passed their background checks)** -- by simply clicking on the drop-down arrow in "YOUR TEAMS" (at the top of your team administration home page), selecting your team and clicking on VIEW, and then clicking on "Review Application" in the navigation pane on the left-hand side of the screen. The full contents of your team application will then be displayed, as well as the status of staff-member background checks.

NOTE: 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 info below, as well as the Team Reg'n & Admin Resources section of this web page, for needed forms and other important info pertaining to registration and the current year's season..

If you have any questions, please contact your District Director (see list) -- or Mike Perry or Gail Kalata.

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