



American Legion Baseball

Department of Minnesota

Team Registration Instructions

STEP 1 - TEAM APPLICATION

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.

Step One - Complete Your Team Application for the Upcoming Season

This step may be completed at any time after January 1 -- but it should be completed by no later than May 15, to allow enough time for the receipt of a national system password and the subsequent purchase of team insurance. (Insurance must be in-force by no later than June 1, otherwise, the team is ineligible to participate.)

New Teams (first year of participation -- or teams that no longer have access to their prior registration log-in ID)

1. Newly forming teams must report basic information (through their District Directors) to Minnesota American Legion Baseball for approval. Such information includes the team's name, its sponsor, its base school, etc.. (See the Minnesota American Legion Baseball Rule Book for further information.) The New Team Formation / Change Form (available on the State baseball web site) may be used as a convenient method to report the information.
2. New teams may then apply for registration on the National web site.
 - a. Go to the National American Legion's Baseball web page: <http://www.legion.org/baseball>

- b. Click on the green bar for on-line team registration, which should bring up a screen such as the following:

Baseball Application

As the team administrator, please begin by providing the following information to help us better serve you throughout the baseball registration process. If you have already filled this out, **please continue to the next step.**

First name:

Last name:

Email:

Phone Number: - -

- c. Team Administrator Information. Enter the name, email address, and phone number of the primary person who will be responsible for entering and maintaining team information in the National system.

(For some teams, this person will be the same person as the Head Coach/Team Manager. For other teams, this person might be a separate Business or Administrative Manager that works with the team.)

IMPORTANT NOTE: After you complete the entire electronic application process and your team is authorized to continue to the next step, a password to access the system will be sent to the email address entered above. If other persons from your team (besides the individual who owns the email address entered above) need to access the National system to enter player information, purchase insurance, etc., the individual entered above will need to provide them with the password, after receiving it by email.

- d. After clicking "Submit Information," the next screen that should appear is the actual Team Application. Please skip to the Team Application section of these instructions -- #3 under Existing Teams, below.

Existing Teams (returning teams that participated in a prior year and had previously registered on-line)

1. If your team has had a change in key information, such as sponsor, base school or other important rostering-related information, please report the change to Minnesota American Legion Baseball (through your District Director) for approval. For convenience, you may use the New Team Formation / Change Form (available on the State baseball web site), attaching additional information, as necessary.
2. Go to the National American Legion's web site (www.legion.org/baseball) and log-in with your user email address and password. The system should automatically take you to your "My Teams" (Team Administration) screen (see sample below).

(Note: If the system does not, or if you have lost your user password and cannot log-in, follow the instructions above under New Teams, #2, and enter your name, email address, and phone number. Then, skip to #3 below, where you will be able to request a new password for your team's email user ID.)

You will note that on the "My Teams" (Team Administration) screen, the name of your team from the prior year is no longer listed -- because you have not yet registered it for the upcoming season (see highlight below). Click on "+Apply for another team," to start the team application process for the current season. (If the registration system has not previously collected your team administrator's name and phone number, you may be asked to enter it, before you are directed to the actual Team Application. See #2 under New Teams, above.)

3. **Team Application.** (See screen samples below.) On the Team Application screen, if the log-in email ID used for your team does not automatically appear, enter it (twice).

Option: if you wish to request a new password for the log-in email ID (which will replace the existing password), you may do so by checking the box shown. (If you do this, you will not be able to access your Team Administration page in the system until after the new password has been sent to the Team Administrator by email, which could take up to 24-48 hours after submitting your team's application.)

(New teams, that have never registered through the National system before, should NOT use this option to request a password, because a password will be sent to the Team Administrator automatically, as part of the new team application process.)

NOTE: Minnesota deadline dates vary from generic dates that might be displayed within the National system. For example, because teams must purchase insurance by June 1 to be eligible to participate (National rule) -- and insurance cannot be purchased until after the Team Application has been submitted and approved -- the Team Application should be completed by no later than May 15 to allow for enough time to purchase insurance by June 1. Completing the Team Application much earlier than May 15 is highly recommended.

- a. **Team Name;** **Important** - enter as follows: "City in which your team is based" [comma] "Name & Number of Sponsoring Post (or Outside Sponsor, if applicable)" [comma] "Team Name/Nickname (if applicable)"

Important: Entering the city first ensures that the general public can easily find your team in the list of 300+ teams that will be shown on the National web site.

Team Name Saint Paul, Hamline Post 418, Hamline Red
Entry Examples: Duluth, Post 71, West Duluth Cubs
 Atwater, Post 375, Tri-Town Black Sox
 Apple Valley, Post 1776, 76ers
 Blueville, Merl Adams Post 2011 (team with no nickname)
 Mightyville, Ourtown Baseball Assn, Hornets (outside sponsor example)

- b. Type: Select either Senior Legion or Junior Legion.
- c. Class: Enter "Div I" or "Div II"
- d. City, State, Zip in which your team/Post is based. Select MN from the drop-down menu.
- e. Base School. Type the full name of your team's base school.
- f. Team Web Site: If applicable, enter the URL address of your team's website. Make sure the "http://" portion remains intact, if applicable, for your specific URL address.

The screenshot shows a form titled "Team Information" with the following fields and instructions:

- Team Name:** * (text input field)
- City name, post affiliation (if applicable) and team name (i.e. Las Vegas, Post 30, Southern Nevada Titans).
- Type:** * (dropdown menu)
- Class:** (text input field)
- Team Class ex: A, AA, AAA, Div I, Div II (as applicable for your department)
- City:** * (text input field)
- State / Department:** * (dropdown menu)
- Zip:** * (text input field)
- Base school:** * (text input field)
- Please enter the base school for this team if Plan B recruiting method is used. If Plan A, enter "N/A".
- Team Website:** (text input field starting with "http://")

- g. Sponsor Information: All teams must have a sponsor. Entering N/A is not permitted. (Please see the Minnesota and National Rule Books for information about team sponsorship.)

If your team's sponsor is a Post, enter the name of the Post, but enter the Post # in the next field.

If your team has an outside sponsor, enter the name of the support group, booster club, company, private association, corporation or other organization that sponsors your team.

Enter the address, city, state and zip of your sponsor.

- h. Sponsor Contact Information: All teams must **enter the name, title, and phone number of a responsible person associated with the sponsoring organization**. This person would be an officer of the sponsoring Post, the primary person who heads up the group that sponsors your team, the president of an association or business, etc. Again, entering N/A is not permitted.

<p>Sponsor Information</p> <p>Sponsoring Post or Organization Name: *</p> <input type="text"/> <p><small>If entering a post, please include post name, but place post # in the next field.</small></p> <p>Post #, if applicable:</p> <input type="text"/>
<p>Address: *</p> <input type="text"/>
<p>City: *</p> <input type="text"/>
<p>State / Department: *</p> <p>select... <input type="button" value="▼"/></p>
<p>Zip: *</p> <input type="text"/>
<p>Sponsor Contact Information</p> <p><small>Please enter the information of the best person to contact from the team sponsor.</small></p> <p>First Name: *</p> <input type="text"/>
<p>Last Name: *</p> <input type="text"/>
<p>Title: *</p> <input type="text"/>
<p><small>Title of contact (ex: Post Commander, Post Adjutant, President of sponsoring organization, etc.)</small></p> <input type="text"/>
<p>Phone Number: *</p> <input type="text"/>
<p><small>Please do not enter hyphens or parenthesis.</small></p>

- i. Head Coach / Team Manager. This is the person primarily responsible for day-to-day operation of the actual baseball team.

Depending upon how your team is structured, for some teams, this person might be the same person listed as "Team Administrator" (at the top of the Team Application.) For other teams, the Head Coach / Team Manager might be a different person.

Enter the name, address, phone, and email address of your team's Head Coach/Team Manager.

<p>Head Coach / Team Manager Contact Information</p> <p><small>Please provide contact information for the head coach / team manager.</small></p> <p>First Name: *</p> <input type="text"/>
<p>Last Name: *</p> <input type="text"/>
<p>Address: *</p> <input type="text"/>
<p>City: *</p> <input type="text"/>
<p>State / Province: *</p> <p>select... <input type="button" value="▼"/></p>
<p>Zip: *</p> <input type="text"/>
<p>Phone Number: *</p> <input type="text"/>
<p><small>Please do not enter hyphens or parenthesis.</small></p>
<p>Email: *</p> <input type="text"/>

- j. Enter the most recent year in which your sponsor last sponsored a Legion Baseball team.
- k. Finance Information. Enter a brief description on how the operation of your team will be funded. For example, by contributions from the Post (or outside sponsor), through fundraising activities, through player participation fees, etc.
- l. Agreement. Review the statements and acknowledge your agreement by checking the boxes. Enter your name, as Team Administrator, in the two blank fields, which serves as your electronic signature. Click on "Submit." If you omitted information from any required fields, you will be prompted to make the correction.

Previous Sponsorship
 If this sponsor has previously sponsored a team, please enter the year below.

Year:

Finance Information: *

Briefly describe your plan to finance the team.

Agreement

Insurance: *

The above mentioned team and sponsor agree not to conduct baseball practice, tryouts or other similar activity without first purchasing American Legion Baseball **accident and liability** insurance from S.A. Van Dyk Inc. and receiving confirmation that such insurance has been processed.

Rules: *

The above mentioned team and sponsor agree to comply with the **rules and regulations** of the The Department Baseball Committee and the National Americanism Commission.

Privacy: *

I have read and agree to the **privacy policy**.

Newsletter:

Sign me up to receive The Dugout, the official e-newsletter of American Legion Baseball.

Your Name: *

Your Signature: *

Please re-type your name, which serves as your electronic signature.

- 4. An email will then be sent to the Team Administrator (the team's log-in email address), confirming that the application has been received.*
- 5. Once the Team Application has been approved and the team is authorized to proceed with registration, another email will be sent to the Team Administrator, indicating such. This process may take anywhere from 8-24 hours. In the interim, if errors are detected in the Team Application, or if clarification on any items is needed, the Team Administrator can expect an inquiry from the State Baseball Director.

***IMPORTANT NOTE:** If the email address to which the approval email will be sent has a spam filter, it is recommended that the filter be temporarily disabled -- or set up to allow mail from **baseball@mail.legionnews.org**. If you do not receive a confirming email shortly after submittal of your Team Application, it is an indication that email from National is, in fact, being blocked. For additional help in this regard, contact baseball@legion.org.

Please proceed to the next handout in this series (Step 2) for instructions on Purchasing Insurance and Paying State and National Fees.