



American Legion Baseball

Department of Minnesota

Team Registration Instructions

STEP 2 - PURCHASE INSURANCE & PAY FEES

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 Two - Purchasing Insurance & Paying State / National Fees

Insurance must be in force by June 1st; if not, the team is ineligible to participate in American Legion Baseball. To allow for necessary processing time, it is highly recommended that this step be completed by no later than May 15th.

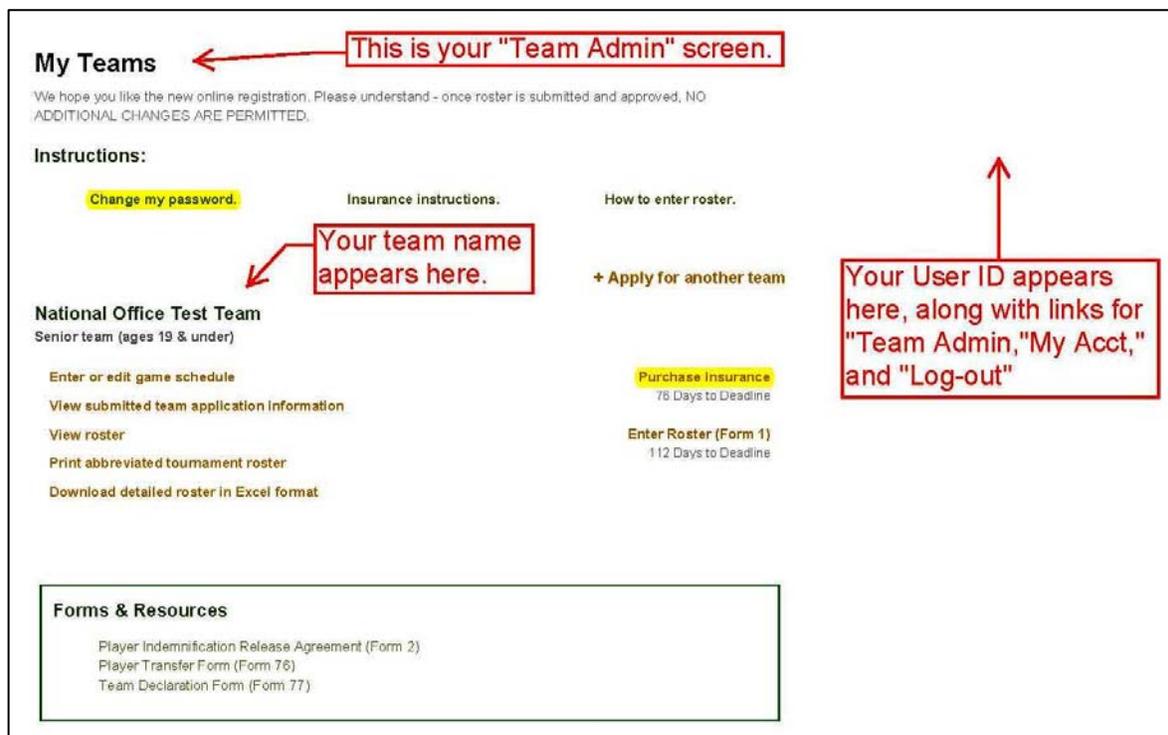
Insurance (accident coverage, plus liability coverage) must be purchased from the designated agent/carrier (i.e., no other alternative coverage is permitted) through the National American Legion Baseball web site, using a major credit card (Visa, MasterCard, Discover as of 2011). National has advised that its system also accepts debit cards. After purchase is complete, the National system will generate a receipt, and insurance certificates and documents will be issued (delivered to whomever you specify, by U.S. mail.)

In addition to buying insurance, teams must pay a State participation fee (\$100, as of 2011) and a National participation fee (\$50, as of 2011) at the same time that insurance is purchased. (You cannot purchase insurance -- and then log-in at a later date to pay the fees separately.)

Before you actually begin the process of purchasing insurance and paying team fees, it is suggested you have all pertinent information readily available, including

- a. Your credit / debit card,
- b. Name and address of your sponsoring Post (as applicable),
- c. Name and address of the person to whom the insurance certificates should be mailed,
- d. Name and legal address of the official owner of your home field(s) -- for example, name and official mailing address of the school district, private school, city, etc. that owns the main field(s) upon which you play your games. You may name up to five field owners as "additional insureds."

1. Go to baseball <http://www.legion.org/baseball> and log-in, using your team's user ID (email address) and password. You will see a screen such as the following:



2. If your team is a new team and this is the first time you have logged in since receiving your password (or if your team participated in the past but, when you completed your team application for this season, you requested a new password from National), you may change your password to something that is easier to remember. To do so, simply click once on "Change my password," then follow the on-screen instructions.
3. Click once on "Purchase Insurance." A screen listing the various coverage options and premium amounts applicable for your team will appear (i.e., for Junior Legion or Senior Legion; Division I and Division II teams are both "Senior Legion" teams).
 - a. Choose the Accident Insurance plan desired (seasonal, or year-round coverage) by clicking the applicable radio button. If you are not sure which to choose, click on the blue question mark for additional information. (It is suggested that you review this information regardless.)
 - b. Review the Liability Plan information by clicking on the blue question mark.
 - c. At the bottom of the screen, click on "Select Insurance." A calculation will occur, showing the total amount payable for your team's insurance. (See screen example below.)
 - d. If you wish to make any changes to the Accident coverage plan that you have selected, you may do so by clicking the other radio button. Then click "Select insurance" again for recalculation of the total amount payable.
 - e. Once you are satisfied that your selection is correct, click on "Click here to continue." (See screen example below.)

Submit Insurance & Registration Fee

National Office Test Team

STEP 1: Select Insurance Plan

Insurance has been selected and total is shown below. You may make changes or continue.

[Click here to continue >>](#)

Insurance Selection:

A. American Legion Accident Plan \$160.00

Senior year-round coverage - \$235.00

Senior seasonal coverage - \$160.00

Accident coverage begins on March 1, 2011 or any later date on which coverage is purchased and accepted and continues to September 1, 2011 for seasonal coverage; or to March 1, 2012 for year-round coverage.

B. American Legion Baseball Liability Plan \$145.00

You must carry this year-round coverage.
Liability coverage begins on March 1, 2011 or any later date on which coverage is purchased and accepted and continues to March 1, 2012.

C. Administration Fee (Non Refundable) \$10.00

In addition to the premium, an additional \$10.00 administration fee payable to S.A. Van Dyk Insurance, will be charged per team.

Total: \$315.00

ACCIDENT PLAN UNDERWRITTEN BY SENTRY INSURANCE A MUTUAL COMPANY, STEVENS POINT, WISCONSIN. LIABILITY PLAN UNDERWRITTEN BY K&K INSURANCE GROUP, INC., FORT WAYNE, INDIANA.

[Select Insurance](#)

1. Review info and choose your plan.

2. Review

3. Click to calculate your premium total, based upon Accident coverage chosen.

4. Click to finalize selection and proceed with payment.

4. The "Add Additional Insured" screen will appear. Enter information for an Additional Insured that should be covered under your team's insurance. (For special wording, enter "Field Owner.") Then click "Add Additional Insured" at the bottom of the screen. A screen will appear, giving you the opportunity to add another, as needed. If so, click on "Add Additional Insured" again, after entering the information. When finished adding Additional Insured(s), click on "Click here to continue." (See below.)

Submit Insurance & Registration Fee

National Office Test Team

STEP 2: Add Additional Insured

Please enter as many additional insureds needed. The purpose of an "additional insured" is to provide insurance coverage to the owner of the ballpark. In most incidents that is the local high school corporation or city parks and recreation department that owns the ballpark where you play your home games. If you do not need an additional insured or are finished, you may continue.

[Click here to continue >>](#)

Additional Insured:

Name:

Address:

City:

State / Province: Minnesota

Zip:

Special wording:

[Add Additional Insured](#)

1. Enter info.

2. Type: Field Owner

3. Click here to "save" the insured to the system.

4. Click here when finished, to proceed with payment

- Verify your information. Prior to making your final payment, the National system will ask you to verify your information. If changes are needed to the information shown, enter such, then click on "Submit Information." Click on "Click here to continue," when finished. (See below.)

Submit Insurance & Registration Fee
National Office Test Team

STEP 3: Verify Insurance Information

Insurance information has been verified and completed. You may make changes below or continue to payment. [Click here to continue >>](#)

Post information:

Post Name: National Office
Post Number: 10000
Address: 700 N Pennsylvania St
City: Indianapolis
State: District of Columbia
Zip: 20001

Send Insurance Certificate to:

First Name: James
Last Name: Quinlan
Address: 700 N Pennsylvania St
City: Indianapolis
State / Province: Indiana
Zip: 46204

[Submit Information](#)

1. Enter any needed changes.

2. Click to "save" changes to the system.

3. Click to proceed with payment.

- Final Payment. On the next screen, the total amount payable will be shown. Enter your billing information, check the authorization box, and click on "Submit Payment."

If you experience any problems with the processing of your payment, please contact National by sending an email to baseball@legion.org. Include all pertinent details concerning the problem -- and include your name, your team name, that your team is based in MN, as well as your telephone number.

- Receipt. Following the acceptance of your payment, an itemized receipt will be generated, which you can print for your records. A receipt will also be delivered to your team's User ID email address. In addition, when you return to your Team Administration screen, you will note that it indicates "Insurance Processed" -- and a link appears to view (and print) an itemized payment receipt.

Submit Insurance & Registration Fee
National Office Test Team

STEP 4: Submit Payment

Billing Information:

Please enter the billing information associated with your credit or debit card.

First Name:
Last Name:
Address:
City:
State / Province: Minnesota
Zip:
Credit Card Number: - -
Expiration: 01 - 2011

I agree to allow the American Legion to charge my credit card \$1.00 for insurance and registration fees to participate in American Legion Baseball.

[Submit Payment](#)

Please only click Submit Payment once.

Accident Plan: \$235.00
Liability Plan: \$145.00
Administration Fee: \$10.00
State Fee: \$0.00
National Fee: \$50.00
Total: \$1.00

Please proceed to the next handout in this series (Step 3) for instructions on Inputting, Editing, and Submitting your Team Roster through the National system.