



American Legion Baseball

Department of Minnesota

Team Registration Instructions

STEP 3 - INPUT & EDIT COACH / PLAYER INFORMATION

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 Three - Input & Edit Coach / Player Information

The National System does not require you to enter information on coaches and players all in one sitting; you may enter information a bit at a time, save it, and then return another day to edit / correct previously-entered information, delete a player entirely, and/or add additional players or coaches. If your team participated during the prior season and you have returning players, it is also possible to retrieve information on those players from the system, so that you do not have to enter all of their information again -- you have the ability to edit their information to update it, however.

IMPORTANT NOTE: Although you must submit your final roster by the designated deadline date, DO NOT submit it, as final, in the National system until you are absolutely sure it is final. (Submitting your roster, as final, is covered by a later Step in these instruction handouts.) Once you submit it in the system as being final, it is "locked" and cannot be changed; at that point, the only remedy would involve the Minnesota State Director asking National to delete your team from the system entirely, and you would be required to start over from scratch, as a new team.

Also, please note that National might continue to make minor adjustments to the data entry screens; thus, the screen samples shown below might not look exactly like those you see on your computer screen.

1. Go to baseball <http://www.legion.org/baseball> and log-in, using your team's user ID (email address) and password. After your Team Administration screen loads, to begin entering information on coaches and players for the current season, click once on "Enter Roster (Form 1)," as shown below.

My Teams
 We hope you like the new online registration. Please understand - once roster is submitted and approved, NO ADDITIONAL CHANGES ARE PERMITTED.

Instructions:

Change my password. Insurance instructions. How to enter roster.

+ Apply for another team

National Office Test Team
 Senior team (ages 19 & under)

Enter or edit game schedule
 View submitted team application information
 View roster
 Print abbreviated tournament roster
 Download detailed roster in Excel format

Purchase Insurance
 76 Days to Deadline

Enter Roster (Form 1)
 112 Days to Deadline

Click here (once) to begin entering team coaches and players.

2. **Add / Edit Team Coaches.** On the next screen that appears (see example below), you will note that the person you named as "Team Manager" (when you completed your initial application for the current season) is already shown as a member of your Coaching Staff.

- a. If you need to update or correct any information for the Team Manager, use the Edit / Delete functions (lower, right portion of screen -- next to that person's name.)

IMPORTANT NOTE: Because of its connection to the team application that is stored in the system, you can only assign the title of "Team Manager" to one person.

Submit Roster
 National Office Test Team

STEP 1: Add / Edit Coaches

Please enter up to 5 coaches. All fields are required. [Click here to continue >>](#)

Add / Edit Coaches:

First name:
 Last name:
 Title:
 Address:
 City:
 State / Province:
 Zip:
 Phone: - -
 E-mail:

National Office Test Team have 2 coach(es):

Name / Title	Address	Phone / Email	
James Quinlan Team Manager	700 N Pennsylvania St Indianapolis, IN 46204	(317) 630-1214 baseball@legion.org	Edit - Delete
Adam Able Head Coach	700 N Penn Indianapolis, DC 20002	(555) 555-5555 baseball@legion.org	Edit - Delete

1. Enter info on Head Coach and Assistant Coach(es), selecting the applicable title from the drop-down menu for each person.

2. Then click "Submit" (once.)

3. Use these functions to make subsequent changes/corrections. Note: only one person can hold the title of "Team Manager" in the system.

4. Click here to move forward to player entry screens. (You have the ability to return to this screen at a future date to add/edit more coach info.)

- b. In the blanks provided, enter the name, address, phone, and email address for your additional coaches -- also choosing the appropriate title from the drop-down menu (below the "Last name" field) Then click "Submit Coach;" the screen will refresh, and you will see that the additional coach has been added to the lower portion of the screen. If you need to make corrections to the information entered, use the Edit or Delete functions.

NOTE: If you wish to recognize / add additional (non-coach) staff who are important members of your team (such as bat-boys, scorekeepers, administrative managers, you cannot do it here, since you are limited to the titles of "Team Manager, Head Coach, and Assistant Coach." Later in the registration process, however, you will have the ability, if desired, to manually add such team staff members to an Excel spreadsheet that the National System produces for your team.

- c. When finished entering coaches' information, you may exit the system by logging out, you may return to your Team Administration screen (by clicking on "Team Administration" in the upper right corner), or you may click on "Click here to continue" (in the box that is above the actual coach entry section) -- which will advance you to the next step, the player entry process.

NOTE: Up until you submit your roster as being "final," you will have the ability to return to the Coach Entry screen at a later date, so that you can add additional coaches -- and/or delete, update, or correct information that you previously entered. (Each time you click on "Enter Roster (Form 1)" on your Team Administration screen, you will first be taken to the "Add / Edit Coaches" screen -- in the event you wish to make changes. If you have no changes to make at that time, click on "Click here to continue," which will advance you to the subsequent screen (below).

- 3. **Add Team Photo.** It is not required that you upload a team photo. (If you wish to do so, however, it will be displayed on your team profile, when the general public visits your team via the "Find a Team" feature on the National American Legion Baseball home page.)

- a. To add a team photo, click on "Upload Photo" (see example at right), which will advance you to a screen that allows you to browse your computer's drives to select a photo. (Additional information will also be provided on that screen, such as the types of file formats that are allowed, as well as the maximum file size.) Once you have selected a photo, click on "Upload." You can then preview the photo, save it to the system, or remove it and select another.

- b. If you do not wish to add a photo at the current time, simply click on "Click here to continue," to advance to the next step of the player entry process.

NOTE: If you do not upload a photo initially (e.g., because one is not yet

available), you have the ability to return to this screen at a future date to do so (up until the date that you submit your roster as being "final.") Likewise, if you save a photo to the system, you will have the ability to change it at a future date -- or remove it from your team's profile entirely.

Submit Roster

National Office Test Team

 **STEP 2: Submit a Team Photo**

A team photo is not required to register your team, but it will be displayed on your team profile page if uploaded.

[Click here to continue >>](#)

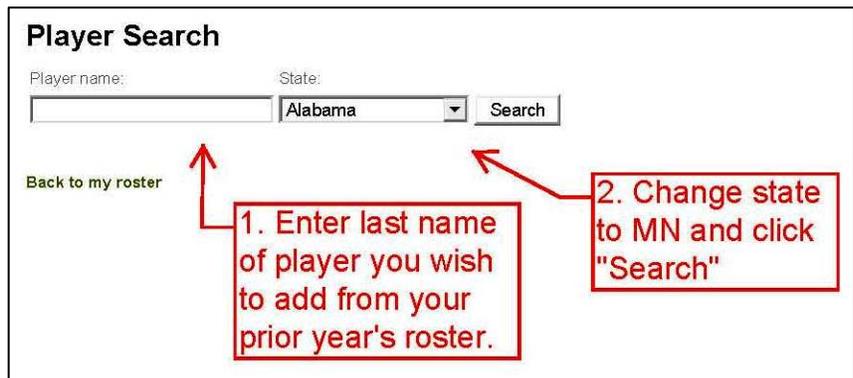


[Upload photo](#)

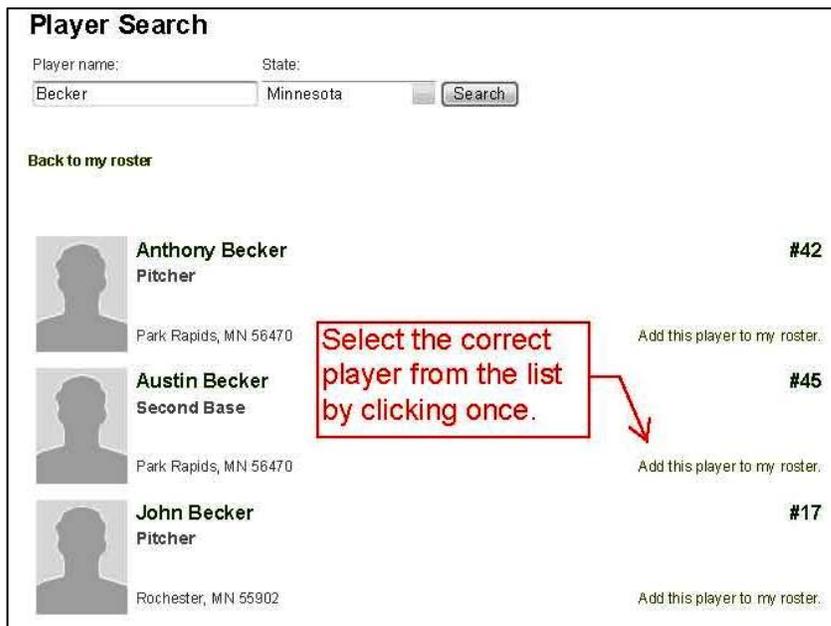
4. **Add Players to the Roster.** On the next screen that appears (see example below), you will be presented with two options -- "Add Existing Player" (a player who was on your roster in the prior season, if your team was a participant in the program) or "Add New Player" (a brand new player, who was not on your roster in the prior season.)



- a. **Add Existing Player.** Because the National system archives players who were rostered in the past, it provides you with a data-entry shortcut, by giving you the opportunity to retrieve a former player's information. To do so, click on "Add Existing Player." The next screen that appears will allow you to search for the desired player. Enter the player's last name (as shown at right) and change the state in the drop-down menu to "Minnesota."



A list of players that match your search criteria will be displayed. Choose the correct player (as shown by the example below), and he will be added to your roster for the current year.



NOTE: If you accidentally select the wrong player, you can subsequently delete him and start over. If you cannot find the player for which you are searching (or if you change your mind), the system provides you with an opportunity to return to the prior screen and/or enter the player as a brand-new roster addition.

IMPORTANT: Keep in mind that you will need to update the player's personal information, when it is known (e.g., uniform #, height, weight, position(s), address, phone, email address, etc.) The system also displays a reminder note to do this.

- b. Add New Player. To add a player who has not played American Legion Baseball previously, on the "Add Players to Roster" screen, click on "Add New Player." A data entry screen will appear; work through each of the various sections, as shown below.

HELPFUL TIP: If your team does not use a player registration form that contains all of the information required by the system, the Player Agreement (National Form #2) has been revised by National to again include such information as player address, phone #, date of birth, height/weight, etc. Therefore, it is suggested that you have players complete Form #2, before you sit down to enter player data into the system.

IMPORTANT NOTE: The fields with an asterisk must be completed. If you do not have all of the player's current and accurate information, you can still temporarily enter the player by entering 'something' in the asterisked fields. However, when the missing information becomes available, you must remember to edit the player's record in the system to ensure its total accuracy.

When editing a player, this exact screen (below) will appear, but the information that was previously entered for the player will be shown in each entry field, which you can modify.

To add a new player, start by making sure that the drop-down menu at the top is set to the current season's year (see example at right) and that your team name is shown in the next field. Next,

- If the player is a member of another baseball team, check the box to indicate that he is a double-rostered player.

- Enter his full First Name, Last Name, Street Address, and City. Select "Minnesota" from the drop-down menu, and add his zip code.

- Enter the player's phone number; **DO NOT enter any hyphens or parentheses -- just the numbers.**

Next:

- Enter the full name of the High School that the player was attending, **as of March 31 of the current year.** If the player is a returning college player, enter the High School from which he graduated. If the player is home-schooled (or if he is not attending High School for some other reason, but has not yet graduated), enter the High School that he is considered to be attending -- i.e. the High School whose attendance boundary encompasses his legal Domicile (residence). (Please refer to the MN Legion Baseball Rule Book for further information on related rules -- or contact your District Director or State Baseball official for guidance in unique situations.)

- Enter the player's email address, if available -- and select the player's year of High School Graduation from the drop-down menu.

IMPORTANT:

- [Ignore the footnote on the system entry screen and] enter the correct, designated Total Enrollment figure for the High School entered for that player. **The designated Total Enrollment figure that you must use for the current season is available from your District Director.** It is also available in the School Enrollment Data Report section on the [MN State Legion Baseball web page](http://www.mnlegion.org) (go to www.mnlegion.org and follow the links to Baseball.)

Lastly,

- Enter the player's date of birth by selecting the correct figures from the drop-down menus.
- Enter the player's uniform jersey number.
- Select the player's primary -- and secondary, as applicable -- position from the drop-down menus.
- Provide the player's accurate height by selecting the correct figures from the two drop-down menus.
- Enter the player's weight.
- Through the drop-down menu, select whether the player bats Left, Right, or is a Switch-hitter.
- Indicate whether the player throws with Right or Left hand, by using the drop-down menu.
- While not required, if desired, you may upload a photo of the player. Again, if a photo is not available at the current time, you can return to this screen at a later date to upload a photo (by choosing to "Edit" the player's information on the main "Add Players to Roster" screen).

You may Preview the information you have entered if you wish, by clicking once on the indicated button.

If satisfied with the information you have entered, click "Save" once. The system will return you to the main "Add Players to Roster" screen. From there, you can edit players, remove players that you have entered, or add additional players to your roster.

IMPORTANT NOTE: Remember -- if you have entered temporary information in certain fields because final details are not yet available, you must edit it later, when the information does become available.

5. **Exiting Player Entry.** Once you have finished your data entry session, you may click "Log-out" (upper right portion of the screen) and you will be returned to the American Legion's Home Page -- OR, you may click "Team Administration" once, and you will be returned to your Team Administration Page. From there, you can log-out -- or visit other portions of National's American Legion Baseball web site.

IMPORTANT WARNING: At the top of the main "Add Players to Roster" screen (which lists all of the players that you have entered thus far), you will see a link to "continue." It is very important that you DO NOT "click to continue," until such time as you are absolutely sure that your roster is accurate and in its final form (with all photos uploaded, coaches entered, and player details [such as correct jersey number, etc.] entered). Doing so advances you to the next screen, which begins the process of submitting your final roster in the National system, at which time it becomes locked for the remainder of the season.

Please proceed to the next handout in this series (Step 4) for information on Accessing Reports and Tools.