April 2011

American Legion Baseball
Department of Minnesota

Team Registration Instructions
STEP 4 - ACCESSING FORMS, REPORTS & OTHER USEFUL TOOLS

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 Four - Accessing Forms, Reports, and Other Useful Tools

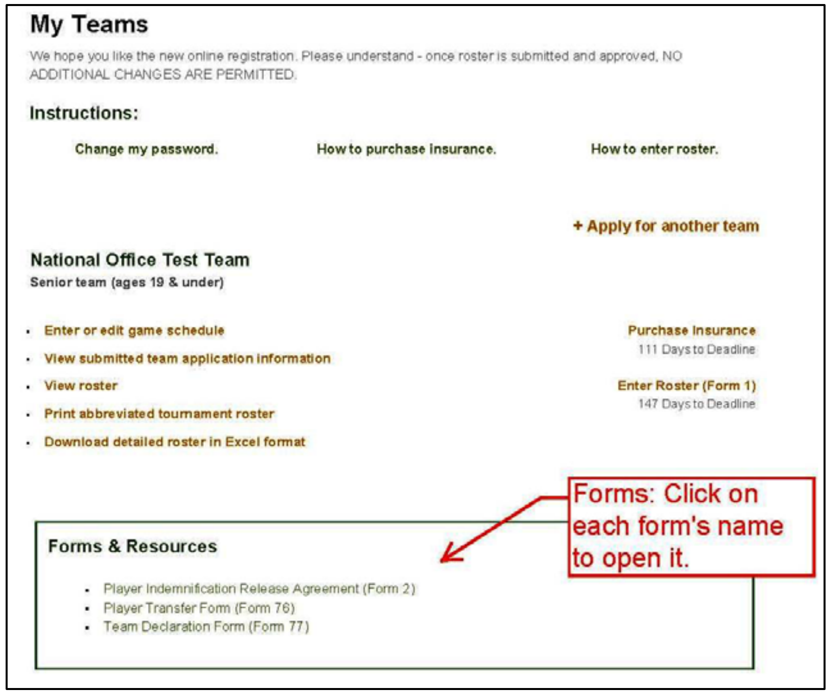
First of all, please note that National might continue to make minor adjustments to the data entry screens; thus, the screen samples shown below might not look exactly like those you see on your computer screen.

1. **Forms.** 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, look towards the bottom for the "Forms & Resources Section," (see sample screen below) for the various participant forms that you will need to use, as listed below.

   Simply click on a form name to open it. (You will need a program called Adobe Acrobat Reader, however, to open these form documents. Acrobat Reader is already widely available on most computers today. If the form does not open when you click on its name, it is likely an indication that your computer does not have that program, and you will need to obtain it first.)

   All of these forms can also be 1) simply printed out, as is, for manual completion, 2) saved to your computer (without being filled in first), then emailed to players for further completion, 3) partially filled in on-line, then saved to your computer (with a different file name for each one), etc. The choice is yours -- whatever works for your team and/or your players.

A. **Form 2 - Player Indemnification Agreement.** All players (**and coaches**) are required to complete this form each season. If your team does not have its own player application / registration form (to collect pertinent player information such as home address, school, graduation year, etc., this form might help serve that purpose.)



B. **Form 76 - Transfer Form (Waiver/Release).** You must sign, then provide this form to any player that you release from your team, enabling him to register / tryout for another area Legion team, if eligible.

C. **Form 77 - Team Declaration Form (Option Form).** This form must be completed by those players who, under the rules, have a one-time option to play for two different Legion teams.

IMPORTANT NOTES:

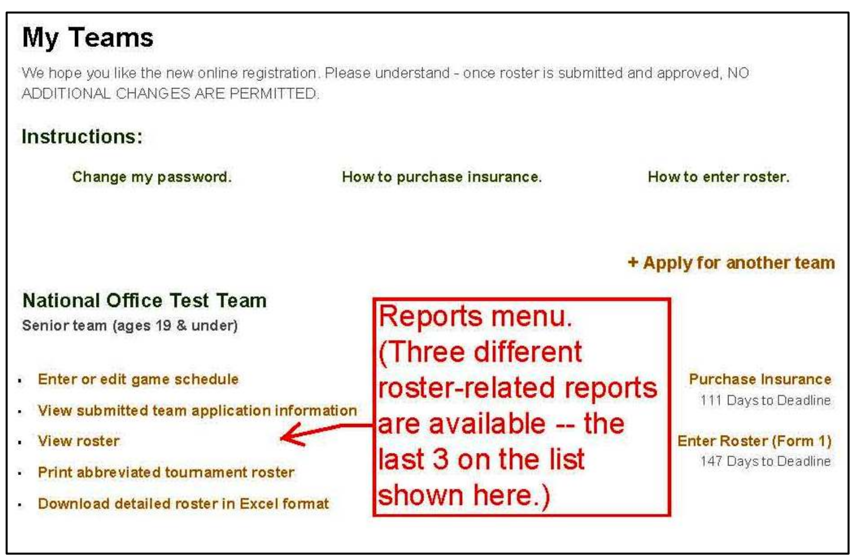
Please see the American Legion Rulebook for more information on the situations in which Form 76 and Form 77 are required. If you have additional questions, please contact the Director in your area.

A copy of all of the above forms (fully complete, with all required signatures) must be submitted to your Director, along with a hardcopy of your roster, by the deadline specified. Failure to do so creates an eligibility issue for the player in question -- as well as for your team, as a whole.

It is important that you retain your own copy of all of the above forms, as you will may need to re-use copies of completed Forms 76 and 77 in subsequent years. Also, teams that qualify for State Tournament participation must present completed Form 2 originals at team check-in.

2. **Reports.** Once you have entered at least some data on your coaches and players, you will be able to see (and print) that information in report format. The fact that you can view and print these reports (even before you have submitted your roster, as final, through the National system) can be useful. For example, if you are required to submit your roster to a tournament chairman in May (so that the tournament program can be printed in time), these reports can be used for such a purpose.

   Three different reports are available, as outlined below.



A. **"View Roster."** This report is in the same format as your "Add Players to Roster" screen; the difference is that you can only view the information when you are in report mode -- you cannot change any of the information. You do not need any special software programs to be able to view or print this report. Basically, it summarizes everything that you have entered, including team sponsor / management information (which you provided when you completed your team's application for season participation), as well as information on coaches, team and/or player photos, and summarized information on each individual player.

To open the report, simply click on it's name on your Team Administration screen. You can print out everything that you see on your computer screen -- or, if you are a more-experienced computer user, you can highlight selected sections, and then choose to print only what you have selected.

To close this report, click on the "back button" of your internet browser, which will return you to your Team Administration screen.

B. **"Print Abbreviated Tournament Roster."** This report is exactly what it says it is -- abbreviated. Because teams might want to submit this report to others outside of their own team organization, certain personal information is NOT shown on the report -- such as player address, phone, email address, date of birth, etc. This report could also be distributed to parents of your team players, so that they have a roster, for reference during games, etc.

IMPORTANT NOTE: Because player personal information is omitted from this report, this report is **NOT** an acceptable format to submit to your area Director as your official "Form 1 roster." You must submit one of the formats that includes address, date of birth, etc.

Like the "View Roster" report, you do not need any special software to view or print this report. To open it, simply click on it's name. (Depending upon software availability, more-experienced computer users may be able to save this report to their computers in some other format, if desired [so that it can be emailed to desired recipients] -- such as by printing it as a Microsoft XPS Document Writer file or saving it by using Adobe Acrobat Pro.)

To close this report, click on "File" (on the menu bar at the top of the screen), then click on "Exit" -- or simply click on the red "x" in the upper right-hand corner.

C. **"Download Detailed Roster in Excel Format."** This report includes all personal information on each player -- and provides more-experienced users with the most flexibility, as well as many options for creating report variations, since the report can be easily modified to fit a variety of purposes. (**NOTE:** If you do not have a Microsoft program call "Excel" [or it's compatible equivalent] on your computer, you might not be able to access/use this report.)

To open this report, click on it's name. Before the report opens, your computer might display another small screen, asking if you want to "open" the report file -- or "save" the report file. Choose "open".

The report will open as an Excel file. Scroll down to where the player names are listed. You will see column headings for "Player," "[Uniform] Number," "Birthdate," etc. Also, directly underneath each player's name, you will see the player's positions, home address, phone number, email address, and school enrollment.

IMPORTANT NOTE: In order for you (and anyone else) to be able to clearly read the player's name, you will likely need to **widen Column A.** (It is especially important to do this, before you print (or email) this roster to your area Director (as your final "Form 1 roster.")

If you are a less-experienced computer user:
To widen Column A, using your mouse, move the cursor so that it is directly over the line that separates Column A from Column B (in the column heading area, above where the data is displayed). Depress your mouse button and, at the same time, slide your mouse toward the right -- which will widen column A to any desired width. Make sure it is wide enough so that you can easily see all player names clearly. (Don't widen it too much, however, otherwise it will be difficult to get all the data to print across the width of one sheet of paper.) You may also have to widen other columns, especially if the data in any column is shown as "#######" (which is Excel's symbol to indicate that the column is too narrow to display the

information contained in it.) In addition, some data will simply be easier to read if you widen some columns, creating more white space between the data in adjacent columns.

Before you print the report, select "print preview" to determine if all of the information will print on the width of one sheet of paper. (The report will be more than one page in length, but you need to set it up so that the column headings fit across the width of one page -- and so that individual columns do not spill over and print on subsequent pages. You can likely correct "spill over of columns" by changing the print set-up from "portrait" to "landscape."

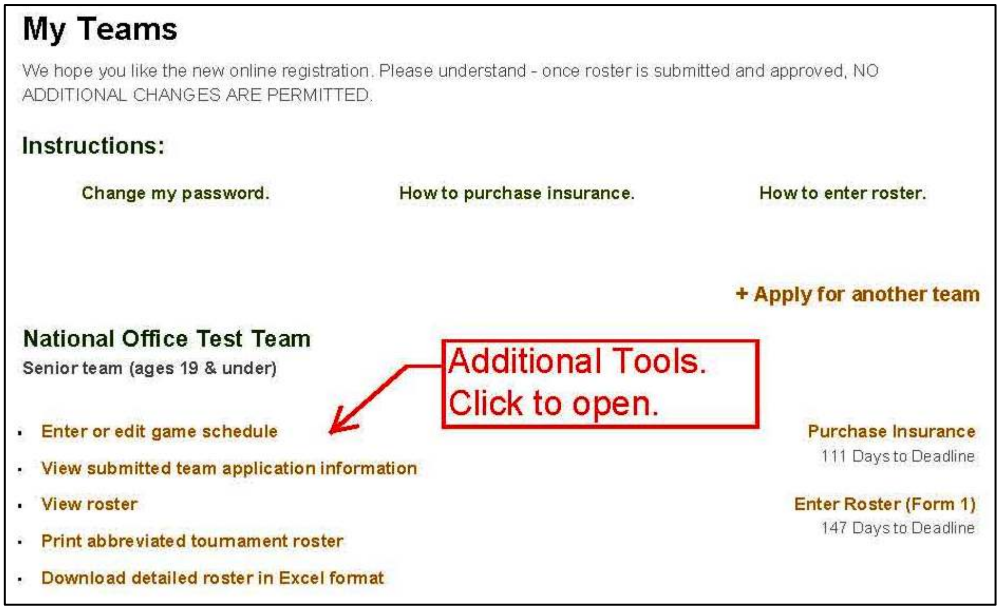
If you want to retain a copy of the report as is (i.e., the column widths, print set-up, etc.), so that you can use or print it again in the future, save it by choosing "File" from the menu at the top of the page, then "Save." You will need to give the report a file name, as well as choose a location on your computer in which to store it.

IMPORTANT NOTE: After you save the report to your computer, if you make changes to a player's information, add additional players, delete a player, etc. on the National system, the report that you saved will not be updated with that revised information. You will need to generate a new report (using the report menu on your Team Administration screen), widen Column A again, set the report up to print properly, etc. -- and resave that revised report to your computer, to replace the earlier one. (If you want to retain the first report [for example, as a historical record of the information for a player you later deleted], when you save the later report, you will need to give it a different file name.)

To close the report, simply click the red "x" in the upper right-hand corner, or choose "File" from the menu at the top of the screen, then "Close" or "Exit."

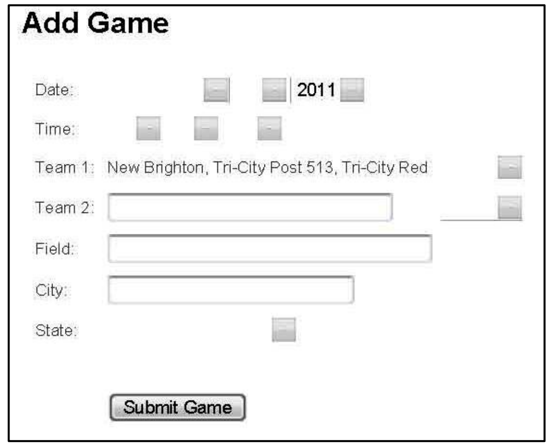
If you are a more-experienced computer user:
Clearly, you can easily enhance and/or customize the Excel spreadsheet by centering data in columns, underlining and bolding column headings, adding columns for additional information you might want to retain (such as jersey size), creating a column for school enrollment (and entering a formula to sum the enrollment of different schools), hide columns or delete certain personal information, etc. You obviously can save multiple versions of customized reports to your computer -- each for a various purpose (e.g., one to be used a team contact list, one to be used as a tournament roster, one to be submitted to your area Director as your official Form 1 roster, etc.)

3. **Other Useful Tools.**



A. **"Edit or Enter Game Schedule."** The National system provides you with an opportunity to enter your team's season game schedule, which will be displayed for viewing by the general public on the National American Legion Baseball web site (after your roster has been submitted as final in the National system.)

On your team administration screen (as shown above), click on "Enter or Edit Game Schedule." In the next screen (shown at right), from the drop-down menus, choose the date and time of the game. Select whether your team is "home" or "away" from the drop-down menu, enter the name of your opponent, and indicate whether that team is "home" or "away." Enter the name of the field location, the city, and choose "MN" from the drop-down menu. Then click on "Submit Game" to store the information in the system.



The next screen that appears will list the information that you have entered (see below). You may continue entering games, by clicking on "Add a game," or you may end your session by clicking on "Go back to my teams."

To edit a game entry, click on "Delete" -- and then re-enter the game with the revised information, as a new game. (To simply delete a game that has been cancelled, obviously, just click on "delete."

B. **"View Submitted Team Application Information."** The system provides you with the opportunity to view the information that you provided when you completed your team application for the current season.

IMPORTANT NOTES:
If, in reviewing this information, you detect any errors that need to be corrected -- or if there is a change in sponsor address (or some other pertinent information), please contact the State Baseball Committee, so that we can have the information edited, if possible. (Please make sure to provide concise information on the nature of your email and the information that needs to be corrected.)

Because you must register and complete an application each season, the National system will "erase" the current season's team application information at the end of the current season. Therefore, it might be helpful to you to print this screen for your files (or save it on your computer in a different file format) -- so that you have record of the information in subsequent years.

Also, as a general note of caution, please make sure to print and/or save any and all information on your current season's team that you wish to retain for your own records -- because, after the conclusion of the current season, ALL rosters, coach information, game schedules, reports, etc. will be "erased" from the season by National. (While you will still be able to access the system using your log-in and password, your Team Administration page will simply state that you do not have any active teams at the current time -- and it will continue to state this, until after you register next season.)

Please proceed to the next handout in this series (Step 5) for information on when and how to Submit your Roster -- as final and complete -- through the National system.