

American Legion Baseball

National On-line Registration System Procedures

Team Registration, Payment of Fees, Obtaining Insurance Process

1. Team Administrators email address, identified in the application process, will receive from National, a user id and password to gain access to their teams area on the National On-Line Registration System. Once user id and password is received, Coaches/Team Administrators will go to <http://www.legion.org/baseball>
2. Enter the user id and password into the coach login area on this web site page
3. Once logged in, Coach or Team Administrator will first:
 - A. Select and obtain SA Vandyke Insurance and pay all fees, Nebraska fees are \$125.00 per team, National Fees are \$50.00 per Senior Team and \$25.00 per Junior Team. Nebraska and National Fees will be automatically assessed during the payment process. Use of Credit Card is mandatory to pay insurance costs and fees. The last step will be to enter credit card information and submit.
 - B. Once fees are paid Coach or Team Administrator will be able to continue with the team registration process. If a Coach/Team Administrator is ready to proceed, he/she will be able to enter roster information, upload team photo, print out Form 2's per player, etc. If a coach is not ready he can log out and log back in at a later date to continue with the team registration process. Note: Deadline for Team Registrations is May 31, 2010 which encompasses rosters, team photo's, Form 2's one per player, Transfer Form 76's, Form 77's.
 - C. Note: Your rosters will have to be approved by Department Nebraska. If disapproved you will receive notification from the on-line system that your roster was disapproved, you will be able to see why it was disapproved and you will then be able to correct the errors and resubmit your roster. So do not wait around to the last minute to perform your complete team registration
 - D. Coaches/Team Administrators have up to June 21, 2010 to change rosters, example: add/deletes and dual roster players only
 - E. Note: All Coaches or Team Administrators will need to perform the step identified in A. above as soon as they receive the user id and password from National. This step is vital to be done ASAP!

- F. Note: Form 2's will be printed from the National On-Line System (1 Form per player). Forms will be signed by player and parents and one copy mailed to Department Nebraska other copy retained by coach.

- G. Note: Transfer Form 76's and Dual Roster Forms will be obtained for the Department of Nebraska Legion Baseball Web Site:
<http://www.nelegionbaseball.net> forms will be filled out, required signatures obtained, and mailed to Department Nebraska, do not mail to National!!

- H. Dual Roster Players must be identified on both Senior & Junior Rosters in the On-Line Registration System

- I. It is the Coaches or Team Administrators responsibility to keep their team rosters up to date on the On-Line Registration System and to meet all deadline dates