



## QUICK GUIDE

### HOW TO ASSEMBLE A CREDENTIALS BOOK



**Step 1** - Access your league account in the Data Center. Your league president or appointed officer will be able to help you with gaining access to your account.

**Step 2** - Start by using a 1/2-inch ring binder that you can find in office supply store.

**Step 3** - Place clear sheet protectors for documents inside the binder.

**Step 4** - Insert your League's Eligibility Form (LOE).

***Quick Note:** This is approved by your State Commissioner and available once approved for printing from your league's Data Center account. If you don't have the option to print the LOE, contact your State Commissioner.*

**Step 5** - Insert copy of the Tournament Roster. If you had any Add/Drops that were made on your tournament roster after June 20<sup>th</sup>, make sure to put the Add/Drop form as well as your approved letter from Headquarters approving your Add/Drop in the binder.

***Quick Note:** Only Add/Drop forms that are with a letter from Headquarters giving specific approval are valid. Also, remember that when you drop a player that you can only add one player. Your roster must stay the same size throughout the tournament trail. You must have an official roster from BabeRuthOnline.com*

**Step 6** - Insert a copy of your league's Certificate of Insurance for accident and liability insurance. If you have Babe Ruth insurance and your league took both accident and liability coverage with Babe Ruth, they will both appear together on the certificate form.

**Step 7** - Insert Consent for Treatment Forms. You can print out Treatment Forms from the Babe Ruth League website!

***Quick Note:** Be sure to have one (1) Consent for Treatment form for each player on the roster. The Consent for Treatment form can be found under League Resources on BabeRuthLeague.org.*

**Step 8** - Place a printed copy of your team photo, in uniform, in your binder. Please remember that this photo may also be used for program books and other publications as you advance in the tournament trail. Make sure to have a good photo taken.

***Quick Note:** You will be uploading a photo when you do your rosters online as well. Remember only players and coaches that are on the official tournament roster are permitted in the photo.*

**Step 9** - Place Certificates of Certification for each manager and coach that have successfully completed the Coaches Certification Program.

***Quick Note:** Visit [www.baberuthcoaching.com](http://www.baberuthcoaching.com) for information on how you can enroll in this training program.*