



# Team Registration League Admins Manual

MN Baseball Association League Secretaries/Admins are now required to approval/decline their league's teams online using the ScoreMonster platform. The following is a League Admins Manual to help provide a step-by-step instruction for how to manage team approvals.

Before starting with Step #1 make sure you have admin access to your MBA League in ScoreMonster. If you don't see your league under the "Leagues" tab, please contact [support@mnbaseball.org](mailto:support@mnbaseball.org).

Also, League Secretaries/Admins should review page 7 to understand the team registration workflow.

## 1. Navigating to Approval Dashboard

- a. Go to ScoreMonster.com and login (if you don't have a login create a new account and request access to your league by contacting [support@mnbaseball.org](mailto:support@mnbaseball.org). The Support team will grant you League access if you are authorized)
- b. Navigate to the Leagues → Manager → click Approve icon shown below

The screenshot shows the ScoreMonster interface. At the top, there's a navigation bar with 'Home', 'Teams', 'Leagues', and 'Inbox'. Below that, there are tabs for 'Content', 'Design', and 'Manager'. The 'Approval Dashboard' is active, showing a search bar for leagues and a table of leagues. The table has columns for League Name, Admins, Teams, View, Register, Form Builder, and Approve. A red arrow points to the 'Approve' button in the table row for 'Classic Cannon Valley'.

League Name	Admins	Teams	View	Register	Form Builder	Approve
Classic Cannon Valley					Learn more	
Classic Cannon Valley -			No Url	Learn	Learn	Learn

## 2. Your Approval Dashboard

- a. The teams in your league that have submitted their registrations will be listed in alphabetical by team name. Listed columns will show teams registration title, age, activity, league class and number in roster. Each team will have a status label next to their team name. Your Approval Dashboard is defaulted to show teams with the status of initiated and pending. To change this, select your status filter above the list. Status are as followed
  - i. Initiated – Team has begun the team registration but has not yet submitted their roster for approval
  - ii. Pending – Team has finished their registration and submitted their roster for approval
  - iii. Approved – Team and roster have been approved by league admin
  - iv. Declined – A combination of team or roster information is incorrect, and a league admin has declined approval.

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APPROVAL DASHBOARD

Filter teams in list

Teams (2 New)

Added Players (0 New)

Age Verification (0 New)

View:  Approved  Declined  Initiated  Pending

Search by Team Search Clear

Click team name to see team criteria/info

Click here to see roster for approval

	Activity	League	Class	# in Roster			
Gaylord Islanders	2018 Team Registr...	Adult	Baseball	RVL Class C	C	10	<input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Decline
Jordan Brewers	2018 Team Registr...	Adult	Baseball	RVL Class C	C	10	<input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Decline

### 3. View Team Details

- To view teams submitted details select the team name. A pop up will display listing the team's basic info from the team registration process. If the league has additional team info set up, those custom answers will be listed here. In this pop-up window, league admin can approve/decline or edit team info.

### 4. View Player Details

- To view player details, select in roster number listed for the team. A pop-up window will display with players in list view. On this page you will have the ability as well to approve or decline all. To view specific player details, select the players name. this will bring up the players basic information or additional roster info if the league requires it. League admin will have the ability to edit info as needed.
- Approving a Team**
    - To approve a team, look over team and roster info. If info is consistent select the green Approve button for that team. Approving a team will approve all players. A confirmation email will be sent to team admin stating your approval.
  - Declining a Team**
    - To decline a team, look over team and roster info. If the info is not consistent select the red decline button. Once decline selected a pop up will appear for you to comment on why the team was denied. An email will be sent to team admin with the status and comment.

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## 5. Player Approvals (post-team approval)

- a. After a team is approved any new players will appear on the “Added Players” tab (see below). Each new player after a team is approved will need to be approved individually.

SCOREMONSTER HOME TEAMS LEAGUES INBOX Welcome MBA Admin! My Account Logout

APPROVAL DASHBOARD Teams (1 New) **Added Players (44 New)** Age Verification (0 New)

View:  Approved  Declined  New Search by Player Search Clear

	Location	Age	Date Added	
<b>N</b> New PlayerH	Hastings Hawks	hastings, Minnesota	06/13/2018 08:06 PM	✓ Approve ✗ Decline
<b>N</b> Brian Vanyo	Cannon Falls Bears	Apple Valley, Minnesota	19 05/18/2018 01:45 PM	✓ Approve ✗ Decline
<b>N</b> Collin Chalmers	Cannon Falls Bears	Rosemount, Minnesota	19 05/11/2018 04:59 PM	✓ Approve ✗ Decline
<b>N</b> Isaiah Umbreit	Cannon Falls Bears	Lakeville, Minnesota	20 05/11/2018 04:58 PM	✓ Approve ✗ Decline

### Process for Adding additional Players After Team Is Approved (after June 30<sup>th</sup>)

After a team is been approved, coaches may add additional players. This is done through the ScoreMonster.com control panel (see step #1 of MBA Coaches Manual).

When a new player is added to a roster, the player will need to be approved by the League Secretary/Admin (each player is approved/declined individually after your team is approved).

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## ADDITIONAL NOTES

1. Important: Coaches have ONLY one opportunity (each year) while completing the MBA Team Registration to complete the “Additional Information” fields for your team and players. You can view-only these fields before your complete the registration by navigating to:
  - MBA **Team** Additional Info = Teams → Manager → Edit (see bottom of page)
  - MBA **Player** Additional Info = Teams → Manager → Roster → Select a Player (see bottom of page)

Any edits to “Additional Information” after the Team Registration is complete need to be completed by your League Secretary. The League Secretary will have permissions in ScoreMonster to make edits to Additional Information fields.

Sample view of MBA Player Additional Info (Additional Info is view-only for coaches)

ADDITIONAL MINNESOTA BASEBALL ASSOCIATION ROSTER INFO ⓘ

Is Player Drafted:  Yes  No

Level Of experience:

High School:

College:

Cancel Save Member

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- Coaches can view their team and player approval status on from the “Manage Roster” page in ScoreMonster.com control panel (Teams → Manager → Roster)

## Sample of Team’s Approval Status

The screenshot shows the ScoreMonster.com interface for the Dundas Dukes team. The navigation bar includes Home, Teams, Leagues, and Inbox. The main menu has Content, Design, and Manager tabs. The Dundas Dukes logo (MBA) is visible. The page title is 'Dundas Dukes Roster'. A filter box shows 'Member Status: Active' with a 'Filter' button. Below the filter, the 'Roster Approval Status' is displayed as 'Declined' in a yellow box, with a red arrow pointing to it from the text 'Team's approval status'. There are also links for 'Create New Player', 'Invite Admin', and 'Invite Player'. A table header for 'Administrators' is partially visible with columns for 'NAME' and 'HOMETOWN'.

## Sample of Player’s approval status

Roster Player status N = New player | A = Approved | D = Declined

Approval	#	NAME	Status	B/T	POS	HT	WT	HOMETOWN	VIDEOS
D		New Player One	Active	-				burnsville, Minnesota	
D		New Player Two	Active	-				burnsville, Minnesota	
D	1	Drew Sathrum	Active	R-R	INF	5-10	175	Kenyon, Minnesota	
N	2	Tucker Alstead	Active	L-R	C	6-0	190	Owatonna, Minnesota	
N	3	Tyler Jones	Active	R-R	LF	5-10	190	Farmington, Minnesota	
N	4/MGR	Charlie Ruud	Active	R-R	P	5-10	170	Cannon Falls, Minnesota	

- Adding EXISTING players to the online Team Registration:
  - Search for your current players and click “Add Player”. Know the system will save automatically after each player is added.
- Adding NEW players to the online Team Registration:
  - Type players full name (First and Last Name) then click “Add Player”.
  - Complete the new player form below

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5. NOTE for step 3 of online Team Registration (Add Team Players) - Do NOT click “Save and Continue” until you are ready to submit your full roster. The online registration requires a minimum of 10 players to submit a roster. Do not stop at 10 players, add your entire roster that you know of now. Additional players can be added later but they will need to be approved 1 at a time after your team is approved (see workflow diagram on page 7)

**ADD TEAMS PLAYERS** ⓘ

All fields marked \* are mandatory:

Dundas Dukes ▾

Team Players

Player Name:

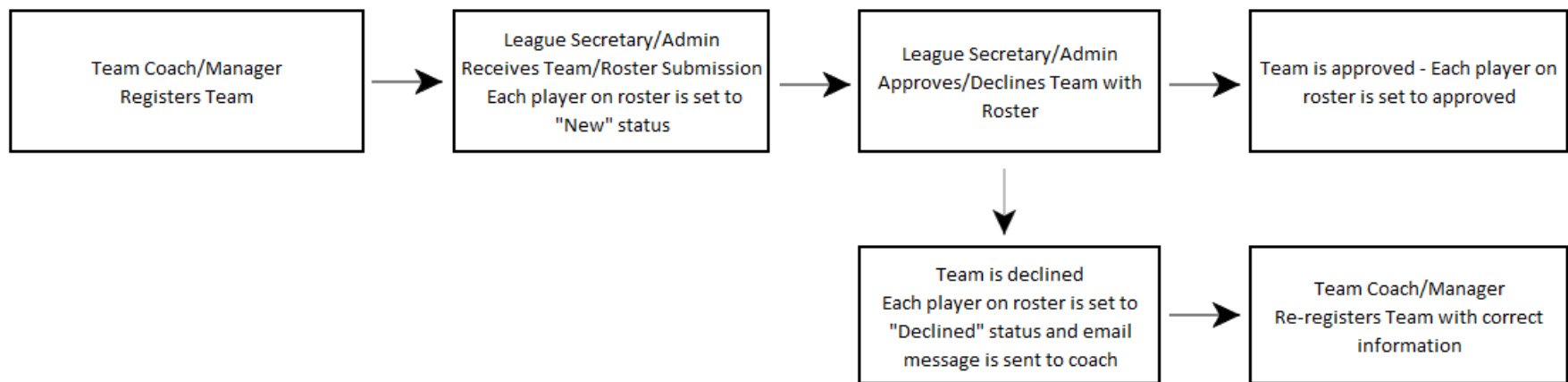
New Player One > ✕

New Player Two > ✕

Click after full roster has been added



### Team Registration Workflow



### Add Player Workflow (after team is approved)

