



Team Registration League Admins Manual

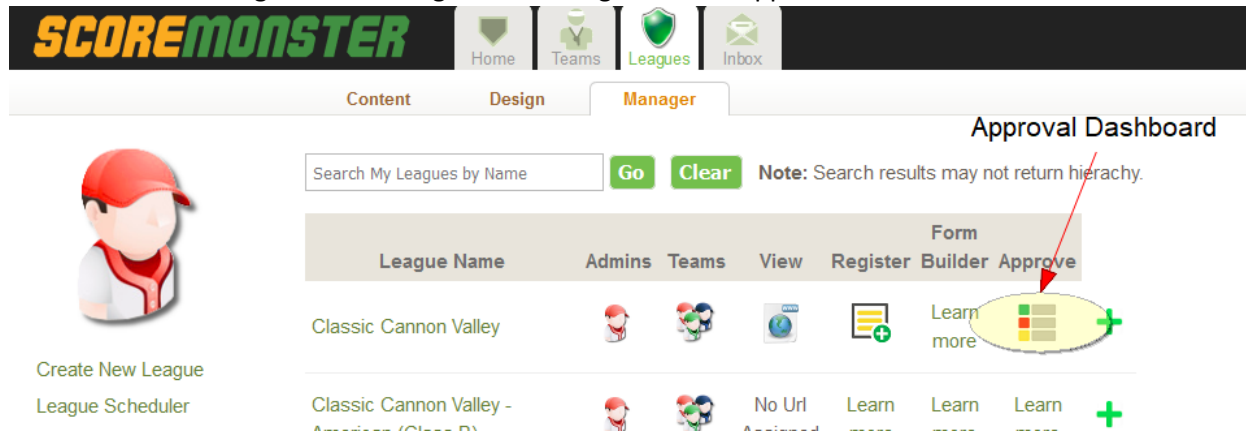
MN Baseball Association League Secretaries/Admins are now required to approve/decline their league’s teams online using the ScoreMonster platform. The following is a League Admin’s Manual to help provide a step-by-step instruction for how to manage team approvals.

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.

Also, League Secretaries/Admins should review page 8 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. The Support team will grant you League access if you are authorized)
- b. Navigate to the Leagues → Manager → click Approve icon shown below



2. Your Approval Dashboard

- a. The teams in your league that have submitted their registrations will be listed alphabetically 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 its name. Your Approval Dashboard now has an added drop down enabling you to select which year’s registration to view, (see image below). A feature of this drop down is that it will automatically load to the registration year of your last viewing session. Once selected your dashboard will show teams with the status of pending. To change this, select your status filter above the list. Status are as follows:
 - i. Pending – Team has finished their registration and submitted their roster for approval
 - ii. Approved – Team and roster have been approved by league admin
 - iii. Declined – A combination of team or roster information is incorrect, and a league admin has declined approval.

Team Registration – League Admins Manual

Select Registration Drop Down

The screenshot shows the ScoreMonster approval dashboard. At the top, there is a navigation bar with 'HOME', 'TEAMS', 'LEAGUES', and 'INBOX'. Below this, there are tabs for 'APPROVAL DASHBOARD', 'Teams (0)', 'Added Players (0)', 'Age Verification (0)', and 'Reports (2)'. A red circle highlights the 'Select Registration' dropdown menu, which is currently set to 'Pending'. Below the dropdown, there are filters for 'View' (Approved, Declined, Initiated, Pending) and a search bar. At the bottom, there are several filter dropdowns for 'Team', 'Submission Date', 'Age Group', 'Activity', 'League', 'Class', and '# in Roster'. The main content area displays 'No submissions for selected status'.

The screenshot shows the ScoreMonster approval dashboard with a list of teams. The 'Select Registration' dropdown is now set to 'Pending'. A yellow box labeled 'Filter teams in list' points to the dropdown. A yellow oval highlights the 'View' filters, with a yellow box labeled 'Click here to see roster for approval' pointing to the 'Pending' filter. A yellow box labeled 'Click team name to see team criteria/info' points to the team name 'Gaylord Islanders'. A yellow circle highlights the '# in Roster' value '10' for the 'Gaylord Islanders' team. The table below shows two teams: 'Gaylord Islanders' and 'Jordan Brewers', both with 10 players in the roster. Each team has 'Approve' and 'Decline' buttons.

Team	Submission Date	Age Group	Activity	League	Class	# in Roster	Approve	Decline
Gaylord Islanders	2018 Team Registr...	Adult	Baseball	RVL Class C	C	10	✓ Approve	✗ Decline
Jordan Brewers	2018 Team Registr...	Adult	Baseball	RVL Class C	C	10	✓ Approve	✗ 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 the players submitted in this registration in list view. On this page you will also have the ability 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.

b. 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.

c. Declining a Team

- After looking over team and roster info, if you find inconsistencies you may also choose to decline a team by selecting the red "Decline" button. Once decline is selected, a pop up will appear giving you the ability to comment on why the team was denied. An email will be sent to Team Admin with the status and

Team Registration – League Admins Manual

comment. Communication is crucial in this email. Please add descriptive comments on why the roster was declined and edits that need to be made.

5. Player Approvals (post-team approval)

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

The screenshot shows the ScoreMonster approval dashboard. At the top, there is a navigation bar with the ScoreMonster logo and links for HOME, TEAMS, LEAGUES, and INBOX. On the right, it says "Welcome MBA Admin! My Account Logout". Below the navigation bar, there are three tabs: "APPROVAL DASHBOARD", "Teams (1 New)", and "Added Players (44 New)". The "Added Players" tab is selected. Below the tabs, there is a "View:" section with three radio buttons: "Approved" (unchecked), "Declined" (unchecked), and "New" (checked). There is also a "Search by Player" input field and "Search" and "Clear" buttons. The main content area is a table with columns for "Click to view added player info", "Location", "Age", and "Date Added". The table lists four players: "New PlayerH", "Brian Vanyo", "Collin Chalmers", and "Isaiah Umbreit". Each player row has a green "Approve" button and a red "Decline" button.

Click to view added player info	Location	Age	Date Added
New PlayerH	Hastings Hawks hastings, Minnesota		06/13/2018 08:06 PM
Brian Vanyo	Cannon Falls Bears Apple Valley, Minnesota	19	05/18/2018 01:45 PM
Collin Chalmers	Cannon Falls Bears Rosemount, Minnesota	19	05/11/2018 04:59 PM
Isaiah Umbreit	Cannon Falls Bears Lakeville, Minnesota	20	05/11/2018 04:58 PM

Process for Adding additional Players After Team Is Approved (after June 30th)

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).

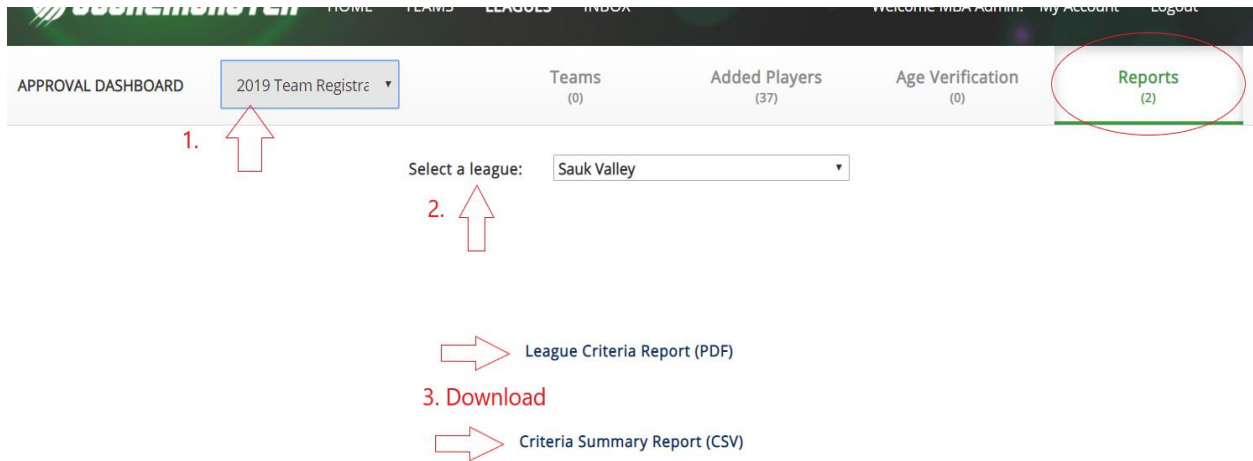
When a new player is added to a roster, the player will need to be approved by the League Secretary/Admin (each player is approved/declined individually after your team is approved).

6. Criteria Points

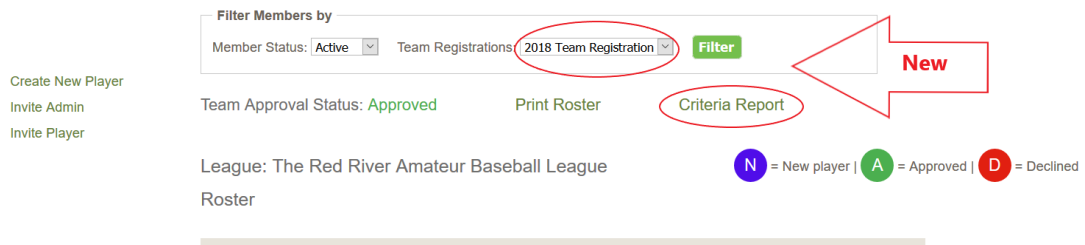
On the “Reports” tab on the approval dashboard (image below) league admin will now be able to view, download, and print reports of the criteria points break down for teams in their league. Provided A league criteria report (pdf) and Criteria summary report (csv)

- a. League Criteria Report (pdf) – this will display the player information including name, age, experience level, high school, hometown, heritage or exempt status and player score. It will also include total calculation including Player total, city or district population and total score.
- b. Criteria Summary Report (csv) – displays team names, city or district population points, player points and total score.

Team Registration – League Admins Manual



Team Manager will be able to view similar criteria reports for their team only through the roster page seen below.



ADDITIONAL NOTES

1. Important: Coaches have ONLY one opportunity (each year) while completing the MBA Team Registration to complete the “Additional Information” fields for their team and players. You can view-only these fields before you 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.

Team Registration – League Admins Manual

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: Please Choose ▾

High School:

College:

Cancel Save Member

- 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

SCOREMONSTER Home Teams Leagues Inbox

Content Design Manager

MBA Dundas Dukes Members

Dundas Dukes Roster

Filter Members by

Member Status: Active Filter

Create New Player
Invite Admin
Invite Player

Roster Approval Status: Declined Team's approval status

Administrators

NAME	HOMETOWN
------	----------

Sample of Player’s approval status

Team Registration – League Admins Manual

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

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

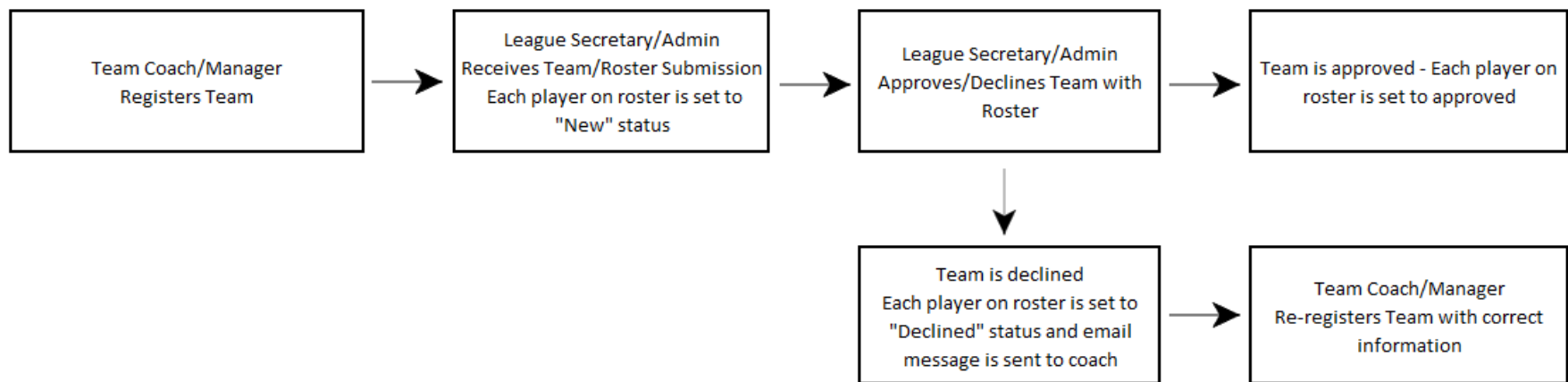
3. Adding EXISTING players to the online Team Registration:
 - a. Search for your current players and click “Add Player”. Know the system will save automatically after each player is added.
4. Adding NEW players to the online Team Registration:
 - a. Type players full name (First and Last Name) then click “Add Player”.
 - b. Complete the new player form below
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 the entire roster that you know of now. Additional players can be added later but they will need to be approved one at a time after your team is approved (see workflow diagram on page 7)

Team Registration – League Admins Manual

The screenshot shows a five-step registration process: 1. Add Teams, 2. Add Teams Details, 3. Add Teams Players (current step), 4. Make Payment, and 5. Confirmation. The main content area is titled 'ADD TEAMS PLAYERS' and includes a note: 'All fields marked * are mandatory:'. A dropdown menu is set to 'Dundas Dukes'. Below this is a section for 'Team Players' with a 'Player Name:' label and a text input field containing 'Add a Player/Select an existing Player'. To the right of the input is a green 'Add Player' button. Below the input are two player entries: 'New Player One' with a red 'x' delete icon and a right arrow, and 'New Player Two' with a blue right arrow and a red 'x' delete icon. A text instruction 'Click after full roster has been added' has a red arrow pointing to a green 'Save and Continue' button at the bottom right, which is circled in red. A 'Previous' button is located at the bottom left.



Team Registration Workflow



Add Player Workflow (after team is approved)

