



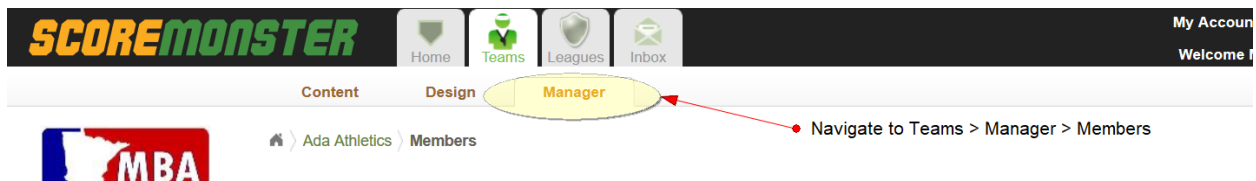
# Team Registration Team Managers Manual

MN Baseball Association Team Managers are now required to register their teams online using the ScoreMonster platform. The following is a Team Managers manual to help provide a step-by-step instruction for how to complete the online team registration.

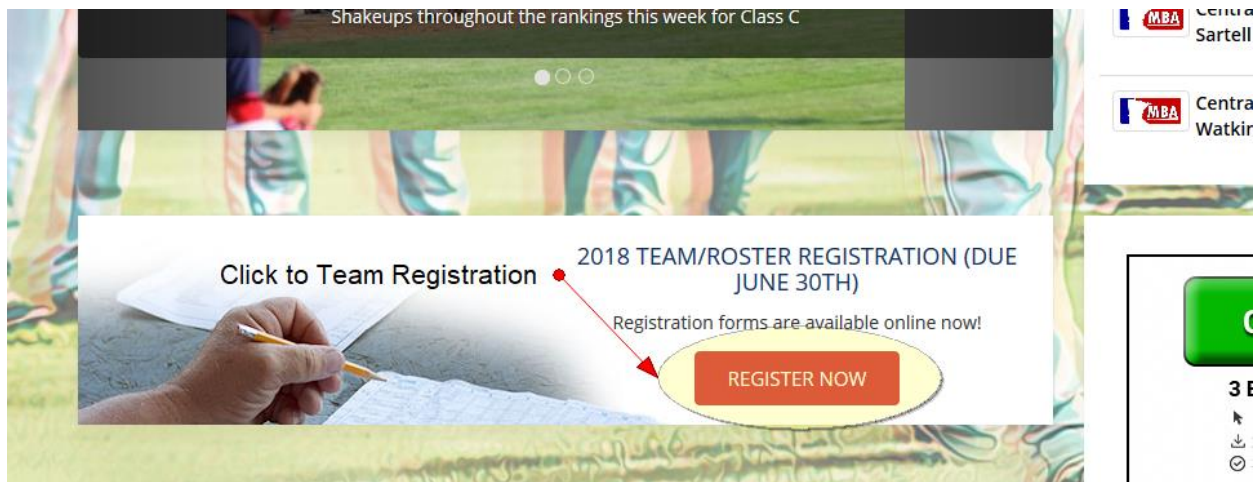
Before starting with Step #1 managers may want to review the workflow diagram on page 6 to have a better overall understanding of the team registration workflow.

1. Update the players address and DOB information in the ScoreMonster.com control panel.
  - a. If a manager need access to their MBA team in ScoreMonster, contact [support@mnbaseball.org](mailto:support@mnbaseball.org)
  - b. Navigate to the team's "Manage Roster" page and update each player's:
    - i. DOB
    - ii. Home address
    - iii. Jersey Numbers

Login to ScoreMonster.com. Navigate to Teams → Manager → Member page to manage player's info



2. Go to MNBaseball.org and click the 2018 Team/Roster Registration link and complete the team online team registration form.



# Team Registration – Team Managers Manual

## Adding Your Roster at “Add Team Players”

**IMPORTANT: If your player exists in the system do the search and select the player. If they are a NEW player, then you type the player’s FULL Name and click “Add Player”**

If your player is not currently in ScoreMonster (on a roster) they will not appear when you search for them.

### Oh Snap! (validation message on top of Add Players)

If you receive the “Oh Snap!” message when trying to submit your players/roster, this means one of the players is missing a required field. Expand each player to find the required field. We recognize this is a usability issue and will hotfix to automatically expand the players with validation errors.

### Completing the registration

Once the manager completes the registration, they will see a confirmation screen and receive an email that their team has been registered. The League’s Secretary/Admin will review the team criteria and roster information and Approve/Decline the team. If the team is approved the manager is done! If the team is declined see step 3 below.

3. If the team is declined, the manager will receive an email notification from the League Secretary that includes a note on what information needs to be correct. After reviewing the corrections,

# Team Registration – Team Managers Manual

managers may want to contact their League Secretary to clarify any questions then go back to the [MNbaseball.org](http://MNbaseball.org) home page and re-submit their team roster (see step #2).

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

After a team has been approved, the system will allow managers to add additional players. This is done through the ScoreMonster.com control panel (see step #1). If a new player is added they may not be approved for your playoff roster since it's after the June 30<sup>th</sup> date. Advise with your League Officials.

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

## IMPORTANT NOTES

1. Important: Managers have ONLY one opportunity (each year) while completing the MBA Team Registration to complete the “Additional Information” fields for their team and players.

Managers can “view-only” these fields before completing 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 the 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 managers)

ADDITIONAL MINNESOTA BASEBALL ASSOCIATION ROSTER INFO ⓘ

Is Player Drafted:  Yes  No

Level Of experience:

High School:

College:

Cancel Save Member

# Team Registration – Team Managers Manual

- Managers 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:

Create New Player  
Invite Admin  
Invite Player

Roster Approval Status: **Declined** Team's approval status

#### Administrators

NAME	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
<b>D</b>		New Player One	Active	-				burnsville, Minnesota	
<b>D</b>		New Player Two	Active	-				burnsville, Minnesota	
<b>D</b>	1	Drew Sathrum	Active	R-R	INF	5-10	175	Kenyon, Minnesota	
<b>N</b>	2	Tucker Alstead	Active	L-R	C	6-0	190	Owatonna, Minnesota	
<b>N</b>	3	Tyler Jones	Active	R-R	LF	5-10	190	Farmington, Minnesota	
<b>N</b>	4/MGR	Charlie Ruud	Active	R-R	P	5-10	170	Cannon Falls, Minnesota	

# Team Registration – Team Managers Manual

3. Adding EXISTING players to the online Team Registration:
  - a. Search for the 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 the full roster has been added.** The system will save after each player is added. Again, only click “Save and Continue” after the full roster has been entered. The online registration requires a minimum of 10 players to submit a roster. Do not stop at 10 players, add the entire known roster. Additional players can be added later but they will need to be approved 1 at a time after the team is approved (see workflow diagram on page 6).

ADD TEAMS PLAYERS ⓘ

All fields marked \* are mandatory:

Dundas Dukes ▾

Team Players

Player Name:

New Player One > ✕

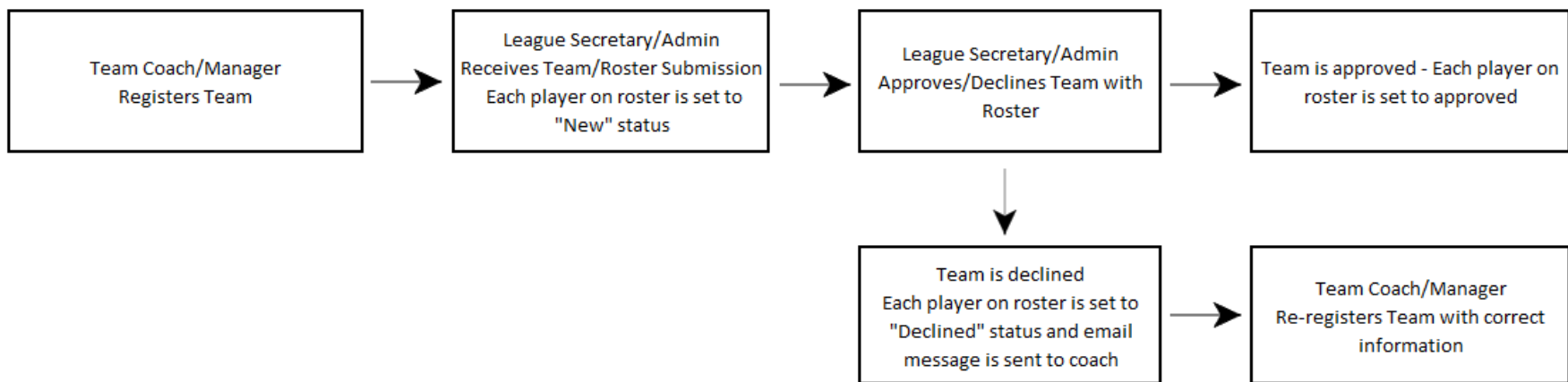
New Player Two > ✕

Click after full roster has been added

← Previous



### Team Registration Workflow



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

