



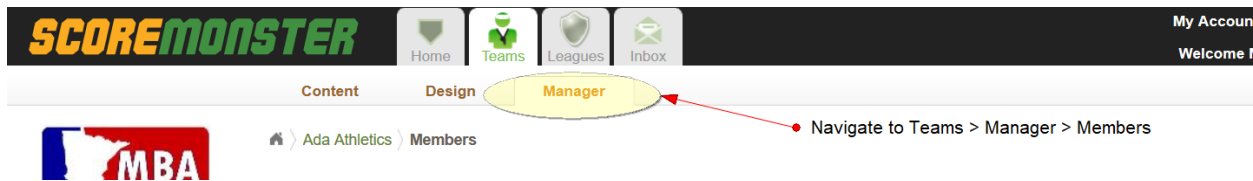
Team Registration Team Managers Manual

MN Baseball Association Team Managers are now required to register their team 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.

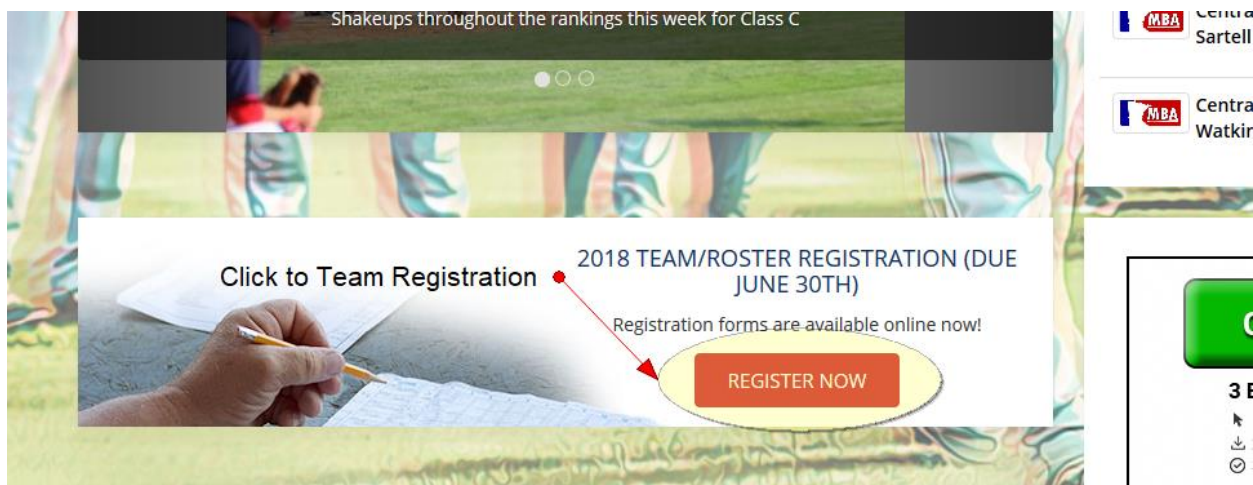
Before starting with Step #1 managers may want to review the workflow diagram on page 7 to have a better overall understanding of the team registration workflow.

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
 - 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



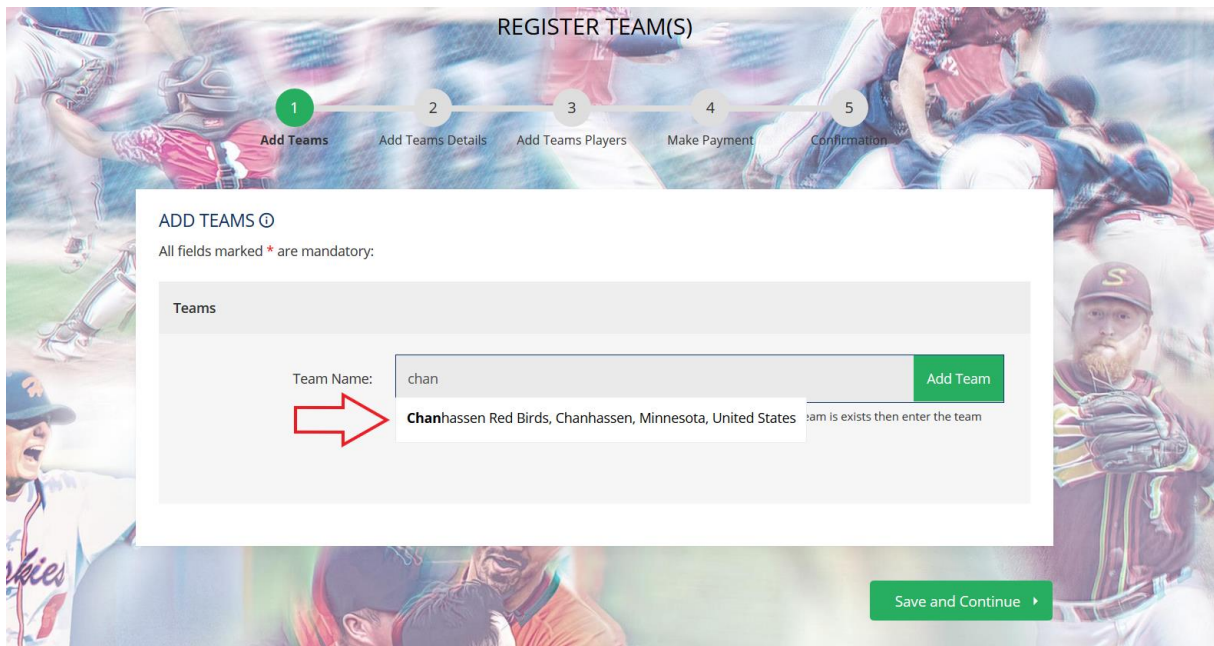
2. Go to MNBaseball.org and click the years Team/Roster Registration link and complete the online team registration form.



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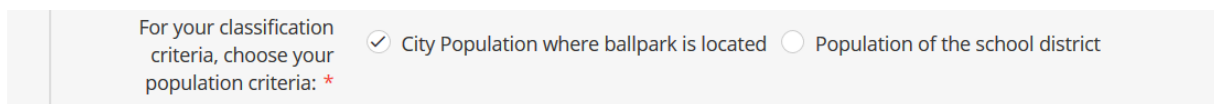
3. Adding Your Team (Image Below)

On the Add Team Page, type your team name into the prompted text box. While typing a drop down will appear with your team's name, select that drop down to add your team. Once added select save and continue.



4. Add Team Details

On the Add Team Details page, Information entered from the previous year's registration will automatically be loaded into the fields. Review this information and edit as needed. Team options for points criteria are on this page "Ballpark City" and "School District" Must both be selected. Use the radio button (Image Below) to select which will be used for your team's calculation.



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5. Adding Your Players

IMPORTANT: If your player exists in the system do the search and select the player in TOP search. If they are a new player, type the player's full Name into the BOTTOM and click "Add Player"

REGISTER TEAM(S)

1 Add Teams 2 Add Teams Details 3 Add Teams Players 4 Make Payment 5 Confirmation

ADD TEAMS PLAYERS ☯

All fields marked * are mandatory:

Chanhassen Red Birds ▾

Team Players

Existing Players → Player Name: Search for an existing player and click their name in the results below

or

New Players → Type the new player's first and last name

◀ Previous

1. 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.
2. 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
3. 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 7).

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

The screenshot shows a web form titled "ADD TEAMS PLAYERS" with a sub-header "Aitkin Steam". A red banner at the top contains the message: "Oh snap! Please correct the following errors in order to proceed...". Below this, the "Team Players" section contains two input fields: "Player Name" (with a search prompt) and "Type the new player's first and last name" (with an "Add Player" button). Below these are two player entries: "Test Player 3" and "Test Player 4 (New)". Both entries have a red border around them, and red arrows point to these borders, indicating they are the source of the validation error.

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. When this occurs the player missing required information will have a red outline. Select player to input needed data.

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 6 below.

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

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

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 30th 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

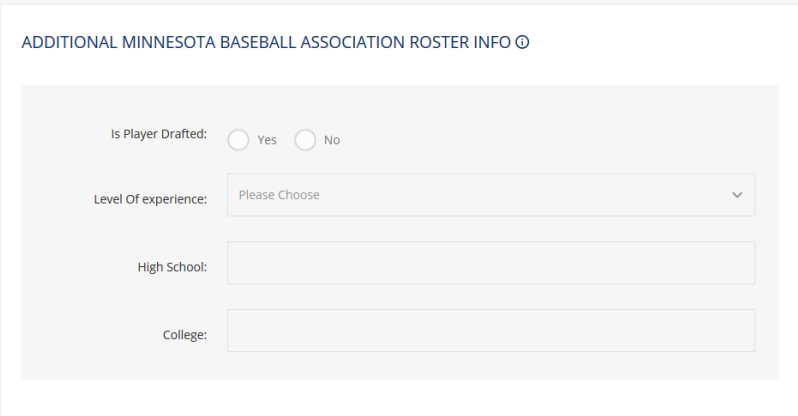
1. Important: Managers have ONLY one opportunity (each year) while completing the MBA Team Registration to complete the “Additional Information” fields for their team and players.

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:

2. Managers can view their team and player approval status on from the “Manage Roster” page in ScoreMonster.com control panel (Teams → Manager → Roster) Added to the registration process are the components roster versioning and criteria reports. The roster versioning drop down will allow you to select which years registration to view. The criteria report, specific to each years registration will display in a new tab. The report will reflect what the league admin sees displaying the total layout of your teams player and team calculations.

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Sample of Team's Roster Page

[Create New Player](#)
[Invite Admin](#)
[Invite Player](#)

Filter Members by
 Member Status: Active Team Registrations: 2018 Team Registration Filter New

Team Approval Status: Approved Print Roster Criteria Report

League: The Red River Amateur Baseball League N = New player | A = Approved | D = Declined
 Roster

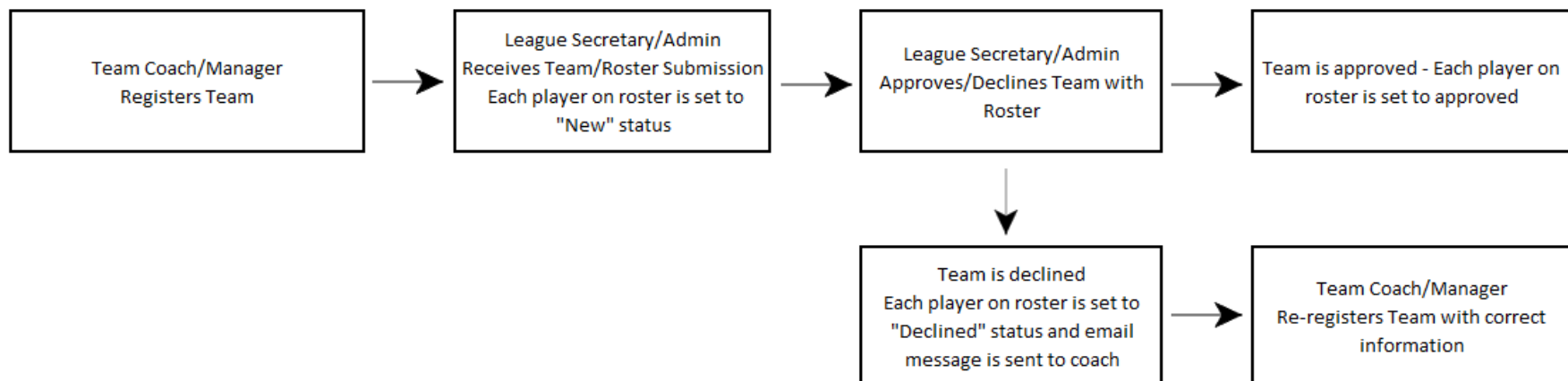
Sample of Player's approval status

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	



Team Registration Workflow



Add Player Workflow (after team is approved)

