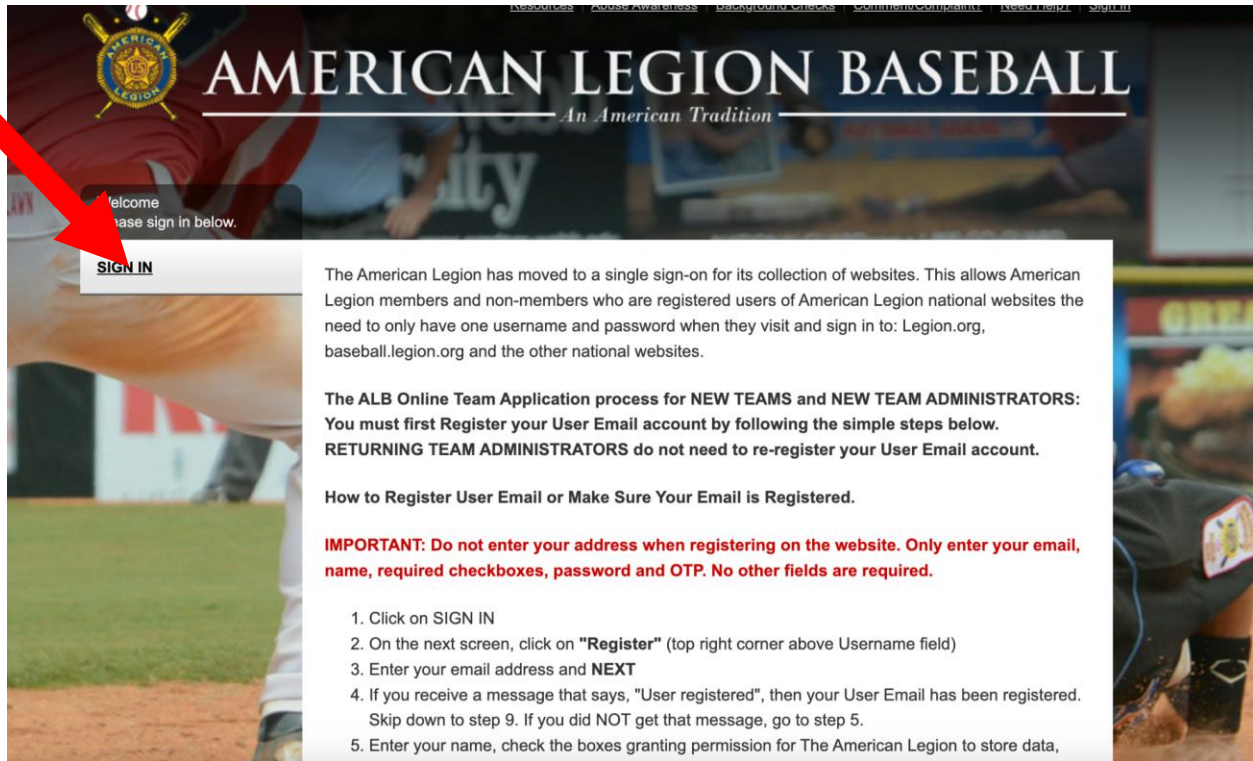


How to Register a Team

<https://baseball.legion.org/>



The image shows the top section of the American Legion Baseball website. At the top left is the American Legion logo. The main header reads "AMERICAN LEGION BASEBALL" with the tagline "An American Tradition" below it. A red arrow points to a "SIGN IN" button in a small box that says "Welcome. Please sign in below." To the right of this is a white box containing text about the single sign-on system and instructions for new and returning team administrators. Below this is a list of five steps for registering a user email.

Welcome. Please sign in below.

SIGN IN

The American Legion has moved to a single sign-on for its collection of websites. This allows American Legion members and non-members who are registered users of American Legion national websites the need to only have one username and password when they visit and sign in to: Legion.org, baseball.legion.org and the other national websites.

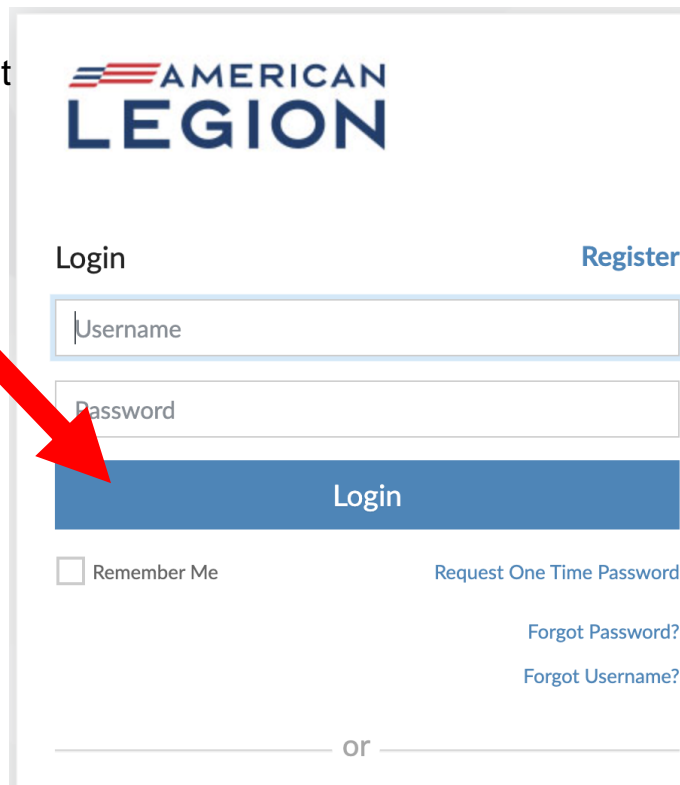
The ALB Online Team Application process for NEW TEAMS and NEW TEAM ADMINISTRATORS:
You must first Register your User Email account by following the simple steps below.
RETURNING TEAM ADMINISTRATORS do not need to re-register your User Email account.

How to Register User Email or Make Sure Your Email is Registered.

IMPORTANT: Do not enter your address when registering on the website. Only enter your email, name, required checkboxes, password and OTP. No other fields are required.

1. Click on SIGN IN
2. On the next screen, click on "Register" (top right corner above Username field)
3. Enter your email address and **NEXT**
4. If you receive a message that says, "User registered", then your User Email has been registered. Skip down to step 9. If you did NOT get that message, go to step 5.
5. Enter your name, check the boxes granting permission for The American Legion to store data,

Register a New Account
OR
Login With an Existing
Account



The image shows the login and registration form on the American Legion website. At the top is the American Legion logo. Below it are two links: "Login" and "Register". The "Login" link is selected. There are two input fields: "Username" and "Password". Below these is a blue "Login" button. To the left of the button is a "Remember Me" checkbox. To the right are links for "Request One Time Password", "Forgot Password?", and "Forgot Username?". At the bottom is a horizontal line with "or" in the center.

AMERICAN LEGION

Login Register

Username

Password

Login

☐ Remember Me Request One Time Password

[Forgot Password?](#)

[Forgot Username?](#)

or

YOUR TEAMS:

[+ Add or renew a team](#) | [My Teams](#)



Welcome

Team registration begins January 1st.

As an education
supporter of the Pitch
Smart initiative, American
Legion Baseball
recommends that
players, parents and
coaches adhere to Pitch
Smart guidelines listed
on

Note: Changing your login email address may disconnect you from your managed teams. If this happens, [contact support here](#). Please provide your old email address, new email address, team name, and state.

[+ Add or renew a team](#)

Choose a team below to manage or [add or renew a team](#).

YOUR TEAMS:

[+ Add or renew a team](#) | [My Teams](#)

Add or Renew Team

If your team information was entered a previous year, you may search for that team and use the information to prefill the application forms.

Start here:

- ☐ I want to search and use the information from a previous season team
- ☐ I want to enter information for a new baseball team

Complete all tasks
on the left

- ☒ [Team Info](#)
- ☐ [Sponsor](#)
- ☐ [Administrator](#)
- ☐ [Manager](#)
- ☐ [Coaches & Staff](#)
- ☐ [Submit Application](#)
Deadline: 6/1/2024
Status: **Incomplete**
- ☐ [Safe Sport](#)
Deadline: 6/1/2024
Status: **Application Not Submitted**
- ☐ [Registration Fee](#)
Deadline: 6/1/2024
Status: **Not Submitted**
- ☐ [Purchase Insurance](#)

Team:

☒ Team information inserted.

1. Use the navigation links to the left to complete all required forms.
2. As a form is completed, it will be checked (☒) off the list.
3. When everything is **GREEN** in your Team Status navigation menu - your team's registration is complete. Your team is then an official American Legion Baseball team.



You still need to complete the following forms to complete registration:

- ☐ [Sponsor](#)
- ☐ [Administrator](#)
- ☐ [Manager](#)
- ☐ [Coaches & Staff](#)
- ☐ [Submit Application](#)
- ☐ [Pay Registration Fee](#)
- ☐ [Enter Roster](#)

☐ Background checks are not started until application is submitted.

Team Status



- ☐ [Team Info](#)
 - ☐ [Sponsor](#)
 - ☐ [Administrator](#)
 - ☐ [Manager](#)
 - ☐ [Coaches & Staff](#)
 - ☐ [Submit Application](#)
- Deadline: 6/1/2024
Status: Incomplete

Sponsor Information

My sponsor is an American Legion Post:

- ☐ Yes
☐ No

Team Status:



- ☒ [Team Info](#)
 - ☐ [Sponsor](#)
 - ☐ [Administrator](#)
 - ☐ [Manager](#)
 - ☐ [Coaches & Staff](#)
 - ☐ [Submit Application](#)
- Deadline: 6/1/2024
Status: Incomplete
- ☐ [Safe Sport](#)
- Deadline: 6/1/2024
Status: Application Not Submitted
- ☐ [Registration Fee](#)
- Deadline: 6/1/2024
Status: Not Submitted
- ☐ [Purchase Insurance](#)

Sponsor Information

My sponsor is an American Legion Post:

- ☒ Yes
☐ No

Legion Post Finder

Change the state if necessary, then start entering your Legion Post number into the textbox. If you do not know your post number, select the post name or city and enter into the textbox. You should see your Legion Post appear in the list after typing only a few letters. The more you type, the more accurate the results.

Legion Post state:

Ohio

Search what field?

- ☒ Search Post Number
☐ Search Post Name
☐ Search Post City

Enter Legion Post #:

Begin entering your **Legion Post NUMBER** in the textbox. When you see your post appear in the list, select it.

Team Status:



- ☒ [Team Info](#)
- ☒ [Sponsor](#)
- ☐ [Administrator](#)
- ☐ [Manager](#)
- ☐ [Coaches & Staff](#)
- ☐ [Submit Application](#)
Deadline: 6/1/2024
Status: Incomplete
- ☐ [Safe Sport](#)
Deadline: 6/1/2024
Status: Application Not Submitted
- ☐ [Registration Fee](#)
Deadline: 6/1/2024
Status: Not Submitted
- ☐ [Purchase Insurance](#)
Deadline: 6/1/2024

Team Administrator

- ✓ • Sponsor information inserted.
- Continuing to Administrator page.

The Baseball Team Administrator is the person responsible for the online registration of the baseball team, so accurate contact information is important.

Team Administrator Contact Information

The Team Administrator is the person responsible for the online registration of the baseball team, so accurate contact information is important.

First name: * Last name: *

Email: *

Primary phone: *

Important: Enter the admin's real email, so they can receive e-mails from the state chairman if needed.

Save

Team Status:



- ☒ [Team Info](#)
- ☒ [Sponsor](#)
- ☒ [Administrator](#)
- ☐ [Manager](#)
- ☐ [Coaches & Staff](#)
- ☐ [Submit Application](#)
Deadline: 6/1/2024
Status: Incomplete
- ☐ [Safe Sport](#)
Deadline: 6/1/2024
Status: Application Not Submitted
- ☐ [Registration Fee](#)
Deadline: 6/1/2024
Status: Not Submitted
- ☐ [Purchase Insurance](#)
Deadline: 6/1/2024
Status: Not Submitted

Manager Information

- ✓ • Team administrator inserted.
- Continuing to Manager page.

The Baseball Team Manager is the person responsible for day-to-day operation of the baseball team (sometimes called General Manager or Manager & Head Coach by the team). This person is the primary contact for the team, so accurate contact information is important.

Team Manager Contact Information

Enter only ONE team manager here.
You will be able to add additional coaches on the "Coaches & Staff" page.

First name: * Last name: * Name suffix:

Examples: Jr; Sr; II; III;

Address: *

City: * State/Province: * ZIP/Postal Code: *

Select one

Email: *

Primary phone: *

Important: Enter the manager's real email, so they will receive background check notifications.

Needs to be completed to be an

Team Status:

Coaches & Staff Information



- ☒ [Team Info](#)
- ☒ [Sponsor](#)
- ☒ [Administrator](#)
- ☒ [Manager](#)
- ☐ [Coaches & Staff](#)
- ☐ [Submit Application](#)
Deadline: 6/1/2024
Status: Incomplete
- ☐ [Safe Sport](#)
Deadline: 6/1/2024
Status: Application Not Submitted
- ☐ [Registration Fee](#)
Deadline: 6/1/2024
Status: Not Submitted

- ✓ • Manager information inserted.
- Continuing to Coaches & Staff page.

Use this form to enter all team staff who will have direct contact with players. Everyone must have a background check, even if they are part-time or temporary help. This includes drivers and chaperones

When you are finished adding coaches and staff, you must click "Save Coaches & Staff" button to complete this section. If your manager is your only staff, click the "Save Coaches & Staff" button with an empty list. The system will know that your manager and head coach are the same person and check this page off your list.

+ Add a coach or staff member

Save Coaches & Staff



- ☒ [Team Info](#)
- ☒ [Sponsor](#)
- ☒ [Administrator](#)
- ☒ [Manager](#)
- ☒ [Coaches & Staff](#)
- ☐ [Submit Application](#)
Deadline: 6/1/2024
Status: Not Submitted
- ☐ [Safe Sport](#)
Deadline: 6/1/2024
Status: Application Not Submitted
- ☐ [Registration Fee](#)
Deadline: 6/1/2024
Status: Not Submitted
- ☐ [Purchase Insurance](#)
Deadline: 6/1/2024
Status: Not Submitted

After signing and submitting this page, you will not be able to change your application information. After your team application has been reviewed and approved, you will be notified by email.

Please note that team applications will not be approved until all managers, coaches, and staff have had background checks.

Agreement

☐ **Insurance: ***

The above mentioned team and sponsor agree not to conduct baseball practice, tryouts or other similar activity without first purchasing American Legion Baseball [accident and liability](#) insurance from K & K Insurance and receiving confirmation that such insurance has been processed.

☐ **Rules: ***

The above mentioned team and sponsor agree to comply with the [rules and regulations](#) of the The Department Baseball Committee and the National Americanism Commission.

☐ **Terms & Privacy: ***

I have read and agree to the [terms & conditions](#) and [privacy policy](#).

☐ **Code of Conduct / Ethics: ***

I have read and agree to the [code of ethics](#).

☐ **Fraud warning: ***

I have read and understand the [fraud warning](#) that applies to my state.

☐ **Player agreements: ***

I will distribute and collect signed [player agreements](#) from each player.

☐ **Newsletter: ***

I understand program participants (administrators, managers, coaches and players) with e-mail addresses will be signed up to receive The Dugout, the official e-newsletter of American Legion Baseball. Participants can unsubscribe from this e-newsletter at any time.



Needs to be completed to be an official American Legion team

- ☒ [Team Info](#)
- ☒ [Sponsor](#)
- ☒ [Administrative](#)
- ☒ [Manager](#)
- ☒ [Coaches & Staff](#)
- ☒ [Review Application](#)
Deadline: 6/1/2024
Status: Waiting Approval
- ☒ [Safe Sport](#)
Deadline: 6/1/2024
Status: Waiting Approval
- ☒ [Registration Fee](#)
Deadline: 6/1/2024
Status: Complete
- ☐ [Purchase Insurance](#)
Deadline: 6/1/2024
Status: Not Submitted

↑ Needs to be completed to be an official American Legion team

Insurance ensure that you receive your certificate of insurance, coverage documents and receipt PDF files at the end of the purchase transaction.

Teams will now purchase mandatory American Legion Baseball insurance directly through K&K Insurance, our insurance agent of record for the baseball program. A new website to purchase in coverage has been developed.

Insurance must be purchased from the K&K Insurance website:
<https://www.kandkinsurance.com/sites/americanlegion/Pages/Home.aspx>

It is recommended that you forward your email acknowledgement from K&K Insurance to state baseball chairman. His contact information can be located at www.legion.org/baseball/contacts.

Technical support questions regarding insurance website should be directed to: Hollie Lamle, (261) 5053 x5508, hollie.lamle@kandkinsurance.com or Tyler Lantz, (260) 459-5864, tyler.lantz@kandkinsurance.com



We Take Fun Seriously



General Liability and Participant Accident Coverage for American Legion Baseball

Phone 1-800-441-3994 x5042, x5864 or x5053
Fax 1-260-459-5120
Claims 1-800-237-2917
Email american.legion.baseball@kandkinsurance.com

Log In / Register

First Name Last Name must register in order to view their Quotes & Applications. [Register here](#)

E-mail

Password

[Forgot password?](#)



Please Note! If purchasing for more than one team, please log out and log back into the website between purchases.

Thank you!

[Get Your Quote / Buy Online](#)

WHY DO I NEED THIS INSURANCE?

Whether or not your league is negligent, you can be sued. Even if you are found innocent, you have investigation and legal expenses. If you are found liable, you will have to pay all judgments. You need to be protected:

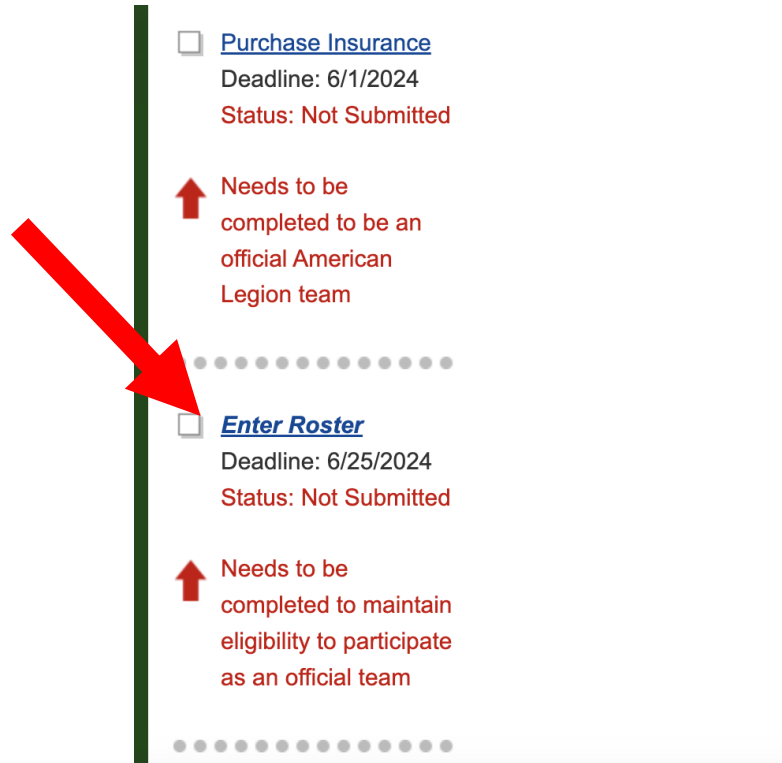
- To protect yourself and your team from lawsuits that may arise as a result of baseball-related activities.
- To protect current and future assets that may be at risk as a result of a bodily injury, personal injury, or property damage claim.
- To provide excess medical benefits for accidental injuries to your players & volunteers.

GENERAL LIABILITY POLICY LIMITS

General Aggregate	\$ 3,000,000
Per Occurrence	\$ 1,000,000
Participant Legal Liability	\$ 1,000,000
Products/Completed Operations Aggregate	\$ 1,000,000
Damage to Premises Rented To You	\$ 300,000
Medical Payments Expense	\$ 5,000
Personal/Advertising Injury	\$ 1,000,000
Abuse/Molestation per Occurrence	\$ 1,000,000
Abuse/Molestation Aggregate	\$ 2,000,000
Excess Liability - per Occurrence	\$ 1,000,000
Excess Liability - Aggregate	\$ 1,000,000

*Note: Sexual Abuse and Molestation coverage is excluded on the excess policy.

Enter Your Roster



☐ [Purchase Insurance](#)
Deadline: 6/1/2024
Status: Not Submitted

↑ Needs to be completed to be an official American Legion team

.....

☐ [Enter Roster](#)
Deadline: 6/25/2024
Status: Not Submitted

↑ Needs to be completed to maintain eligibility to participate as an official team

.....

Complete Background Checks
(ALL COACHES) CHECK YOUR EMAIL