

# How to Assemble Your Tournament Credentials

## Step 1

Access your account at BabeRuthLeague.org. Your league president or appointed officer will be able to help you with gaining access to your account.



## Step 2

Start your Credentials book by using a 1/2" ring binder that you can find in an office supply store.

## Step 3

Place clear sheet protectors for the documents inside the binder. When using Babe Ruth ID Cards, use "business card" sheet protectors to hold the cards inside the binder. Quick Note: Babe Ruth ID Cards are available for purchase through your roster tool. Simply select the players you need ID Cards for and supply the shipping information. You can have your cards sent back Next Day Air, 2nd Day Air or regular Ground.



## Step 4

Insert your league's LOE (Letter of Eligibility). This is approved by your State Commissioner and available once approved for printing from your league's Data Center account. If you don't have the option to print the LOE, contact your State Commissioner. Commissioners will not be able to approve LOE's until after June 5th of each year. See LOE section for step-by-step instructions on obtaining your LOE.



## Step 5

Insert a copy of your tournament team roster in the binder. If you have any Add/Drops that are made on your tournament roster after June 30th, please be sure to put the Add/Drop form as well as your approved letter from Headquarters approving your Add/Drop in the binder. Quick Note: Only Add/Drop forms that are with a letter from Headquarters giving specific approval are valid. Also, remember



that when you drop a player you can only add one player. Your roster must stay the same size throughout the tournament trail. You must have an official roster from BabeRuthOnline.com.

## Step 6

Insert a copy of your league's Certificate of Insurance for Accident and Liability Insurance. If you have Babe Ruth insurance and your league took both Accident and Liability coverage with Babe Ruth, they will both appear together on the certificate form.

## Step 7

Insert your Babe Ruth ID Cards. Quick Note: Remember to order your ID Cards when doing your rosters online. You may use original birth certificates in place of ID Cards; however, notarized copies of birth certificates will not be accepted. See ID Cards section for ordering instructions.

