BAT Applicant Guide

- **THE APPLICATION PROCESS SHOULD BE COMPLETED FROM A COMPUTER, NOT A CELL PHONE OR TABLET! ***

If you are a returning applicant, navigate to bat.trackvia.com and log in using your email and password. The following form is for new applicants to register for a TrackVia applicant profile.

Once Registered:
The Baseball Assistance Team application consists of two parts:
First is a questionnaire where you will provide your contact information, and then briefly describe what type of assistance is being requested.

Once your questionnaire is submitted, a B.A.T. staff member will review your request and assign you the appropriate application (Grant/Scholarship/Crisis).

Once it has been assigned, you will receive an email stating that you can log back in and finish completing the second part of your application.

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Step 1: Navigate to https://www.mlb.com/baseball-assistance-team and click *Register*.
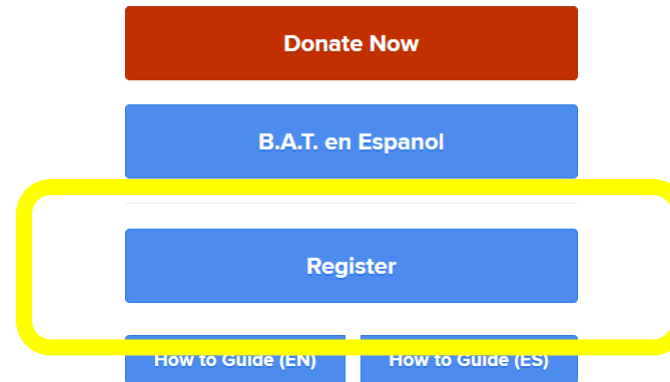
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Step 2: Read the disclaimer, sign your full name, and check the acknowledgement box prior to pressing next.

Please sign your full name to acknowledge that you've read the following disclaimer and agree to the terms. Firme con su nombre completo para reconocer que ha leído el siguiente descargo de responsabilidad y acepta los términos. *

Your answer

Please check the box below. Marque la casilla a continuación. *

☐ I acknowledge the terms listed above. Reconozco los términos enumerados anteriormente.

Next

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Step 3: Fill out first name, last name, email address, and preferred language prior to pressing submit.

B.A.T. Pre-Screen Survey

What is your first name? ¿Cuál es tu primer nombre? *

Your answer

What is your last name? ¿Cuál es tu apellido? *

Your answer

What is your email address? ¿Cuál es tu correo electrónico? *

Your answer

What is your preferred language? ¿Prefieres inglés o español? *

○ English

○ Spanish

Back   Submit   Clear form

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Step 4: Navigate to the email inbox you entered on the survey and select "Accept Invitation".

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Step 5: Choose a password and verify that password before selecting "Finished." After you click on "Finished" you will be directed to BAT's grant portal (https://bat.trackvia.com). The password must include: 12 characters, including a capital letter, a number and a special symbol (for example: !, @, $, %, &).

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Step 6: Click on *Begin Questionnaire*.

Applicant Home

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Step 7: Complete all required fields. Once done, click on *Continue Questionnaire* at the bottom right-hand corner.

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Step 8: Complete all required fields. Once done, click _Submit Questionnaire_ on the bottom right-hand corner.

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Step 9: After you have completed this step, click "Done." Once you click "Done" you will be taken back to the Applicant Home page.

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Within the next business day, the B.A.T. office will review your request and assign you the appropriate application (Grant/Scholarship/Crisis). <u>Once it has been assigned, you will receive an email stating that you can log back in and finish completing the second part of your application</u>.

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Step 10: Once your application has been assigned, it will appear under "My Drafts". Click on *Finish Application.*

Applicant Home

Here you'll be able to see what type of application you were assigned

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Step 11: Input your information for each category by clicking on each individual tab. In each category, click on the box with the + sign to add a new item. Once done, please confirm that you have added all your information to the application and then click <u>Proceed With Application</u> in the bottom right-hand corner.

Categories

This box is to add a new item.

Tabs

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EXAMPLE: *Here is how your information should be added individually in each section.*

*Note:
It is important that you add a *Food* expense in the Expense Category.
Without it, you will not be able to proceed.

Dashboard ⌄

038342: John Doe - 03/14/2024   ⊞ Select a Draft Below • ▤ Application Information

My Sources of Income [Application] ⌄

I...	Source of Income	Person	Description	Other Person	Amount/Month	As of Date
✎	Employment (Emple...	Self (Yo)	United States Posta...		$1,000.00	03/14/2024
✎	Employment (Emple...	Spouse (Esposo/a)	Office Administrator		$600.00	03/14/2024

Show per page 100 ⌄   2 Records   Page: 1   of 1 ‹ ›

Assets

My Assets [Application] ⌄

I...	Asset Type	Name/Descripti...	Value/Balance	As of Date
✎	Automobile (Automóvil)	2007 Nissan Murano	$5,000.00	03/14/2024
✎	Checking Account (Cuenta de Cheques)	Bank Of America	$50.00	03/14/2024

Exit Flow   Proceed With Application

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Step 12: Fill out all the required fields. Once completed, review your application and ensure that no information is missing. Once done, click *Submit Application.*

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Your application is now complete. Click *Done* in the bottom right-hand corner or feel free to close your browser. You will receive an email confirmation confirming the completion of your application.

Dashboard ⌄

038342: John Doe - 03/14/2024   ⊞ FIND MY REQUEST (FLOWS) ・ ▤ Thank You for your Application

Thank You!   ⌃

First Name   Last Name   Date of Submission

| John 🔒 | Doe 🔒 | 📅 03/14/2024 11:54AM 🔒 |

Thank you for completing this application. A member from the B.A.T. staff will be in touch with you soon regarding your application. Thank you!

Baseball Assistance Team
1271 Avenue of the Americas
New York, NY 10020
(e) bat@mlb.com
(p) 212-931-7822
(f) 212-949-5433

Exit Flow   Done

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Your application will now have moved from "My Drafts" to "My Requests". It will be assigned to a caseworker, and you will be contacted via email, text or phone call to schedule an intake call.

Please check back to _My Requests_ to monitor the status of your application. If you have any questions or concerns regarding your application, contact the office at BAT@mlb.com or call the office at 212-931-7822.