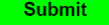


## Instructions for the Completion of the Player Registration Form for 2018

Thank you for your interest in joining the ALLBB for the coming season. The first step to become a member of the ALLBB is to complete and return the registration form found on the last page of this document.

Please follow the following instructions to ensure that your registration can be processed quickly once it has been received:

1. Open the registration form using *Adobe Reader* or *Adobe Professional*.
2. The registration form is designed to be filled in by employing your keyboard to type in all the required information fields. If you open the file using a program other than *Adobe Reader* or *Adobe Professional*, you may encounter difficulties filling in your registration information.
3. To obtain *Adobe Reader*, go to the following link: <https://get.adobe.com/uk/reader/>. Follow the prompts to complete the download and installation of *Adobe Reader*.
4. After opening the registration form, complete all of the information fields. Please note: the signature field can only be filled in if you have a valid digital signature. If you do not employ a digital signature, then leave this field blank, however, sign a printed out copy.
  - a. Return the registration form to the ALLBB by employing one of the following methods:

- i. Press the “GREEN SUBMIT”  button found under the signature box. If you have not filled in all of the required fields, the fields in question will be highlighted with ‘red framing’ to help you identify which fields of the registration form still require completion. In the example below you can see that the email address and date of birth are missing.

1988 270

JFKS BEP

Last Name:  First Name:  Initial:

Address:

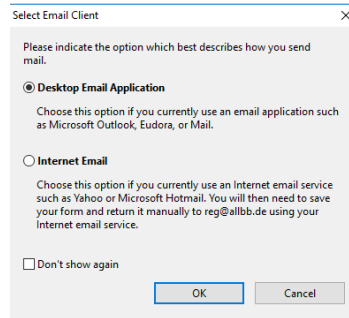
Zip:  City:  Nationality:  School attended:

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email:

Siblings in ALLBB: \_\_\_\_\_ Birth date:  (dd.mm.yyyy) Previous baseball experience: \_\_\_\_\_

- ii. After filling in any missing information, again, **ONLY IF YOU HAVE SIGNED THE REGISTRATION FORM BY EMPLOYING A DIGITAL SIGNATURE**, press the “submit button”. If the registration form is ready for submission, then a dialog box will appear asking how you wish to send this message (see below).



Select the option that you prefer for sending the email and then click “OK”.

- If you use an online mail service (such as *Outlook* or *Eudora*), your mail browser should be able to open the attached registration form. Press “send” and you are done / and you have completed the registration process.
- If you use “Internet” email (such as *Hotmail* or *Yahoo*), then you will be prompted to “Save” a copy for later submission. **Be sure that you remember to submit your registration form the next time you open your Internet email service.**

- iii. **If you have not signed the registration form by employing a digital signature, or you do not wish to employ the auto submission function**, then please print out a hardcopy of the registration form (press the MAGENTA PRINT BUTTON), **Print** and then sign it. You can then scan the registration form and submit the completed form by email to: [reg@allbb.de](mailto:reg@allbb.de), or you may send the completed registration form by post/mail to the following address: **ALLBB Baseball, c/o SC-JFK, Teltow Damn 87-93, 14167 Berlin**

5. If you wish to register more than one child, after you have completed your first registration (completed auto submission, saved it or printed out a hardcopy), you can press the YELLOW RESET FORM **Reset Form**, which will clear all data. You may now fill in the registration form again for your new player / next child, following the instructions already provided above.

If you have any questions or have difficulties in completing the registration form, do not hesitate to contact the Registrar at the following address: [reg@allbb.de](mailto:reg@allbb.de).