



As an administrator, you have special access privileges on the Babe Ruth League Coaching Education Center: Powered by Ripken Baseball Web site. Your unique administrator access code gives you permission to enter this secure area of the site. You may share your administrator access code with other administrators in your league. However, we ask that you please do not share your administrator access code with individual coaches. This area contains coaches' personal information, so it's important that Babe Ruth League monitor who has access to this area of the site.

Your unique administrator access code allows you to do two things:

1. Purchase and distribute online courses to your coaches (if your league decides to take on this responsibility);
2. Verify coaches' certifications by looking up your coaches in the online registry found on the Web site.

Administrator access codes are distributed by Babe Ruth League. To receive an administrator access code, contact Babe Ruth League service representatives:

Babe Ruth League Inc.
1770 Brunswick Pike
P.O. Box 5000
Trenton, NJ 08638
Phone: 609-695-1434
Fax: 609-695-2505
Email: Info@BabeRuthLeague.org

Purchasing courses

Individual course purchases online

The preferred method for getting coaches certified is for individual coaches to purchase their own course through the Web site using a personal credit card. This is the preferred method because it's the easiest method for *you*. As an administrator, all you need to do is direct your coaches to visit the Babe Ruth League Coaching Education Center Web site at www.BabeRuthCoaching.org or www.RipkenCoaching.org, click on the "Coaches" tab, and follow the simple directions for making their purchase. The cost of the course is only \$19.95 (plus tax).

Bulk course purchases online

If your league decides to purchase and distribute courses for your coaches, there are a few more steps involved. Please remember that bulk purchases through the Web site are with a credit card only. To purchase orders in quantity, follow these steps:

1. Visit www.BabeRuthCoaching.org or www.RipkenCoaching.org;
2. Click on the "Administrators" tab;
3. Click the "Sign in" text link;
4. If you have already created an account with the site, sign in using the e-mail address and password you created;
5. If you have not created an account, click "Create an account" and complete the simple site-registration process;
6. Enter your league's unique eight-digit administrator access code;
7. Click "Submit";
8. Select "Bulk Course Purchases";
9. Enter the desired quantities for the appropriate course(s);
10. Click "Add to Cart";
11. Proceed through the shopping cart;
12. Upon verification of your bulk order (within two business days usually), your account will be credited with the appropriate number of courses. Follow the steps outlined under "Distributing courses to coaches" to assign courses to your coaches.

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Individual or bulk course purchases offline

If you prefer to make your individual or bulk course purchase offline, please call ASEP at 800-747-5698.

If you're making a bulk purchase, you'll be asked for your eight-digit administrator access code.

Distributing courses to coaches

After you've placed your bulk order, you will need to distribute the courses to your coaches. When you're ready to distribute the courses, you will need to have your coach roster handy, as you will be required to enter the e-mail address of each coach. Follow these steps to distribute courses:

1. Visit www.BabeRuthCoaching.org or www.RipkenCoaching.org;
2. Click on the "Administrators" tab;
3. Click the "Sign in" text link;
4. If you have already create an account with the site, sign in using the e-mail address and password you created;
5. If you have not created an account, click "Create an account" and complete the simple site-registration process;
6. Enter your league's unique eight-digit administrator access code;
7. Select "Assign Courses" text link;
8. Select a bulk course subscription to manage (either baseball or softball course);
9. Enter a coach's e-mail address and click "Assign" button;
10. Note how many courses you have left to assign;
11. Enter the next coach's e-mail address, click "Assign", and repeat the process until all courses are assigned;
12. When you click the "Assign" tab, the coach is automatically sent an e-mail announcing the availability of the course.

Verifying coaches' certifications

As an administrator, you have the ability to verify your coaches' certifications through the online coaches' registry found in the Administrator area of the Web site. To verify coaches' certifications, follow these simple steps:

1. Visit www.BabeRuthCoaching.org or www.RipkenCoaching.org;
2. Click on the "Administrators" tab;
3. Click the "Sign in" text link;
4. If you have already created an account with the site, sign in using the e-mail address and password you created;
5. If you have not created an account, click "Create an account" and complete the simple site-registration process;
6. Enter your league's unique eight-digit administrator access code;
7. Select "Registry" (which is the default for this screen);
8. Enter a coach's name and click "Search" button;
9. Click on the coach's name and verify the certification status;
10. Click the "Registry" text link and enter the next coach's name, and repeat the verification process.

Using the "My Coaches" feature

At the same time you look up your coaches individually on the Web site (whether to assign courses or to verify certification status), you have the ability to add each coach to your "My Coaches" area of the Web site to build an online roster of your coaches. On subsequent visits to the site, you won't need to enter your coaches individually to check their certification status; you'll simply click the "My Coaches" box and "Search" button to access the comprehensive roster you created. You can then click on each individual coach to verify certification status.

You can also use the "My Coaches" feature to send a broadcast e-mail to all your coaches. Just click the "E-mail All" button after you've pulled up your "My Coaches" roster and a window will open using your default email program. This is a convenient way to communicate information to your coaches.

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Contact Information

Ordering

Order courses online at www.BabeRuthCoaching.org or www.RipkenCoaching.org. Order courses via phone by calling ASEP at 800-747-5698, ext. 2980.

Implementation

Questions regarding how to implement the program in your organization? Call Lori Brown, ASEP sales consultant, at 800-747-5698, ext. 2299 or email LoriB@hkusa.com.

Support

If you're experiencing difficulties related to purchasing or distributing online courses, call ASEP Program Services at 800-747-5698, ext. 2940 or email Support@ASEP.com.

