• **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.
Step 1: Navigate to https://www.mlb.com/baseball-assistance-team and click Register.
Step 2: Read the disclaimer, sign your full name, and check the acknowledgement box prior to pressing next.
Step 3: Fill out first name, last name, email address, and preferred language prior to pressing submit.
Step 4: Navigate to the email inbox you entered on the survey and select “Accept Invitation”.

Hello!

**Baseball Assistance Team** has invited you to join a MLB B.A.T. account they created. Click the button below to accept the invitation.

[ACCEPT INVITATION]
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: !, @, $, %, &).
Step 6: Click on *Begin Questionnaire*. 
Step 7: Complete all required fields. Once done, click on **Continue Questionnaire** at the bottom right-hand corner.
Step 8: Complete all required fields. Once done, click *Submit Questionnaire* on the bottom right-hand corner.
Step 9: After you have completed this step, click “Done.” Once you click “Done” you will be taken back to the Applicant Home page.
Within the next business day, the B.A.T. office 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.
Step 10: Once your application has been assigned, it will appear under “My Drafts”. Click on *Finish Application*.

*Here you’ll be able to see what type of application you were assigned*
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 Proceed With Application in the bottom right-hand corner.
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.*
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**.
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.
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.