

# BAT Grant System – Applicant Guide

Step 1: Navigate to <https://www.mlb.com/baseball-assistance-team> and select the B.A.T. Pre-Screen Survey.

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

Follow B.A.T.



Donate Now

B.A.T. Grant Pre-Screen Survey

How to Guide (EN)

How to Guide (ES)



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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

The Baseball Assistance Team (B.A.T.) is currently assessing the best ways in which to assist members of the baseball family affected by the COVID-19 pandemic. During this time, we will continue to accept applications on a regular basis, but ask for patience as we navigate the complexities of the current situation.

Thank you all for trusting us during this very difficult time, and please stay safe.

El Baseball Assistance Team (B.A.T.) está evaluando actualmente las mejores formas de ayudar a los miembros de la familia del béisbol afectados por la pandemia COVID-19. Durante este tiempo, continuaremos aceptando solicitudes de forma regular, pero pediremos paciencia mientras navegamos por las complejidades de la situación actual.

Gracias a todos por confiar en nosotros durante este momento tan difícil, y por favor manténgase a salvo.

\* Required

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

Submit



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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**

Or, copy and paste this link into your browser if the button is not working for you:

[https://go.trackvia.com/#/user/verify/ea69abef-78a7-4d4b-998e-00c357cf417e?user\\_id=113436&invite=true](https://go.trackvia.com/#/user/verify/ea69abef-78a7-4d4b-998e-00c357cf417e?user_id=113436&invite=true)



The password must include: 12 letters, including a capital letter, a number, and a special symbol (for example: !, @, #, \$, % &).

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Step 5: Choose a password and verify that password before selecting “Finished” and being directed to [www.TrackVia.com](http://www.TrackVia.com). The password must include: 12 characters, including a capital letter, a number, and a special symbol (for example: !, @, #, \$, %, &).

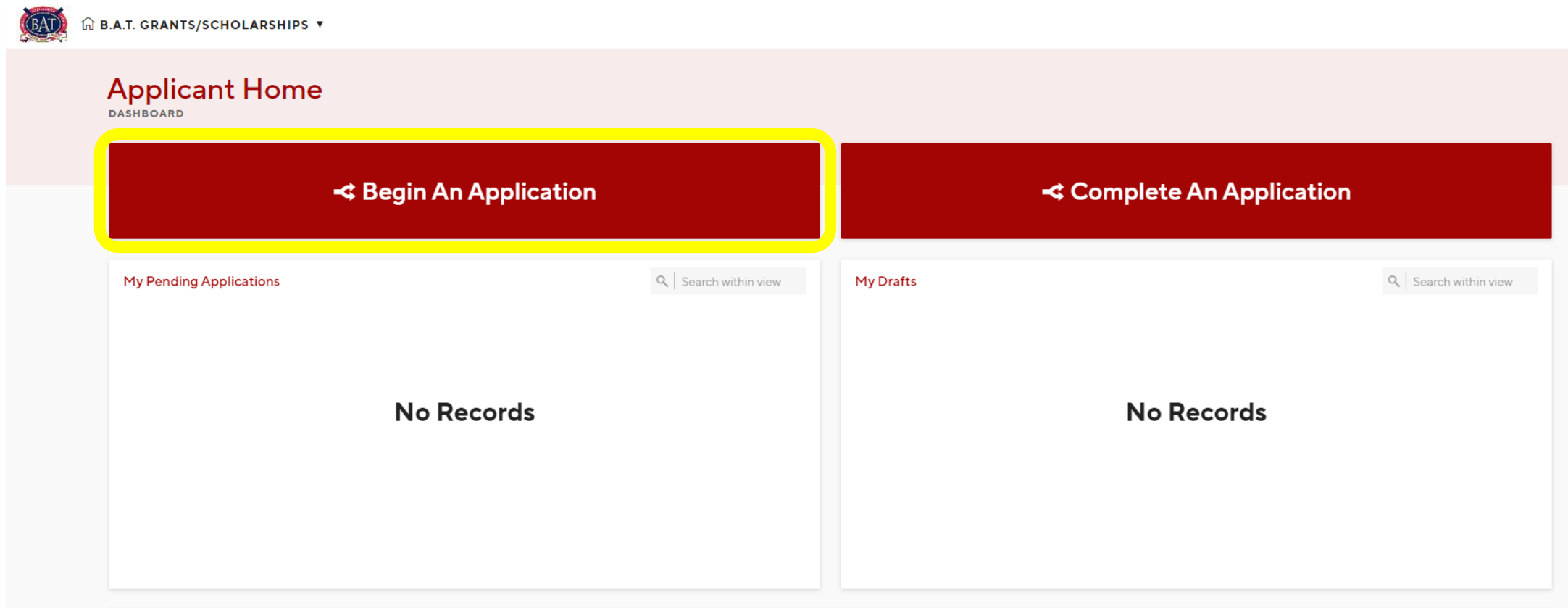
## Choose a password

**FINISHED**



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Step 6: Select Begin An Application.




The screenshot shows the 'Applicant Home' dashboard. At the top left is the BAT logo and a navigation menu with 'B.A.T. GRANTS/SCHOLARSHIPS'. The main heading is 'Applicant Home' with 'DASHBOARD' below it. Two large red buttons are visible: 'Begin An Application' (highlighted with a yellow border) and 'Complete An Application'. Below these are two panels: 'My Pending Applications' and 'My Drafts', both containing a search bar and the text 'No Records'.



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Step 7: Complete all fields of My Information. Submit by clicking Proceed To Application in the top right-hand corner. You will be taken to the Pre-Application Questionnaire.

 [B.A.T. GRANTS/SCHOLARSHIPS](#) ▾

Dashboard ▾

DM [My Information](#) ▸ [My Information](#)

[Exit Workflow](#) [Proceed To Application](#)

### My Information

<b>First Name *</b> D	<b>Last Name *</b> M	<b>Date of Birth *</b> 01/01/1990	<b>Age</b> Age
<b>Marital Status *</b> Single (soltero)			
<b>Email</b> DM@mlb.com	<b>Mobile Phone *</b> 123-456-7890	<b>Home Phone</b> Home Phone	<b>Office Phone</b> Office Phone
<b>Physical Address *</b> 123 Main St	<b>Physical City *</b> City	<b>State</b> State	<b>Physical Zip</b> Physical Zip
<b>Country *</b> U.S.			
<b>Mailing Address Different than Physical Address</b> <input type="checkbox"/> Yes			
<b>Picture</b> <a href="#">Click here or drag a file to upload</a>			
<b>What is your preferred language?</b> English		<b>How did you hear about B.A.T.? *</b> Friend	



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Step 8: Complete all fields of the Pre-Application Questionnaire and Submit the Pre-Application Questionnaire by clicking Submit on the top right-hand corner

Dashboard ▾

New Record My Requests Pre-Application Questionnaire Exit Workflow Submit

### Pre-Application Questionnaire

**Applicant \***  + Q x ▾ **Request Date \***  🗓

**Have you applied for a B.A.T grant or scholarship in the past? \***  
 undo

**In what country do you currently reside? \***  
 undo

**Are you requesting assistance for an educational or vocational program? \***  
 undo

**Do you need assistance because of any of the following? \***  
 undo

**Assistance Needed**  
• An economic crisis in your country  
• A natural disaster (e.g. hurricane, flood, earthquake or any other natural event that causes great damage or loss of life)  
• Any other catastrophic event

**Is the assistance you are requesting for an ongoing need or a one-time need? \***  
 undo

**What are you requesting assistance for? \***  
 undo

**Do you have a bank account in your name where you can receive funds? \***  
 undo

**Currency \***  
 Q x ▾ undo





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Step 9: Click “Done” on the next page. You will be taken back to the Applicant Home page.

Dashboard ▾

DM  Current Applicant Lookup (FLOWS) ▸  Thank You for Your Questionnaire

Exit Workflow

Done

## Thank You!

First Name

D



Last Name

M



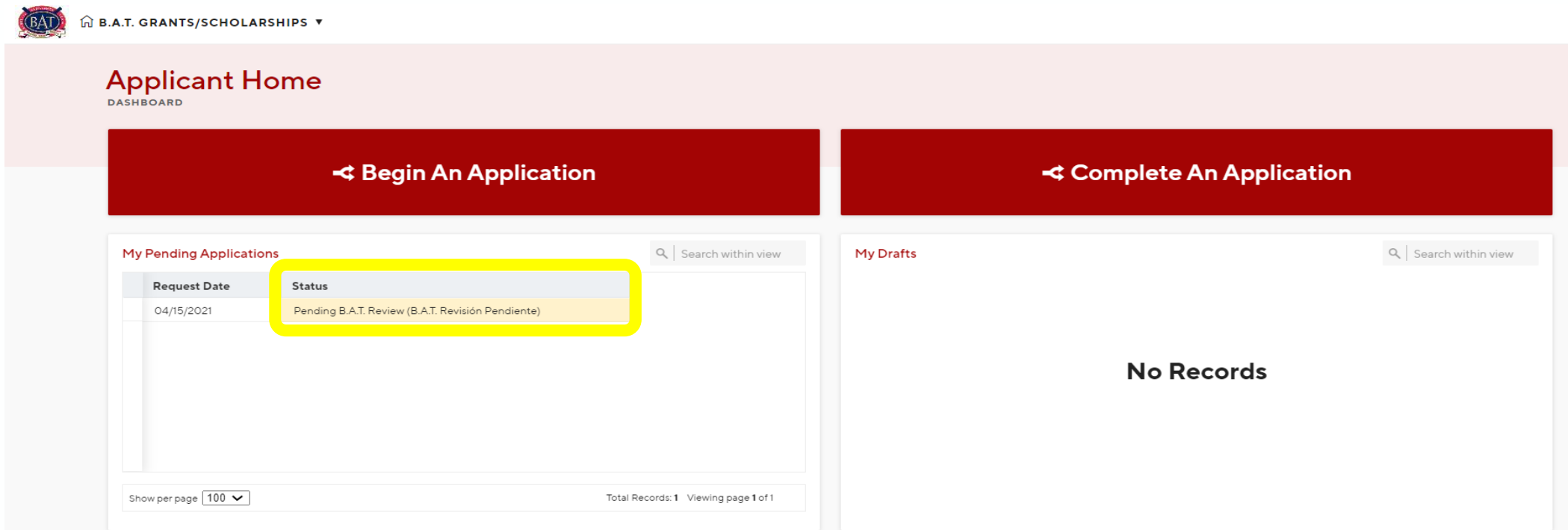
**Thank you for taking our questionnaire. An email will be sent to you soon notifying you when you may complete an application.**

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



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Step 10: The B.A.T. office will review your Pre-Application Questionnaire and you will receive an email to be prompted to begin your application. Please refer to the Status column to view which application you have been designated to complete (Grant/Scholarship/Crisis).



The screenshot displays the 'Applicant Home' dashboard. At the top, there is a navigation bar with the BAT logo and a dropdown menu for 'B.A.T. GRANTS/SCHOLARSHIPS'. Below this, the main heading is 'Applicant Home DASHBOARD'. Two large red buttons are visible: 'Begin An Application' and 'Complete An Application'. The 'My Pending Applications' section contains a table with one entry. The 'Status' column of this entry is highlighted with a yellow box. The 'My Drafts' section is empty, displaying 'No Records'. At the bottom of the dashboard, there are controls for 'Show per page' (set to 100) and 'Total Records: 1 Viewing page 1 of 1'.

**Applicant Home**  
DASHBOARD

[← Begin An Application](#)      [← Complete An Application](#)

**My Pending Applications**

Request Date	Status
04/15/2021	Pending B.A.T. Review (B.A.T. Revisión Pendiente)

Show per page       Total Records: 1 Viewing page 1 of 1


**My Drafts**

**No Records**



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Step 11: Once reviewed by the B.A.T. office, you will be prompted to complete a B.A.T. Grant/Scholarship/Crisis Application. Click on Complete An Application to continue

 B.A.T. GRANTS/SCHOLARSHIPS ▾

## Applicant Home

DASHBOARD

[← Begin An Application](#)

[← Complete An Application](#)

### My Pending Applications

Search within view

No Records

### My Drafts

Search within view

Reques...	Type	Missing Documents
04/15/2021	Grant	Most Recent Tax Return Employment Status Medical

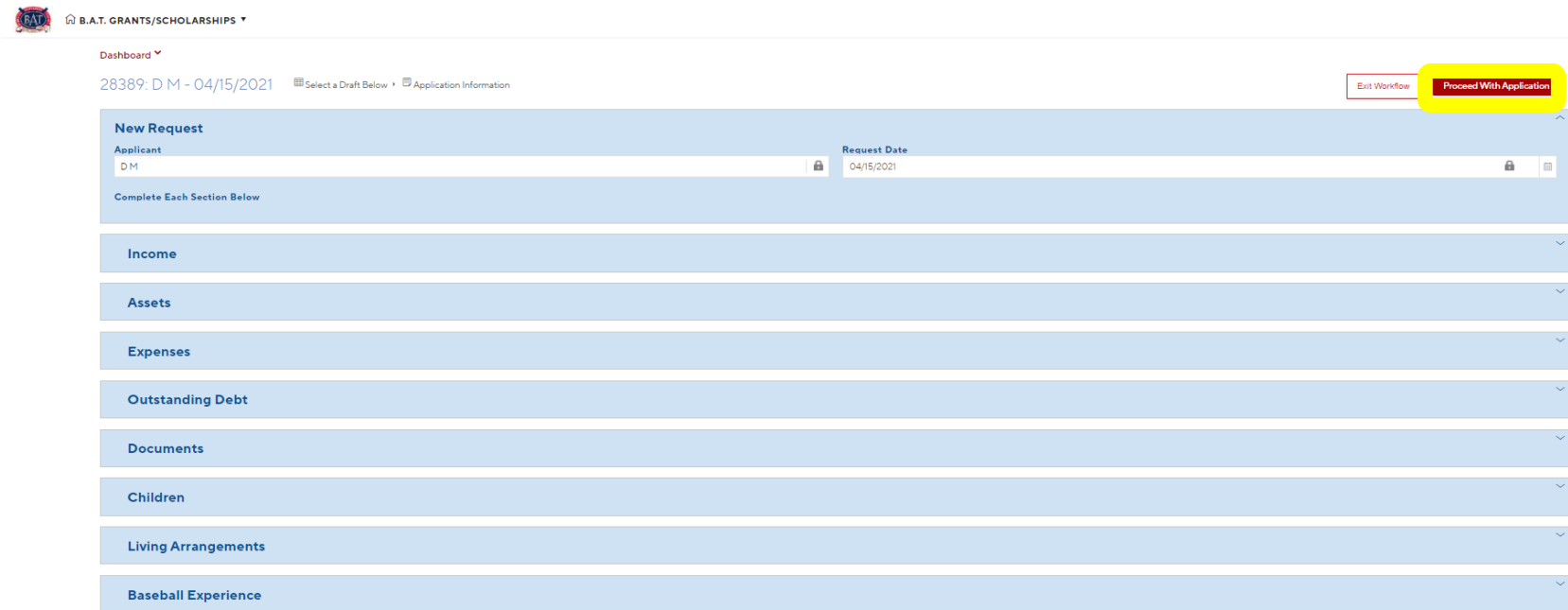
Show per page 100 Total Records: 1 Viewing page 1 of 1



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Step 12: Begin filling out information by clicking each category

- Income
- Assets
- Expenses
- Outstanding Debt
- Documents
- Children
- Living Arrangements
- Baseball Experience



The screenshot shows the 'B.A.T. GRANTS/SCHOLARSHIPS' dashboard. At the top, there is a 'Dashboard' dropdown and a breadcrumb trail: '28389: D M - 04/15/2021' > 'Select a Draft Below' > 'Application Information'. In the top right corner, there are two buttons: 'Exit Workflow' (highlighted in red) and 'Proceed With Application' (highlighted in yellow). The main content area is titled 'New Request' and contains a form with the following fields: 'Applicant' (value: D M), 'Request Date' (value: 04/15/2021), and a lock icon. Below these fields is the instruction 'Complete Each Section Below'. The form is divided into several sections, each with a dropdown arrow on the right: 'Income', 'Assets', 'Expenses', 'Outstanding Debt', 'Documents', 'Children', 'Living Arrangements', and 'Baseball Experience'.

Step 13: Add information to each category by clicking on the red box highlighted below. Once all is completed, click Proceed With Application in the top right-hand corner.




This close-up screenshot shows the 'Income' section of the form. It features a dropdown menu with the text 'My Sources of Income' and a downward arrow. A red box highlights this dropdown menu. In the bottom right corner of the section, there is a yellow square icon with a red plus sign inside.





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Step 14: Fill out all the information requested below. Save changes as you go, please click "Save And Finish Later" in the upper-right corner. You are welcome to leave the application and finish it at another time.

 B.A.T. GRANTS/SCHOLARSHIPS ▾

Dashboard ▾

28389: D M - 04/15/2021  FIND MY GRANT/CRISIS (FLOWS)  Grant Application

[Exit Workflow](#) [Save And Finish Later](#)

### Grant Application

Please fill out all necessary fields and then change the Status to Requested.

**Applicant**  **Request Date**  **Status \***

**Summary of Assistance Requested \***

**How did you come into this situation? \***

**What do you need to help you get out of this situation? \***

**Understanding that B.A.T. is a short term bridge, when will you no longer need assistance and why? \***

**Please document your efforts to seek employment \***

### Request Miscellaneous

**Are you eligible to borrow against your MLBPA 401K (Vanquard fund)? \***

**Are you a Veteran? If so, have you looked into VA Benefits? \***

**If you are over 62 years of age or above, have you applied for Social Security? \***

**Have you filed for bankruptcy in the last 7 years? \***

**Have you contacted MLB Pension at 212-931-7848 for any Minor League Pension or other benefits? \***

**If you are 45 and eligible to receive your pension, have you inquired about it? \***

**If you are unable to work due to an injury, have you applied for Social Security Disability? \***

**If you are over 62 years of age and have equity in your house, have you inquired about a reverse mortgage? \***

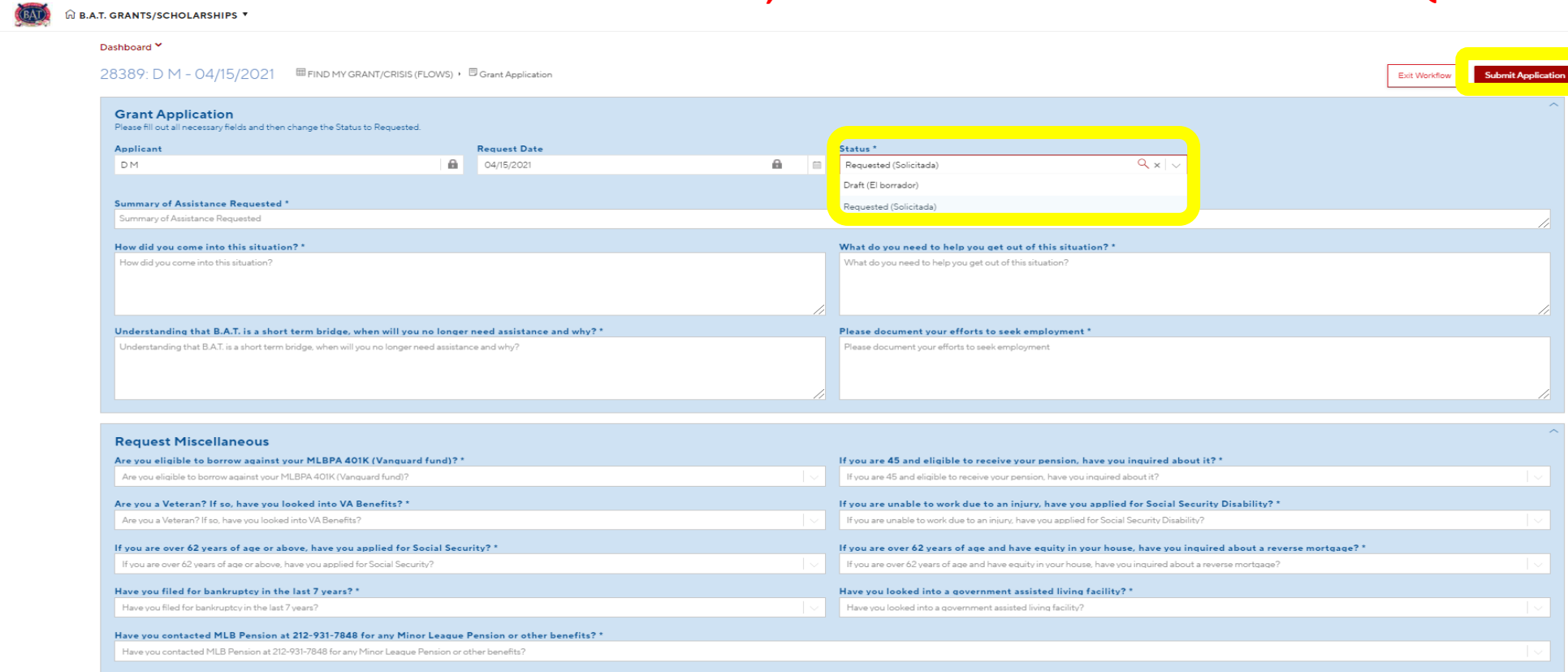
**Have you looked into a government assisted living facility? \***



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Step 15: Once completed with entering all the information, change the status from Draft to Requested. Then, click on Submit Application on the top right-hand corner.

**\*YOUR APPLICATION WILL NOT BE SUBMITTED, UNTIL YOU CHANGE THE STATUS TO REQUESTED\***



Dashboard ▾

28389: D M - 04/15/2021 FIND MY GRANT/CRISIS (FLOWS) Grant Application Exit Workflow Submit Application

### Grant Application

Please fill out all necessary fields and then change the Status to Requested.

**Applicant** **Request Date** **Status \***

DM  04/15/2021  Requested (Solicitada)

**Summary of Assistance Requested \***

Summary of Assistance Requested

**How did you come into this situation? \***

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**What do you need to help you get out of this situation? \***

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Step 16: Your application is now complete, click Done in the top right-hand corner.



B.A.T. GRANTS/SCHOLARSHIPS ▾

Dashboard ▾

28389: D M - 04/15/2021 [FIND MY REQUEST \(FLOWS\)](#) [Thank You for your Application](#)

Exit Workflow

Done

## Thank You!

First Name

D

Last Name

M

Date of Submission

04/16/2021 04:45PM

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



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Step 17: Your application will now have moved from “My Drafts” to “My Requests”.

The screenshot shows the 'Applicant Home' dashboard. At the top, there are two red buttons: 'Begin An Application' and 'Complete An Application'. Below these are two panels: 'My Pending Applications' and 'My Drafts', both showing 'No Records'. A yellow box highlights the 'My Requests' section, which contains a table with one record.

...	Request Date	Status	Type	Amount Requested	Monthly Amount Approved
	04/15/2021	Requested (Solicitada)	Grant		\$0.00

At the bottom of the dashboard, there is a 'Show per page' dropdown set to 100 and a 'Total Records: 1 Viewing page 1 of 1' indicator.

**Final Step: The B.A.T. office will now have access to review your application. Please check back to My Requests to monitor the status of your application. The office will contact you with any questions.**

