

2019 Massachusetts Biotechnology Softball League

J. Kepros

How to register your team with MBSL

3/15/19

1. Download all of the registration materials from https://www.mbsoftball.com/season_checklist.php:
 - a. Mass Biotech Softball **Season Invoice** (page 2 of this doc)
 - b. Player **Insurance Waiver**
 - c. **Team Roster Worksheet**
 - d. **W9**
2. Every team must fill out a separate **Season Invoice**. Once completed it should be scanned and E-mailed to: jane_kepros@mbsoftball.com. A hard copy should ALSO be submitted with payment (otherwise we will not know which check is for which team). This is how you register your team.
 - a. The **Season Invoice** is also the bill that must be submitted to your finance/accounts payable (AP) department.
 - b. We have provided a line for the invoice # and PO # at the top of the **Season Invoice** page. Please replace the red/bolded text that says "team name" with your team name.
 - c. Our insurance costs decreased, and we are happy to pass along the savings to our teams for the 2019 season. Please look at the applicable options on the **Season Invoice** page with regards to early payment discount, late payment penalty, and Paypal fees (if paying by credit card), and ensure the correct "amount due" is reflected in the box at the top of the form.
 - d. Any questions about the invoice or payment should be directed to:
jane_kepros@mbsoftball.com
3. Your AP group might require a current **W9** to process payment. If it is required, it can be downloaded as a PDF from the link above.
4. Every team must fill out a separate **Team Roster Worksheet**, and submit their team roster with signed **Insurance Waivers** from every player no later than May 1st, or prior to their first game (whichever comes first), using the upload tool on our website: <https://www.mbsoftball.com/upload/>
 - a. We require first and last name and an E-mail address (work or personal) for all players. The MBSL will ONLY use these E-mail addresses to contact non-captain players to notify them the date of our end-of-the year party, and the details of our annual charity event, if one is scheduled. E-mail is the main method of communication for all captains and co-captains.
 - b. We require cell phone numbers for at least (3) players on each team (typically captain, co-captain, and an alternate). These are only used for coordinating game details (such as calling a game due to rain).



2019 INVOICE

Massachusetts Biotechnology Softball League

Attn.: Jane Kepros
 PO Box 550248
 North Waltham, MA 02455
 United States
 617-852-6973
 jane_kepros@mbsoftball.com
 www.mbsoftball.com
 EIN#51-0629020

Invoice #: 2019-team name-000
PO #: 2019-team name-001
Invoice Date: 3/15/2019
Due Date: 5/15/2019

Amount Due:
\$1,100.00

Bill To:

Company		Team Name	
Address		Division	
Address		Team Captain	
City/State/ZIP		Captain E-mail	
Attn:		Captain Cell	
Name		Co-Captain	
Phone		Co-Captain E-mail	
E-mail		Co-Captain Cell	

Date	Description	Quantity	Price	Amount
3/15/2019	2019 Dues Mass Biotech Softball League Dues for 2019 Team	1	\$1,100.00	\$1,100.00
			Subtotal	\$1,100.00
Check if Applicable				
	Early Payment Discount Payment postmarked no later than 4/16/2019	1	-\$50.00	
	Late Fee Payment postmarked after 5/15/2019	1	\$50.00	
	*Paypal Fee Fee for Payment via Paypal	1	\$35.00	
			Total Due	\$1,100.00

Please return this completed form to the address above no later than May 1, 2019.
TERMS: Payment due upon receipt.
 ___ Check here if any portion of your dues will be paid and mailed separately
 ___ Check here to request a Paypal* Invoice be sent to the Team Captain