

How To Use TeamSideline For Umpire Assignments

Welcome to NWLL and TeamSideline. This quick start document will tell you how to request and manage your Umpire Assignments online using TeamSideline. If you have any questions about how to use TeamSideline for Umpire Assignments then send email to umpires@nwll-austin.org.

Signing in

1. Go to the NWLL Site and click the “Sign In” link on the top banner to the top right.
2. If you already have a TeamSideline account, type in your email address and password to sign in. (If you forgot your password, then click the “Forgot your password” link).
3. If you do not already have a TeamSideline account, click on the “Not registered? Create a new account” link.
 - Enter the required information to create your TeamSideline account.
 - Now that you have a TeamSideline account, type in your email address and password to sign in.

Requesting Assignments

NWLL will be using the Self Assignment Process which enables Umpires to sign-up for their Assignments themselves. Games will be released for sign-up every 2-3 weeks. We will email all officials when new games are released for sign-up.

1. After you are signed in, click the “Request Assignments” link under Officials Management.
2. Use the “Available Assignments” section to sign-up for Assignments.
3. Enter the game date you are available for Assignment.
4. Select “All Locations”, “All Roles” and “All Types”, then click the Search button.
5. If there are no games displayed, then it means that there are no games for you to officiate at this time. NWLL will email all umpires when a new batch of games is released for sign-ups.
6. You can accept games by clicking the Green Flag icon.
7. You can see who else may be assigned to a game by clicking the “Blue People” icon.

Viewing Your Assignments

1. After you are signed in, click the Assignments link located under “Officials Management”.
2. Use the “Pending Assignments” table to view Assignments which you can accept by clicking the Green Flag icon, or reject by clicking the Red X icon.
3. Use the “Requested Assignments” table to see a list of Assignments which you have requested but have not yet been accepted or rejected by your Official Coordinator.
4. Use the “Confirmed Assignments” table to view Assignments which both you and your Official Coordinator have accepted.

Cancelling Assignments

IMPORTANT!!! If you need to cancel an appointment, then please send email to umpires@nwll-austin.org to notify NWLL.