

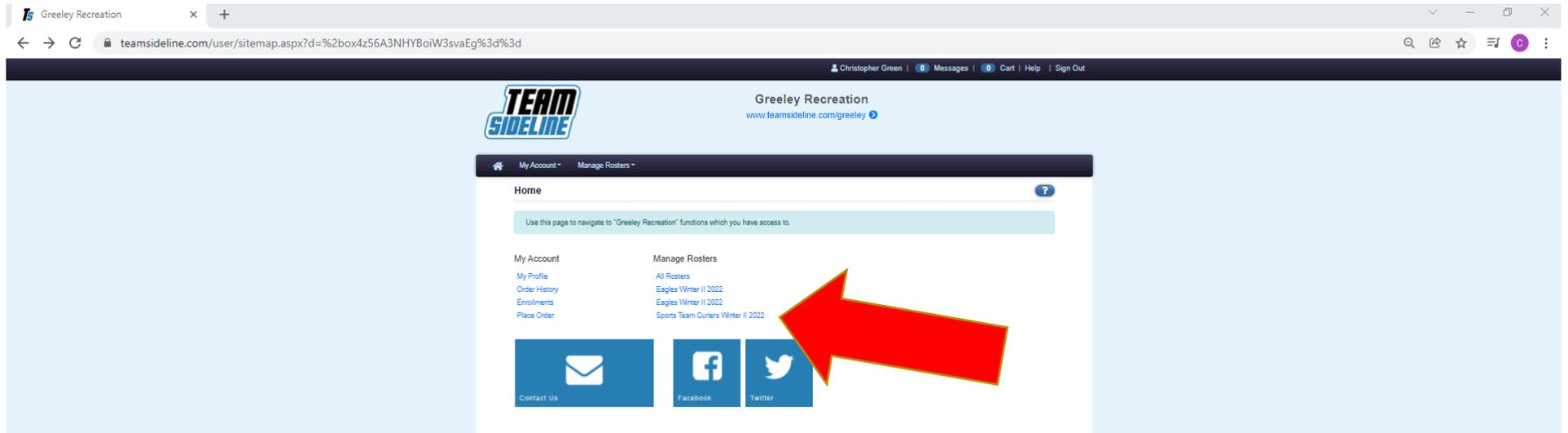
TEAMSIDELINE ROSTER MANAGEMENT
TEAM MANAGER INSTRUCTIONS

1. Sign-in to TeamSideline

The screenshot shows a web browser window with the URL `teamsideline.com/user/SignIn.aspx?d=%2box4z56A3NHYBo1W3svaEg%3d%3d`. The page header includes the TeamSideline logo and the text "Greeley Recreation" with the URL `www.teamsideline.com/greeley`. A dark blue navigation bar at the top right contains a "Sign In" link. The main content area features a white sign-in form with a dark blue header bar that also says "Sign In". The form is titled "Sign In" and contains the instruction "Use your TeamSideline account". It has two input fields: "Email" with the value `chris.green@greeleygov.com` and "Password". Below the fields are two links: "First time signing in to this site? Create a new account." and "Forgot your password?". A blue "Sign In" button is centered at the bottom of the form. A legend at the bottom left of the form indicates that an asterisk (*) denotes a required field. The footer of the page is black and contains the text "Site Powered by TeamSideline.com" on the left and "Contact Us | Privacy Policy" on the right.

2. Manage Rosters

- a. First: Click the roster you would like to add players to.
- b. Second: Click 'Add to Roster' button to add players
 - i. Once your team is created and the next league/season begins, you can 'Copy Roster' if players are the same as past teams.



The screenshot shows a web browser window with the URL teamsideline.com/user/sitemap.aspx?d=%2box4z56A3NHBYBoIW3svaEg%3d%3d. The page header includes the "TEAM SIDELINE" logo and "Greeley Recreation" with the website URL www.teamsideline.com/greeley. The navigation bar shows "My Account" and "Manage Rosters". The main content area is titled "Home" and contains a message: "Use this page to navigate to 'Greeley Recreation' functions which you have access to." Below this, there are two columns of links. The "My Account" column includes "My Profile", "Order History", "Enrollments", and "Place Order". The "Manage Rosters" column includes "All Rosters", "Eagles Winter II 2022", "Eagles Winter III 2022", and "Sports Team Curlers Winter II 2022". At the bottom, there are three social media icons: "Contact Us" (envelope icon), "Facebook", and "Twitter". A large red arrow points to the "All Rosters" link in the "Manage Rosters" column.

3. Add players to Roster

- a. Add player name and email.
 - i. That player will get an email with a specific link to join your team.
 - ii. It will show they have been 'Invited'.

The screenshot shows the 'Roster Dashboard' for a team named 'TEST - Sports Team Curling'. The page includes a navigation bar with 'My Account' and 'Manage Rosters'. The main content area has a header for the team and a 'Submit' button. A red arrow points to the 'Add to Roster' button. Below this is a form with fields for 'First Name', 'Last Name', 'Role' (set to 'Player'), and 'Email', with an 'Add' button. A table below the form shows the current roster with columns for Name, Role, Email Address, Invited, and Enrolled. The table contains two entries for Christopher Green, one as a Manager and one as a Player, both with 'Invited' and 'Enrolled' checkboxes checked. A 'Count: 2' is shown at the bottom of the table.

ADD TO ROSTER

Name	Role	Email Address	Invited	Enrolled	
Christopher Green	Manager	Chris.green@greeleygov.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	↶ ✕
Christopher Green	Player	Chris.green@greeleygov.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	↶ ✕
Count : 2					

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4. SUBMIT Roster

- a. When your players have completed their registration, it will show they are 'Enrolled'.
- b. Once all your players have joined the team, you have to click 'SUBMIT' to submit the FINAL roster.

Christopher Green | 0 Messages | 0 Cart | Help | Sign Out

TEAM SIDELINE Greeley Recreation
www.teamsideline.com/greeley

My Account Manage Rosters

TEST - Sports Team Curling TEST Curling - Open Division
Eagles Roster - Winter II 2022

Your Roster Status is Open. Follow these steps to add team members and change your Roster Status from Open to Submitted.

Step 1: Click the Add to Roster button to add team members. You can also click the Copy Roster button to add all team members from a previous Team Roster.
Step 2: When you add a team member, an invitation is emailed to the team member to prompt them to enroll to be on your team.
Step 3: A check mark displays in the Enrolled column for each team member that has completed enrollment.
Step 4: When the minimum number of team members have enrolled, click the Submit button to change your Roster Status to Submitted.

You must change your Roster status to Submitted to notify "Greeley Recreation" your Team has met the minimum Roster requirements.

Submit

Add to Roster Copy Roster Reinvite All

Name	Role	Email Address	Invited	Enrolled	
Christopher Green	Manager	christopher-green@hotmail.com	☑	☑	↶ ↷ ✕
Christopher Green	Player	christopher-green@hotmail.com	☑	☑	↶ ↷ ✕
Trent Green	Player	green.christopher.1987@gmail.com	☑	☑	↶ ↷ ✕
Count : 3					

5. Roster changes can be made up until the Roster Lock date for each league.

- a. ****If a player needs to be deleted from the roster, please send an email to Zachary Reynolds, zachary.reynolds@greeleygov.com, and request which player needs to be removed.****
- b. Players MUST be on roster prior to playing on their team. Players may only be on one team per division.