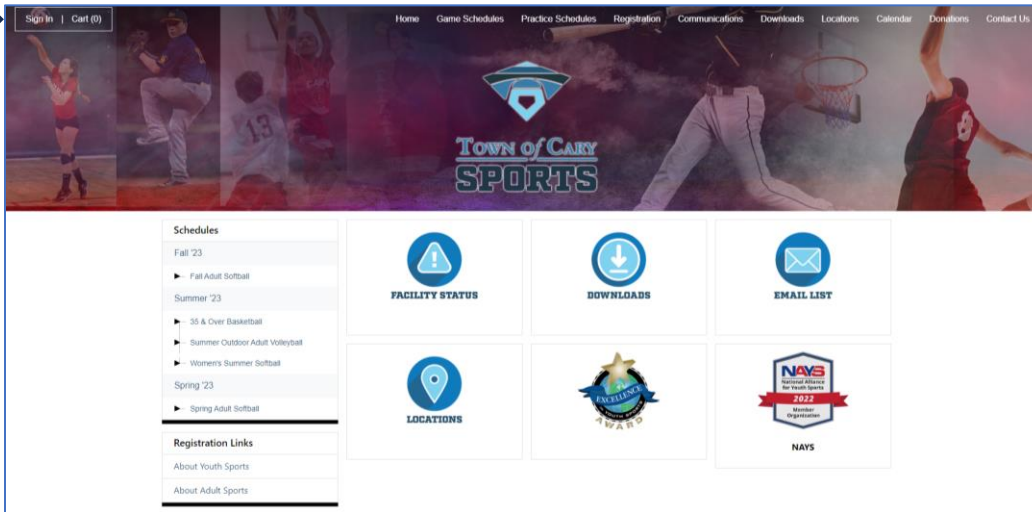


## TeamSideline New Account Creation Guide

Visit our Cary Sports TeamSideline site:

<https://www.teamsideline.com/sites/cary>

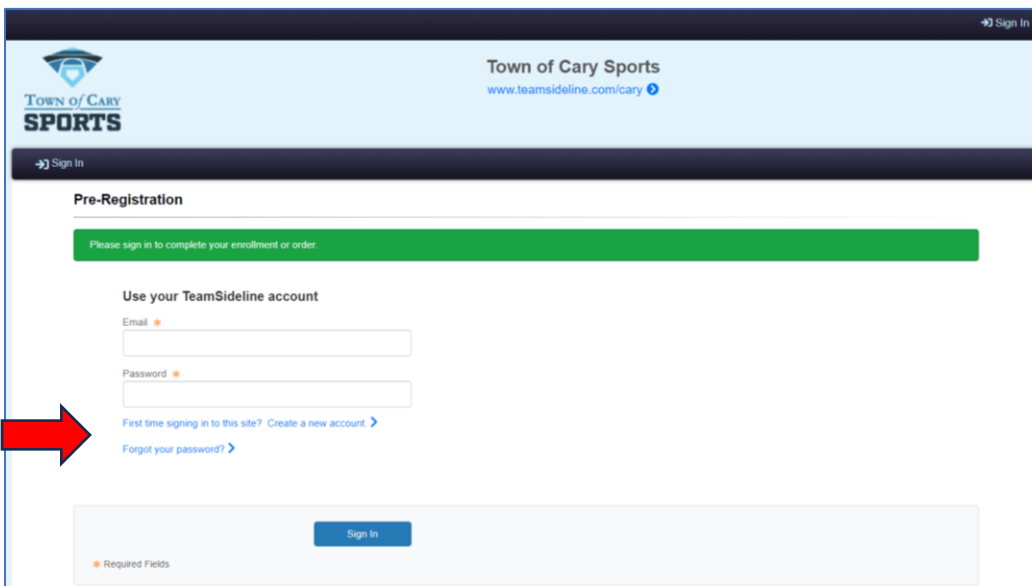
Click "Sign In" in the top left corner.



**Creating a new account?** Click "First time signing in to this site? Create a new account".

**Signing in to an existing account?** Enter Email and Password and Click "Sign In".

**Forgot your password?** Click "Forgot your password?" to recover your password.



You will then be taken to the “Pre-Registration” page” or directly to the “Register” page:

The screenshot shows the 'Pre-Registration' page. At the top left is the 'TOWN OF CARY SPORTS' logo. At the top right is the text 'Town of Cary Sports' and the URL 'www.teamsideline.com/cary'. Below the logo is a 'Sign In' button. The main heading is 'Pre-Registration'. A light blue box contains the instruction: 'Please answer the question below, then click the Next button to create an account.' Below this is the question 'Who are you registering? \*' with two radio button options: 'A youth player' (which is selected) and 'An adult or non-player (adult, team, other, etc.)'. At the bottom is a blue 'Next' button. A legend at the bottom left indicates '\* Required Fields'.

OR

The screenshot shows the 'Register' page. At the top left is a 'Sign In' button. The main heading is 'Register'. A light blue box contains the instruction: 'New to TeamSideline? Signing up is easy! The information below is for the Parent or Guardian of a player. You will be prompted to complete the fields below and click "Sign Up"'. Below this are several form fields: 'Email Address \*', 'Re-Enter Email \*', 'Password \*', 'Confirm Password \*', 'Parent First Name \*' (with a sub-label 'First name of Parent or Guardian'), 'Parent Last Name \*' (with a sub-label 'Last name of Parent or Guardian'), 'Street Address \*', 'City, State, Zip \*' (with a dropdown for 'NC'), 'Date of Birth \*' (with dropdowns for 'Month', 'Day', and 'Year'), and three phone number fields ('Phone 1', 'Phone 2', 'Phone 3') each with 'Ext.' and 'Select' dropdowns. At the bottom is a blue 'Sign Up' button. A legend at the bottom left indicates '\* Required Fields'.

If you land on the “Pre Registration” page, select who you are registering, a Youth League or Adult League participant:

This screenshot is identical to the one above, showing the 'Pre-Registration' page. The 'A youth player' radio button is selected, and the 'Next' button is visible at the bottom.

Once you land on the “Register” page, Complete the Parent or Guardian information fields and click “Sign Up”.

You will be prompted to enter additional members to your Account on the next page.

The screenshot shows the 'Register' page with a dark header containing a 'Sign In' link. Below the header, the title 'Register' is displayed. A light blue informational box contains the text: 'New to TeamSideline? Signing up is easy! The information below is for the Parent or Guardian of a player. You will be prompted to complete the fields below and click "Sign Up"'. The form includes several required fields, each marked with an asterisk: 'Email Address', 'Re-Enter Email', 'Password', 'Confirm Password', 'Parent First Name', 'Parent Last Name', 'Street Address', 'City, State, Zip', 'Date of Birth', 'Phone 1', 'Phone 2', and 'Phone 3'. The 'Date of Birth' field consists of three dropdown menus for 'Month', 'Day', and 'Year'. The 'Phone' fields each have a main input, an 'Ext.' input, and a 'Select' dropdown. A red arrow points to the 'Sign Up' button at the bottom of the form. A legend at the bottom left indicates that an asterisk denotes 'Required Fields'.

Add a Parent or Child to your account by clicking the “Add Parent” or “Add Child” icons.

The screenshot shows the 'My Account' page with a dark header containing a home icon and the text 'My Account'. The main section is titled 'Members' and includes a 'Help' link. A light blue informational box contains the following steps: 'Step 1: Click the Add Child button to add your child(ren) to your account.', 'Step 2: Click the Add Parent button to add additional Parents or Guardians to your account.', and 'Step 3: Click the Enroll button to continue the Enrollment process.' Below this, a note states: 'Please note this is not your roster. Do not add players that are on your team, only your personal family.' Two buttons, 'Add Parent' and 'Add Child', are shown with red arrows pointing to them. Below the buttons is a table with columns for 'Name', 'Gender', and 'DOB'. The table contains one entry: 'Karson Bacon (Primary Account Holder)'. To the right of the table is an edit/delete icon. At the bottom, a red-bordered box contains the text: 'Click the Enroll button to finish registration. Your registration is not complete until you have completed the Enrollment Process. The Process is done when you Checkout and receive your Order Confirmation email.' An 'Enroll' button is located in the bottom right corner of this box.

## ADD A PARENT: Complete information fields and click "Add".

My Account

### Add Parent

Use this page to add a parent to your account.

Email Address \*

First Name \*

Last Name \*

Same As Primary?  Check if address is the same address as the Primary Account Holder.

Street Address \*

City, State, Zip \*  NC

Date of Birth \* Month  Day  Year

Phone 1 \*  Ext.  Select

Phone 2 \*  Ext.  Select

Phone 3 \*  Ext.  Select

\* Required Fields

## ADD A CHILD: Complete information fields and click "Add".

My Account

### Add Child

Use this page to add a new Child to your account.

First Name \*

Last Name \*

Date of Birth \* Month  Day  Year

Gender \*

\* Required Fields

## View and explore your account by clicking the "My Account" header in the top left corner.

My Account

### Members

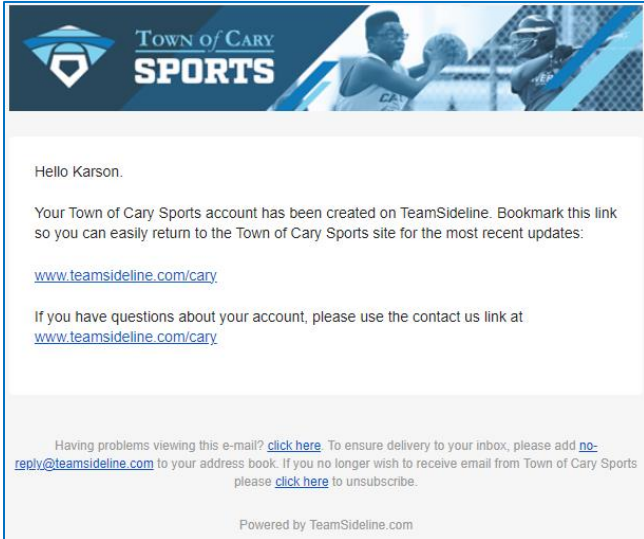
Help

The table below lists the people on your personal account. Click the Add Parent button to add additional Parents or Guardians to your account. Click the Add Child button to add your child(ren). Please note this is not your roster. Do not add players that are on your team, only your personal family.

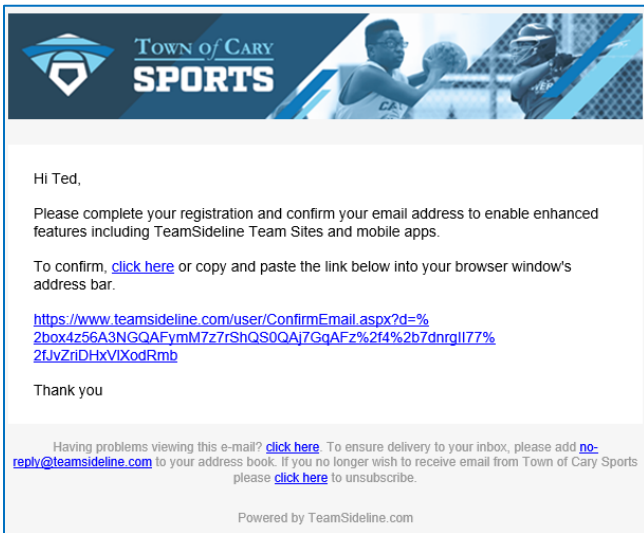
Name	Gender	DOB	
John Smith (Primary Account Holder)		4/1/1986	<input type="checkbox"/> ✕
Jane Smith (Parent or Guardian)		4/1/1988	<input type="checkbox"/> ✕
Larry Smith (Child)		1/2/2016	<input type="checkbox"/> ✕
Scott Smith (Child)		12/31/2018	<input type="checkbox"/> ✕

**Following the creation of your account you will receive two emails:**

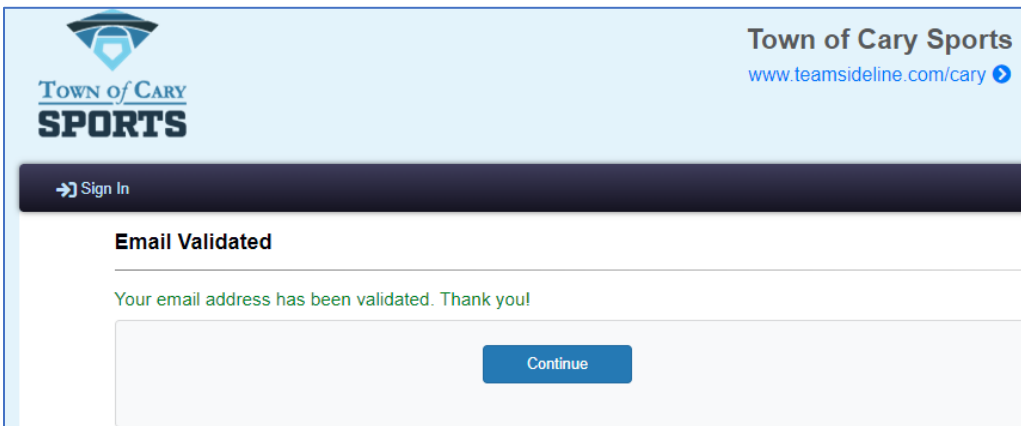
- 1) An email that your “New Team Sideline Account” has been created.



- 2) An email to “Validate Your Email Address”. Click the link or copy and paste the link provided in your email into a browser window's address bar to complete the validation process.



**You will receive an “Email Validated” notification once you have completed the validation process.**



Thank you for creating your TeamSideline account!

Visit our Cary Sports TeamSideline site to register:

<https://www.teamsideline.com/sites/cary>

Questions? Contact [Sports@carync.gov](mailto:Sports@carync.gov)



TOWN of CARY  
**SPORTS**

**FUN  
PARTICIPATION  
SKILL DEVELOPMENT  
SPORTSMANSHIP**