



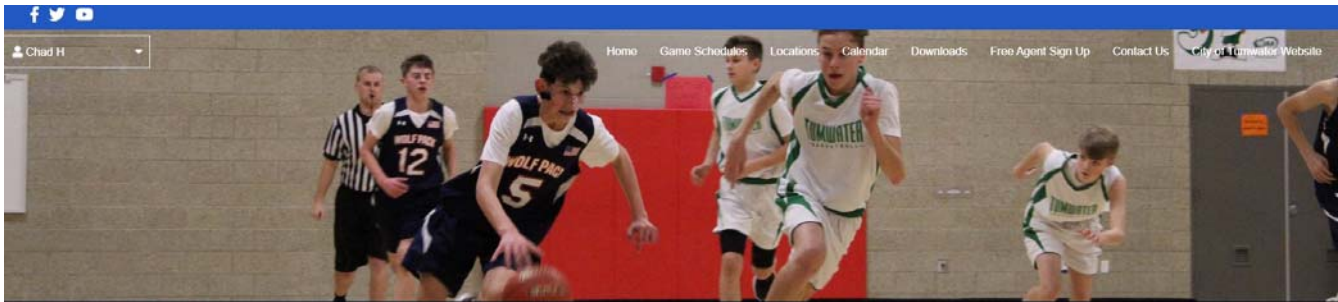
Team Registration

Welcome This is a one page Sheet to tell you how to register your Team using the Team Manager Registration process.

| Team Registration Process | |
|---------------------------|---|
| 5 | Manage Rosters <ul style="list-style-type: none">After you have registered, from the menu in the top dark blue navigation bar, select "Manage Rosters" and then select your Team Name. |
| | Add to Roster <ul style="list-style-type: none">Click the Add to Roster button to add players to your Roster.When done, click the Submit button so the organization administering the web site knows you have completed your Roster.Important Note: The organization administering the web site can see which rosters are "Submitted" versus not. |
| End of Process | |

End of Document

1. Go to <https://www.teamsideline.com/Tumwater> you will see this at the top of the webpage



2. Choose the **Sign-in on the top left** of page you will see the page below. Use the email that was used to register your team. If you previously had a team in the league or another league, use the pervious password. If new or forgot password, choose the forgot password link and reset your password.

Tumwater Parks and Recreation
www.teamsideline.com/Tumwater

[Sign In](#)

Sign In

Use your TeamSideline account

Email

Password

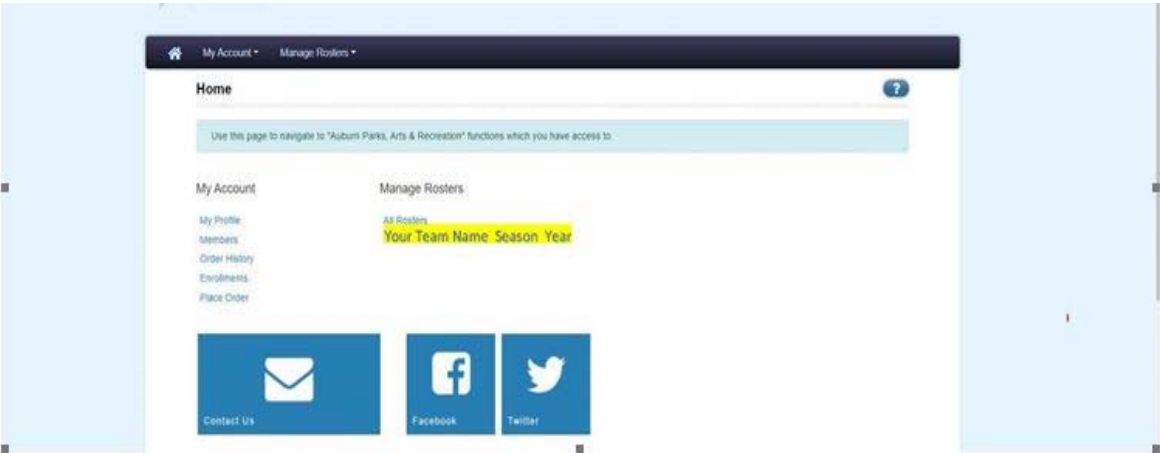
[First time signing in to this site? Create a new account](#)

[Forgot your password?](#)

Sign In

Required Fields

3. One singed in, you should see a screen similar to the screen below. Choose your team name under **Manage Rosters.**



4. You should now see the screen below, click the **add to roster button**. Put the first and last name and email of the player and click the add button. This will send an email inviting the players to register for the team.

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 enrolment.

Step 4: When the minimum number of team members have enrolled, click the Submit button to change your Roster Status to Submitted.

You must meet the minimum number of 10 enrolled players before you can submit the roster.

You must change your Roster status to Submitted to notify "Auburn Parks, Arts & Recreation" your Team has met the minimum Roster requirements.

Submit

Add to Roster Reininvite All Team Rosters

First Name *

Last Name *

Role * Select

Email *

Add

* Required Fields

| Name | Role | Email Address | Invited | Enrolled | |
|----------------|---------|---------------|-------------------------------------|-------------------------------------|--|
| Rick Your Name | Manager | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| | | | | | |