



TEAM ROSTER REGISTRATION INSTRUCTIONS

STEP	ACTION
1	<p>Team Manager – Create an Account / Sign In</p> <ul style="list-style-type: none"> • Go to www.teamsideline.com/woodburymn • Select the “Team Roster Sign Up” header tab, then click the “Enroll” button for the adult sports league you want to register in. <ul style="list-style-type: none"> ○ The Site has a secure Registration Process, so when you click the “Enroll” button you will be prompted to Sign In. ○ If you are a new user, click the “Not registered? Create a new account” link and follow the steps to sign in. ○ If you are not a new user, then sign in. If you do not remember your password, click the “Forgot your password?” link and follow the steps to be emailed your password.
2	<p>Add Items To Your Cart</p> <p>After you Sign In, you will be on the “Add Items To Your Cart” page. On this page:</p> <ol style="list-style-type: none"> 1) From the “Enrollee” list select your name 2) From the “Enrollment Type” list select “General” 3) From the “Program” list select the adult sports league/season 4) From the “Offering” list select the adult sports league 5) From the “Incl. Player Registration” list select “Yes” for the team manager to be added on the roster as a eligible player 6) Click the “Add Enrollment” button 7) When done, click the “Proceed to Checkout” button.
3	<p>Team Information</p> <ul style="list-style-type: none"> • On the Team Information page, complete all information, add your team name, check waiver and team conduct policy box, then click the “Done” button at the bottom of the page. Then click the “Next” button to proceed.
4	<p>Checkout</p> <ul style="list-style-type: none"> • On the Checkout page, complete the contact Information -- then click the “Place Order” button at the bottom of the page.
5	<p>Manage Rosters</p> <ul style="list-style-type: none"> • After you have checked out/registered, from the menu in the top dark blue navigation bar, select “Manage Rosters” and then select your Team Name.
6	<p>Add to Roster</p> <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.