# How to Complete the Online Roster/Waiver

> The roster/waiver is a legal document that players are responsible for waiving their own rights. Each player <u>must</u> have their own email address to be legal on the roster. If anyone has questions or needs help with the online roster, please call the office and we will gladly assist them. 402.441.7892

## <u>CAPTAINS:</u> How to invite players to your online roster

**Before you get started, you will need each of your players' email addresses.**

1. Go to the website: www.teamsideline.com/lincolnne  and click the 'Sign In' button located underneath the 'Home' header.

2. Log in using your email address. You should already have an account. If you forgot your password, click the 'Forgot Password' link and a new password will be sent to you. Once you've logged in, you will be taken to your home screen.

3. Click your team's name under the heading 'Manage Rosters'.

4. Click the 'Add to Roster' button to add team members' names and email addresses. You can also click the 'Copy Roster' button to add all team members from a previous team roster.

5. When you add a team member, an invitation is emailed to them prompting them to join.

6. A check mark is displayed in the 'Enrolled' column for each team member that has completed enrollment.

7. You can continue to add players until the roster deadline. If someone has yet to accept the invitation, you can click the 'Reinvite All' button. This will send a new email to all players who have not registered.

8. You will receive an email when a player has registered.

## <u>PLAYERS:</u> How to complete the invite to join an online team roster

**If you try to complete the following on your phone, you may have some input issues. It's best to use a computer!**

1. Make sure you log off any other accounts you may have with TeamSideline.

2. From the email sent to you from TeamSideline customer servicing asking you to join a team, click the highlighted link. **You must click the link in the email to register with this team. <u>DO NOT</u> go directly to the website!**

3. Sign in using the email address from which you received the invite. If you use a different address other than this one, the site will ask you if you wish to purchase a team or you will not be able to continue. If you get this message, log out and start again.

4. Players with accounts will be advanced to the 'Cart' page. New users will need to complete the 'Pre-Register' page. Once complete, you will be advanced to the 'Cart' page.

5. Click the 'Add to Cart' button, and then click the 'Proceed to Checkout' button at the bottom of the screen.

6. Agree to the terms and conditions, then click 'Done'.

7. Verify that the contact information is correct. Make changes if necessary, and then click 'Place Order'.

8. You will be redirected to the 'Order Confirmation' page and will receive an order confirmation email stating that you are registered with the team. A confirmation email will be sent to your captain as well.