

Adult Softball Team & Player Registration Guide

Team Managers Only:

1. Visit the [Town of Cary Sports Adult Softball Page](#) and Click the "Register Here" button to be directed to the Spring Adult Softball program, then "Enroll" for the program.
2. Create or access your existing TeamSideline account.
3. Add the Spring Adult Softball program to Your Cart. Click "Add Enrollment".
4. Your cart will include items for the "**Team Registration**" and your "**Player Registration**" (\$25 fee for Non-Residents). Click "Proceed to Checkout".
5. Create Your **Team Name** and Click "Next".
6. Complete additional account information and acknowledge **Player Liability Waiver**. Then Click "Next".
7. Checkout: Confirm Contact Information or Billing Information (depending on residency status) and Review Order in your Cart. Click "Place Order".
8. You will be directed to an order confirmation page. To enter your **Team Roster**, select your team name from the "Manage Rosters" drop-down menu at the top of the page.
9. If you are a returning team from a previous adult softball league (**if not, skip to Step 14**) you have the option to **create a new roster or copy your roster from a previous season** (Ex. You had a team in the 2025 spring softball league, you may copy that roster over to the 2026 league). When you copy a roster, you may leave the roster as is or only choose the players from the old roster that you wish to include on your current season roster.
10. To copy a paste roster, select your team from the "Manage Rosters" tab or click on the team name under "Manage Rosters".
11. Once on the team's page, click the Copy Roster button and select your team name.
12. The whole roster is displayed, and you select "Check All" and then uncheck those people who are not coming back. Then click the Copy button.
13. When you click "Copy", the roster invites are sent out so make sure you have removed any players you don't want to invite.
14. To create a new roster, invite players to join your roster by clicking "**Add to Roster**" button and entering the "First Name", "Last Name", and "Email" for each player. Clicking "**Add**" will automatically send a "**Roster Invitation**" email to the player you have added.
15. Invite Players to join your roster by clicking "**Add to Roster**" button and entering the "First Name", "Last Name", and "Email" for each player. Clicking "**Add**" will automatically send a "**Roster Invitation**" email to the player you have added.
16. Complete this process until all teammates have been added to your team roster. Please note, you will need a minimum of 12 enrolled players before you can "Submit" the team roster. Player email addresses will be required to add a player to your team roster.
17. Once the minimum number of players (12 enrolled players) or your entire team roster has completed the enrollment process, the "Submit" button will appear. Click "Submit" to notify Town of Cary Sports of your roster submission.

18. Team Managers will receive a “Roster Invitation Accepted” email each time a player completed the enrollment process.

Player Roster Enrollment Procedure:

1. Players will receive a “**Roster Invitation**” by email once the team manager has registered the team.
2. Click the link listed in step 1 of the roster invitation to begin the enrollment process.
3. Create or access your existing account with Team Sideline. **IMPORTANT: Please sign-in or create your Team Sideline account with the email address your Team Manager has used to send you the roster invitation.**
4. Select “**Enroll on a Roster**” and add the Spring Adult Softball program to Your Cart. Click “Add to Cart”.
5. Your cart will include your player registration (\$25 fee for Non-Residents). Click “Proceed to Checkout”.
6. Complete additional account information and acknowledge **Player Liability Waiver**. Then Click “Next”.
7. Checkout: Confirm Contact Information or Billing Information (depending on residency status) and Review Order in your Cart. Click “Place Order”.
8. Once you have completed the enrollment process, your Team Manager will receive a “Roster Invitation Accepted” email.