



Adding a Parent to Team Site

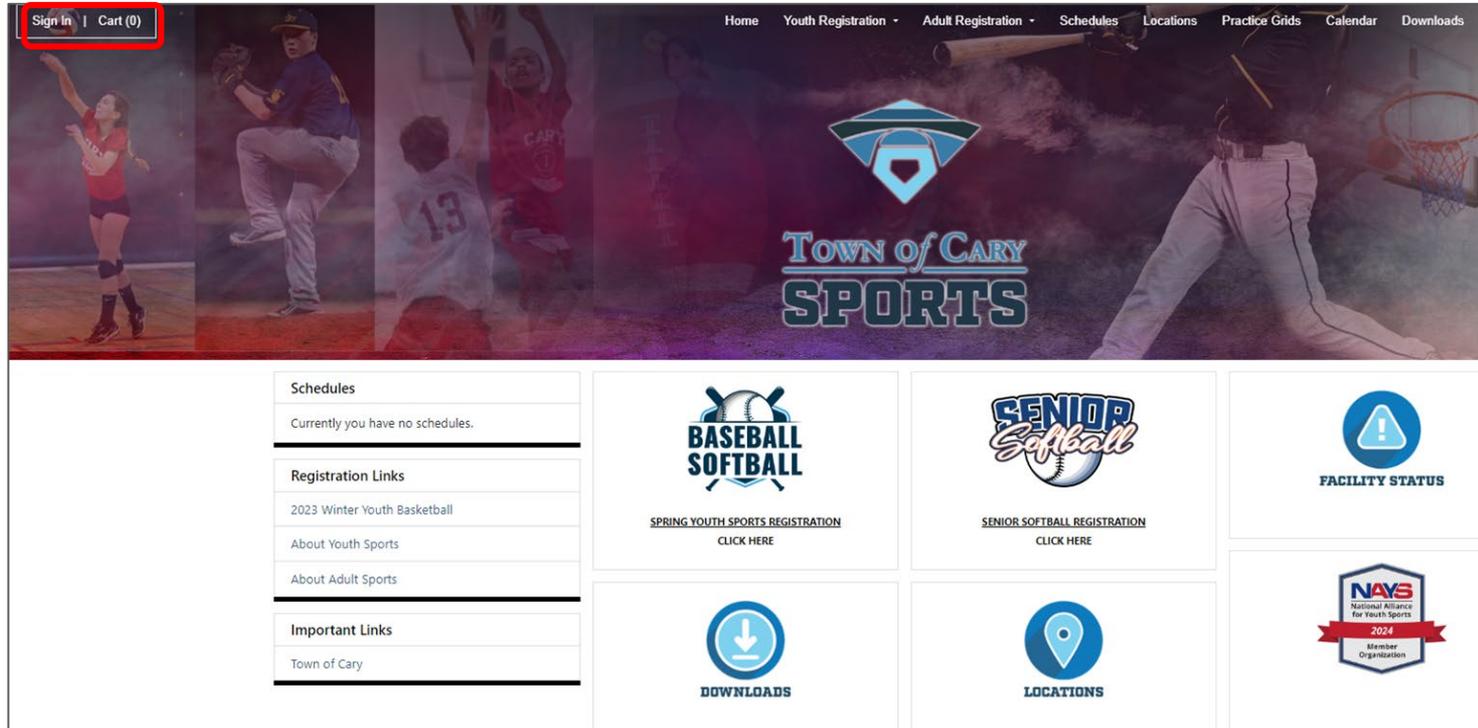
Step by Step Guide

Town of Cary Sports

Step 1: Login to your account

Log in to the TeamSideline account you used to register your child.

This must be done through the [TeamSideline website](#) and not the app. Login to your account by hitting 'Sign In' from the main page.



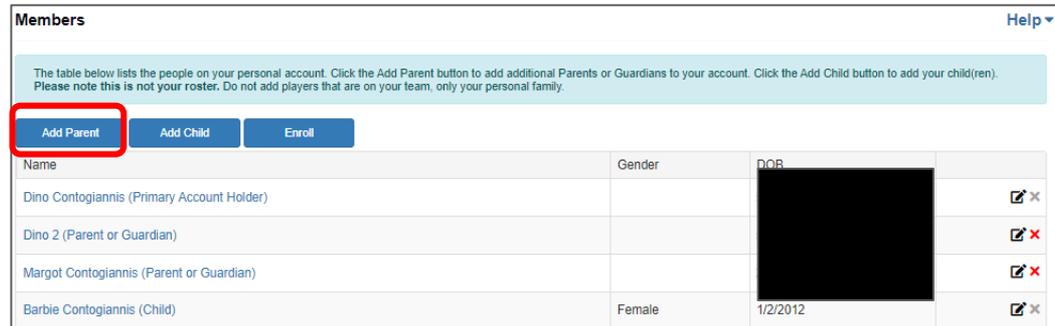
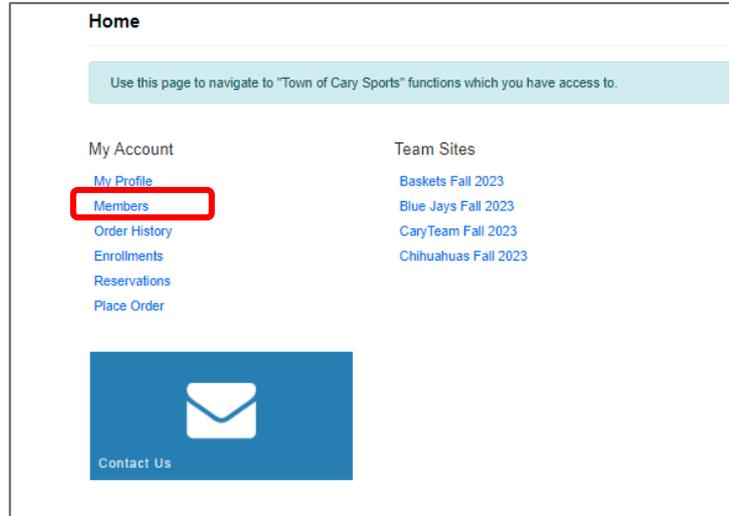
The screenshot shows the Town of Cary Sports website. At the top left, there is a navigation bar with 'Sign In' and 'Cart (0)' highlighted in a red box. The main header features a collage of sports images and the 'TOWN of CARY SPORTS' logo. Below the header, there are several content blocks:

- Schedules:** A section with the heading 'Schedules' and the text 'Currently you have no schedules.'
- Registration Links:** A section with the heading 'Registration Links' and three links: '2023 Winter Youth Basketball', 'About Youth Sports', and 'About Adult Sports'.
- Important Links:** A section with the heading 'Important Links' and one link: 'Town of Cary'.
- BASEBALL SOFTBALL:** A section with a baseball and softball icon, the text 'SPRING YOUTH SPORTS REGISTRATION', and a 'CLICK HERE' link.
- SENIOR Softball:** A section with a 'SENIOR Softball' logo, the text 'SENIOR SOFTBALL REGISTRATION', and a 'CLICK HERE' link.
- FACILITY STATUS:** A section with a warning icon and the text 'FACILITY STATUS'.
- DOWNLOADS:** A section with a download icon and the text 'DOWNLOADS'.
- LOCATIONS:** A section with a location pin icon and the text 'LOCATIONS'.
- NAYS Member Organization:** A section with the NAYS logo and the text '2024 Member Organization'.

Step 2: Add the new parent to your account

Once signed in, click "Members"
and then "Add parent".

Enter the new parents
information and click save.



Step 3: The added parent will need to activate their account, so that they have a way to sign-in

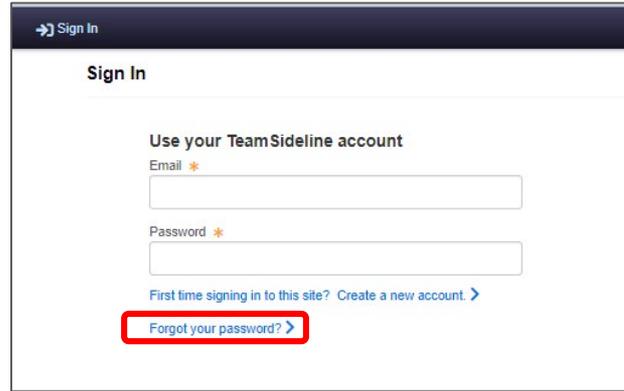
New parent has been added, but they now need to activate their account.

You'll first need to be logged out of any account.

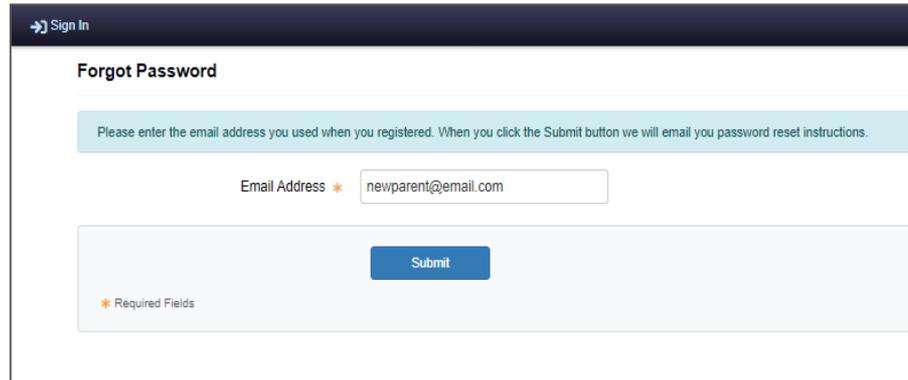
Return to the Sign In page. Click 'forgot your password'.

On the 'Forgot Password' screen, enter the email address of the **New** parent who was just added to the account. Click submit.

New parent on the account will receive an email to reset their password. Complete that process and you will receive an additional email to Validate your email address, and the parent will now be successfully added to the account, and have their own individual login.



The screenshot shows the 'Sign In' page. At the top, there is a dark header with a right-pointing arrow and the text 'Sign In'. Below the header, the main content area is titled 'Sign In'. Underneath, it says 'Use your TeamSideline account'. There are two input fields: 'Email *' and 'Password *'. Below the password field, there are two links: 'First time signing in to this site? Create a new account. >' and 'Forgot your password? >'. The 'Forgot your password? >' link is highlighted with a red rectangular box.



The screenshot shows the 'Forgot Password' page. At the top, there is a dark header with a right-pointing arrow and the text 'Sign In'. Below the header, the main content area is titled 'Forgot Password'. Underneath, there is a light blue instruction box: 'Please enter the email address you used when you registered. When you click the Submit button we will email you password reset instructions.' Below this, there is an 'Email Address *' label and an input field containing the text 'newparent@email.com'. At the bottom of the form, there is a blue 'Submit' button. In the bottom left corner, there is a legend: '* Required Fields'.

Final Step: Login to see Team Site Info & Downloading the App



- New parent will be automatically added to your Team's Team Site. Once the New Parent logs in, they will be able to navigate the Team Site the same as the other parents who were already on the account.
- We highly recommend using the TeamSideline App. There is a desktop version as well, but the majority of our guides will be using the App interface.
- The app is **100% Free** and available in the App Store and the Google Play store.
- For more information on the app, here is a [link](#) to TeamSideline's developer page.
- For more information on navigating the app, please reference the [TeamSideline App Parent Guide](#)



[TeamSideline App \(IOS\)](#)



[TeamSideline App \(Google Play\)](#)

Running into issues?

Contact sports@carync.gov