



# **Adding a Parent to Team Site**

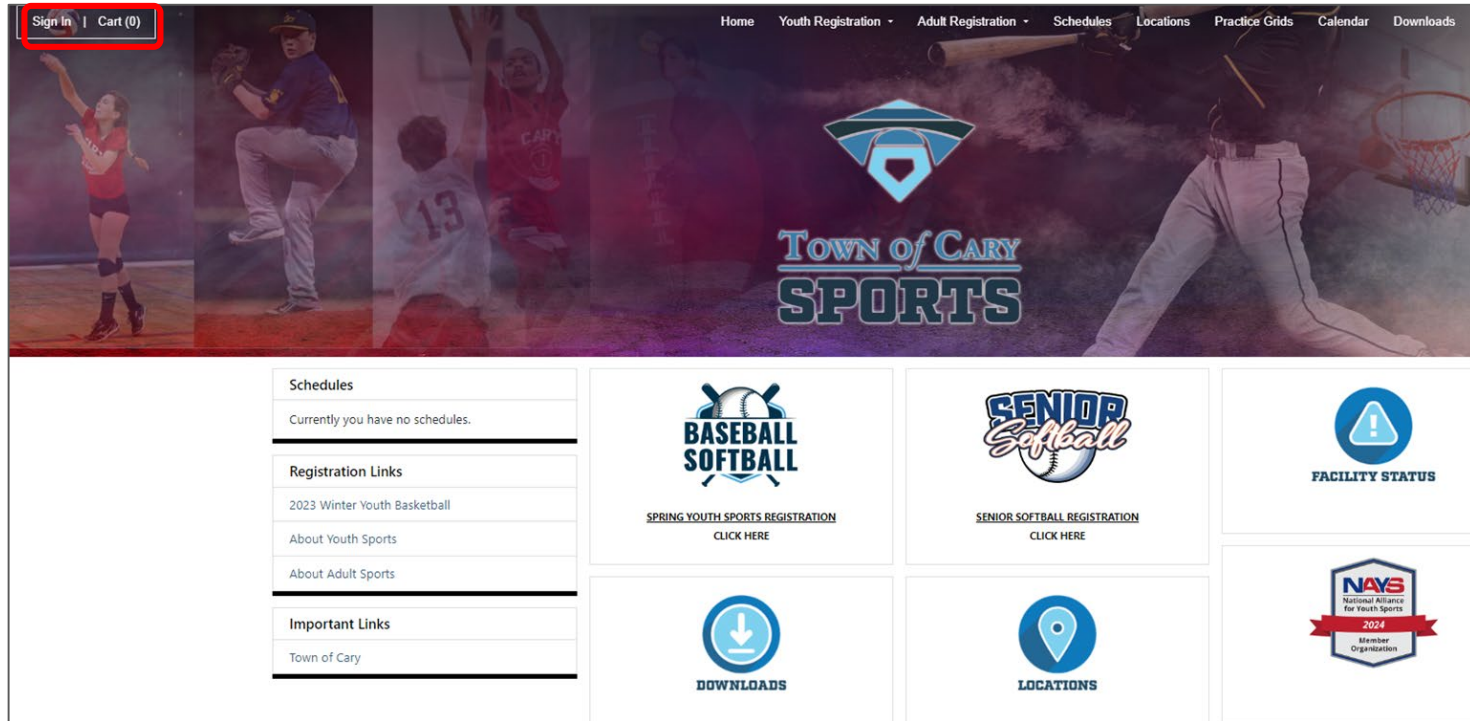
## **Step by Step Guide**

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.

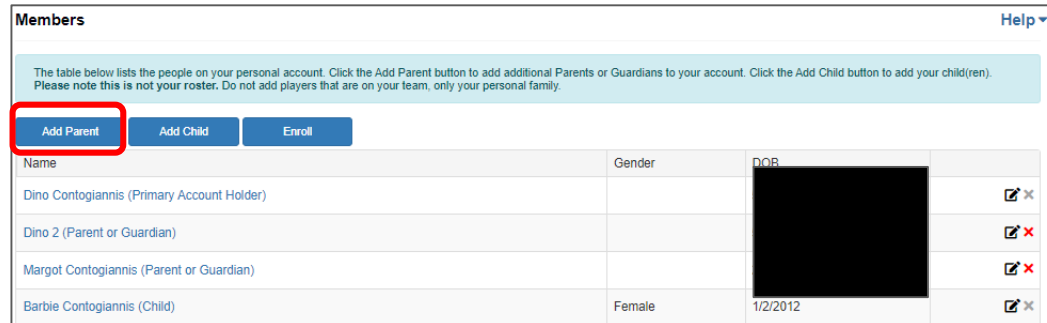
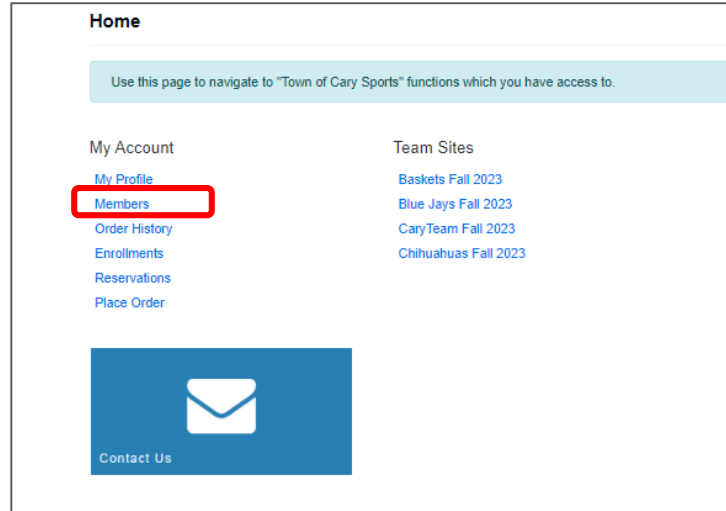


The screenshot shows the Town of Cary Sports website. The top navigation bar includes links for Home, Youth Registration, Adult Registration, Schedules, Locations, Practice Grids, Calendar, and Downloads. The 'Sign In' button is highlighted with a red box. The main banner features the Town of Cary Sports logo and the text 'TOWN of CARY SPORTS'. Below the banner, there are several sections: a Schedules section with a message 'Currently you have no schedules.', a Registration Links section with links for '2023 Winter Youth Basketball', 'About Youth Sports', and 'About Adult Sports', an Important Links section with a link for 'Town of Cary', a Baseball Softball registration section with a 'CLICK HERE' link, a Senior Softball registration section with a 'CLICK HERE' link, a Downloads section with a download icon, a Locations section with a location pin icon, a Facility Status section with a warning icon, and a NAYS 2024 Member Organization badge.

# 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

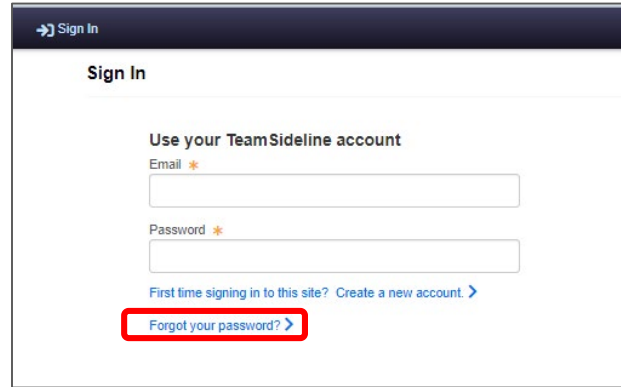
New parent has been added, but they now need to activate their account.

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

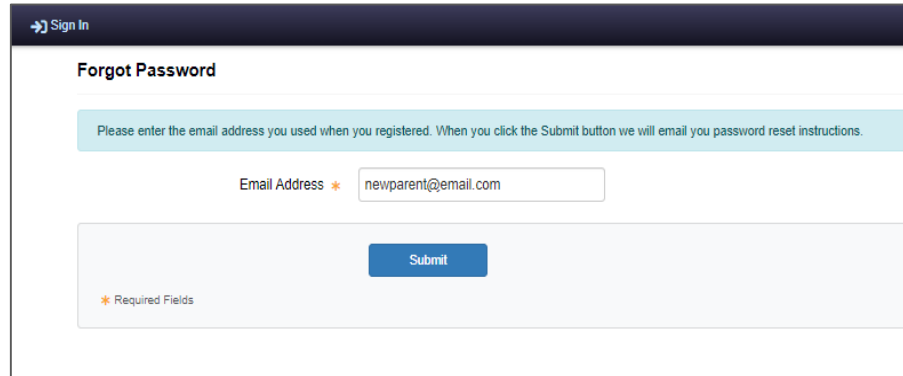
Return to the Sign In page. Click 'forgot your password'.

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 page title is 'Sign In'. The main content area is titled 'Use your TeamSideline account'. It contains two input fields: 'Email \*' and 'Password \*'. Below these fields, 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 page title is 'Forgot Password'. A light blue banner contains the text: 'Please enter the email address you used when you registered. When you click the Submit button we will email you password reset instructions.' Below the banner, there is an input field labeled 'Email Address \*' with the text 'newparent@email.com' entered. Below the input field, there is a blue 'Submit' button. At the bottom left, 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](mailto:sports@carync.gov)