



## Officials Module Guide

### Logging In:

1. Open Team Sideline: [www.teamsideline.com/zeelandrecreation](http://www.teamsideline.com/zeelandrecreation)
2. Click "Sign In" at the top left corner.



3. Use the email address used on the application and your TeamSideline password to sign in to the Zeeland Recreation site. If you do not know your password, just click the Forgot Password link on the Sign In page.

#### Use your TeamSideline account

Email \*

Password \*

First time signing in to this site? [Create a new account.](#) >  **DO NOT CLICK THIS**

[Forgot your password?](#) >  **Click Here if you need to set a password for the first time**

\*\*NOTE: An email address may only be used for ONE person. Each person needs his/her own email address for the official account.

4. Once signed in, your home page will have the following links under the Officials Header:
  - **Officials Profile** – Use this to update contact details
  - **Assignments** – Click this to see your current schedule



- **Request Assignments** – Click this to sign up for games
- **Post Game Reports** – Optional reporting tool, does not need to be used
- **Manage Blocks** – Use this to set your availability that admin can see when looking for umps

## Requesting Assignments

- The first section that shows up allows you to filter the game schedule.
  - **Game Date** – Pick a specific day to look at the schedule
  - **Location** – Search for games available at a certain field
  - **Unavailable** – Choose “Hide” so that the only games that show up are ones that are available to sign up for. If you choose “Show”, then the schedule will show games that are already filled by another official.
  - **Role** – Choose a specific position such as base ump in baseball, plate ump in softball, etc.
  - **Level of Play** – Do NOT change, all games are considered “Recreation”
- The game chart appears below the search box.
  - **Date Column** – Date and time of the game
  - **Role Column** – States whether the assignment is HOME or BASE umping
  - **Game Column** – Details on the game such as Division, teams, and location
- To assign yourself to a game, click the **GREEN CHECK** in the row of the assignment you want. Please pay attention to the **ROLE** column and whether you are picking HOME or BASE. The two blue icons next to the green check will show you info on the ump of an assigned game, and contact info for the coaches of the game in that row.
- After you sign up for games, your assignments will show up in the **ASSIGNMENTS** section.

### Confirmed Assignments

Confirmed Assignments are final. If changes are required, please contact your Officials Coordinator.  
 Subscribe to your Confirmed Assignments Calendar

Show all

Date	Role/LOP	Game	
04/20/2024 11:00 AM	Home Recreation	Zeeland Little League, Majors Baseball Athletics vs Mariners Kaat Park - Request Foods Field	
04/20/2024 01:00 PM	Home Recreation	Zeeland Little League, Majors Baseball Pirates vs Brewers Kaat Park - Request Foods Field	

**If you need to change/remove an assignment, email the **ZLL President with the Date, Role, and Game.****