

Adult Athletics

5/3/21

TEAM NAMES AND ROSTERS – we are moving toward a new process for submitting team name and populating rosters digitally. Once you have registered and paid for your team, please see instructions below and feel free to begin as soon as possible, at least with the first few steps to submit your team name. Let your program coordinator know if you have any questions.

Tip: Gather names and email addresses of your team players to speed up the process (see step 12).

To Enroll your Team, Input Team Name, and Invite Players to add to your Roster

1. To start, go to the Athletics web page at www.teamsideline.com/loveland.
2. On the Menu bar go to Programs, then select Current.
3. Scroll down to desired program (In this Example: Adult Softball - Summer 2021).
4. Click the Enroll button.
5. Create an account or login to existing TeamSideline account when prompted.
6. From the Add Items to your Cart screen, select the correct information for the boxes labeled Enrollee (you), Enrollment Type (General), Program (Adult Softball - Summer 2021), and Offering (league you're signing up for). Click Add Enrollment button. You will not get charged.
7. Verify the information in the Your Cart line.
8. Click the Proceed to Checkout button.
9. At the top of the next page you should see your league and your name. Enter your Team Name, select your T-shirt Size, read the Adult Athletics Waiver and check the Agreement box. Then click the Next button.
10. On the Checkout page review your Contact Information and Order item information is correct, then click the Place Order button.
11. Next page is Order Confirmation. Follow the Instructions at the top of the page and go to Manage Rosters at the very top of the page or in the hamburger menu on your mobile device and then select your league.
12. See the instructions on the next page and click the Add to Roster button. You will just need the name and email for each player you are inviting to add.
13. Click the Add button, and repeat for each player. You will see the player populate your roster below and their status (Invited and/or Enrolled). When you click Add for each player, they will receive an email with an invitation and instructions to create an account and sign up for your team very similar to when you enrolled your team. (Later when your roster is complete you will go back in to this screen and click the Submit button to set your roster) (In the future, you will be able to use the Reininvite All button to invite players to sign up to play, which will save everyone time and help simplify the roster process)
14. Once you've enrolled your team you can go back to Programs>Current>Adult Softball - Summer 2021 then click the More Info button to see your team appear on the Registered Teams list.

Thanks for playing!

*And for players needing assistance:



[Did you receive a Roster Invitation email? If so, and if you have questions on how to register, click here for a short "How To" video.](#)