

Hayward Area Recreation and Park District



TEAM MANAGERS:

How to Create a Soccer Team Roster on TeamSideline

1. Visit www.TeamSideline.com/Hayward
 2. Click "**Enroll**" for your designated sport – HARD Adult Spring Soccer
 3. If you **have** an account, login with your credentials.
If you **do not** have an account, click "**Not registered? Create a new account**"
 4. Complete all the required fields and click "**Sign up**"
 5. You will then be brought to "**Add Items to Your Cart,**" Select:
 - a. Enrollee: Your name
 - b. Enrollment Type: General
 - c. Program: HARD Adult Spring Soccer
 - d. Offering: Select the division of play you registered for
 - e. Incl. Player Registration: Yes
 6. Click "**Add Enrollment**"
 7. Click "**Proceed to Checkout**"
 8. Enter your team name – The name you used on your Team Registration Form
 9. Enter your Program Specific Information from your Team Registration Form
 10. Click "**Next**"
 11. Enter your Emergency General Information
 12. Agree to all the waivers as a player – 2 total
 13. Click "**Next**"
 14. Review your contact information/cart and click "**Place Order**"
 15. Select your team by hovering your cursor over "**Manage Rosters**"
 16. Click "**Add to Roster**"
 17. Enter player's information and click "**Add**"
 - a. Repeat until all players are added
 18. Click on "**Submit**"
 - a. Rosters for ALL Leagues require a **minimum number of 11 players** to be considered complete and able to be submitted to the H.A.R.D. Sports Office.
- For all Leagues there will be an open roster policy, meaning that players may be added to the roster at any time during the regular season. Players **MUST** be on the roster prior to participating in any league (i.e.: prior to their first game played). In order to add a player to the roster a manager **MUST** add that player to their online roster, have the player accept the invitation and sign the online waiver prior to their first game played. Failure to do so will result in league penalties. See Official H.A.R.D. Soccer League Rules for more details.
 - Only the H.A.R.D. Sports Office can remove players from a roster. To request a player be removed the Team Manager must send an email with the Team Name, League and Division you are signed up for, along with the full name of the player to be dropped to ParK@HaywardRec.org.

**If you need support creating your team roster, contact the
H.A.R.D. Sports office at (510) 317-2314.**