



Step 2: Officials Self-Registration

Team Sideline Instructions Guide for Officials

Updated August 2022

CREATE AN ACCOUNT:

- [Click Here](#)
 - Or follow link-
<https://www.teamsideline.com/user/SignIn.aspx?d=h%2fSciHlnq%2b3u8jlcG%2fZfPq%3d%3d>
- Fill out your information for your account and click **sign up**
- Click on the link at the top of the page to take you to TeamSideline's homepage:
www.teamsideline.com/minneapolisparks
- [Click HERE](#) to Become an Official

OFFICIAL REGISTRATION:

- Scroll down to '**3 Easy Steps to Become an Official?**'
 - Click on [Step 2: Officials' Self-Registration](#) to register.
- Fill out required information
 - Check *Use for Assignment Emails* box
 - Check *Use for Reminder Emails* box
- Click **Save**

HOW TO- BLOCK DATES:

- Blocking dates ensures your unavailable dates
 - Any date not blocked, means you are available
- Click **Manage Blocks** on home page under *Officials Management*
- Click **Add Availability Block**
- Add a Start and End Time
- Choose *Recurring* or *One Time* Block
 - If recurring, choose dates, and days within the date range you want to block
- Enter notes (Ex. School, Vacation, etc.)
- Click **Add**

HOW TO- CONFIRM ASSIGNMENTS:

- Click **Assignments** on home page under *Officials Management*
- Assigned games are listed under *Pending Assignments* section
 - Note: Assignments are based off *Availability Blocks*
- Click *Green Check Mark* to **confirm** assignment
- Click *Red X* to **reject** assignment
- When assignments are confirmed, they drop down to the *Confirmed Assignment* section at the bottom of the page.
- *Requested Assignments* will not be used at this time
- If assigned with a partner, you can click the *Blue Person Icon* to view contact info

HOW TO- ENTER SCORES:

- Click **Post Game Reports** on home page under *Officials Management*
- Click the *Edit (Pencil and Box)* icon for the specific game you want to enter a score for
- Choose attendance option
- Enter score
- You can enter any game comments which is visible to MPRB staff only
- Click **Submit**

HOW TO- UPDATE PROFILE:

- Click **My Profile** on the home page under *My Account*
- Update any changed information
- You may also update *email* and *password* in this section