



Alameda Recreation and Park Department

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How to Create a Softball Team Roster on TeamSideline

1. Visit www.TeamSideline.com/ARPD
 2. Click "**Enroll**" for your designated sport
 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: Adult Spring Slow Pitch Softball
 - 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 10 players** to be considered complete and able to be submitted to ARPD
- 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.