



Alameda Recreation and Park Department

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How to Sign a Softball Team Roster on TeamSideline

1. A system generated email will be sent to you once your team Manager has invited you to join his/her team
2. Click the link in the email to accept the invitation and complete enrollment
3. Sign In (using the email address you are receiving this message on)
4. If you **have** an account, login with your credentials.
If you **do not** have an account, click "**Not registered? Create a new account**"
5. Complete all the required fields and click "**Sign up**"
6. You will then be brought to "**Add Items to Your Cart**"
7. From the "I would like to" drop down menu, select "Enroll on a Roster"
8. Click "**Add to Cart**"
9. Click "**Proceed to Checkout**"
10. Agree to all the waivers as a player – 2 total
11. Click "**Next**"
12. Review your contact information/cart and click "**Place Order**"

- The process will not work if you do not use the email that your Team Manager used to invite you to join the Team. Contact your Team Manager if you wish to change your email.
- Once you sign a Roster your Team Manager cannot drop you without a special request to ARPD. Please make sure you are following all ARPD Softball Special League Rules related to Eligibility, Classification, and choice of League/Division Night before committing to a team and signing a Roster.
- 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.