Roster Management

Only Managers with roster edit ability can view and edit team rosters.

How to Access Your Roster

1. Sign in to the City of Placerville Adult Sports TeamSideline website at www.teamsideline.com/placerville. Do not use *Internet Explorer.*
2. Click "Sign In" on the top left of the screen.
3. Sign into your account with the same email address you used to register your team.
4. If you are new to Team Sideline, enter your email address and click "Forgot Password". You will receive an email to set your password. Check your spam folder if it does not appear in your inbox. Once you set your password, return to the link above, click "Sign In" and enter your email and password.
5. If you are a returning manager and have a Team Sideline account simply sign in with your same email address and password as used in the past.
6. Login to your account.
7. Under "Manage Rosters" you will find all the teams you have roster edit access for.
8. Click on the name of the team you wish to build a roster for.

How to Add or Remove Players from Your Roster

1. Click on the "Add to Roster" button.
2. Add the player's name and email and select a role. *See the table below for role descriptions*.
3. Please notify all players to check their spam folder for the roster invitation email that was automatically sent when you added the player to your roster.
4. To remove a player from your roster, select the red "X" next to the player's name and click "OK". *This option is only available for individuals who have not completed the enrollment process*.
   A. If the "X" is grey, please contact the Recreation Supervisor to remove the player.

Role	Who	Communication	Roster Access
Manager	Individual that submitted the team registration	Will receive email communications from Recreation Office	Can edit the roster
Player	A player on the team	Will receive limited emails	No roster access

How to Copy Players from a Previous Team

1. To add players from a previous team, click on the "Copy Roster" button. *If this is your first team, this button will not be visible.*
2. Select the team you wish to copy from.
3. Select each player you want to copy to your new roster, then click on the "Copy" button.
4. These players will be added to your roster and sent a roster invitation email. *Players must complete the roster enrollment process for each team they are a member of.*

How to Check a Player's Status

1. A checkmark in the "Invited" column indicates the player was sent a roster invitation email.
2. A checkmark in the "Enrolled" column indicates the player completed the roster enrollment process.

How to Resend a Roster Invitation Email

1. To resend a roster invitation email to one player, click on the green arrow to the right of their name.
2. To resend a roster invitation email to multiple players, click on the "Reinvite All" button.

How to Submit Your Roster

1. Click the "Submit" button once the minimum number of players complete the roster enrollment process.
2. You can continue to add and remove players from your roster until the roster freeze date. You must click on the "Submit" button after making changes.