Team Registration

Welcome	This is a one page Sheet to tell you how to register your Team using the Team Manager Registration process.

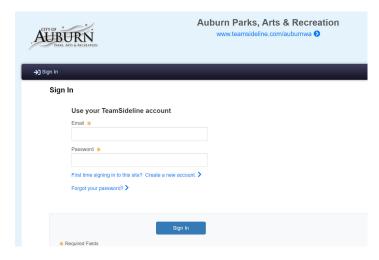| Team Registration Process		
5	**Manage Rosters** • After you have registered, from the menu in the top dark blue navigation bar, select "Manage Rosters" and then select your Team Name.	
	Add to Roster • Click the Add to Roster button to add players to your Roster. • When done, click the Submit button so the organization administering the web site knows you have completed your Roster. • **Important Note:** The organization administering the web site can see which rosters are "Submitted" versus not.	
End of Process		

End of Document

1. Go to https://teamsideline.com/sites/auburnwa/home you will see this at the top of the web page

2. Choose the "sign in" on top right of page you will see the page below. Use email that was used to register your team. If previously had team in league use previous password if new or forgot your password choose the "forgot password" link and reset your password.

Auburn Parks, Arts & Recreation
www.teamsideline.com/auburnwa

Sign In

Sign In

Use your TeamSideline account

Email *

Password *

First time signing in to this site? Create a new account.

Forgot your password?

Sign In

* Required Fields

3. Once signed in you should see screen similar to below. Choose your team name under "Manage Rosters" Not the team under "Team Sites"

Auburn Parks, Arts & Recreation
www.teamsideline.com/auburnwa

🏠 My Account ▾   Team Sites ▾   Manage Rosters ▾

Home

Use this page to navigate to _____ functions which you have access to.

My Account
My Profile
Members
Order History
Enrollments
Place Order

Team Sites
Your Team ame Season Year

Manage Rosters
All Rosters
Your Team ame Season Year

4. You should now see the screen below, click the "add to roster" button put the first and last name and email of player and click "add" button. This will send an email inviting them to register for the team.

Your Roster Status is **Open**. Follow these steps to add team members and change your Roster Status from **Open** to **Submitted**.

Step 1: Click the Add to Roster button to add team members. You can also click the Copy Roster button to add all team members from a previous Team Roster.
Step 2: When you add a team member, an invitation is emailed to the team member to prompt them to enroll to be on your team.
Step 3: A check mark displays in the Enrolled column for each team member that has completed enrollment.
Step 4: When the minimum number of team members have enrolled, click the Submit button to change your Roster Status to Submitted.

You must meet the minimum number of 10 enrolled players before you can submit the roster.

You must change your Roster status to Submitted to notify "Auburn Parks, Arts & Recreation" your Team has met the minimum Roster requirements.   [Submit]

[Add to Roster]   [Reinvite All]   [Team Rosters]

First Name ✱ [_____]

Last Name ✱ [_____]

Role ✱ [Select ▾]

Email ✱ [_____]

[Add]

✱ Required Fields

Name	Role	Email Address	Invited	Enrolled	
Rick Your Name	Manager	communitygarden@auburnwa.gov	✔	✔	➔ ✎ ✕