

Competitive League Registration and Roster Access Instructions

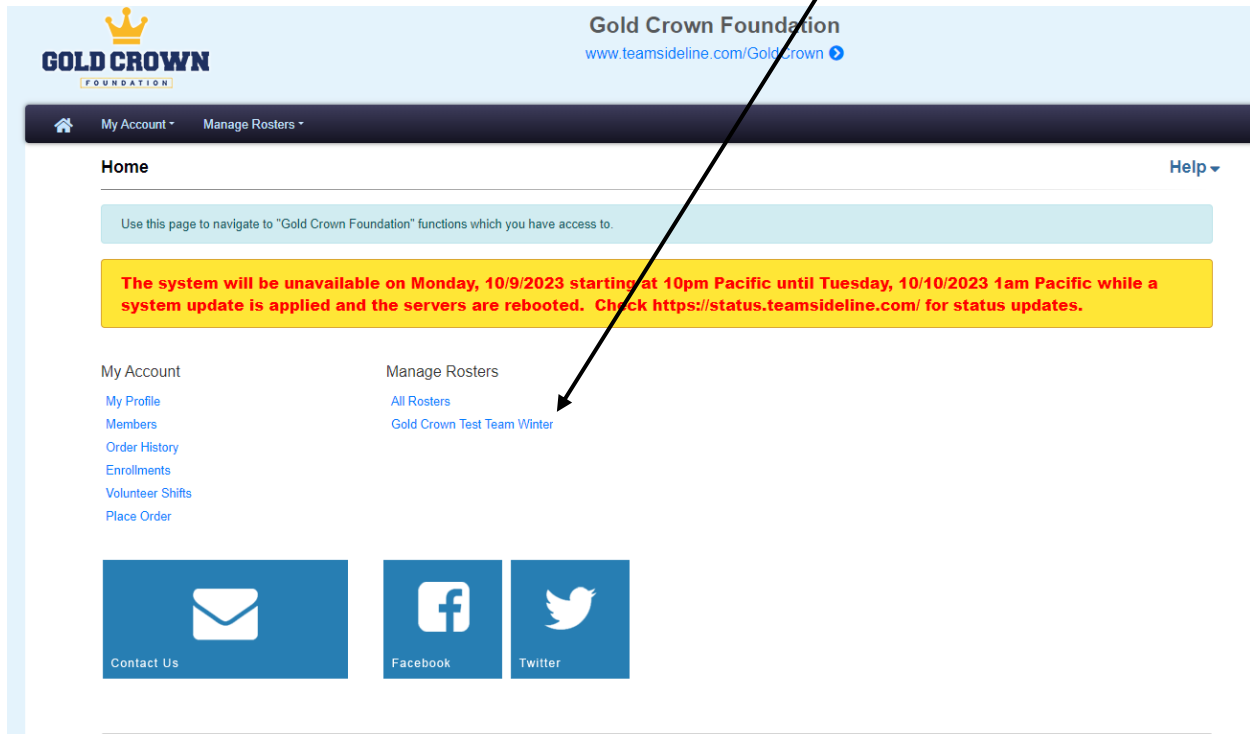
****A Manager is considered the person that registers the team. If you are also the coach, then you will have to invite yourself to join the roster as a coach after you have successfully registered with your team. The steps below show how to register a team and how to add coaches and players to your roster.**

Coaches and/or Managers ONLY, click on this [LINK](#). You will then click on the **Enroll button to register as a manager. (Parent instructions at the end of this document)**

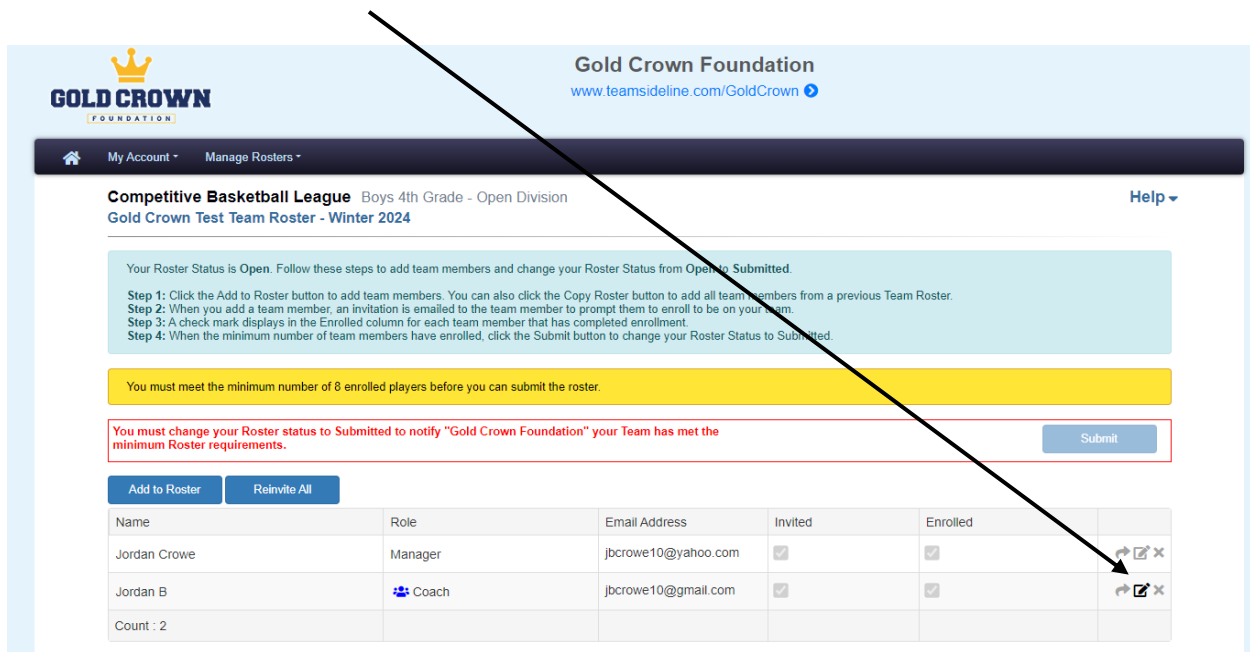
1. Create an account (or) login
2. Enrollee: Select your name
3. Enrollment Type: Select "General"
4. Program: Select "Competitive Basketball League"
5. Offering: Select your team's gender/grade/division
6. Complete registration (Team Name, Waivers, etc.)
7. Upon completion of registration you will be prompted to select the Team Name link under the "Manage Rosters" menu at the top of the Team Sideline page.
8. **Managers that want to give the head coach access to invite/add players to roster follow steps below.**
 - a. **This step also applies to managers that will also be the coach of the team!**

The following pages show all these steps with images to help you register your team, add a coach to your roster, give your coach roster access, how to add players to your roster, and what parents should do to register.

After logging in to your TeamSideline account that was used to register your team/s, your screen should look similar to the image below. If you are the one that registered your team, you should see all your teams under the Manager Rosters section, just as you see this team, Gold Crown Test Team Winter in the image below. If you have multiple teams, they will all be listed here and you will need to do these steps for all teams. Click on the team you would like to update.



After you have clicked on the team you want to update, your screen should look similar to the image below. If you haven't already done so, please click the add to roster button to add a coach to the roster. **YOU MUST DO THIS STEP AS EVERY TEAM NEEDS A COACH.** Once you have a coach added to the roster, click on the pencil icon to the far right of the coach's name.



Once you click on the pencil icon, your screen should look like the image below. All you need to do is **change the drop down Roster Edit from No to Yes, then click** Save. After you have clicked Save, your coach will be able to login to their TeamSideline Account and they will have roster access just as you do.

The screenshot shows the 'Edit Roster' page for the 'Competitive Basketball League' in the 'Boys 4th Grade - Open Division'. The page has a dark blue header with the Gold Crown Foundation logo and name. Below the header, there's a navigation bar with 'My Account' and 'Manage Rosters'. The main content area has a light blue background. At the top of this area, it says 'Competitive Basketball League Boys 4th Grade - Open Division' and 'Edit Roster'. Below this, there's a light blue box with the text 'Use this page to edit information for members of your team.' The form has four fields: 'First Name' (Jordan), 'Last Name' (B), 'Email' (redacted), and 'Roster Edit' (Yes). The 'Roster Edit' field is a dropdown menu. A black arrow points to the 'Roster Edit' dropdown. Below the form, there are 'Save' and 'Cancel' buttons. At the bottom left, there's a legend: '* Required Fields'.

You have now given access to your coach to add players to the roster. On your roster you are able to see who has registered/accepted your invitation or not. If they have not, this means they have not registered to play and will be unable to play until they are on your roster.

9. 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.
 - a. When you add a team member, an invitation is emailed to the team member to prompt them to enroll to be on your team.
 - b. A check mark displays in the Enrolled column for each team member that has completed enrollment.
 - c. When the minimum number of team members have enrolled, click the Submit button to change your Roster Status to Submitted. THIS STEP MUST BE COMPLETED!

***Managers that are also the coach, please add yourself as a coach as well because the system does not register managers as a coach and all coaches need to go through the background check process.**

****Please have your players wait to register until they have received an invitation from the manager or coach to their specific team to enroll.**

Parents, wait to receive invite from your coach via email.

1. Once you receive the email from your coach, follow the prompt to "Start the Registration Process"
2. Create an account (or) login
3. I would like to "Enroll on a Roster"
4. Under Account Name make sure your player is highlighted or "Add Enrollee"
5. Click "Add to Cart" button, and then "Proceed to Checkout"
6. Complete the Program Specific Information and Waivers
7. Complete Payment and "Place Order"

If you have any questions at all, please contact us.

Golf Crown Programs Staff

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