



# Team Registration

**Welcome** Your Organization uses a process called Team Registration so that coaches can add and edit their Rosters online.

Team Registration Process	
Step	Action
1	<p><b>Register Team for Team Registration</b></p> <p>Click the "Enroll" button for the Team Registration Program. The Site has a secure Registration Process, so when you click the "Enroll" button you will be prompted to Sign In if you aren't already logged in.</p> <ul style="list-style-type: none"><li>• If you are a new user, click the "Not registered? Create a new account" link and follow the steps to sign in.</li><li>• If you are not a new user, then sign in. If you do not remember your password, click the "Forgot your password?" link and follow the steps to be emailed your password.</li></ul>
2	<p><b>Add Items To Your Cart</b></p> <p>After you Sign In, you will be on the "Add Items To Your Cart" page. On this page:</p> <ol style="list-style-type: none"><li>1) From the "Enrollee" list select your name</li><li>2) From the "Enrollment Type" list select "General"</li><li>3) From the "Program" list select the Team Registraton program</li><li>4) From the "Offering" list select the offering</li><li>5) Click the "Add Enrollment" button</li><li>6) Repeat the above steps if you want to choose additional offerings.</li><li>7) When done, click the "Proceed to Checkout" button.</li></ol>
3	<p><b>Team Information</b></p> <ul style="list-style-type: none"><li>• On the Team Information page, complete all information, then click the "Next" button at the bottom of the page.</li></ul>
4	<p><b>Checkout</b></p> <ul style="list-style-type: none"><li>• On the Checkout page, complete the Billing and Payment Information -- then click the Place Order button at the bottom of the page.</li></ul>
5	<p><b>Manage Rosters</b></p> <ul style="list-style-type: none"><li>• After you have registered, from the menu in the top dark blue navigation bar, select "Manage Rosters" and then select your Team Name.</li></ul>
6	<p><b>Add to Roster</b></p> <ul style="list-style-type: none"><li>• Click the Add to Roster button to add players to your Roster.</li><li>• When you're done filling in your roster, click the "Submit" button so the organization administering the web site knows you have completed your Roster.</li><li>• <b>Important Note:</b> The organization administering the web site can see which rosters are "Submitted" versus not.</li></ul>