Team Roster Sign Up

Welcome   This is a one page Sheet to tell you how to add your Team Roster online.

Important Notes:

1) Your organization is not using this process for you to register your Team and collect payments.
2) Your organization is using this process so you have an easy process to identify what players are on your Team Roster, and, so the organization can track what players are on each team.

Team Roster Process	
Step	**Action**
1	**Sign In** Click the "Enroll" button for the Program you want to register in. The Site has a secure online process, so when you click the "Enroll" button you will be prompted to Sign In. • If you are a new user, click the "Not registered? Create a new account" link and follow the steps to sign in. • 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.
2	**Add Items To Your Cart** After you Sign In, you will be on the "Add Items To Your Cart" page. On this page: 1) From the "Enrollee" list select your name 2) From the "Enrollment Type" list select "General" 3) From the "Program" list select the program 4) From the "Offering" list select the offering 5) Click the "Add Enrollment" button 6) Repeat the above steps if you want to choose additional offerings. 7) When done, click the "Proceed to Checkout" button.
3	**Team Information** • On the Team Information page, complete all information, then click the "Done" button at the bottom of the page.
4	**Checkout** • On the Checkout page, click the Place Order button at the bottom of the page.
5	**Manage Rosters** • From the order confirmation page, 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	