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## Online Roster Submission As a Coach/Manager Enrolling a Team/Player(s)

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### 1. Sign in to Arlingtonsports.net.

- a. If you do not have an account, please select "Create a new account" and follow prompts to create your personal TeamSideline account.
- b.

**Use your TeamSideline account**

Email \*

  
  

Password \*

  
  

First time signing in to this site? [Create a new account.](#) >

[Forgot your password?](#) >

### 2. Once signed in, you will be directed to Your Cart page.

- a. Click "My Account" drop down menu at top of page.
- b. Click "Place Order".

### 3. From "Enrollee" list: Select Your Name

- a. From "Enrollment Type" List: Select "General".
- b. From "Program" List: Select the League you are participating in.
- c. From "Offering" List: Select your League Division.
- d. From "Incl. Player Registration" drop down list: Select "Yes" if you will be participating as both a player and coach. Or select "No" if you will only be managing the team and will not be participating as a player.

### 4. Click the "Add Enrollment" button.

### 5. Your Team and/or Player Registration will appear in your cart.

- a. Double check to ensure you are enrolled in the right league and division.

### 6. Click the "Proceed to Checkout" button.

### 7. On Following Page: Enter your "Team Name", Select "Team Skill Level" & click "Next".

- a. **Note: You will enter your Roster after you have registered your Team. An "Order Confirmation" page will display after you have registered your Team. When the "Order Confirmation" page displays, you can click your Team Name link under the "Manage Rosters" menu at the top of the page to enter your Roster.**

### 8. Under "Program Specific Information" Page: Enter Requested Information.

### 9. Read & Agree to Liability Waiver

- a. Check agreement box and click "Next" button.

### 10. On Checkout Page: Complete all information boxes and select "Place Order".

### 11. From Order Confirmation Page: Select "Manage Rosters" Menu on top of page.

- a. Select "Your Team Roster"

### 12. On Team Roster Page: You may add players to roster by selecting, "Add to Roster" button.

- a. **You will be required to enter a player(s):** first name, last name and email address.
- b. Select the "Add" button to add players to the team roster.
- c. **Note:** Players added will receive a roster invitation email with a link to complete their online roster submission.

### 13. Once your team roster reaches the minimum number of players enrolled, the "Submit" button will be available to click and you can officially submit your team roster.

**If you experience any difficulties or have any questions or concerns, please feel free to contact your Arlington Parks & Recreation Athletics staff:**

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