

How to set up your team roster....

Team Manager Instructions



HYLAND HILLS
Park & Recreation District

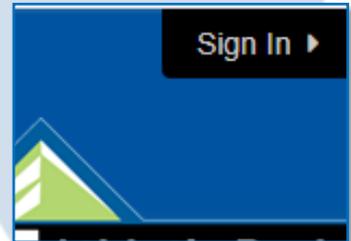
1. Before you set up your roster at HylandHillsAthletics.com, be sure to register your team / submit payment at HylandHills.org or call (303) 650-7500. Setting up your roster at HylandHillsAthletics.com DOES NOT reserve your team's spot in the league.



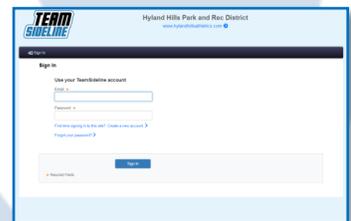
2. To start the roster set up process, go to HylandHillsAthletics.com.



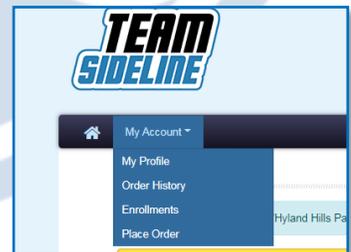
3. Click the "Sign In" button at the top right of the home page.



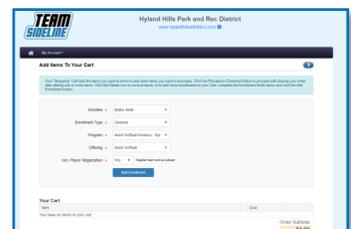
4. Either sign into your account or create a new account.



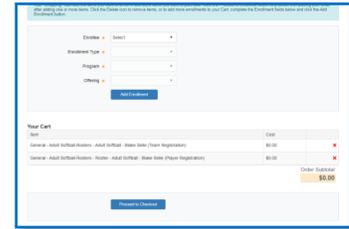
5. Click the "My Account" button at top left of the page then select "Place Order" from the drop down list.



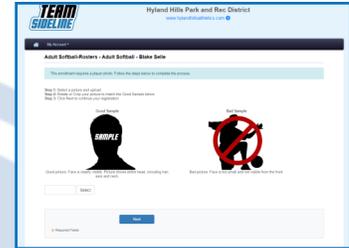
6. Select your desired program and offering from the drop down lists then click "Add Enrollment" to add to your cart.



7. You should have BOTH a “Team Registration” & “Player Registration” in your cart. Now click “Proceed to Checkout.” *NOTE: these registrations are for roster purposes only and you will not be charged.*



8. Upload Photo. *NOTE: All players are required to upload a photo to the roster. Each player registers themselves after the manager sends them a roster invite email. Photos must be of the player’s face only. Please don’t upload pictures with multiple people or pictures with your face covered (sun glasses, masks, etc.). If a photo is unacceptable, Hyland Hills staff will be reaching out to players to obtain a new photo.*

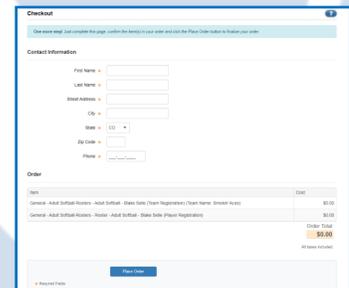


9. Submit your Team Name and select your Division. Select all agreement checkboxes.



10. You will now REPEAT Steps 8-9 to complete your “Player Registration.” Your picture should be saved from when you uploaded it before.

11. Checkout. Make sure your contact info is correct and click “Place Order” at the bottom of the screen. You should receive a confirmation email with your agreements and Frequently Asked Questions.



12. Click “Manage Rosters” at the top left of the screen and click the current roster from the drop down list.



13. Click “Add to Roster”



14. Type in the names and emails of each player on the team then click "Add." Once added, players will automatically be sent a signup link to the email you entered. *NOTE: Players need to be sure to use the email account that you entered for them when they create their account. If they use a different email, the Hyland Hills roster info won't show up for them.*



15. CONGRATULATIONS! Your job is done. Now it's up to your teammates to follow the instructions that they were sent via email. If they can't figure it out, contact Blake at bselle@hylandhills.org or (303) 650-8002. All players should be on a current team roster before their first game.

Roster Invitation | Hyland Hills Park and Rec District

 Hyland Hills Park and Rec District <no-reply@teamsideline.com>
To: [Redacted]

 If there are problems with how this message is displayed, click here to view it in a web browser.
Park & Recreation District



Hello [Redacted]

The [Redacted] Team is registered to play in the Adult Softball-Rosters (Spring 2021) League hosted by Hyland Hills Park and Rec District. You have been invited to register to be on the [Redacted] team by Team Manager [Redacted].

To register to be on the [Redacted] team, you must complete your registration online. It's simple. Just follow these steps:

1. [Click here to start the Registration process. Click this link instead of going to the Hyland Hills Park and Rec District web site directly.](#)
2. If you are a new user, click on the "Not registered? Create a new account" link and complete the Register page using [Redacted] as your email address.
3. If you already have an account, use [Redacted] as your email address, type in your password, and click the Sign In button.
4. If you are on the "Add Items To Your Cart" page, then go to the next step. If you are not on the "Add Items To Your Cart" page, click the Cart link at the top of the page, then go to the next step.
5. Select your name from the Account Name dropdown, click the Add to Cart button, then click the Proceed to Checkout button.
6. After you have clicked the Proceed to Checkout button, follow the instructions on each page. Your registration process will be complete when you see the Order Confirmation page.

If you need additional help, you can contact Blake Selle by replying to this email or you can send an email to [Redacted]. You can also contact Hyland Hills Park and Rec District if you have questions about the registration process.



Having problems viewing this e-mail? [click here](#). To ensure delivery to your inbox, please add no-reply@teamsideline.com to your address book. If you no longer wish to receive email from Hyland Hills Park