

On your Home Plate screen you will find the green buttons, click on ADD TEAM to create your team.

Registration Menu

Umpires

[Go To My Umpire Page](#)

Individually Registered Teams

[View My Teams](#) [Add Team](#)

Here you want to check the box for Team Admin and Head Coach
Fill out the Team Name, Division – Girls Fast Pitch, Classification then Registration Option and SAVE.

Add New Team

Players Information Possible Conflicts Invoice Preview

Your Role on Team Team Administrator Head Coach Coach Jr. Coach
 Other Board Member

Team Name *

Season *

Community/HomeTown

Registration Type *

Team Type *

Division *

Classification *

Association *

Group *

League *

Registration Option *

Website

Notes

On the “Team Members” page you want to click the blue box “Add Team Member”

Standard Roster
 Invoice(s): None
[View Issues](#)
 Player Count By Association: [Click Here](#) Member Benefits ▾ View

Click Go to initiate your selection. Go *Click Open to view your selection.* Open Add Team Member Change Team Admin Move Member

Team Members | Information | Possible Conflicts | Invoice Preview

Select All | Unselect All | Select all on the page | Unselect all on the page | Refresh Grid

Drag a column header here to group by that column

#	Photo	PersonID	Name	Role	DOB	BG	ACE	Conc	Birth C	Paid	Inv	Status	Status Date	BG Statu

Enter the member’s information. If you know there Member ID number, especially on the coaches would be great.

If not show the Zip Code.

First Name:

Last Name:

Date of Birth:

Fill out one of the two boxes below

Zip Code:

Member ID:

Here you will check the box for either Player or Coach

Fill out the required sections. (Address, Phone Number, Gender) (Coaches also need email address).

When done click the “Save & Add New Member” to move on to the next member. On the last one click the “Add to Team”.

Add a Team Member (Step 3 of 3)

[Return](#) [Search Players](#)

[Add New Member](#) [See member's history](#)

Member ID:

Team Name: Test Team Photo

Role: Player Team Administrator Head Coach Coach
 Jr. Coach Scorekeeper Other Board Member Click here to Upload Image

Documents: [Update/View Certificates & Uploaded Documents \(Quick View\)](#)

Name:

Address:

City: State: Zip: Date of Birth:

Notes:

Phone:

Gender:

Drivers License:

Add To Team Save & Add New Member Cancel

[Other Team Members](#)

When all done adding your members, click the "Select All" button then the blue button at the top right GENERATE INVOICE PREVIEW. Here you create the invoice. Last year you chose the \$250 Deductible. If you don't have the player's photos and birth certificates handy, I suggest ordering WITHOUT Photo. If your team will be entering our Association Championships, then you would need the Photo ID Cards. These can be ordered at a later date by using the pull-down in the Team Actions box.

Standard Roster
Invoice(s): None
[View Issues](#)
Player Count By Association: [Click Here](#)

Click Go to initiate your selection. *Click Open to view your selection.*

Team Members

Information

Possible Conflicts

Invoice Preview

Drag a column header here to group by that column

#	Photo	PersonID	Name	Role	DOB	BG	ACE	Conc	Birth C	Paid	Inv	Status	Status Date	BG Statu

Once I receive the invoice with payment I will approve the team.
 Upon approval you will be able to find the Roster and Team Insurance Certificate under the Printable Documents pull down screen.

Call me if you need more help.
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