Competitive League Registration and Roster Access Instructions

Coaches and Managers ONLY, click on this LINK. You will then click on the Enroll button to register as a manager. (Parent instructions at the end of this document)

1. Create an account (or) login
2. Enrollee: Select your name
3. Enrollment Type: Select "General"
4. Program: Select "Competitive Basketball League"
5. Offering: Select your team's gender/grade/division
6. Complete registration (Team Name, Coach Info, Waivers, etc.)
7. Upon completion of registration you will be prompted to select the Team Name link under the "Manage Rosters" menu at the top of the Team Sideline page.
8. **Managers that want to give the head coach access to invite/add players to roster follow steps below.**

After logging in to your TeamSideline account that was used to register your team/s, your screen should look similar to the below image. If you are the one that registered your team, you should see all of your teams under the Manager Rosters section, just as you see this team, Gold Crown Test Team Winter 2024 in the image below. If you have multiple teams, they will all be listed here and you will need to do these steps for all teams. Click on the team you would like to update.

After you have clicked on the team you want to update, your screen should look similar to below. If you haven't already done so, please click the add to roster button to add a coach to the roster. Once you have a coach added to the roster, click on the pencil icon to the far right of the coaches' name.

Once you click on the pencil icon, your screen should look like the image below. All you need to do it **change the drop down Roster Edit from No to Yes, then click** Save. After you have clicked Save, your coach will be able to login to their TeamSideline Account and they will have roster access just as you do.

You have now given access to your coach to add players to the roster. On your roster you are able to see who has registered/accepted your invitation or not. If they have not, this means they have not registered to play and will be unable to play until they are on your roster.

9. Click the Add to Roster button to add team members. You can also click the Copy Roster button to add all team members from a previous Team Roster.
   a. When you add a team member, an invitation is emailed to the team member to prompt them to enroll to be on your team.
   b. A check mark displays in the Enrolled column for each team member that has completed enrollment.
   c. When the minimum number of team members have enrolled, click the Submit button to change your Roster Status to Submitted. THIS STEP MUST BE COMPLETED!

*Managers that are also the coach, please add yourself as a coach as well because the system does not register managers as a coach and all coaches need to go through the background check process.

**Please have your players wait to register until they have received an invitation from the manager or coach to their specific team to enroll.

Parents, wait to receive invite from your coach via email.

1. Once you receive the email from your coach, follow the prompt to "Start the Registration Process"
2. Create an account (or) login
3. I would like to "Enroll on a Roster"
4. Under Account Name make sure your player is highlighted or "Add Enrollee"
5. Click "Add to Cart" button, and then "Proceed to Checkout"
6. Complete the Program Specific Information and Waivers
7. Complete Payment and "Place Order"

If you have any questions at all, please contact us.

Golf Crown Programs Staff

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