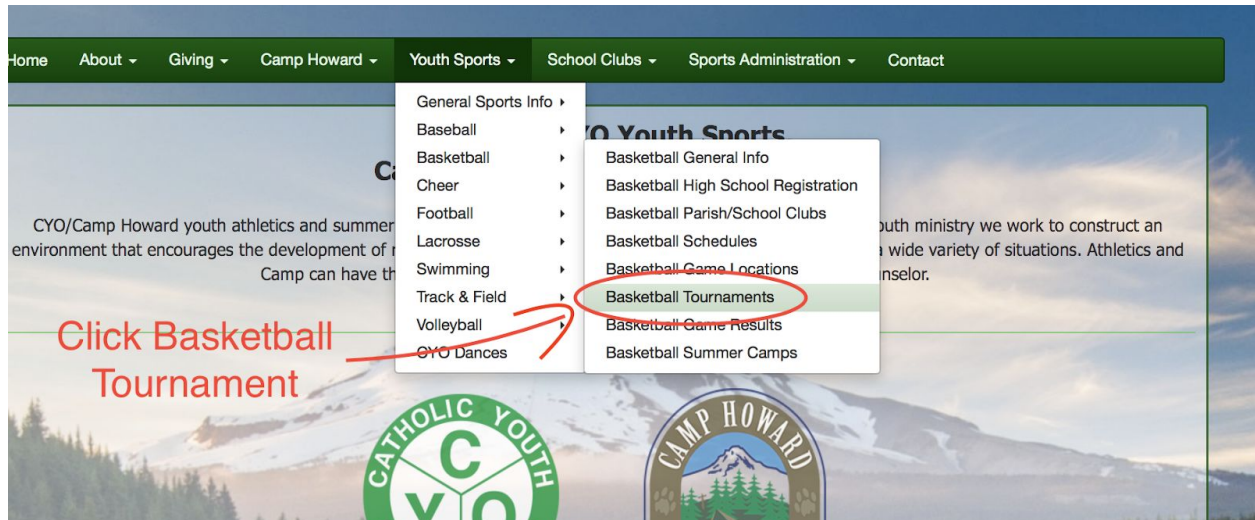
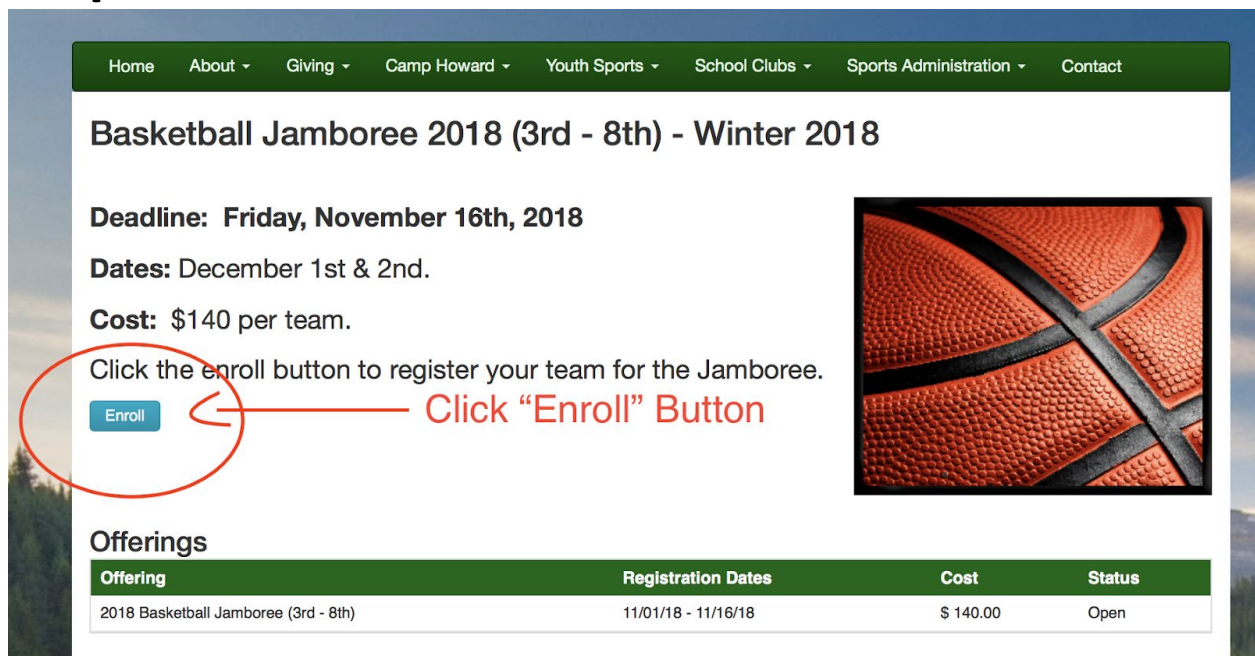


# Tournament Team Registration Guide

## Step 1: Click Youth Sports, basketball, basketball tournaments



## Step 2: Click enroll button



# Step 3: Choose your name (Coach) and choose “general” for the enrollment type.

## Add Items To Your Cart

Your "Shopping" Cart lists the items you want to enroll in and store items you want to purchase. Click the Proceed to Checkout button to proceed with placing your order after adding one or more items. Click the Delete icon to remove items, or to add more enrollments to your Cart, complete the Enrollment fields below and click the Add Enrollment button.

The screenshot shows the enrollment form with the following fields and annotations:

- Enrollee:** Jolie Phanton (circled in red, with an arrow pointing to it from the text "Choose your account name")
- Enrollment Type:** Select (dropdown menu)
- Program:** Select (dropdown menu)
- Offering:** Volunteer (dropdown menu)
- Buttons:** Add Enrollee (next to Enrollee), Add Enrollment (at the bottom)
- Annotations:** A red circle around the "General" option in the Enrollment Type dropdown, with an arrow pointing to it from the text "Choose 'General' for enrollment type to see offering".

\* Required Fields

## Your Cart

Item	Cost
You have no items in your cart.	
Order Subtotal:	
<b>\$0.00</b>	

# Step 4: Once you see the correct tournament, click “add enrollment”

## Add Items To Your Cart

Your "Shopping" Cart lists the items you want to enroll in and store items you want to purchase. Click the Proceed to Checkout button to proceed with placing your order after adding one or more items. Click the Delete icon to remove items, or to add more enrollments to your Cart, complete the Enrollment fields below and click the Add Enrollment button.

The screenshot shows the enrollment form with the following fields and annotations:

- Enrollee:** Jolie Phanton
- Enrollment Type:** General
- Program:** Basketball Jamboree 2018 (3r)
- Offering:** 2018 Basketball Jamboree (3r)
- Buttons:** Add Enrollment (circled in red, with an arrow pointing to it from the text "Once you see the correct program and offering click 'add enrollment' button")
- Annotations:** A red circle around the "Add Enrollment" button, with an arrow pointing to it from the text "Once you see the correct program and offering click 'add enrollment' button".

\* Required Fields

## Your Cart

Item	Cost
You have no items in your cart.	
Order Subtotal:	
<b>\$0.00</b>	

**Step 5: The order will be placed in “your cart” then click the “proceed to checkout” button.**

\* Required Fields

**Your Cart**

Item	Cost	
General - Basketball Jamboree 2018 (3rd - 8th) - 2018 Basketball Jamboree (3rd - 8th) - Jolie Phanton	\$140.00	<span style="color: red;">✕</span>

Your order will be added to your cart.  
Click “proceed to checkout” button.

Order Subtotal:  
**\$140.00**

[Proceed to Checkout](#)

**Order Inquiries**

**Step 6: Choose your payment type credit card or check.**

# Step 7: Enter the required information. Note: Your team name should read as follows: Club-GradeGender-Coach's last name i.e., All Saints-8B-Lee

You are almost done! Complete this page and then click the Next button to complete your order.

## Team Information

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.

Team Name \*

Team Name should read:  
Club-GradeGender-Coach's Last Name

## Program Specific Information

What CYO Club are you coaching? \*

What grade are you coaching? \*

What gender are you coaching? \*

What league do you want for the tournament? \*

Who is the head coach for this team? \*

# Step 8: When you complete registration you will receive an order confirmation.

## Order Confirmation

Your order has been placed. Print a copy for your records.

When you complete your registration you will receive an order confirmation

To enter your Roster, select the Team Name link under the "Manage Rosters" menu at the top of this page.

Note: An Order Confirmation has been emailed to you. However, email services and ISPs can use blocking or filtering systems to help protect you from unsolicited email or "spam". In order to make sure you receive email from TeamSideline, please add no-reply@teamsideline.com to your address book, Outlook "Safe Senders List" or to your "White List".

## Billing Information

Order Date \* Thursday, November 1, 2018

## Step 9: Go to “Manage Rosters” and choose the team you registered to enter player specific information.

The screenshot shows the CYO/Camp Howard website interface. At the top left is the CYO logo. The header includes the text 'CYO/Camp Howard' and the URL 'www.teamsideline.com/cyocampoward'. A navigation bar contains 'My Account' and 'Manage Rosters'. Under 'Manage Rosters', a dropdown menu is open, showing 'All Rosters' and 'All Saints-8Boys-Lee Winter 2018', with the latter highlighted by a red circle. A red arrow points from a text annotation to this circle. The text annotation reads: 'Go to Manage Rosters and choose the team you registered'. Below the navigation bar, there is an 'Order Confirmation' section with a message: 'Your order has been placed. Print a copy for your records.' A red box contains the instruction: 'To enter your Roster, select the Team Name link under the "Manage Rosters" menu at the top of this page.' A yellow box contains a note about email services and ISPs. At the bottom, there is a 'Billing Information' section and the 'Order Date' is listed as 'Thursday, November 1, 2018'.

## Step 10: To add players to your team, click “add to roster” button.

The screenshot shows the 'Basketball Jamboree 2018 (3rd - 8th)' page. The header includes 'My Account' and 'Manage Rosters'. The main content area shows 'All Saints-8Boys-Lee Roster | Winter 2018'. A blue box contains instructions: 'Your Roster Status is Open. Follow these steps to add team members and change your Roster Status from Open to Submitted. Step 1: 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. Step 2: When you are done adding team members, click the Submit button to change your Roster Status to Submitted.' A red box contains a warning: 'You must change your Roster status to Submitted to notify "CYO/Camp Howard" your Team has met the minimum Roster requirements.' A 'Submit' button is next to this warning. Below the warning, there are two buttons: 'Add to Roster' and 'Print Roster', with 'Add to Roster' circled in red. A red arrow points from a text annotation to this circle. The text annotation reads: 'To add a player to your team click the "add to roster" button'. Below the buttons is a table with the following data:

Name/Role	Address	Phone/Email	
Jolie Phanton Manager	825 NE 20th Portland, OR 97232	503-231-9484 ext. 101 (Preferred) joliep@cyocampoward.org	

**Step 11: Enter player 1 first name, last name and choose “player” as the role. Then click “save and add” to enter the additional players until team is full.**

**Add Roster Member**

Use this page to add information for members of your team.

First Name \* Fake

Last Name \* Kidd

Role **Player**

Email

Alternate Email

Street Address Include Apartment # if applicable

City, State, Zip

Phone 1 Ext. Select

Phone 2 Ext. Select

Phone 3 Ext. Select

Notes

Save Save and Add Cancel

Enter player first name, last name and choose the “player” role. All other items are NOT required. Click “save and add” until all players are added to team.

**Step 12: Once you’ve added all players to your roster click the “submit” button and your team will be registered for the tournament.**

**Basketball Jamboree 2018 (3rd - 8th)**

All Saints-8Boys-Lee Roster | Winter 2018

Your Roster Status is **Open**. Follow these steps to add team members and change your Roster Status from **Open** to **Submitted**.

Step 1: 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.  
Step 2: When you are done adding team members, click the Submit button to change your Roster Status to Submitted.

Roster Updated.

You must change your Roster status to Submitted to notify "CYO/Camp Howard" your Team has met the minimum Roster requirements.

Add to Roster Print Roster

Name/Role	Address	Phone/Email	
Johnny Boy Player			✎ ✕
Fake Kidd Player			✎ ✕
Jolie Phanton Manager	825 NE 20th Portland, OR 97232	503-231-9484 ext. 101 (Preferred) jolep@cyocamphoward.org	✎ ✕

Submit

Once you’ve added all your players click the “submit” button to complete registration.

**Any additional questions, please contact  
techsupport@cyocamphoward.org.**