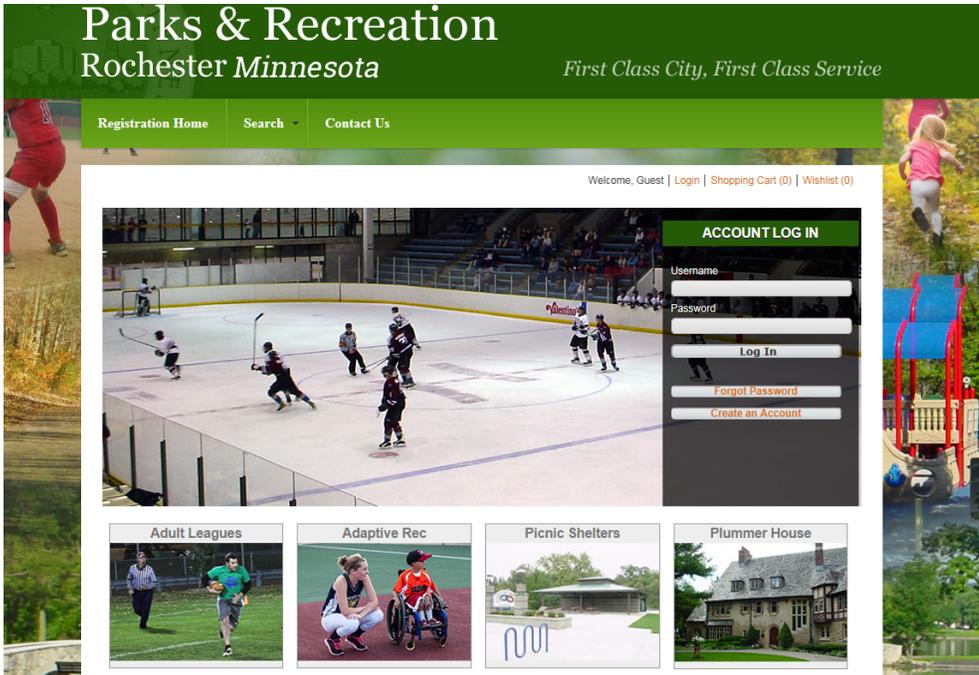
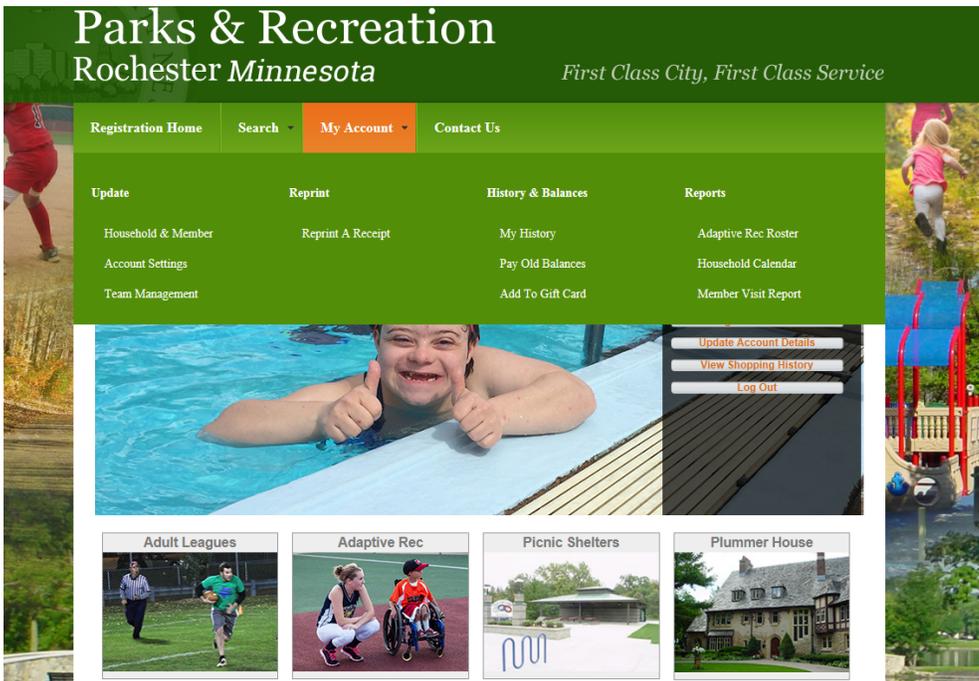


Adding Players to Team Roster or Updating Team Information

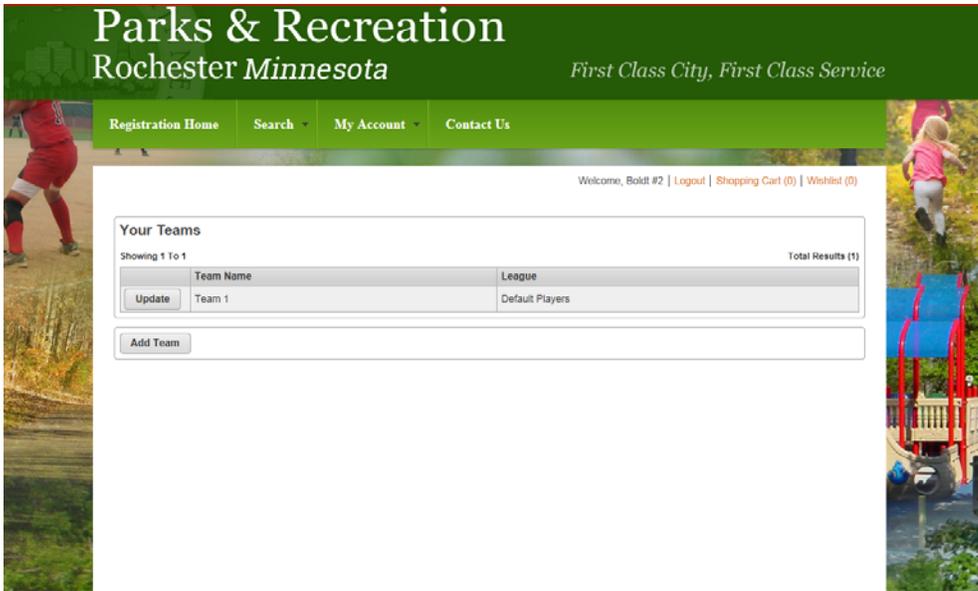


1. Log In to your account



2. Click on
"My Account"
and then
"Team Management"
to access your team.

Adding Players to Team Roster or Updating Team Information

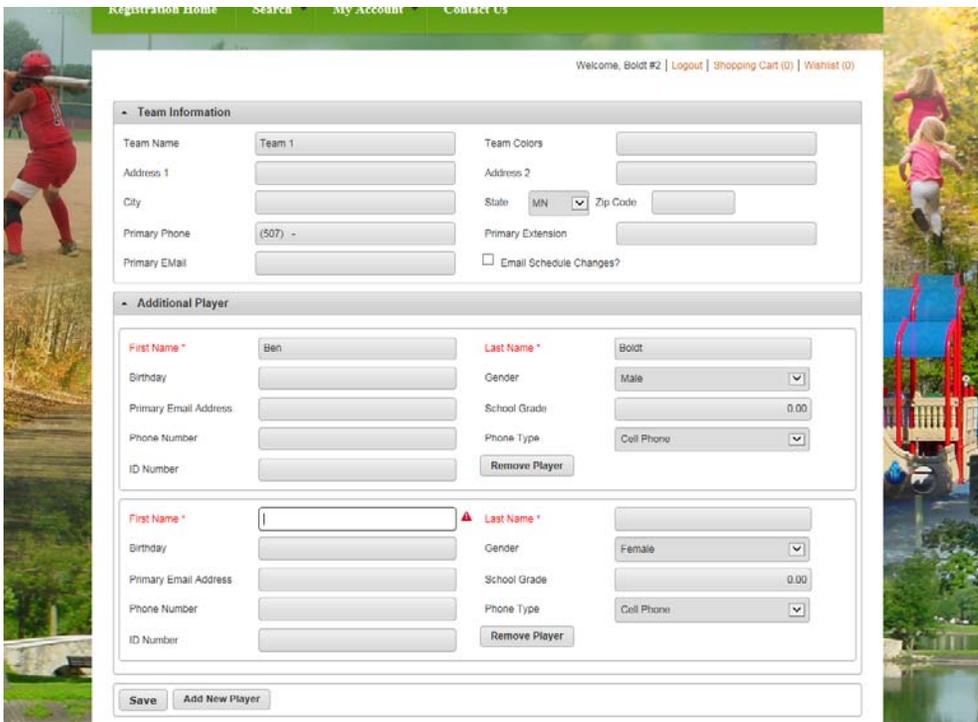


The screenshot shows the 'Your Teams' section of the Parks & Recreation website. The header includes 'Parks & Recreation Rochester Minnesota' and 'First Class City, First Class Service'. The navigation bar has 'Registration Home', 'Search', 'My Account', and 'Contact Us'. The user is logged in as 'Welcome, Boltz #2'. The 'Your Teams' section shows a table with one team, 'Team 1', and an 'Update' button. Below the table is an 'Add Team' button.

Team Name	League
Team 1	Default Players

Buttons: Update, Add Team

3. Click the “**Update**” Button to add players to your team or update your team contact information. *This contact information is the info that show on the website schedule so team captains can contact each other.*



The screenshot shows the 'Team Information' and 'Additional Player' sections of the Parks & Recreation website. The 'Team Information' section includes fields for Team Name, Address 1, City, Primary Phone, Primary Email, Team Colors, Address 2, State (MN), Zip Code, Primary Extension, and an option to email schedule changes. The 'Additional Player' section includes fields for First Name, Last Name, Birthday, Gender, Primary Email Address, School Grade, Phone Number, Phone Type, and ID Number. There are two 'Remove Player' buttons. At the bottom are 'Save' and 'Add New Player' buttons.

Team Information

Team Name: Team 1 | Team Colors: [] | Address 1: [] | Address 2: [] | City: [] | State: MN | Zip Code: [] | Primary Phone: (507) - [] | Primary Extension: [] | Primary Email: [] | Email Schedule Changes?

Additional Player

First Name: Ben | Last Name: Boltz | Birthday: [] | Gender: Male | Primary Email Address: [] | School Grade: 0.00 | Phone Number: [] | Phone Type: Cell Phone | ID Number: [] | Remove Player

First Name: [] | Last Name: [] | Birthday: [] | Gender: Female | Primary Email Address: [] | School Grade: 0.00 | Phone Number: [] | Phone Type: Cell Phone | ID Number: [] | Remove Player

Buttons: Save, Add New Player

4. Add Team Players or Update Team Information on this screen. **We just need players’ names entered at this time for your roster.**