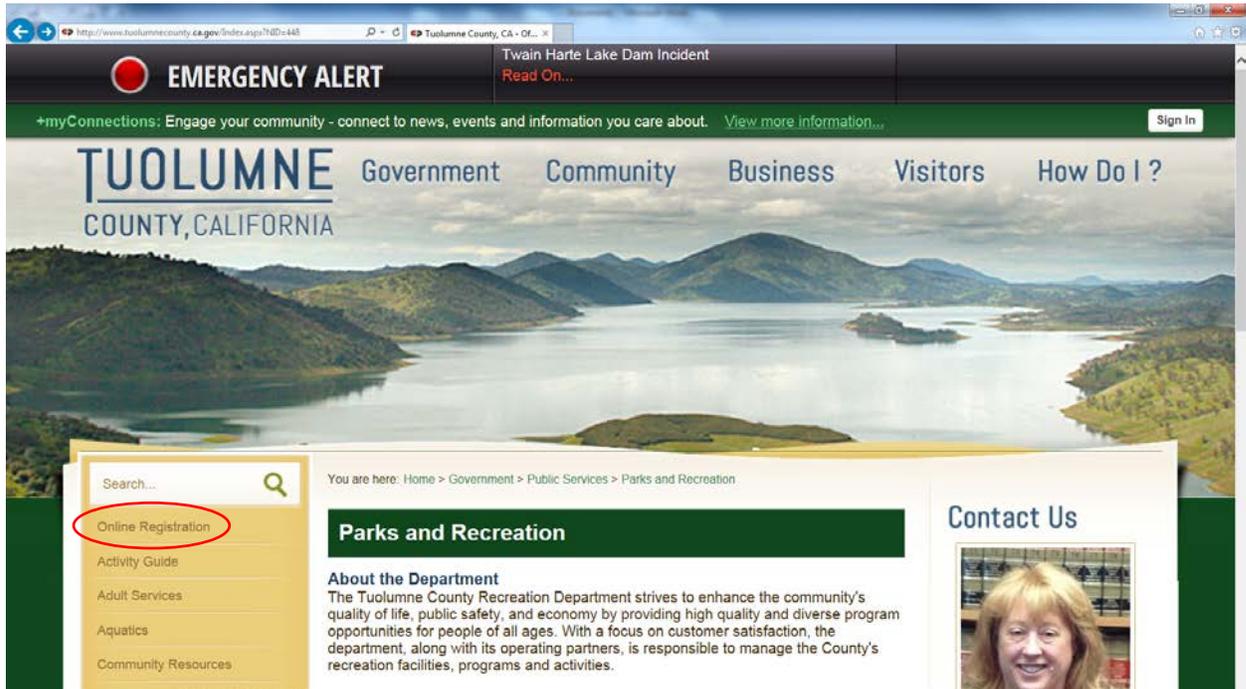
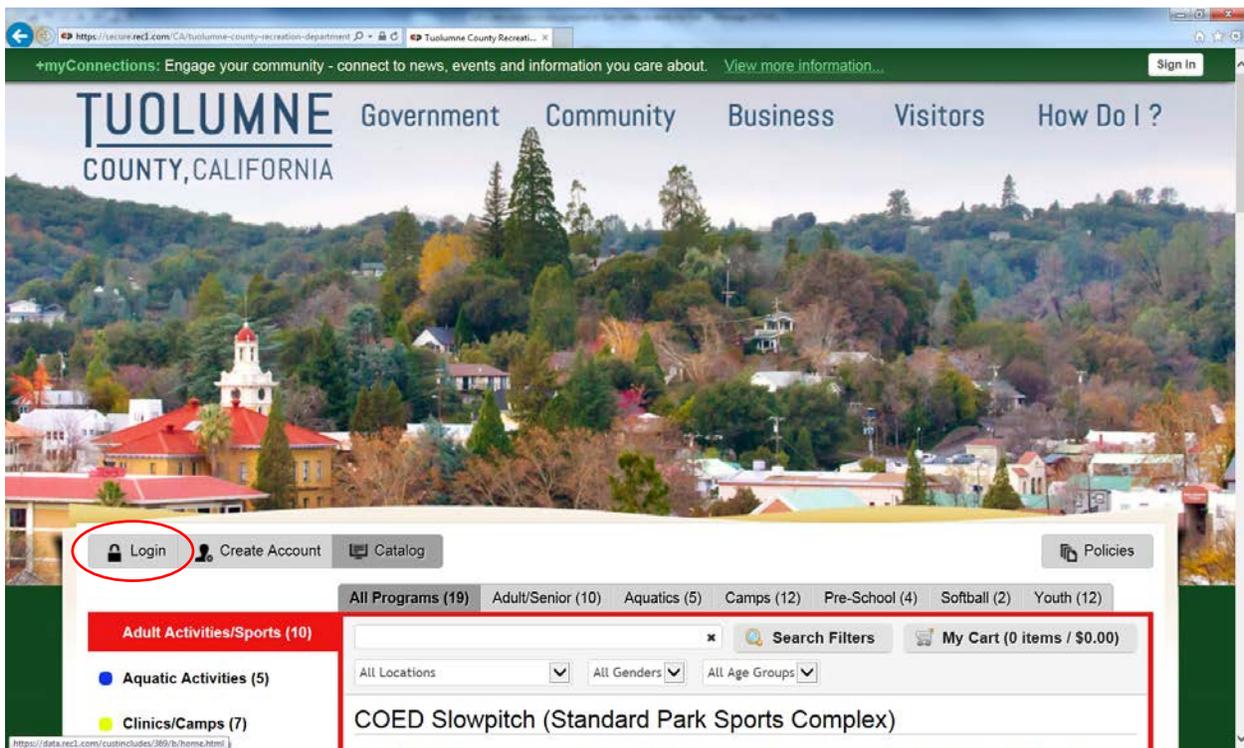


HOW TO CREATE YOUR ORIGINAL TEAM ROSTER

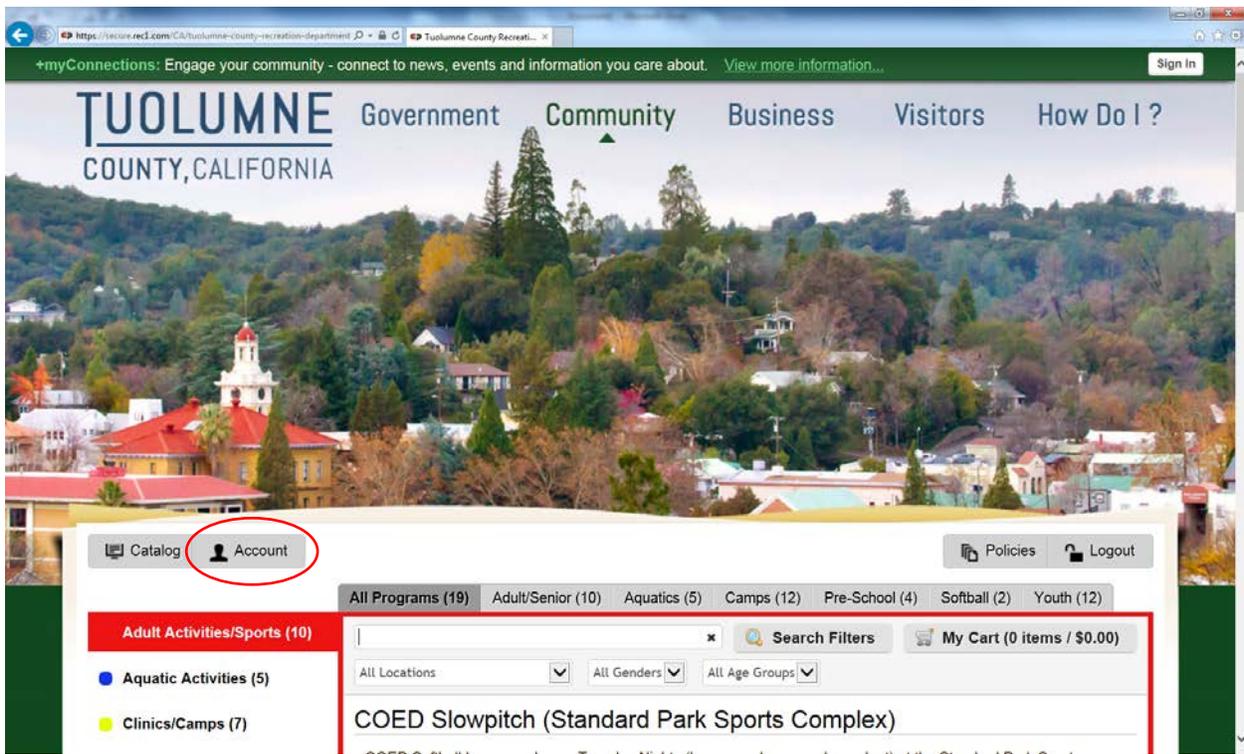
Once you have logged on, registered and paid for a team to play Adult Softball you will need to create and submit your team's roster. The following steps below will walk you through the process of creating and submitting your Original Team Roster.



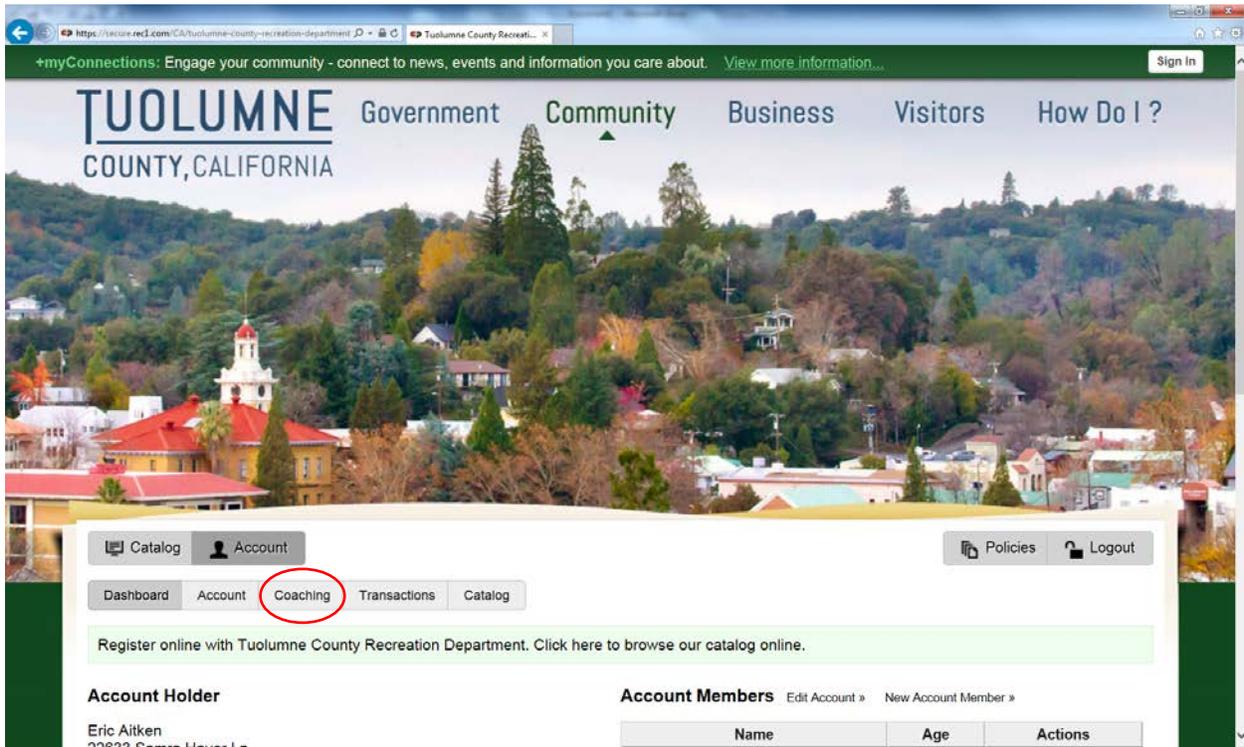
1. To create your roster you must login to your Recreation online account. To do this go to the Recreation Department website at www.tcrecreation.com and click the "Online Registration" tab on the left side.



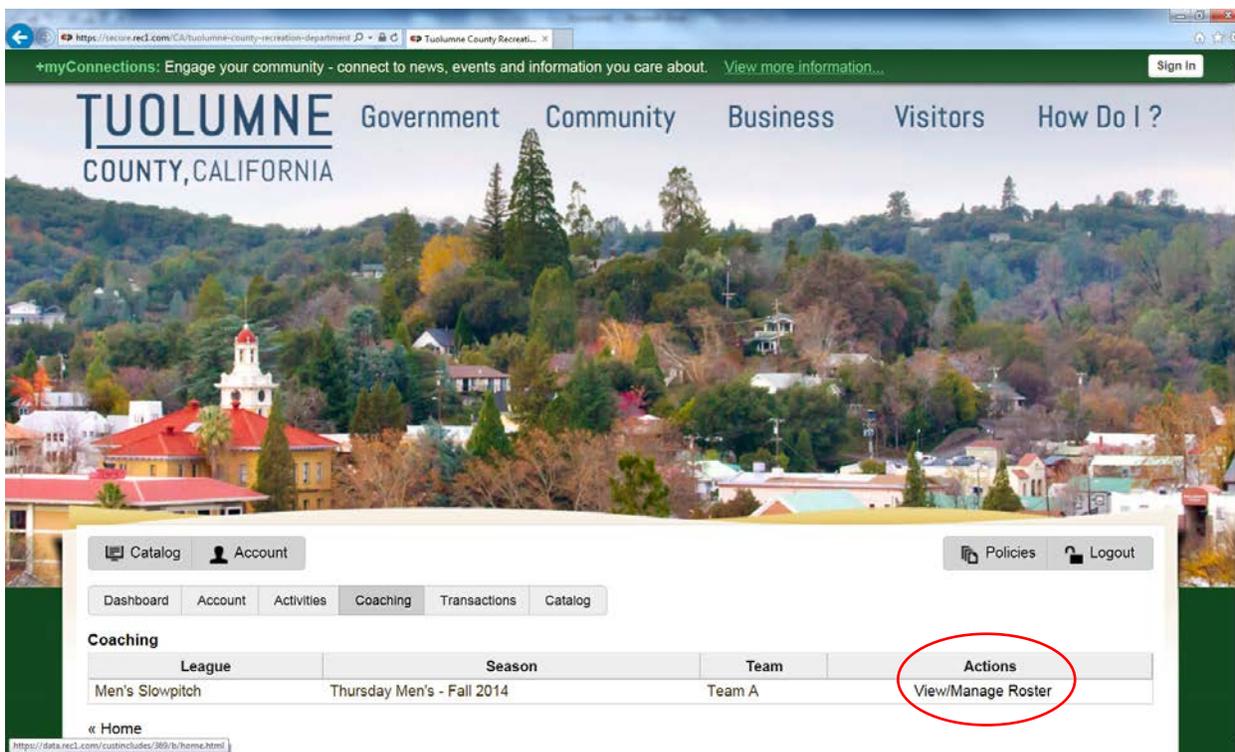
2. This will take you to the Online Registration page. Once there, login to your account by clicking the Login button and entering your username and password.



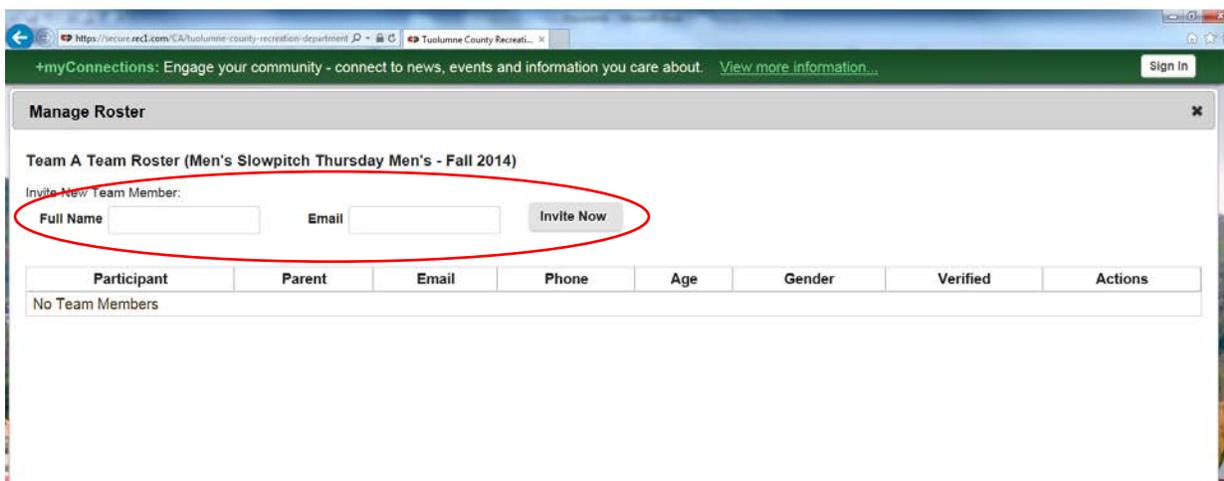
3. This will log you into the online registration system catalog for your account. Once there click the “Account” button to take you to your account page.



4. Once on your Account page click on the “Coaching” tab to view the teams you are registered as the manager.

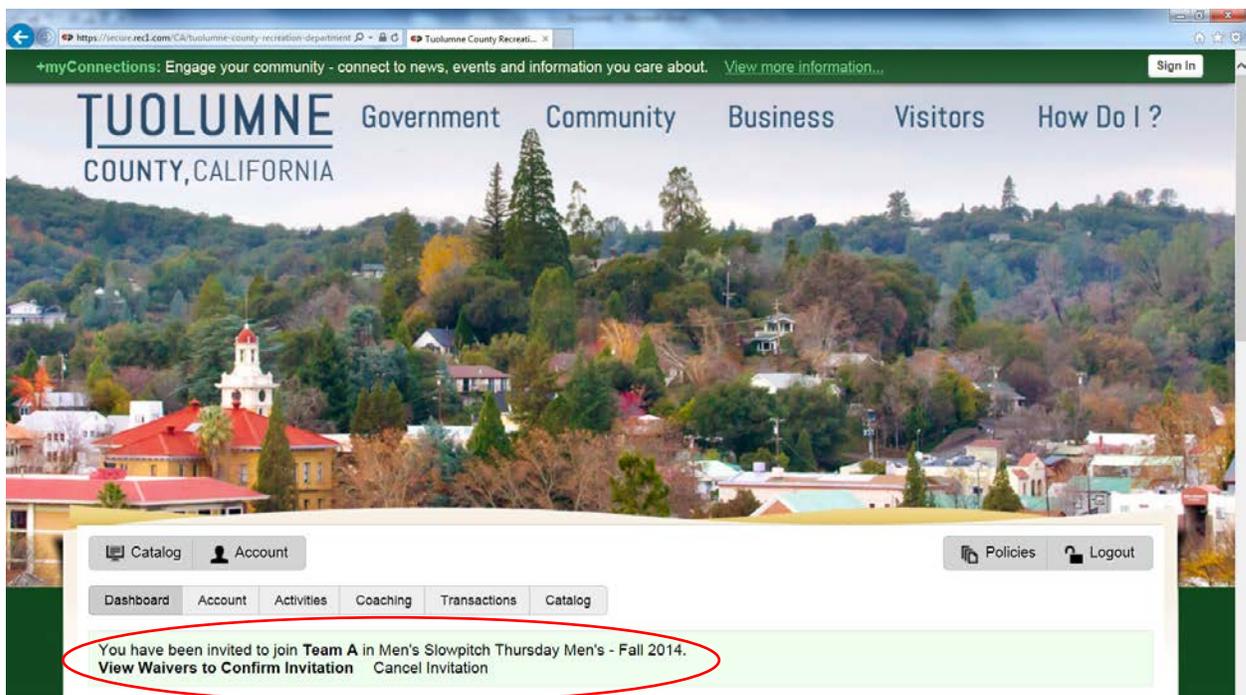


- Click the “View/Manage Roster” link under the Actions Column. If you see multiple teams choose the team you wish to modify.

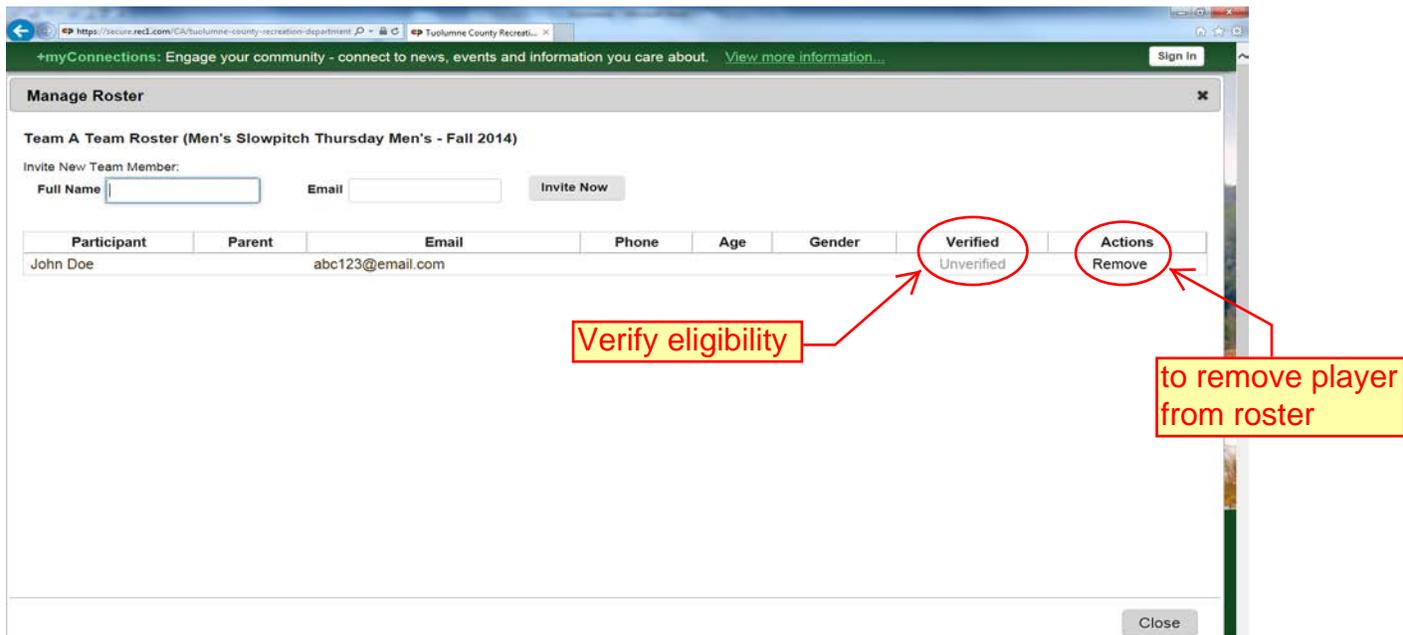


- Here is where you modify your roster. You must enter the person’s **FULL NAME AND EMAIL ADDRESS** that you wish to invite to play on your team. Once you have filled in their full name AND email address, click the “Invite Now” button. This will invite that player to your team and list them on your roster. It will also then send them an email stating that they have been invited to play on your team.

This process is only used to create your ORIGINAL TEAM ROSTER. Once the first league game has begun ALL roster adjustments must be completed as Player Adds and the associated Player Add Fee of \$7.25 must be paid. ALL Player Adds must be handled through the Recreation Department. Player Adds to the Original Rosters will continue as in the past. The Recreation Department will add all Player Adds to your existing roster or advise the team Manager that they have reached the 20 player limit. At that point the Manager may remove unnecessary players from their Original Roster, utilizing the “View/Manage Roster” button as outlined above in item 5. Any modifications to your online roster after the first game that are not done as Player Adds will render that player an ineligible player until they have completed the Player Add process through the Recreation Department and paid the associated fee of \$7.25



7. The email invite to each player will have them do one of two things. If they do not have an account it will ask them to Create an Account, but if they already have an account created then it will ask them to log in to their account much like you did above. Once they get to their account page they will have a message stating that they have been invited to play on your team. They will have the choice to either “Confirm Invitation” to play on your team or they can “Cancel Invitation” which means they are not going to play on your team. Players may have multiple invitations from multiple teams and they will need to choose which team they are going for. The same eligibility rules will remain in place; a player cannot be rostered on two teams within the same league. The Borrowed Player rules will remain in place as will all other rules with regard line-up/score-sheets.



8. From your “Manage Roster” page you can see who is on your roster, invite new players or remove players from your roster. To remove a player from your roster just click the “Remove” link under Actions next to the person’s name you wish to remove. You can also view who on your team has accepted to play and is cleared to play by checking the status under the Verified column. It will say “Unverified” if the player has not logged in and accepted the invite and waivers, or it will say “Verified” if that person has accepted to play and agreed to the Player Liability Release waiver. If it does not say “Verified” then they are not an eligible player.