## **How to Register**

- 1. Go to www.rochesteryouthsoccer.org/home
- 2. Click Sign In.
- 3. Log into Team Sideline.
  - a. If you don't have an account, you will need to create an account.
- 4. Once logged in, click Place Order.
- 5. For **Enrollee**, select the coach or team manager.
  - a. If you don't have the coach or manager as an enrollee, click **Add Enrollee**.
    - i. Click **Add Parent**.
    - ii. Add coach's or team manager's information here.
    - iii. Click Add.
    - iv. Click Enroll.
    - v. Select the coach or manager from the drop down under Enrollee.
- 6. For Enrollment Type, select General.
- 7. For Program, select Scatter Creek Kicker 3v3 Annual 2025.
- 8. For **Offering**, select the appropriate age group your team will be participating in.
  - a. Use the age group based on the 2024/2025 season. The WYS age cart is located here.
  - b. See the <u>tournament rules</u> for more information about playing up and playing down for this tournament.
- 9. Click Add Enrollment.
- 10. Close out of the pop-up box.
- 11. Click Proceed to Checkout.
- 12. Review information on this page and complete the required information.
- 13. Click Next.
- 14. Review information on this page and complete the required fields, including the payment information.
- 15. Click Place Order.
- 16. After you place your order, you will be directed back to your Team Sideline account.
- 17. Under Manage Rosters, click your team name. For example, "Cheetahs Annual 2025".
- 18. Click Add to Roster.
- 19. Complete the required fields. (You do not need to enter anything under **Returning Member**).
- 20. Click **Save** to complete the record or **Save and Add** to continue to add volunteers or players to the roster.
- 21. Continue adding all volunteers and players to the roster as separate records.
- 22. After adding all players/volunteers to the roster, click **Submit**.

23. After this step, your registration is complete. The club will be in contact with you to share match schedules. In the meantime, please have all your players complete <a href="the">the</a> medical waiver form as these will be required when your team checks in. Please be prepared to check in at least 2 hours prior to your first match. If your first match is on Friday, you will need to check in on Friday. If your first match is on Saturday, you will need to check in on Saturday. You can refer to the <a href="tournament rules">tournament rules</a> for more information. Please familiarize yourself with the tournament rules prior to your first match.

## **Questions?**

- For registration questions, contact the RYSC Registrar at <a href="mailto:ryscregistrar.wa@gmail.com">ryscregistrar.wa@gmail.com</a>
- For tournament questions, contact the RYSC President at ryscpresident.wa@gmail.com
- For payment questions, contact RYSC Treasurer at <a href="mailto:rysctreasurer.wa@gmail.com">rysctreasurer.wa@gmail.com</a>