# Welcome to [www.vanparksrecsports.org](http://www.vanparksrecsports.org)

**TEAM ENROLLMENT PROCESS FOR MANAGER**

| STEP 1 | **Action** |
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| | Go to [www.vanparksrecsports.org](http://www.vanparksrecsports.org), scroll down until you see "Programs Adult Softball – Spring 2020", click the "Enroll" button. We have a secure Registration Process, so when you click the "Enroll" button you will be prompted to Sign In. If you are a new user, you will complete a brief "Sign Up" process so you can sign in. |
| **STEP 2** | After you Sign In and Sign Up, you will be on the "Add Items To Your Cart" page. On this page:<br>1 – Select yourself as an "Enrollee", enrollment type is "General"<br>2 – Select the "Program" (current season Adult Softball – Spring 2020)<br>3 – Select the "Offering",  it will be whatever night and league (single or DH) your team is in<br>4 – choose Yes for "Incl. Player Registration" if you will be playing on the team, NO if you just manage<br>5 – Click "Add Enrollment", then click "Proceed to Checkout" |
| **STEP 3** | On The "Team Information" page, enter your "Team Name", choose your "Team Skill Level", and read the "Team Manager's Affidavit", then check the agree box. Then click "Next". |
| **STEP 4** | If you just manage and do not play, do not worry about this next step. If you are a manger and you play on your team. You will now complete your player waiver. Choose your "shirt size", and enter your "Player Date of Birth". Make sure to read and check the agree boxes for the "Player Waiver Text" and "Player Affidavit".  Make sure you choose Yes for the third agreement box, and then click "Done". On the "Checkout" page you will need to make sure you have entered your "Contact Information", and then click "Place Order". **You are not paying any money online.** |
| **STEP 5** | To enter your Roster, select your Team Name Link under the "Manage Rosters" tab towards the top of the page on the left hand side. **You must meet the minimum number of 10 enrolled players before you can submit your roster. You change your Roster Status to Submitted to notify VP&R your team has met the minimum roster requirements**. Click the "Add to Roster" button to add players to your roster. Enter their first name, last name, role (which will be player) and email address. When you add a team member, an invitation is automatically emailed to the team member to prompt them to enroll to be on your team. *To view your roster and see who has enrolled so far, log in to your account, and click "Manage Rosters" and choose your team name from, the drop down menu. **Can I copy my roster from an old team to a new team? See FAQ's for Manager's.** |

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 add a team member, an invitation is emailed to the team member to prompt them to enroll to be on your team.
**Step 3:** A check mark displays in the Enrolled column for each team member that has completed enrollment.
**Step 4:** When the minimum number of team members have enrolled, click the Submit button to change your Roster Status to Submitted.