

# TEAM SIDELINE Instructions

## Signing Up for TeamSideline

- 1) Go to [www.teamsideline.com/pleasanthill](http://www.teamsideline.com/pleasanthill)
- 2) Click on the "Sign In" button
- 3) Enter your email address
  - A) Click on "I am a New User"
- 4) Fill out the required registration fields
  - A) Click on "Sign Up"
- 5) Add Parent
  - A) Enter other parent info
- 6) Add Player
  - A) Enter player info
- 7) Click "Enroll" to sign up for a program



## Program Registration

- 1) Click "Enroll"
- 2) On the "Add Items to Account" page
  - A) Fill in the required fields
  - B) Click "Add Enrollment"
  - C) Click "Check Out"
- 3) On the "Additional Information" page, enter information below:
  - A) "Program Specific Information"
  - B) "Medical Information"
  - C) "Emergency General Information"
  - D) "Family Shirts" (optional)
  - E) Agree to "Medical Treatment Consent"
  - F) Agree to "Parent/Guardian Terms & Conditions"
  - G) Click "Done"
- 4) On the "Check Out" Page, enter information below:
  - A) Fill in the required fields

*Note: If you choose to pay by Check, you can mail it or walk it in to City Hall.*

*Note: If you choose to pay by Credit Card, have your Credit Card present.*
  - B) Click on "Place Order"
- 5) You will then receive an "Order Confirmation"

*Note: If you have did not pay during this process, you MUST pay before the registration deadline in order to prevent late fees!*

