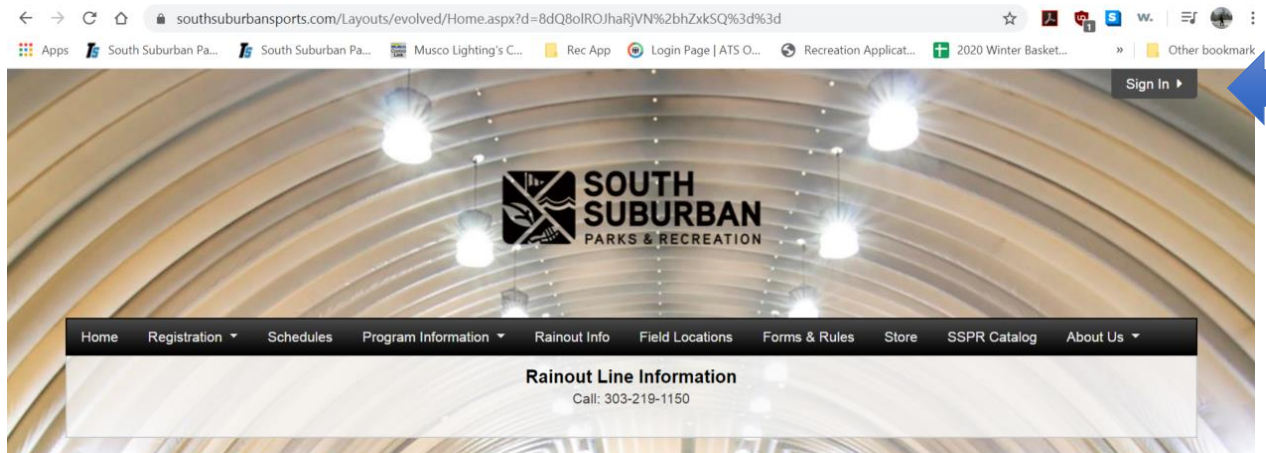
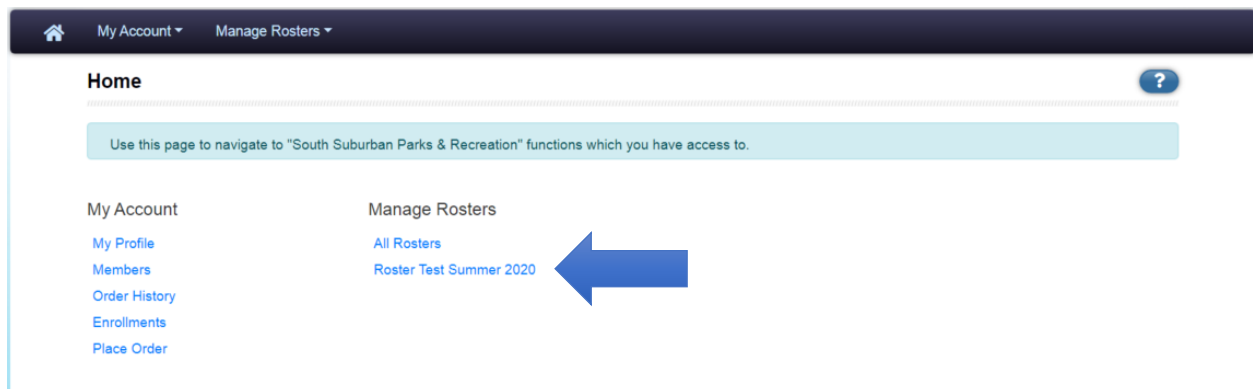


How to Add Players to a Roster

Step 1: Login to your account at www.southsuburbansports.com



Step 2: Click on your team name under manage rosters



Step 3: Click Add To Roster. IGNORE THE YELLOW RIBBON ON THIS PAGE! To find account balance go back to step 2 and click on order history.

Adult Summer Softball

Roster Test Roster - Summer 2020

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**.

On the team registration \$50.00 order total, \$0.00 has been paid.

You must change your Roster status to Submitted to notify "South Suburban Parks & Recreation" your Team has met the minimum Roster requirements.

Submit

Add to Roster Reininvite All

Name	Role	Email Address	Invited	Cost	Enrolled	Paid	
Jenna Biedenfeld	Manager	biedenfeldj@gmail.com	☒	\$0.00	☒	\$0.00	↶ ✎ ✕
Count : 1				\$0.00		\$0.00	

Step 4: Input each player's name and email. Their role will be player. IF each player is paying you individually with cash, check, Venmo or whatever you use, put their registration cost to \$0. If you want each player to pay individually when they enroll onto the roster, put the amount they owe. Please note, the system does not stop you once you hit the amount that is due. For example, if you have 10 players and put everyone owes \$100 and you paid the deposit, you will have the system set up to pay \$1,200. Credit card fees will then have to come out of the \$595 that you have overpaid. Make sure that you are equivalent to the balance due. Do not overpay!!

Add to Roster Reininvite All

First Name *

Last Name *

Role *

Email *

Registration Cost * Registration cost for player to be deducted from team registration cost.

Add

* Required Fields

Notes: If you have played with us in the past you will copy roster when you get to step 3. You can then select which players you want to add to your current roster. Please let me know if you have any questions!

