

THPRD Sports League Registration System Team Manager Instructions

With THPRD's sports league registration system, team managers can create a new team, fill out the team placement form, add players or invite them via email, pay the team fee, buy ghost cards, and manage their roster all online.

1. Make sure you have a **THPRD online account**.
2. Go to <http://teamregistration.thprd.org/index.cfm/main/managerlogin>
3. Use your THPRD ID card number and online account password to **login as a manager**.

The screenshot shows the 'Sports League Portal' login interface. At the top left is the THPRD logo with the tagline 'Connecting People, Parks & Nature'. To the right is a green softball on a dirt field. Further right is the text 'Sports League Portal' and a box for 'Important Dates' listing Alpha, Beta, and Delta. A red banner across the top reads 'Sports League Portal is in TEST MODE.'. Below this are three main sections: 'Managers' with fields for 'Username' and 'Password' and a 'Log In' button; 'Forgot Password' with an 'Email Address' field and a 'Send Password' button; and 'Create Online Account' with a 'THPRD ID' field and a 'Create Account' button.

4. To create a new team, make sure that the **tab shows the league you want**.

The screenshot shows the 'Create Open Basketball Team' form. At the top, a manager profile for Benjamin Jones is visible. A red banner reads 'Sports League Portal is in TEST MODE.'. Below this is a navigation bar with 'Open Basketball' selected and circled in red. To the right are buttons for 'Create New Team' and 'My Teams'. The main form includes fields for 'Team Name', 'Gender' (radio buttons for Mens, Womens, Coed), 'Preferred Level' (dropdown menu set to 'A'), 'Preferred Game Day(s)' (checkboxes for Monday through Sunday), and 'Preferred League/Division' (dropdown menu set to 'Spring 2011 Basketball Coed A'). A 'Secondary Contact' section is partially visible at the bottom.

5. Fill out the **team placement form**. THPRD will do our best to accommodate your preferences, but final schedules may differ from those you initially submit.

Create Open Basketball Team

Team Name

Gender Mens Womens Coed

Preferred Level

Preferred Game Day(s)

Monday Friday
 Tuesday Saturday
 Wednesday Sunday
 Thursday

Preferred League/Division

Secondary Contact

Secondary contact must be someone other than the manager.

First Name

Last Name

Phone Number

Email

Team Profile

Team Name Last Year

6. After you have filled in all the questions, click the **Add Team** button.

Team Profile

Team Name Last Year

League Name Last Year

Level of Play Last Year

Contact name and number of league coordinator if not THPRD

Last year's league record (W-L) -

Is the team playing in another league? Yes No

How many years has the team played in THPRD or other leagues?

How many years has the core of the team played together?

Number of returning players

Average years of playing experience

Average player age

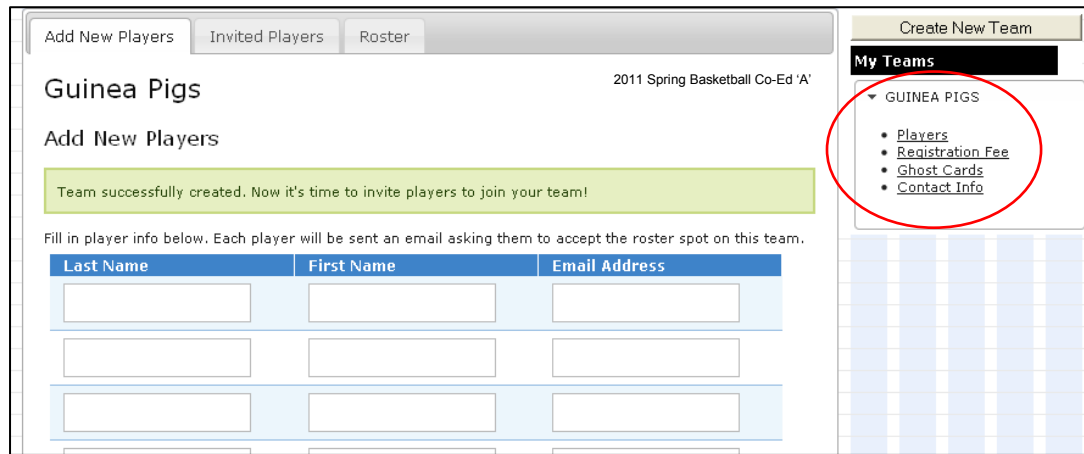
Is the team registering with a national governing body? Which one(s)?

Number of tournaments participated in during last year

Tournament place(s) last season

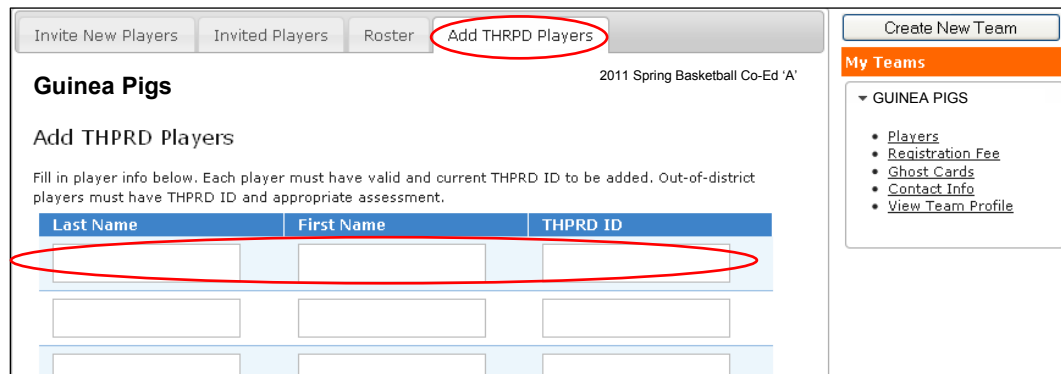
Additional Comments

Now the team is listed on the right-hand side under My Teams, along with the links where you can invite players to your roster, pay the team fee, etc.

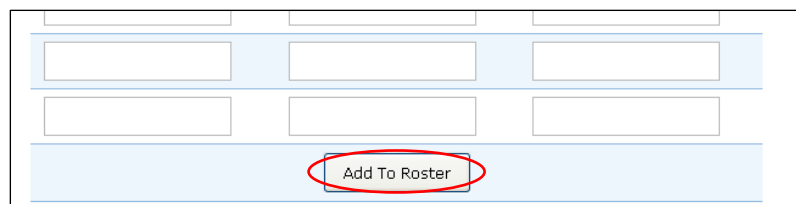


7. There are two ways to add players to your team. If you know a player's **THPRD ID number**, you can add them automatically using the Add THPRD Players tab (see step **a.** below). Otherwise, you can invite them using their **email address** (see step **b.** below).

a. To add players to your team using their **THPRD ID number**, enter their info on the **Add THPRD Players** tab.



After you have entered all the player info, scroll to the bottom and click the **Add to Roster** button.



The player will be added to your team roster, as long as their THPRD account is up-to-date. Otherwise, you will have to invite them via email, as described in the next step.

- b. To invite players to your team using their **email address**, enter their info on the **Add New Players** tab.

2011 Spring Basketball Co-Ed 'A'

Guinea Pigs

Add New Players

Fill in player info below. Each player will be sent an email asking them to accept the roster spot on this team.

Last Name	First Name	Email Address
Sears	Joan	test@test.com

My Teams

- GUINEA PIGS
 - Players
 - Registration Fee
 - Ghost Cards
 - Contact Info

After you have entered all the player info, scroll to the bottom and click the **Invite Players** button.

Invite Players

2011 Spring Basketball Co-Ed 'A'

Guinea Pigs

Add New Players

1 players have been invited to join the team.

Fill in player info below. Each player will be sent an email asking them to accept the roster spot on this team.

Last Name	First Name	Email Address

My Teams

- GUINEA PIGS
 - Players
 - Registration Fee
 - Ghost Cards
 - Contact Info

You can view all the players you have invited on the **Invited Players** tab. If you drop a player on this tab, they will still receive an email invitation, but they won't be able to add themselves to your team even if they click on the link in the email.

2011 Spring Basketball Co-Ed 'A'

Guinea Pigs

Currently Invited Players

These players have been invited but have not yet accepted. In order to accept a roster spot a player must verify in-district status or pay out-of-district assessment fee.

Name	Email	Employee	Drop
Sears, Joan	test@test.com		<input type="checkbox"/>

Drop Invited Players

Tualatin Hills Park & Recreation District, Beaverton, Oregon

The Roster tab is where you will confirm all the players who click on the link in their email and accept their roster spot. **Be sure your players know they need to accept by the roster deadline.**

You can also view your roster as players are added, and you can check the status of your roster to make sure your team is in compliance with league requirements.

The screenshot shows the 'Roster' tab for the 'Guinea Pigs' team. The 'Roster' tab is highlighted with a red circle. The page shows 'Pending Players' and 'Rostered Players' sections, both with yellow boxes indicating no players. A red box at the bottom states 'Not enough confirmed players. Roster must have at least 8 players.' On the right, the 'My Teams' sidebar for 'GUINEA PIGS' has 'Registration Fee', 'Ghost Cards', and 'Contact Info' links circled in red.

Using the links on the right-hand side, you can pay the team registration fee, buy ghost cards, and make sure that THPRD has your most up-to-date contact info linked to your patron account.

8. Click on the **Registration Fee** link to pay the team registration fee. The fee must be paid by credit card in one transaction.

You can buy up to 2 ghost cards at the time you pay the team fee, or you can purchase ghost cards separately.

The screenshot shows the 'Pay Registration' page for the 'Guinea Pigs' team. The 'Payment Information' section is highlighted. It shows fields for Phone Number, Card Type (set to Visa), Credit Card Number, CCV, and Expiration (01/2011). The 'Ghost Cards' section shows a dropdown menu and a price of \$29.00 each. The total amount due is \$201.00. A 'Submit Payment' button is at the bottom. On the right, the 'My Teams' sidebar for 'GUINEA PIGS' has 'Registration Fee', 'Ghost Cards', and 'Contact Info' links circled in red.

If you update your manager contact info, your THPRD account will automatically be updated with the changes too.

Manager Secondary Contact

Guinea Pigs 2011 Spring Basketball Co-Ed 'A'

Update Manager Contact

NOTE: This form updates the manager's THPRD patron account applicable to all teams as well as class registration.

Manager Contact Information

Name Benjamin Jones

Home Phone Number 503-672-7321
XXX-XXX-XXXX

Work Phone Number XXX-XXX-XXXX

Cell Phone Number

Email Address email@test.com

Update Manager Contact

Create New Team

My Teams

GUINEA PIGS

- [Players](#)
- [Registration Fee](#)
- [Ghost Cards](#)
- [Contact Info](#)

9. As your players receive their email invitations and accept their roster spots, you can go back to the **Players** link and the **Roster** tab to confirm whether they should be on the roster.

Add New Players Invited Players **Roster**

Guinea Pigs 2011 Spring Basketball Co-Ed 'A'

Pending Players

These players have accepted their team spot and met residency or assessment requirements of THPRD. Please confirm acceptance so the player can be officially rostered. Industrial players designated as employees must have their employer verified by THPRD staff.

Name	Gender	Update
Sears, Joan	F	Confirm Drop

Rostered Players

The Guinea Pigs currently have no rostered players.

Create New Team

My Teams

GUINEA PIGS

- [Players](#)
- [Registration Fee](#)
- [Ghost Cards](#)
- [Contact Info](#)

If you confirm the player, they will show up under Rostered Players.

Add New Players Invited Players **Roster**

Guinea Pigs 2011 Spring Basketball Co-Ed 'A'

Pending Players

These players have accepted their team spot and met residency or assessment requirements of THPRD. Please confirm acceptance so the player can be officially rostered. Industrial players designated as employees must have their employer verified by THPRD staff.

Player successfully confirmed.

The Guinea Pigs currently have no players pending manager approval.

Rostered Players

Name	Gender	Status	Update
Sears, Joan	F	Confirmed	Drop

Print Roster

Create New Team

My Teams

GUINEA PIGS

- [Players](#)
- [Registration Fee](#)
- [Ghost Cards](#)
- [Contact Info](#)

10. Once you have players confirmed on your roster, you can click the **Print Roster button** to view a printable roster report that lists all of your players. Your team's status is displayed at the bottom.



Tualatin Hills Park & Recreation District
15707 SW Walker Rd, Beaverton, OR 97006
503/645-6433

Sports League Roster

Guinea Pigs
Spring 2011 Basketball Coed Managed By: Benjamin Jones email@test.com

Last Name	First Name	Gender	Jersey #
Joan	Sears	F	<input style="width: 40px;" type="text"/>

Roster in not valid. Not enough confirmed players. Roster must have at least 8 players.

THPRD will review all teams who register for the league and pay the team fee to determine official acceptance and placements.