

THPRD Sports League Registration System Team Player Instructions

With THPRD's sports league registration system, players can receive an email with a link inviting them onto a team, accept their roster spot, and update their account all online.

1. Make sure you have a **THPRD online account** (to set one up, visit <https://www.thprd.org/portal/>).
2. When your team manager emails you an invitation onto their team, **click the link in the email**. It will take you to <http://teamregistration.thprd.org/index.cfm/main/playerlogin>
3. Use your THPRD ID card number and online account password to **login as a player**.

The screenshot shows the 'Sports League Portal' login interface. At the top left is the THPRD logo with the tagline 'Connecting People, Parks & Nature'. The top right features 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: 'Player Login' with fields for 'THPRD ID' and 'Password' and a 'Log In' button; 'Reset Password' with an 'Email Address' field and a 'Reset Password' button; and 'Create Online Account' with a 'THPRD ID' field and a 'Create Account' button.

The invitation code from the link in your email will appear in the box.

4. Click the **Get Invitation button** to accept (or decline) your spot on the team roster.

The screenshot shows the user's account page. At the top left is the THPRD logo. The top right features the text 'Sports League Portal' and a box for 'Important Dates' listing 'Baseball - 09/09/2010' and 'Volleyball - 10/12/2010'. A green header bar displays the user's name 'Joan Sears', ID 'SEA000659J', and 'In District', along with 'Card Expires 04/12/2011' and links for 'Update Account | Log Out'. A red banner across the top reads 'Sports League Portal is in TEST MODE.'. Below this is a 'Player Invitations' section with a 'Current Team(s)' dropdown. Under 'Invitations', there is a text prompt: 'Enter 12-digit invitation code that was sent by your manager. The number may appear automatically if you clicked a link with the invite code.' Below this is a text input field containing the code 'C1ECB29A0980' and a 'Get Invitation' button, which is circled in red. The footer of the page reads 'Tualatin Hills Park & Recreation District, Beaverton, Oregon'.

If your account is out-of-date, such as if your account has expired or you live Out of District and owe an assessment fee, you will see an error message. You will not be able to progress through the registration without **first resolving the account issue**.

5. If your account is current, you will be able to Accept your roster spot.

The screenshot shows the 'Invitations' page with the 'Current Team(s)' tab selected. A text input field contains the code 'C1ECB29A098D' and a 'Get Invitation' button. A green message box states 'Successfully found invitation.' Below this is a table with two columns: 'Team Information' and 'Accept/Decline'. The 'Team Information' column contains 'Guinea Pigs', 'Spring 2011 Basketball Coed', 'Managed By: Benjamin Jones', and 'email@test.com'. The 'Accept/Decline' column contains 'Accept' and 'Decline' buttons, which are circled in red. A blue message box below the table says 'Invitation sent to Joan Sears test@test.com'. The footer reads 'Tualatin Hills Park & Recreation District, Beaverton, Oregon'.

The screenshot shows the 'Invitations' page with the 'Current Team(s)' tab selected. A text input field is empty and a 'Get Invitation' button is present. A green message box states 'You have successfully joined the Guinea Pigs. Click the **Current Teams** tab to view your roster status.' The footer reads 'Tualatin Hills Park & Recreation District, Beaverton, Oregon'.

6. View the Current Team(s) tab to see info about the team.

The screenshot shows the 'Current Teams' page with the 'Current Team(s)' tab selected and circled in red. The 'Team Information' column contains 'Guinea Pigs', 'Spring 2011 Basketball Coed', 'Managed By: Benjamin Jones', and 'email@test.com'. The 'Drop' column contains a 'Drop' button. A yellow message box states '* Pending confirmation by manager'. A 'Leave Team' button is also present. The footer reads 'Tualatin Hills Park & Recreation District, Beaverton, Oregon'.

After the **team manager confirms your spot on the roster**, the pending message will disappear from your Current Team(s) tab.

The screenshot shows the 'Current Teams' page with the 'Current Team(s)' tab selected. The 'Team Information' column contains 'Guinea Pigs', 'Spring 2011 Basketball Coed', 'Managed By: Benjamin Jones', and 'email@test.com'. The 'Drop' column contains a 'Drop' button. A 'Leave Team' button is also present. The pending message has been removed. The footer reads 'Tualatin Hills Park & Recreation District, Beaverton, Oregon'.

THPRD will review all team rosters to determine official acceptance and placements.