

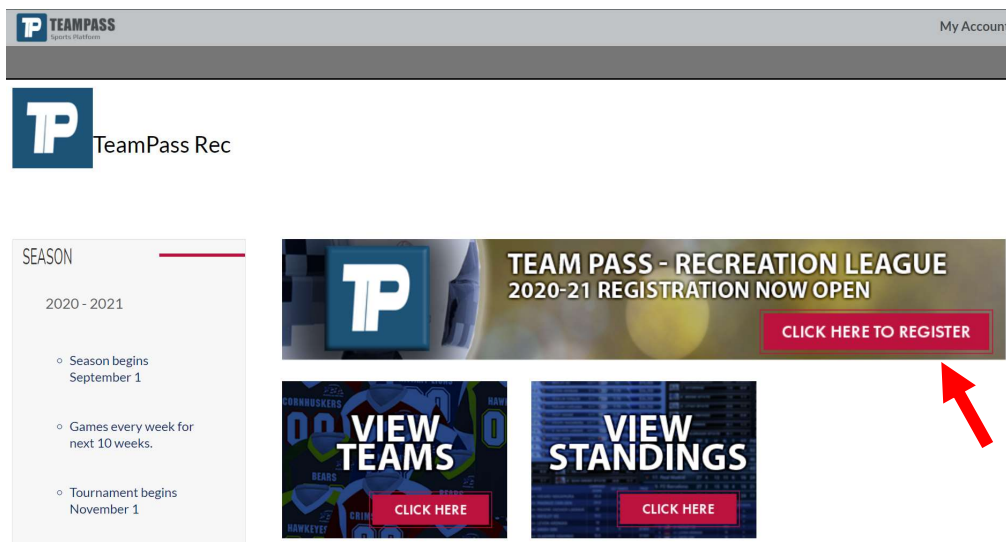


www.teampass.com

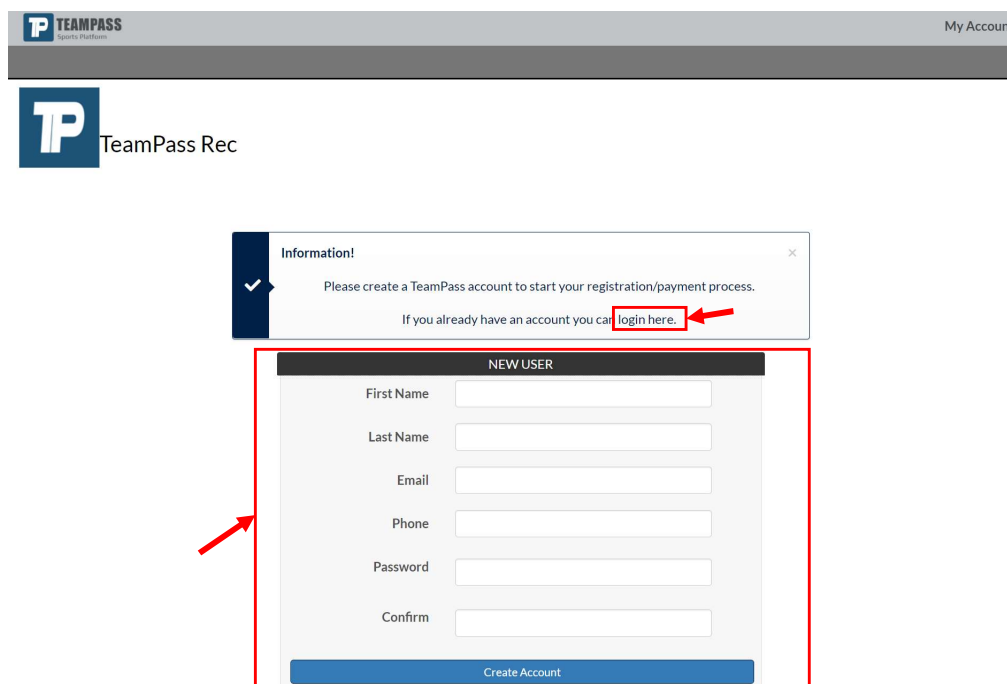
General User Guide

Team Registration

1. Your team/league should provide you with the link to register. The link may also be found on your team/league web site. If you have issues locating , please reach out to your team/league manager, they will be able to provide you with the link to register. The provided link should send you to a page similar to below:




2. Click on the “registration” link (see red arrow above).
3. Create a new user account. If you already have a TeamPass account, you can simply login (see image below):




Team Registration Cont...

4. Complete the entire registration form and click continue button at bottom (see below).



TEAMPASS

My Account



TeamPass Rec

LOCATION:

- Church Point Park - 104 E Darbonne, Church Point, LA 70525

EQUIPMENT NEEDED:

- MOUTH GUARD (REQUIRED FOR GAMES AND PRACTICES)
- RUBBER CLEATS (NON-METAL)

(TENNIS SHOES ALSO ACCEPTABLE.)

JERSEYS - MALE						
BOYS	XS	S	M	L	XL	
Around Chest (A)	22-24"	25-27"	28-30"	31-33"	34-36"	

JERSEYS - FEMALE						
GIRLS	XS	S	M	L	XL	
Around Chest (A)	24-25.5"	26-27"	27.5-28.5"	29-30"	30.5-31.5"	

SHORTS - UNISEX						
YOUTH	XS	S	M	L	XL	
Waistline (B)	16-18"	20-22"	24-26"	28-30"	32-34"	

Sample Recreation League Registration

Price: \$150.00

☐ Payment Plan

Player First Name

Player Last Name

Requested Jersey Number

Gender

Date of Birth / /

Height Feet

Height Inches

Weight

Jersey Size

Shorts Size

Sock Size

Seasons Played

Grade

Player School

CAL SOUTH

Cal South Waiver

We, the registrant and the registrant's legal parent or guardian, hereby agree and acknowledge the following:

1. We agree to abide by the rules of Cal South and its affiliated organizations and employees.

Parent / Guardian Signature

Continue

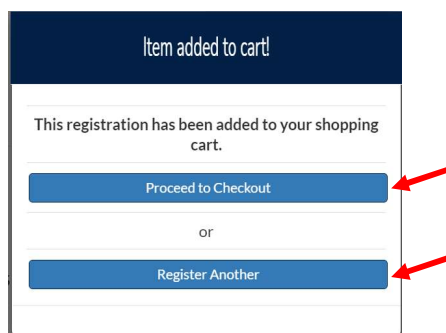
NOTE: most all data fields will be required. If you miss one, you won't be able to proceed to next page. Any field(s) missing information will be clearly identified with red box and notation (see image below).

Player Last Name

Please fill out this field.

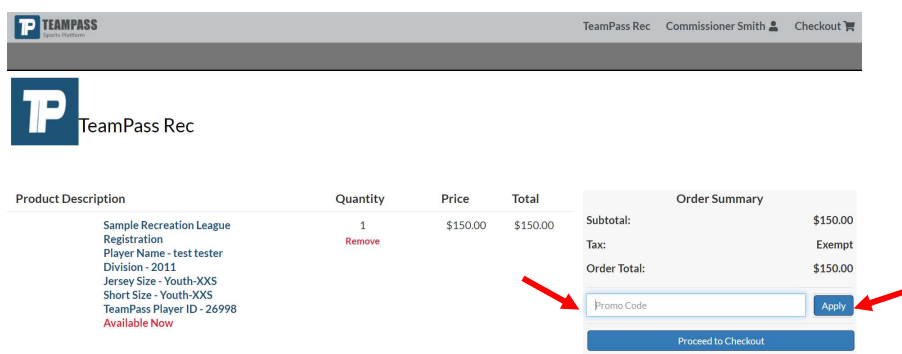
Team Registration Cont...

5. Successful form completion should result in the message box below:



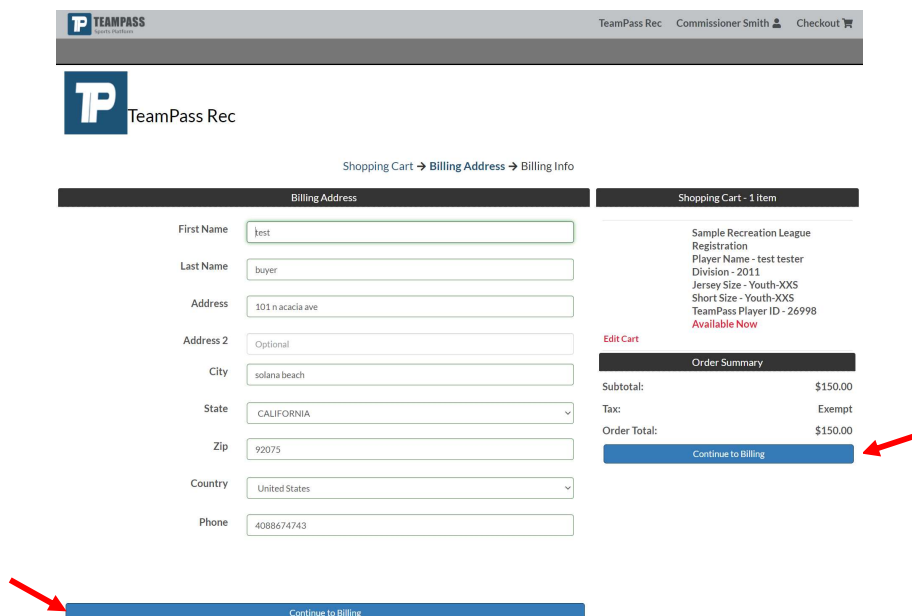
At this point, you can click “Proceed to Checkout” or click “Register Another” player. If you choose to register another player, you will be sent back to the registration page to complete the same form for another player. If you choose to checkout, you’ll be sent to the next step in the registration process.

6. The page below is your order summary page. This is the page where you may add a promotion code (if applicable). If all looks good, click “Proceed to Checkout” button.



Team Registration Cont...

- The next page will be confirmation of your billing address information. If not correct, you should make changes to this form. Once ready, click either of the two “Continue to Billing” buttons.



TeamPass Rec Commissioner Smith Checkout

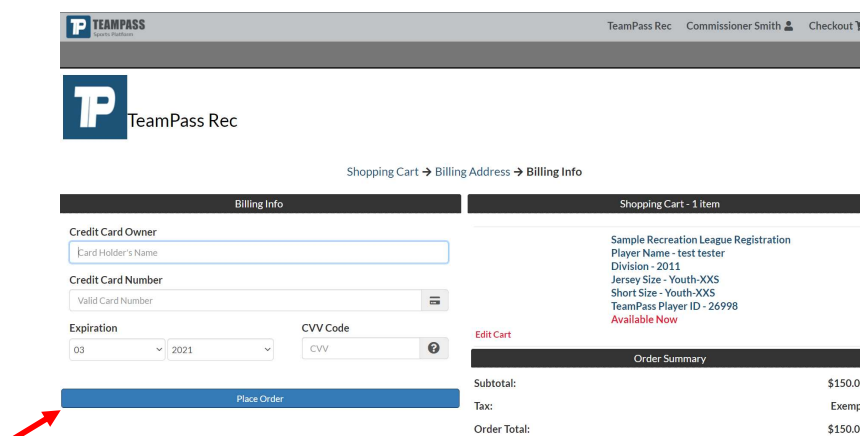
TeamPass Rec

Shopping Cart → Billing Address → Billing Info

Billing Address	Shopping Cart - 1 item								
<p>First Name <input type="text" value="test"/></p> <p>Last Name <input type="text" value="buyer"/></p> <p>Address <input type="text" value="101 n acacia ave"/></p> <p>Address 2 <input type="text" value="Optional"/></p> <p>City <input type="text" value="solana beach"/></p> <p>State <input type="text" value="CALIFORNIA"/></p> <p>Zip <input type="text" value="92075"/></p> <p>Country <input type="text" value="United States"/></p> <p>Phone <input type="text" value="4088674743"/></p>	<p>Sample Recreation League Registration Player Name - test tester Division - 2011 Jersey Size - Youth-XXS Short Size - Youth-XXS TeamPass Player ID - 26998 Available Now</p> <p>Edit Cart</p> <table border="1"> <thead> <tr> <th colspan="2">Order Summary</th> </tr> </thead> <tbody> <tr> <td>Subtotal:</td> <td>\$150.00</td> </tr> <tr> <td>Tax:</td> <td>Exempt</td> </tr> <tr> <td>Order Total:</td> <td>\$150.00</td> </tr> </tbody> </table> <p>Continue to Billing</p>	Order Summary		Subtotal:	\$150.00	Tax:	Exempt	Order Total:	\$150.00
Order Summary									
Subtotal:	\$150.00								
Tax:	Exempt								
Order Total:	\$150.00								

[Continue to Billing](#)

- On this next page (see below) you will enter your payment card information and click “Place Order” button.



TeamPass Rec Commissioner Smith Checkout

TeamPass Rec

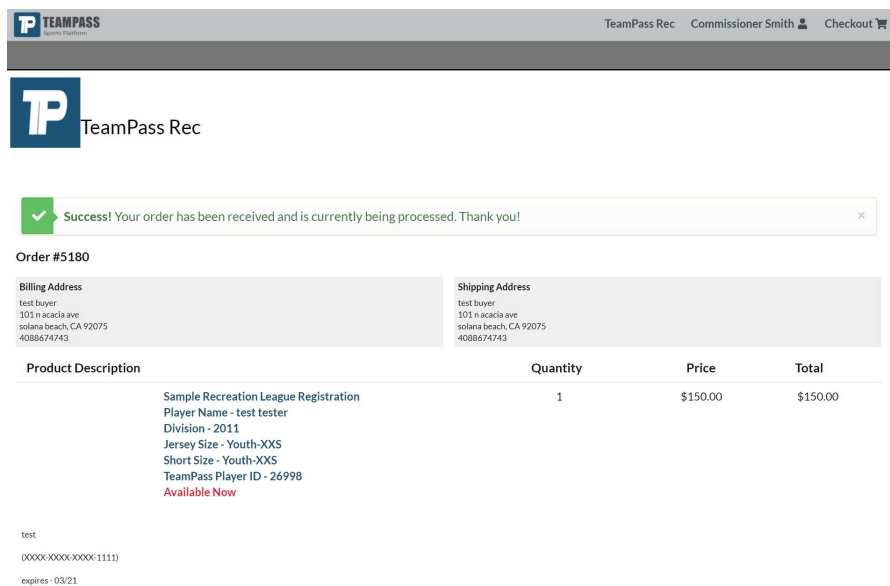
Shopping Cart → Billing Address → Billing Info

Billing Info	Shopping Cart - 1 item								
<p>Credit Card Owner <input type="text" value="Card Holder's Name"/></p> <p>Credit Card Number <input type="text" value="Valid Card Number"/></p> <p>Expiration <input type="text" value="03"/> <input type="text" value="2021"/></p> <p>CVV Code <input type="text" value="CVV"/></p>	<p>Sample Recreation League Registration Player Name - test tester Division - 2011 Jersey Size - Youth-XXS Short Size - Youth-XXS TeamPass Player ID - 26998 Available Now</p> <p>Edit Cart</p> <table border="1"> <thead> <tr> <th colspan="2">Order Summary</th> </tr> </thead> <tbody> <tr> <td>Subtotal:</td> <td>\$150.00</td> </tr> <tr> <td>Tax:</td> <td>Exempt</td> </tr> <tr> <td>Order Total:</td> <td>\$150.00</td> </tr> </tbody> </table>	Order Summary		Subtotal:	\$150.00	Tax:	Exempt	Order Total:	\$150.00
Order Summary									
Subtotal:	\$150.00								
Tax:	Exempt								
Order Total:	\$150.00								

[Place Order](#)

Team Registration Cont...

9. A successful registration completion should result in the page below.

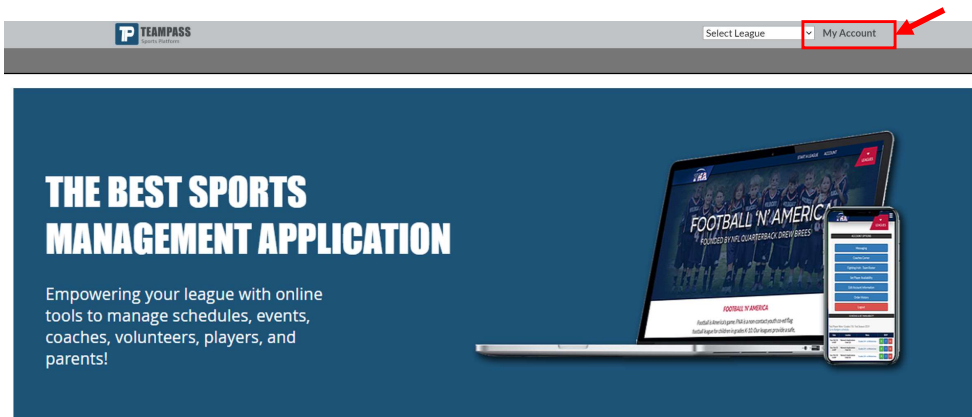


The screenshot shows the TeamPass Rec checkout page. At the top, there is a navigation bar with the TeamPass logo, "TeamPass Rec", "Commissioner Smith", and a "Checkout" button. Below the navigation bar, the TeamPass Rec logo is displayed. A green success message states: "Success! Your order has been received and is currently being processed. Thank you!". Below this, the order details for Order #5180 are shown. The order includes a Billing Address and a Shipping Address, both for "test buyer" at "101 n acacia ave, solana beach, CA 92075, 4088674743". The order summary table shows a single item: "Sample Recreation League Registration" with a quantity of 1, a price of \$150.00, and a total of \$150.00. The item details include "Player Name - test tester", "Division - 2011", "Jersey Size - Youth-XXS", "Short Size - Youth-XXS", and "TeamPass Player ID - 26998". A red "Available Now" label is present. At the bottom, there is a "test" message, a masked card number "(0000XXXX-XXXX-1111)", and an expiration date of "expires - 03/21".

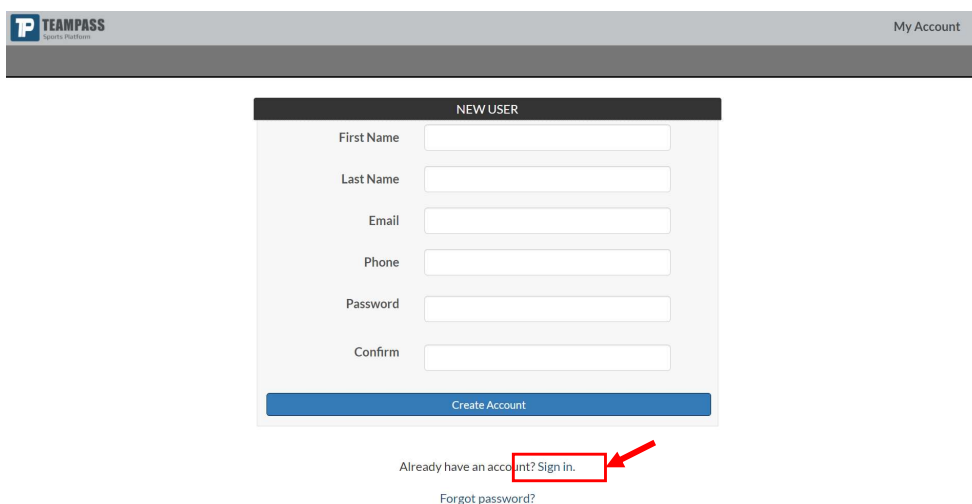
NOTE: You will also receive an order confirmation email, sent to the email address used when registering your account.

Login To Your TeamPass Account

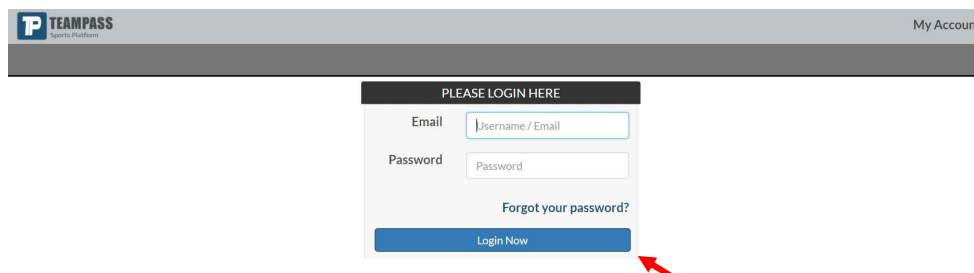
1. Go to <https://app.teampass.com>
2. Click on the “My Account” link in upper right corner of page (see image below):



3. Click on “Sign In” link

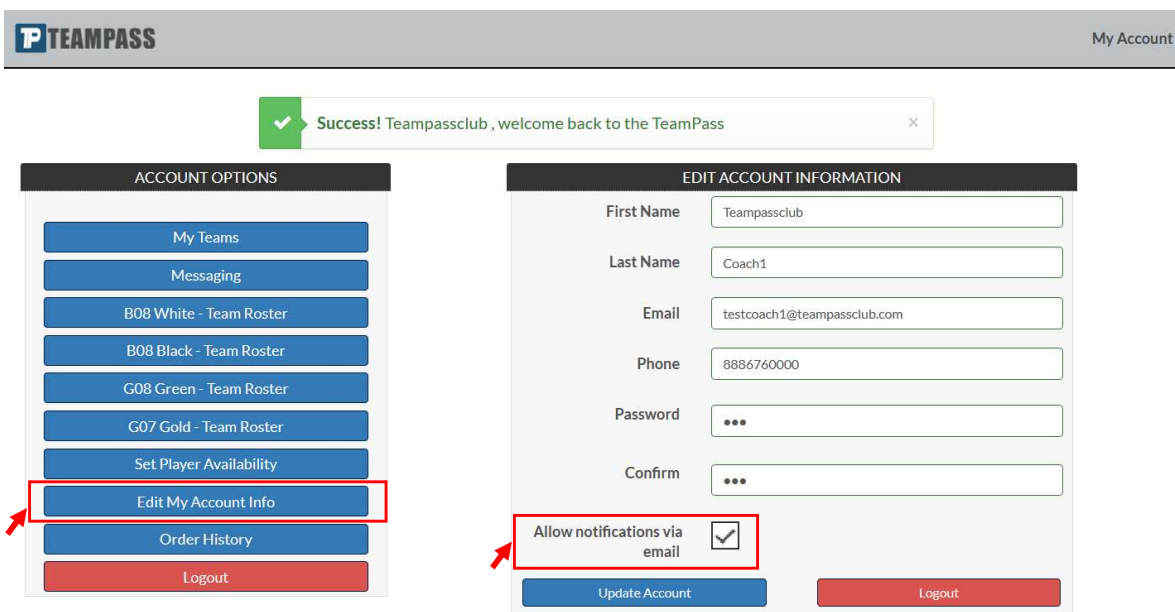


4. Enter your Username and Password and click “Login Now” button.



Updating Your Information

1. Login to TeamPass and you are automatically taken to your “edit account information” page.



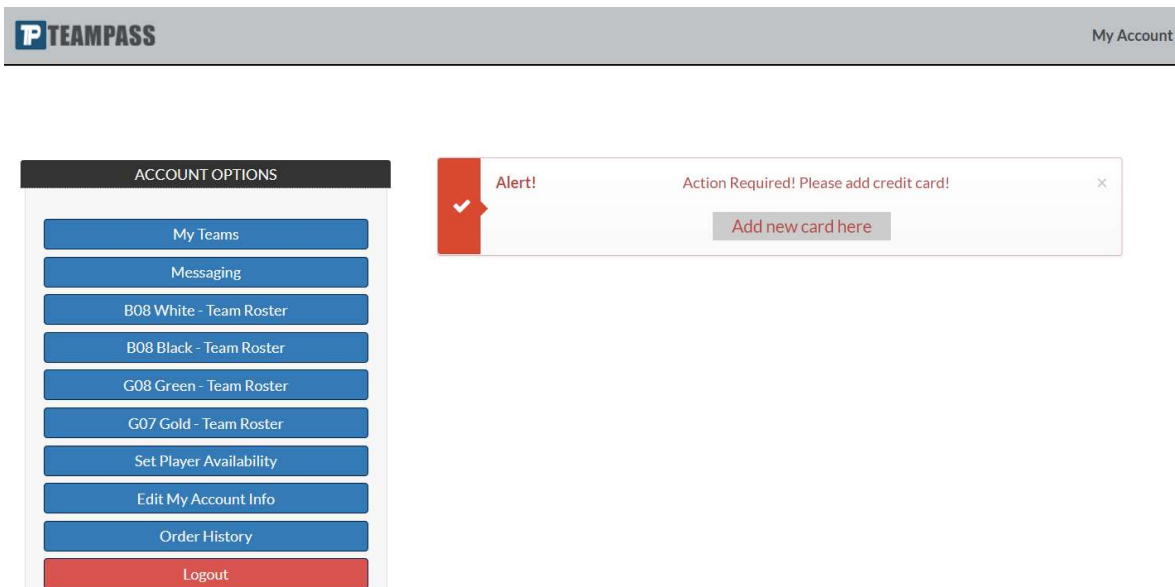
This page can also be reached by clicking on “Edit My Account Info” link (shown above).

On this page, you can update your name, Email address, phone number, and password.

If you no longer want to receive email messaging, uncheck the email notification box on this page. Make sure you click “Update Account” to save all settings.

Updating Your Credit Card Information

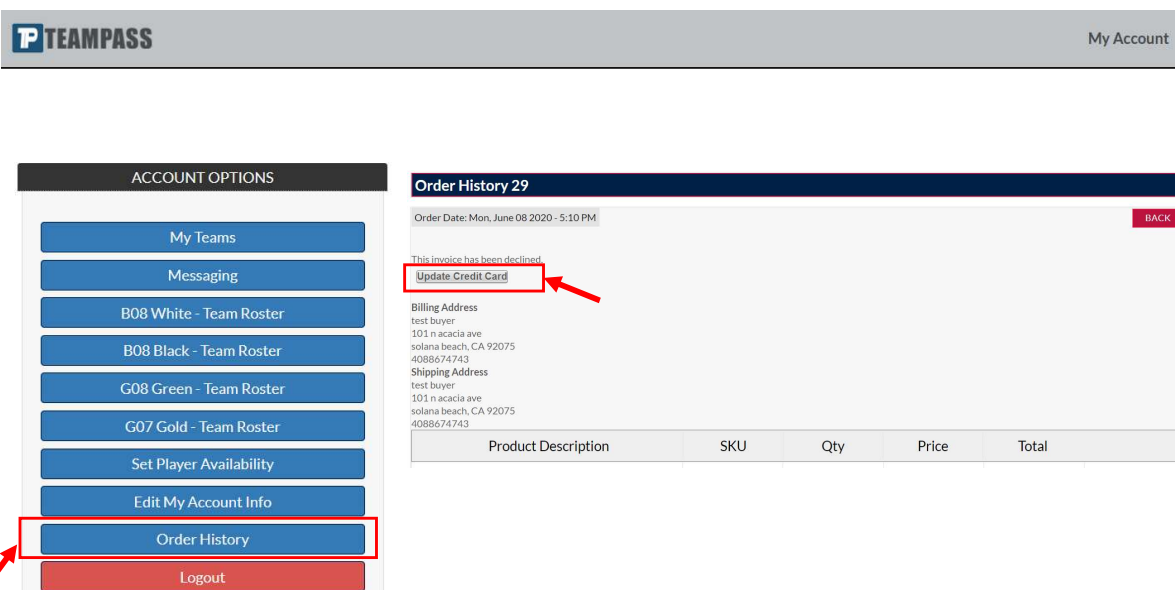
When you login to your Team Pass account and there is a problem with your credit card (maybe your card expired), you may see a notice on your login page (see below). When this alert appears, you simply need to click the associated link to update your credit card info.



The screenshot shows the Team Pass account interface. On the left, under 'ACCOUNT OPTIONS', there is a list of buttons: 'My Teams', 'Messaging', 'B08 White - Team Roster', 'B08 Black - Team Roster', 'G08 Green - Team Roster', 'G07 Gold - Team Roster', 'Set Player Availability', 'Edit My Account Info', 'Order History', and 'Logout'. On the right, an alert box is displayed with a red checkmark icon and the text 'Alert! Action Required! Please add credit card!'. Below the text is a button labeled 'Add new card here'.

Another way to update your credit card info is to:

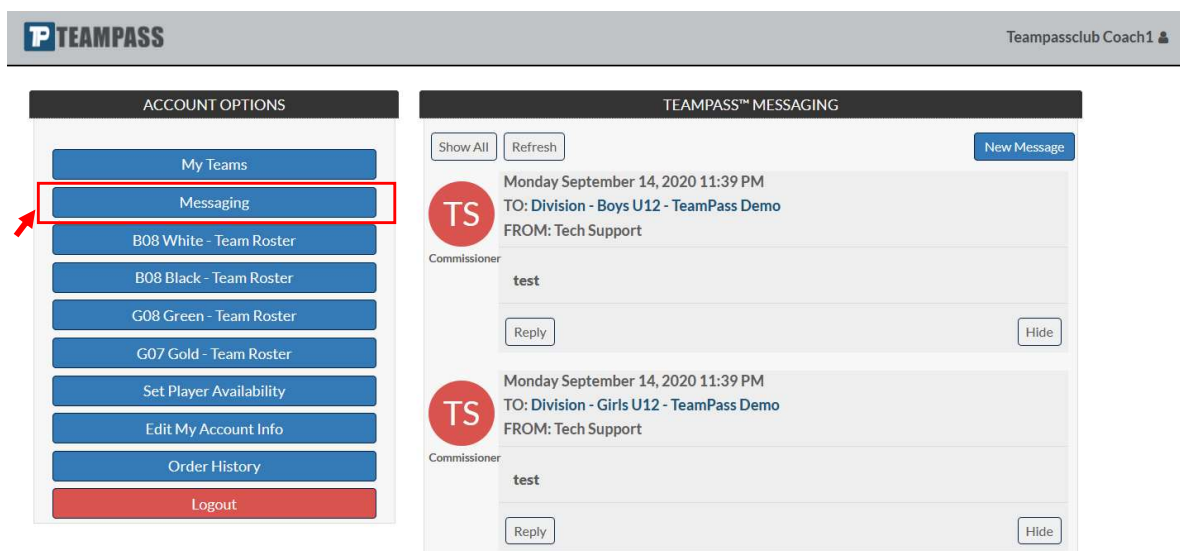
1. Click on your order history
2. Click on the order number that is declined or on hold
3. Click the associated "Update Credit Card" button



The screenshot shows the Team Pass account interface with the 'Order History' button highlighted in the 'ACCOUNT OPTIONS' menu. The 'Order History' page is displayed, showing an order titled 'Order History 29' with the date 'Mon, June 08 2020 - 5:10 PM'. Below the order title, a message states 'This invoice has been declined'. A red box highlights the 'Update Credit Card' button, and a red arrow points to it. The 'Billing Address' and 'Shipping Address' are listed below the message. At the bottom, a table with columns 'Product Description', 'SKU', 'Qty', 'Price', and 'Total' is visible.

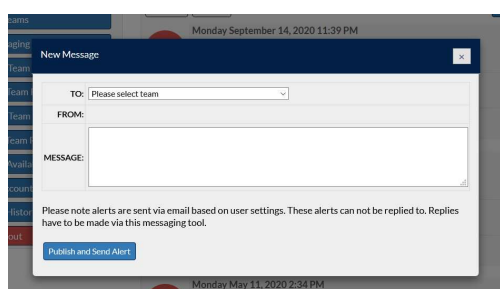
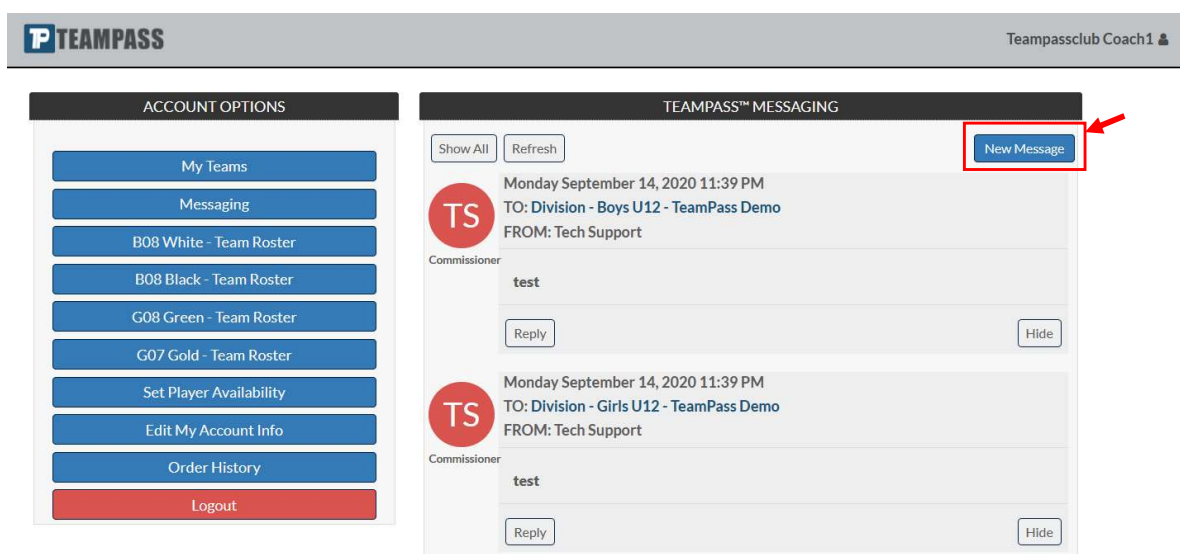
Messaging Tool

1. From your account page, click on the “Messaging” link to access the TeamPass Messaging tool. When you do, the page below should be displayed.



NOTE: Messaging can be utilized on your mobile device with the TeamPass App. Instructions on how to download the app are covered on page 5 of this document.


2. To send a message, simply click on the “New Message” button.




NOTE: Clicking on the “New Message” button should display the pop-up box on left.

Set Player Availability

1. Click on “Set Player Availability” link on your account page. You should see the information displayed below. Mark your player’s availability for each event listed.



test Parent 

ACCOUNT OPTIONS

My Teams

Messaging

Set Player Availability

Edit My Account Info

Order History

Test Player Ten -

Testing 123 - Big Green

Test Player10 Ten - B08 Black

Logout

SCHEDULE & SET AVAILABILITY

Test Player10 Ten / Boys U12 / 2020 - 2021
Go to B08 Black schedule.

Date	Location	Notes	RSVP
Wed, Aug 19 12:00P	Test League Home Field Field 1B	- vs	<input style="width: 30px; height: 20px;" type="button" value="Y"/> <input "="" style="width: 30px; height: 20px;" type="button" value="?"/> <input style="width: 30px; height: 20px;" type="button" value="N"/>
Wed, Aug 19 5:00P	Test League Home Field Field 2B	Girls U13 - vs G07 Gold	<input style="width: 30px; height: 20px;" type="button" value="Y"/> <input "="" style="width: 30px; height: 20px;" type="button" value="?"/> <input style="width: 30px; height: 20px;" type="button" value="N"/>
Thu, Aug 20 12:00P	Test League Home Field Field 1B	- vs	<input style="width: 30px; height: 20px;" type="button" value="Y"/> <input "="" style="width: 30px; height: 20px;" type="button" value="?"/> <input style="width: 30px; height: 20px;" type="button" value="N"/>
Wed, Sep 02 4:00P - 5:00P	Central field downtown	Practice: Practice - please bring lots of water	<input style="width: 30px; height: 20px;" type="button" value="Y"/> <input "="" style="width: 30px; height: 20px;" type="button" value="?"/> <input style="width: 30px; height: 20px;" type="button" value="N"/>
Sat, Sep 05 12:00P	Test League Home Field Field 1B	vs B08 Black	<input style="width: 30px; height: 20px;" type="button" value="Y"/> <input "="" style="width: 30px; height: 20px;" type="button" value="?"/> <input style="width: 30px; height: 20px;" type="button" value="N"/>
Sat, Sep 05 4:00P	Test League Home Field Field 1B	vs Opponent TBD	<input style="width: 30px; height: 20px;" type="button" value="Y"/> <input "="" style="width: 30px; height: 20px;" type="button" value="?"/> <input style="width: 30px; height: 20px;" type="button" value="N"/>
Wed, Sep 09 4:00P - 5:00P	Central Field downtown	Practice: Practice	<input style="width: 30px; height: 20px;" type="button" value="Y"/> <input "="" style="width: 30px; height: 20px;" type="button" value="?"/> <input style="width: 30px; height: 20px;" type="button" value="N"/>

×


Unsure if you can make it?
Please leave a note for your coach here.


NOTE: Selecting the “?” button will display the pop-up message on left allowing you to enter a message for why you are undecided. Your Coach and team will be able to view this message on your team roster/schedule page.


Team Dues

1. Some coaches may utilize the TeamPass system to collect individual "Team Dues". If your coach adds team dues for your team, You should see the information displayed below.

ACCOUNT OPTIONS

Registrations 

Teampass Backend 

Batch Report 

My Teams

Messaging

Set Player Availability

Team Dues

Edit My Account Info

Order History

Logout

AGREE TO PAY TEAM DUES

Test Player / Girls U12 / 2020 - 2021
Go to G08 Green schedule.

Date	Amount	Notes	Agree to Pay
Tue, Jan 19	\$100.00	Click Yes to agree to pay.	<input style="background-color: #27ae60; color: white; padding: 2px 10px;" type="button" value="Y"/> <input style="background-color: #95a5a6; color: white; padding: 2px 10px;" type="button" value="?"/> <input style="background-color: #e67e22; color: white; padding: 2px 10px;" type="button" value="N"/>

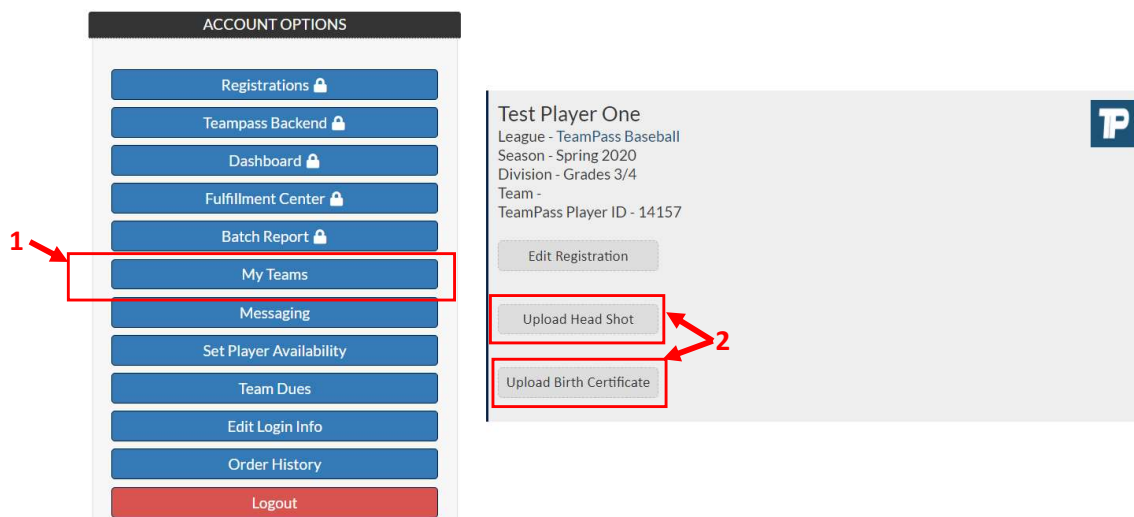
Landon Donovan / Boys U12 / 2020 - 2021
Go to B08 Black schedule.

Date	Amount	Notes	Agree to Pay
Mon, Dec 28	\$80.00	Click Yes to agree to pay.	<input style="background-color: #95a5a6; color: white; padding: 2px 10px;" type="button" value="Y"/> <input style="background-color: #95a5a6; color: white; padding: 2px 10px;" type="button" value="?"/> <input style="background-color: #95a5a6; color: white; padding: 2px 10px;" type="button" value="N"/>
Thu, Feb 04	\$45.00	Click Yes to agree to pay.	<input style="background-color: #27ae60; color: white; padding: 2px 10px;" type="button" value="Y"/> <input style="background-color: #0070c0; color: white; padding: 2px 10px;" type="button" value="?"/> <input style="background-color: #e67e22; color: white; padding: 2px 10px;" type="button" value="N"/>
Thu, Mar 04	\$60.00	Click Yes to agree to pay.	<input style="background-color: #27ae60; color: white; padding: 2px 10px;" type="button" value="Y"/> <input style="background-color: #0070c0; color: white; padding: 2px 10px;" type="button" value="?"/> <input style="background-color: #e67e22; color: white; padding: 2px 10px;" type="button" value="N"/>

NOTE: In order for you to agree to the charge, you must click the Y button. Once you agree, TeamPass will automatically charge your credit card on file. TeamPass will not charge your card unless you have selected Y button for the specific Dues item.

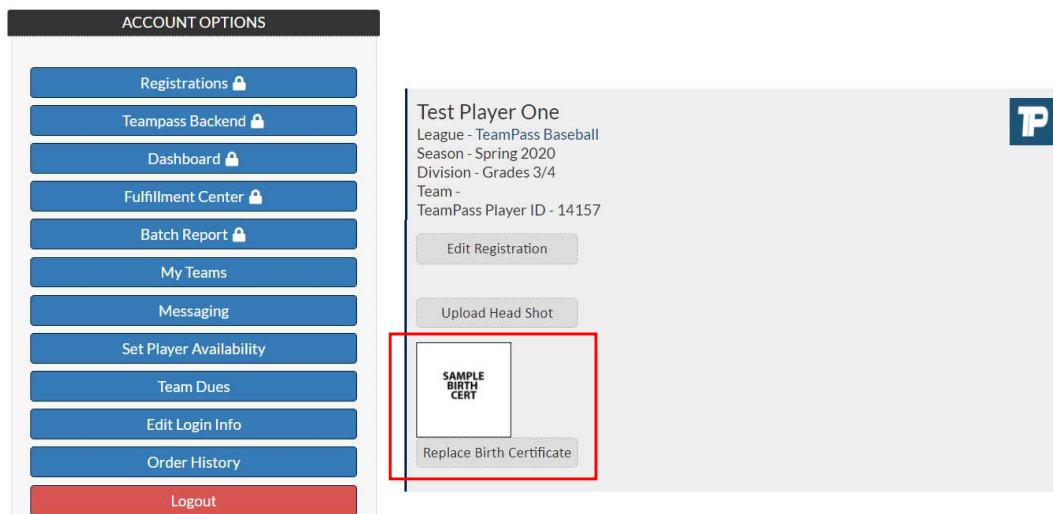
Update Birth Certificate & Headshot

1. Some leagues may utilize the TeamPass system to collect individual “Birth Certificates and “Player Headshots”. If your league requires these items to be collected via Team Pass you should see the information displayed below.



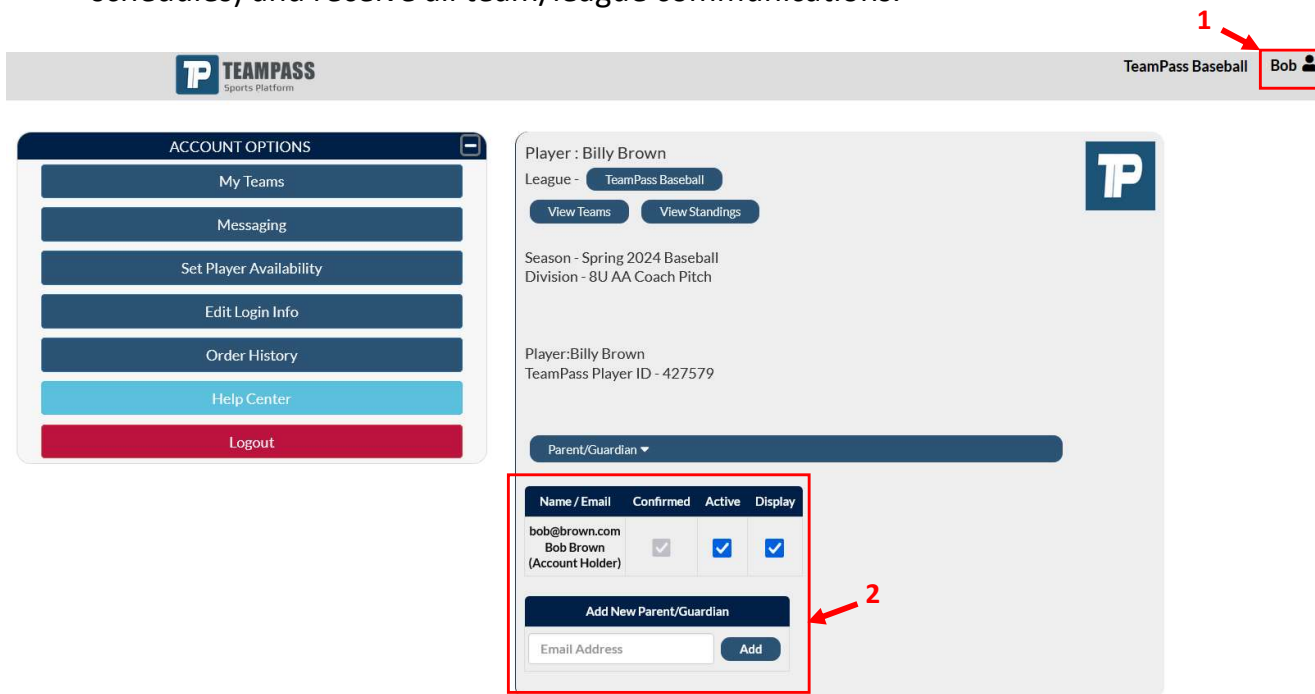
To update birth certificate and/or headshots, follow these steps:

1. Click on “My Teams” link on your account page. (image above)
2. Click on the button to upload your birth certificate or head shot. (image above)
3. A local directory window will open on your device to search for a file to load. Select the file you would like to load and click the “open” button.
4. You should now be finished. If completed successfully, your page should look similar to below.



Adding More Parents/Guardians

1. Only the primary account holder may add more parents/guardians to a player account. Adding these individuals will allow them to view player team information (such as schedules) and receive all team/league communications.



TeamPass Baseball Bob

ACCOUNT OPTIONS

- My Teams
- Messaging
- Set Player Availability
- Edit Login Info
- Order History
- Help Center
- Logout

Player: Billy Brown
League - TeamPass Baseball
View Teams View Standings

Season - Spring 2024 Baseball
Division - 8U AA Coach Pitch

Player: Billy Brown
TeamPass Player ID - 427579

Parent/Guardian

Name / Email	Confirmed	Active	Display
bob@brown.com Bob Brown (Account Holder)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add New Parent/Guardian

Email Address Add

To add a parent/guardian:

1. Ensure you're logged into your TeamPass system and click on your account link. (image above)
2. Add the email address of the parent/guardian you would like to have associated with the player and click the "Add" button.

NOTE: The person you add must register (or already have) an account with TeamPass. If the email addresses do not match the new parent/guardian will not have access to the player information.

Get the TeamPass App

Take advantage of all your TeamPass communications via our mobile app.

1. From your mobile device, connect to your Google Play or Apple Store account.
2. Search for “TeamPass”.
3. Download the app
4. Login with same username and password you use for www.teampass.com.

