

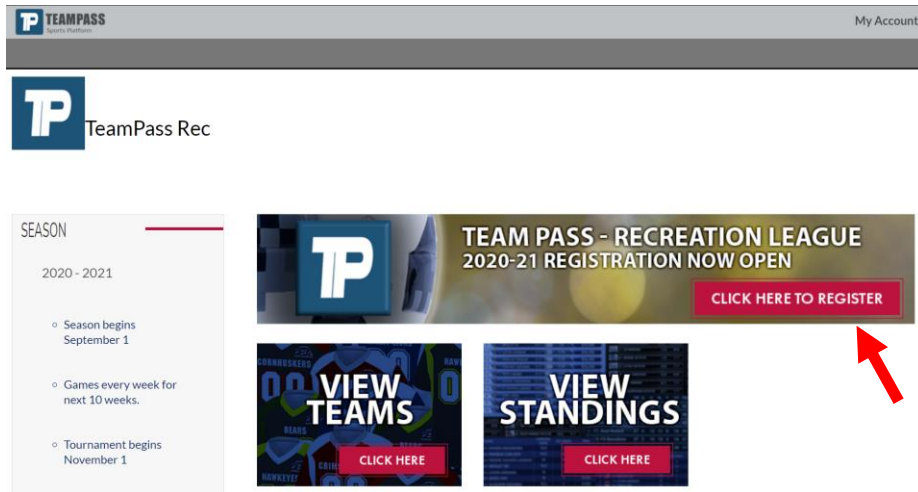


www.teampass.com

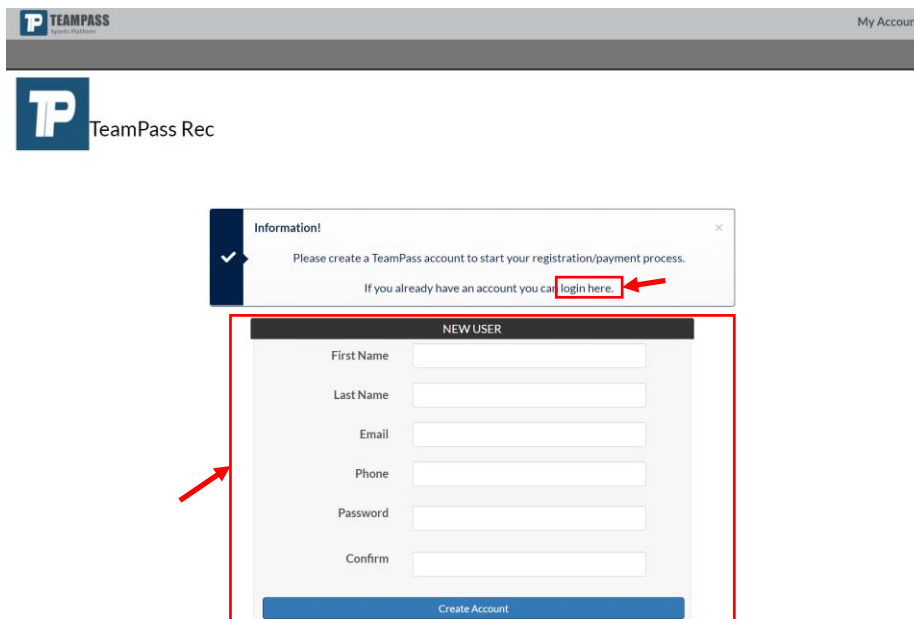
General User Guide

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
Sports Platform
My Account

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 Please Select

Date of Birth Month / Day / Year

Height Feet Please Select

Height Inches Please Select

Weight

Jersey Size Please Select

Shorts Size Please Select

Sock Size Please Select

Seasons Played Please Select

Grade Please Select

Player School

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 sponsors.

Parent / Guardian Signature

Please type name here

Continue

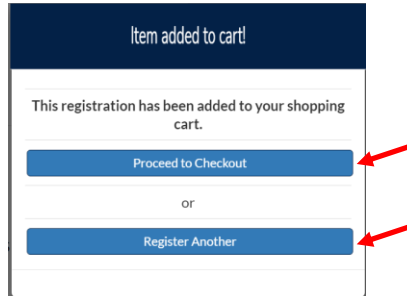
NOTE: most all data fields will be required. If you miss one, you won't be able to proceed to next page. Any field(s) missing information will be clearly identified with red box and notation (see image below).

Player Last Name

Please fill out this field.

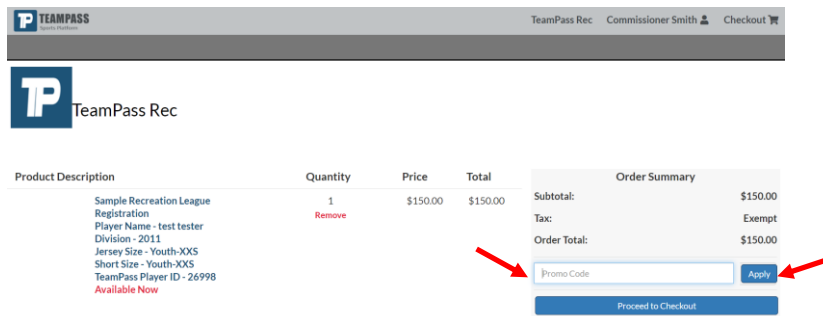
Team Registration Cont...

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
TeamPass Rec Commissioner Smith Checkout

TP TeamPass Rec

Shopping Cart → Billing Address → Billing Info

Billing Address	Shopping Cart - 1 Item
First Name: test	Sample Recreation League Registration Player Name - test tester Division - 2011 Jersey Size - Youth-XXS Short Size - Youth-XXS TeamPass Player ID - 26998 Available Now
Last Name: buyer	Edit Cart
Address: 101 n acacia ave	Order Summary
Address 2: Optional	Subtotal: \$150.00
City: rolana beach	Tax: Exempt
State: CALIFORNIA	Order Total: \$150.00
Zip: 92075	Continue to Billing
Country: United States	
Phone: 408674743	

[Continue to Billing](#)

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

TEAMPASS
TeamPass Rec Commissioner Smith Checkout

TP TeamPass Rec

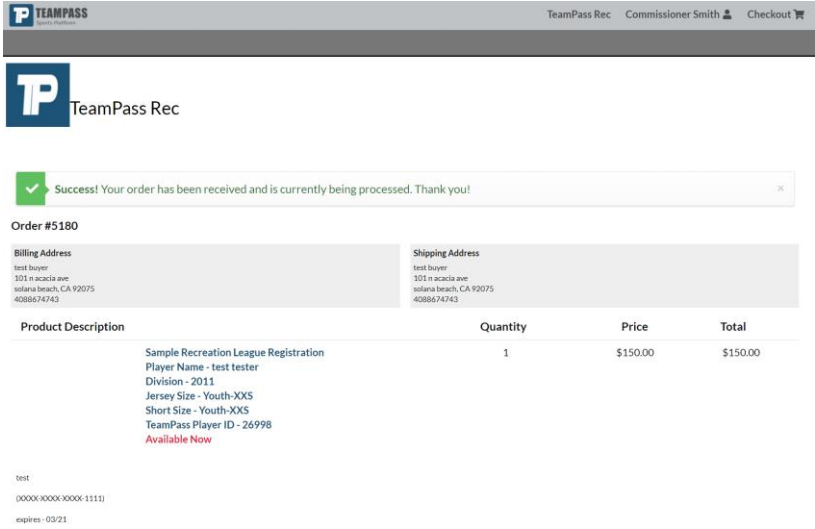
Shopping Cart → Billing Address → Billing Info

Billing Info	Shopping Cart - 1 Item
Credit Card Owner	Sample Recreation League Registration Player Name - test tester Division - 2011 Jersey Size - Youth-XXS Short Size - Youth-XXS TeamPass Player ID - 26998 Available Now
Card Holder's Name	Edit Cart
Credit Card Number	Order Summary
Valid Card Number	Subtotal: \$150.00
Expiration	Tax: Exempt
CVV Code	Order Total: \$150.00
CVV	

[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 Rec logo, the user name 'Commissioner Smith', and a 'Checkout' button. Below the navigation bar, there is a success message: 'Success! Your order has been received and is currently being processed. Thank you!'. The order details are as follows:

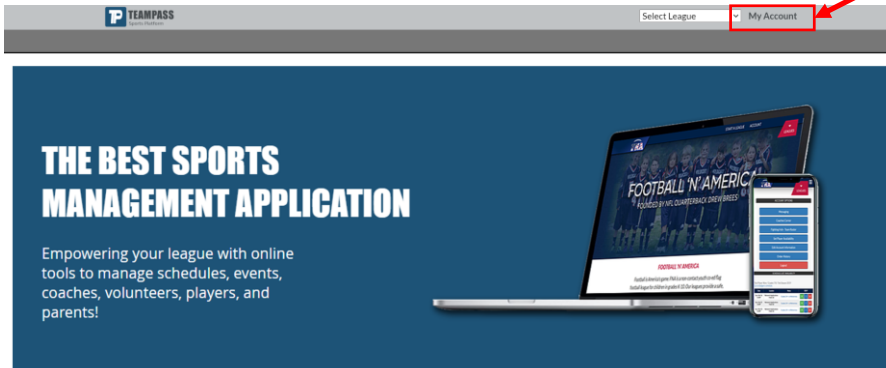
Order #5180			
Billing Address	Shipping Address		
test buyer 101 n acacia ave solana beach, CA 92075 4088674743	test buyer 101 n acacia ave solana beach, CA 92075 4088674743		
Product Description	Quantity	Price	Total
Sample Recreation League Registration Player Name - test tester Division - 2011 Jersey Size - Youth-XXS Short Size - Youth-XXS TeamPass Player ID - 26998 Available Now	1	\$150.00	\$150.00

At the bottom of the page, there is a text field with the value 'test', a masked phone number '(0000)0000(0000)1111', and an expiration date 'expires: 03/21'.

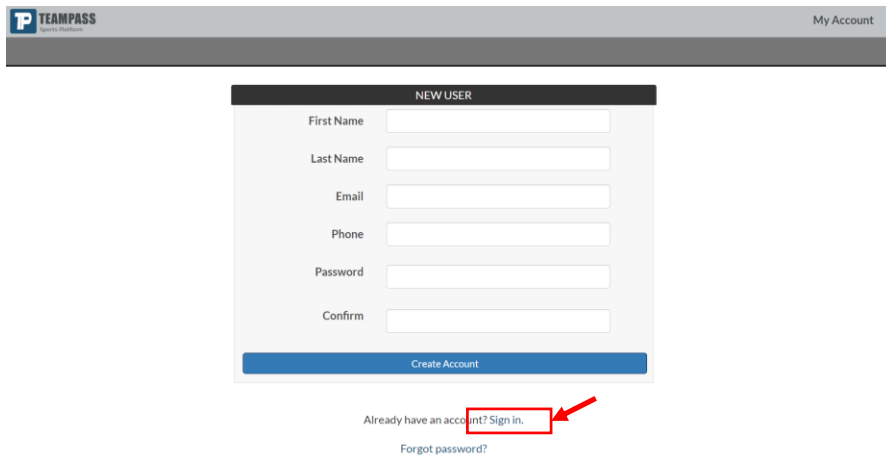
NOTE: You will also receive an order confirmation email, sent to the email address used when registering your account.

Login To Your TeamPass Account

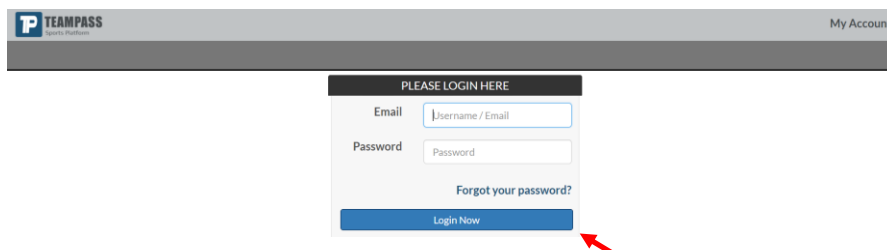
1. Go to <https://app.teampass.com>
2. Click on the “My Account” link in upper right corner of page (see image below):



3. Click on “Sign In” link

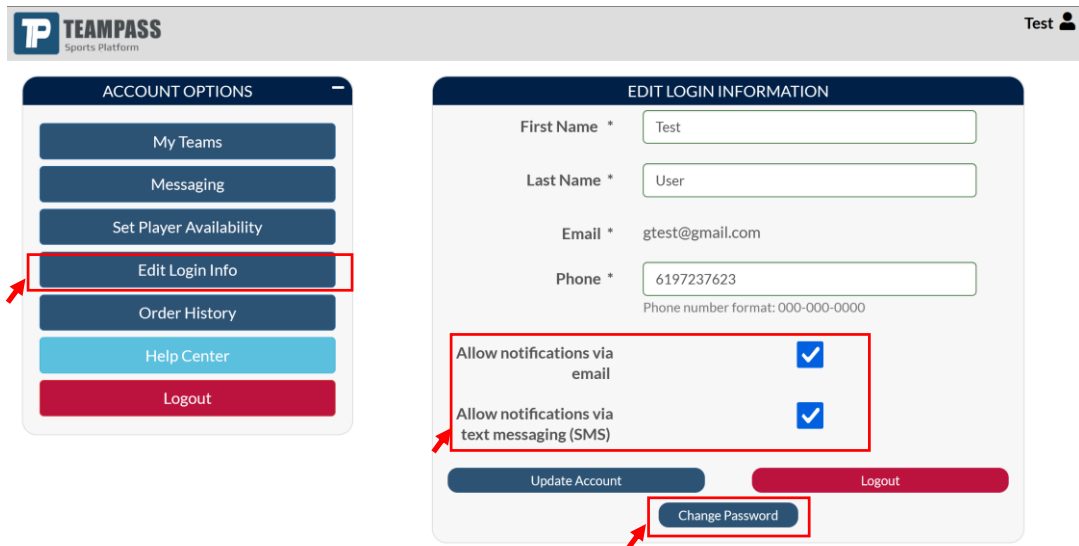


4. Enter your Username and Password and click “Login Now” button.



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).

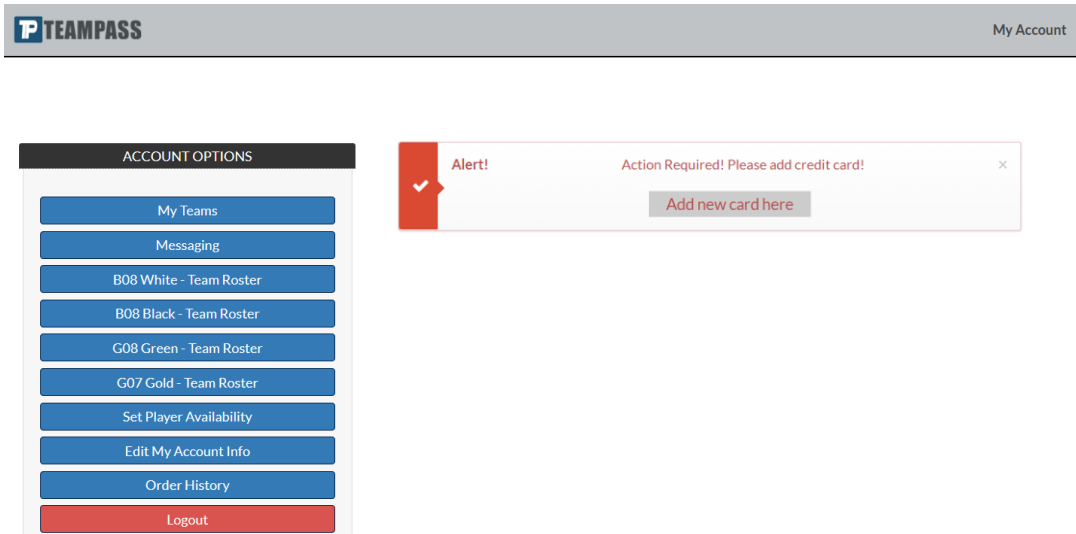
On this page, you can update your name, phone number, and click a link to change your password.

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

NOTE: you cannot update your email address as that field is a unique identifier for your account. If you need to update/change your email address, please send an email to support@teampass.com .

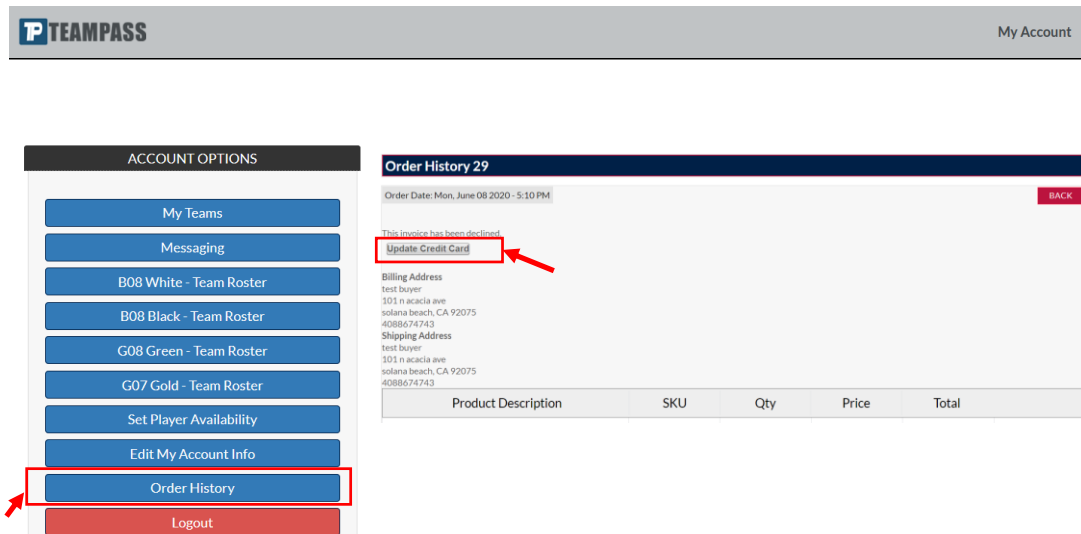
Updating Your Credit Card Information

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.



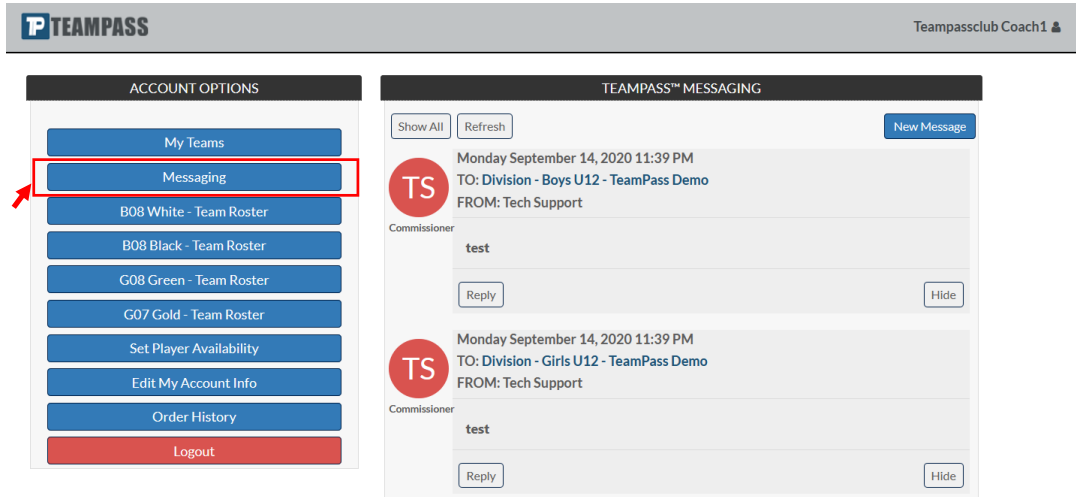
Another way to update your credit card info is to:

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



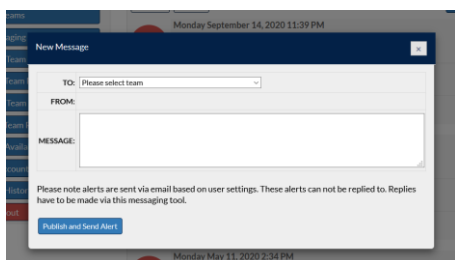
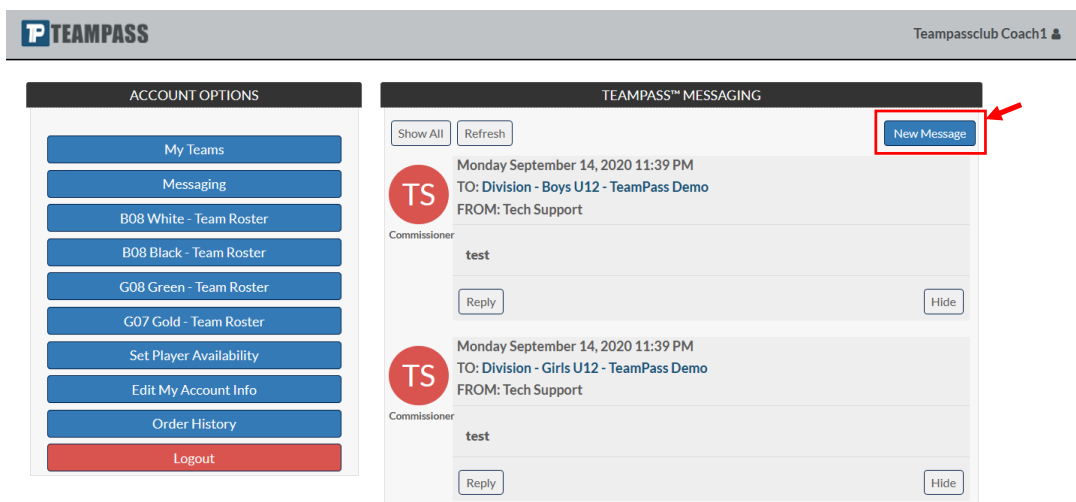
Messaging Tool

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.



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

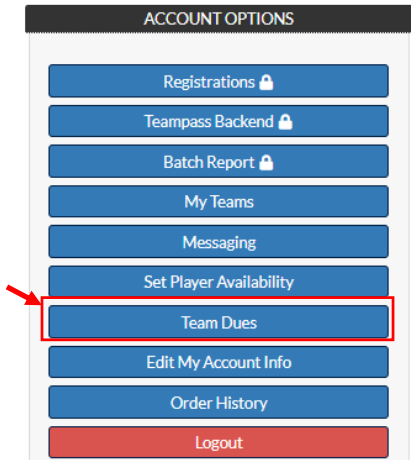
SCHEDULE & SET AVAILABILITY			
Test Player10 Ten / Boys U12 / 2020 - 2021 Go to B08 Black schedule.			
Date	Location	Notes	RSVP
Wed, Aug 19 12:00P	Test League Home Field Field 1B	- vs	<input type="button" value="Y"/> <input type="button" value="?"/> <input type="button" value="N"/>
Wed, Aug 19 5:00P	Test League Home Field Field 2B	Girls U13 - vs G07 Gold	<input type="button" value="Y"/> <input type="button" value="?"/> <input type="button" value="N"/>
Thu, Aug 20 12:00P	Test League Home Field Field 1B	- vs	<input type="button" value="Y"/> <input type="button" value="?"/> <input type="button" value="N"/>
Wed, Sep 02 4:00P - 5:00P	Central field downtown	Practice: Practice - please bring lots of water	<input type="button" value="Y"/> <input type="button" value="?"/> <input type="button" value="N"/>
Sat, Sep 05 12:00P	Test League Home Field Field 1B	vs B08 Black	<input type="button" value="Y"/> <input type="button" value="?"/> <input type="button" value="N"/>
Sat, Sep 05 4:00P	Test League Home Field Field 1B	vs Opponent TBD	<input type="button" value="Y"/> <input type="button" value="?"/> <input type="button" value="N"/>
Wed, Sep 09 4:00P - 5:00P	Central Field downtown	Practice: Practice	<input type="button" value="Y"/> <input type="button" value="?"/> <input 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

- 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.

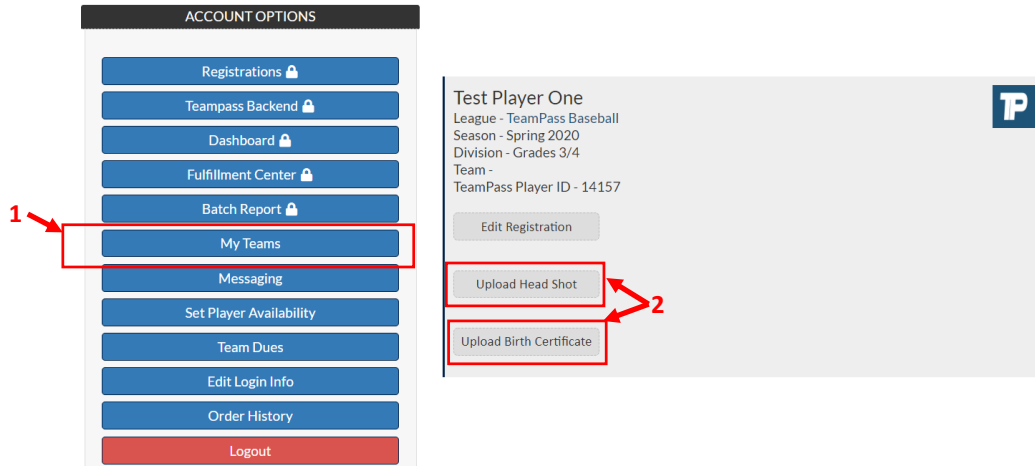


AGREE TO PAY TEAM DUES			
Test Player / Girls U12 / 2020 - 2021 Go to G08 Green schedule.			
Date	Amount	Notes	Agree to Pay
Tue, Jan 19	\$100.00	Click Yes to agree to pay.	<input type="button" value="Y"/> <input type="button" value="?"/> <input type="button" value="N"/>
Landon Donovan / Boys U12 / 2020 - 2021 Go to B08 Black schedule.			
Date	Amount	Notes	Agree to Pay
Mon, Dec 28	\$80.00	Click Yes to agree to pay.	<input type="button" value="Y"/> <input type="button" value="?"/> <input type="button" value="N"/>
Thu, Feb 04	\$45.00	Click Yes to agree to pay.	<input type="button" value="Y"/> <input type="button" value="?"/> <input type="button" value="N"/>
Thu, Mar 04	\$60.00	Click Yes to agree to pay.	<input type="button" value="Y"/> <input type="button" value="?"/> <input type="button" value="N"/>

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

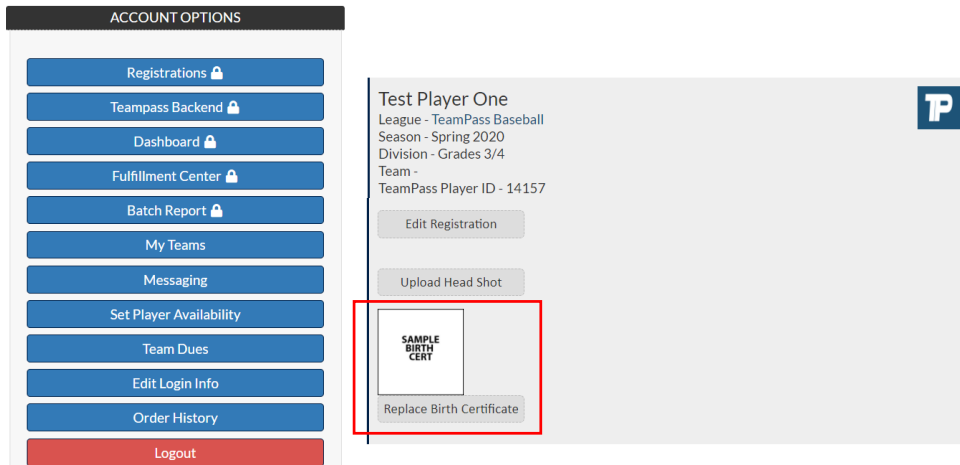
Update Birth Certificate & Headshot

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.

The screenshot shows the TeamPass interface. At the top right, the user is logged in as 'Bob' (indicated by a red box and arrow labeled '1'). On the left, there is a sidebar with 'ACCOUNT OPTIONS' including My Teams, Messaging, Set Player Availability, Edit Login Info, Order History, Help Center, and Logout. The main content area shows details for 'Player: Billy Brown' in the 'TeamPass Baseball' league. Below this, there is a 'Parent/Guardian' section with a table of existing entries and an 'Add New Parent/Guardian' form. The table has columns for Name/Email, Confirmed, Active, and Display. The entry for 'Bob Brown (Account Holder)' has all three checkboxes checked. The 'Add New Parent/Guardian' form has an 'Email Address' input field and an 'Add' button, which is highlighted with a red box and arrow labeled '2'.

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

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.

