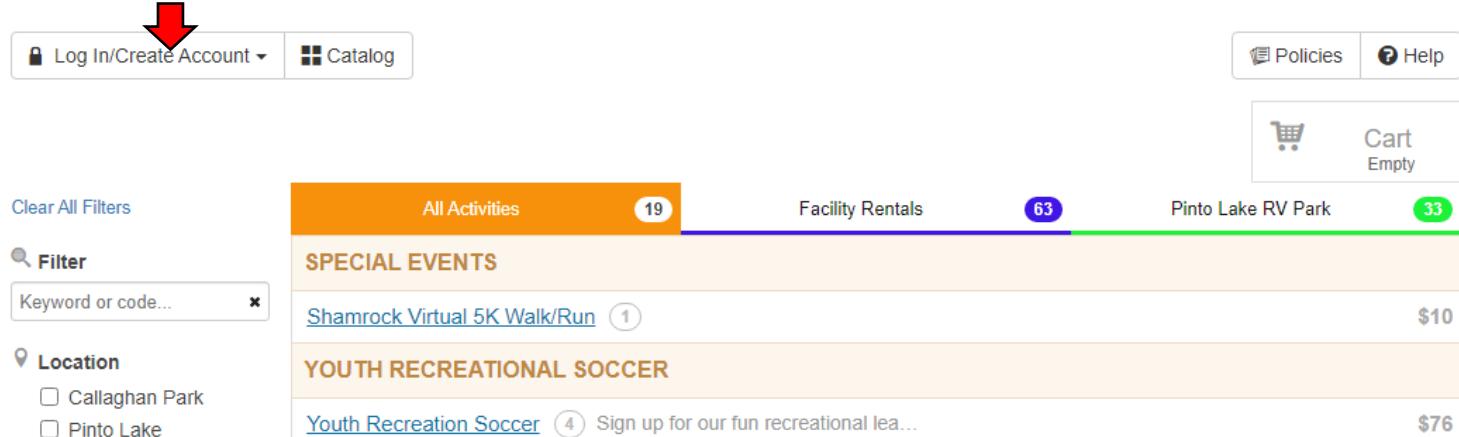


# Adult Sports Team Management on PC (Desktop Version)

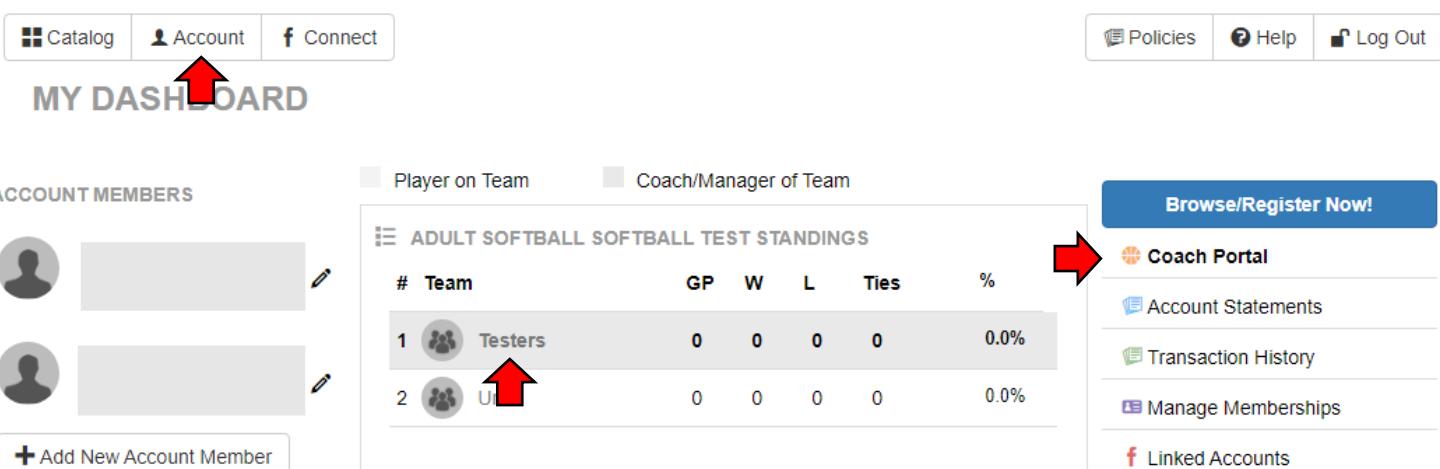
Team Managers/Coaches instructions for adding teammates to the team roster via online (Desktop Version). Visit [www.watsonvillerec.com](http://www.watsonvillerec.com). Select the REGISTER ONLINE tab, and the system will redirect to CivicRec.

## 1. Login to account



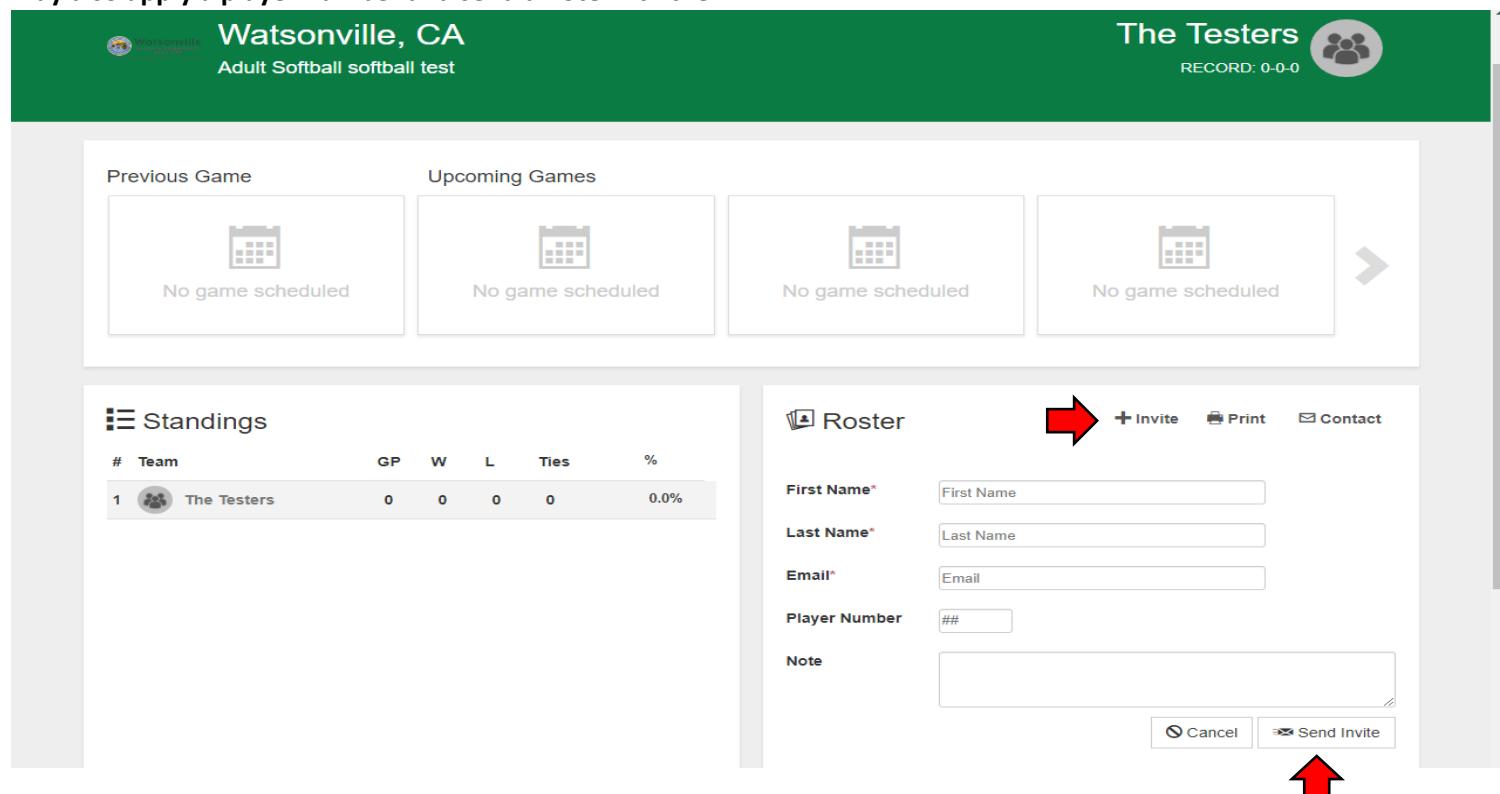
The screenshot shows the CivicRec website interface. At the top, there is a navigation bar with links for 'Log In/Create Account' (highlighted with a red arrow), 'Catalog', 'Policies', 'Help', 'Cart Empty', and a 'Pinto Lake RV Park' section with a green '33' badge. Below the navigation bar, there is a search bar labeled 'Filter' and a 'Location' section with checkboxes for 'Callaghan Park' and 'Pinto Lake'. The main content area has tabs for 'All Activities' (19 notifications) and 'Facility Rentals' (63 notifications). Under 'SPECIAL EVENTS', there is a listing for 'Shamrock Virtual 5K Walk/Run' with a cost of '\$10'. Under 'YOUTH RECREATIONAL SOCCER', there is a listing for 'Youth Recreation Soccer' with a cost of '\$76'.

## 2. Select the Account tab, then select Coach Portal tab or Team link to add teammates, view schedule and standings.



The screenshot shows the 'MY DASHBOARD' page. It features a section for 'ACCOUNT MEMBERS' with two account members listed, each with a profile icon and a pencil icon for editing. Below this is a 'Player on Team' and 'Coach/Manager of Team' section. A table titled 'ADULT SOFTBALL SOFTBALL TEST STANDINGS' shows two teams: 'Testers' (rank 1) and 'UL' (rank 2). To the right of the dashboard, there is a sidebar with a 'Coach Portal' link (highlighted with a red arrow), 'Account Statements', 'Transaction History', 'Manage Memberships', and 'Linked Accounts'.

## 3. Select INVITE, to the right of the Roster section, and enter the teammates First Name, Last Name, Email (required). You may also apply a player number and send a note with the



The screenshot shows the team management interface for 'The Testers' (Record: 0-0-0). At the top, it shows 'Watsonville, CA' and 'Adult Softball softball test'. Below this are sections for 'Previous Game' and 'Upcoming Games', each showing 'No game scheduled'. The 'Standings' section shows 'The Testers' with a record of 0-0. The 'Roster' section is open, showing fields for 'First Name\*', 'Last Name\*', 'Email\*', 'Player Number', and 'Note'. A red arrow points to the '+ Invite' button, and another red arrow points to the 'Send Invite' button at the bottom right.

4. Teammates will receive an invitation in the email. They will select RESPOND TO INVITATION. The system will request for the teammate to login or create an account. Once logged in the teammate will need to consent to the policies (check box). Then accept the invitation.

The screenshot shows a team management interface for a softball team. At the top, it displays the team's location as Watsonville, CA, and the league as Adult Softball softball test. The team is named "The Testers" with a record of 0-0-0. Below this, there are sections for "Previous Game" and "Upcoming Games", each showing a calendar icon and the text "No game scheduled". A large right-pointing arrow is positioned to the right of the upcoming games section. Below these are two main sections: "Standings" and "Roster". The "Standings" section shows a single team, "The Testers", with a record of 0 wins, 0 losses, and 0 ties, resulting in a 0.0% win percentage. The "Roster" section lists a single player, "Some Dude", with a small "X" icon to the right, indicating they can be removed.

#	Team	GP	W	L	Ties	%
1	The Testers	0	0	0	0	0.0%

**Standings**

**Roster**

Invite Print Contact

Some Dude X

5. The Team Manager will be able to see teammates added to their roster as they complete the invitation request.