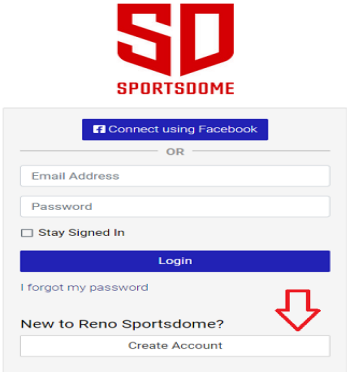


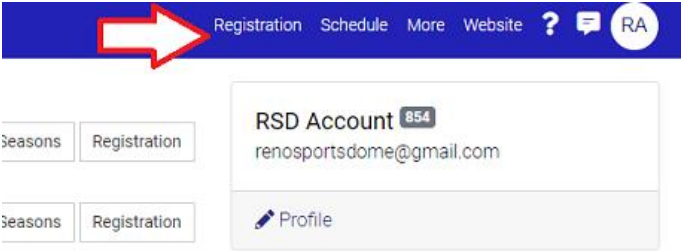
# Instructions for Registering a Team (Coaches/ Team Managers)

Registration can be completed via a desktop computer or the DASH App

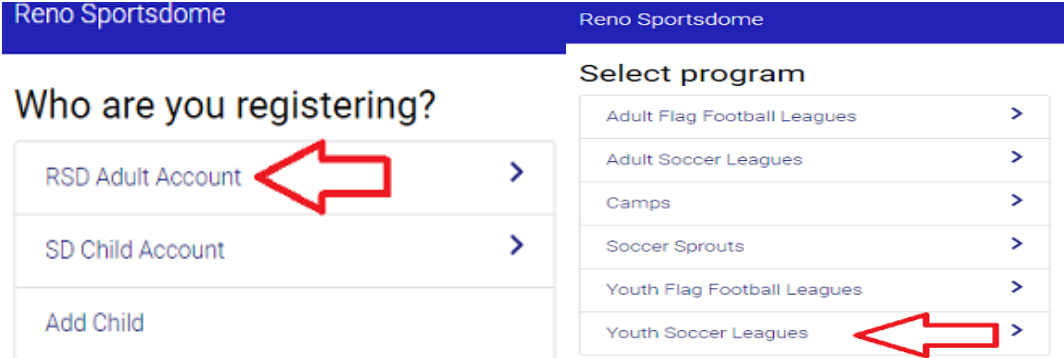
**Step 1:** Create a DASH profile by [CLICKING HERE](#) & following the prompts.



**Step 2:** After your profile is created select “REGISTRATION” at the top of the page.



**Step 3:** Select your name, click “Youth Soccer Leagues” and select “Register a Team” Select “Yes” you are the coach or manager



Please choose one of the following

Reno Sportsdome

|   |                                      |
|---|--------------------------------------|
| <b>Join a Team</b><br>Register (or request to join) an existing team! | <b>Are you the coach or manager?</b> |
| <b>Register a Team</b> ←  |                                      |

|       |
|-------|
| Yes ← |
| No    |

**Step 4:** Click "Select" next to Winter 2 2021 Youth Soccer and then select the correct age group for your team

1. Select the below season that you want to register for. To view seasons in other locations, select the location below.

|   |   |        |
|---|---|--------|
| Winter 2020 Youth Soccer<br>Starting Sat Oct 24, 2020 Details | → | Select |
|---|---|--------|

**Step 5:** Enter your team name and **UNCHECK** the box that says "I will be playing on this team" \* If you do not uncheck this box, the system will require you to pay at checkout\*

Selected Level  
**U-5 Coed (Born 2016)**  
Starting Sat Oct 24, 2020  
Games: 8  
Age Range: All Ages  
Skill: C - Youth Recreational

**Team Information**

Register new team

**Name**

Enter team name

Full price \$96.00

I will be playing on this team ←

**Step 6:** Follow the prompts and your team will be created

Reno Sportsdome

Team Registration

**You're Almost Done!**  
Your team has been created. You can invite others to join using the invite tool on the Team Page.

# Players Registering to Your Team (Coaches/ Manager)

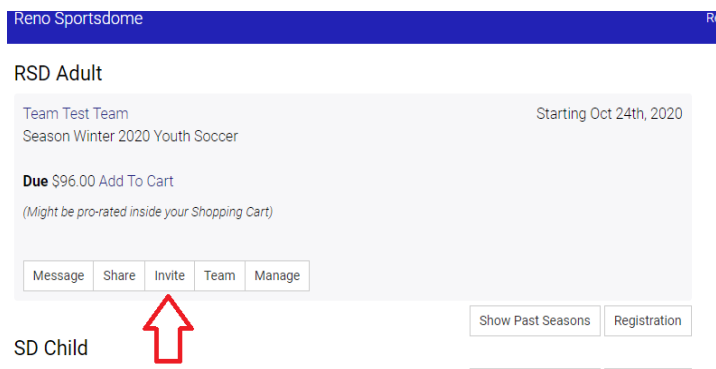
Directions for players to register to specific teams can be found by clicking the

**“Team Registration (Players)”** link on the Youth Soccer Page

There are 2 ways Coaches can add players to their roster via DASH.

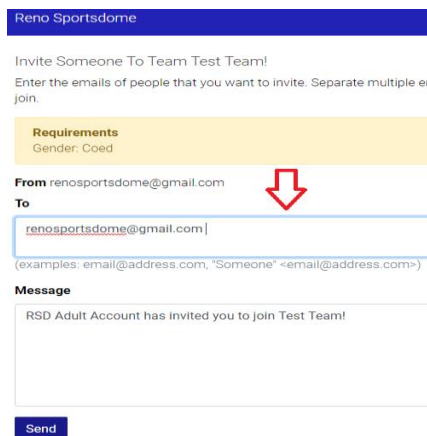
## Option 1: Inviting players via Email

**Step 1:** Log into your DASH account and on your dashboard under your team, CLICK “INVITE”



The screenshot shows the DASH dashboard for a team named "RSD Adult". The team details include "Team Test Team" and "Season Winter 2020 Youth Soccer", with a start date of "Starting Oct 24th, 2020". A payment status is shown as "Due \$96.00 Add To Cart" with a note "(Might be pro-rated inside your Shopping Cart)". Below this, there are buttons for "Message", "Share", "Invite", "Team", and "Manage". A red arrow points to the "Invite" button. To the right of the "Invite" button are "Show Past Seasons" and "Registration" buttons. Below the "Invite" button, the text "SD Child" is visible.

**Step 2:** Enter the email addresses of the players you would like to invite to your team. You have the option to also include a message.

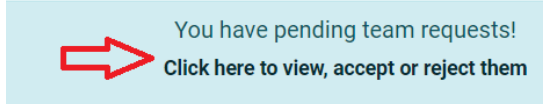


The screenshot shows the "Invite Someone To Team Test Team!" form. It prompts the user to "Enter the emails of people that you want to invite. Separate multiple emails with a comma." Below this is a "Requirements" section with "Gender: Coed". The "From" field is pre-filled with "renosportsdome@gmail.com". The "To" field contains "renosportsdome@gmail.com" with a red arrow pointing to it. Below the "To" field is a "Message" field with the text "RSD Adult Account has invited you to join Test Team!". A "Send" button is at the bottom.

**Step 3:** Your players will receive an email inviting them to join your team. They can click the link, follow the prompts, and complete registration. Once they complete registration they will appear on your roster. To view your roster, go back to the dashboard and click “Manage” under your team.

## Option 2: Accepting Requests to join your team

**Step 1:** Once a player requests to join your team you will receive a notification on your dashboard. Click to review the requests.



### **Step 2:** Select a response and select "send response"

#### Requests To Join

The following players have requested to join one or more of the groups you manage. To respond to the requests select "Yes" or "No" and enter an optional comment to send to them via email.

SD Child Account is requesting you to join Test Team

Undecided  
 Yes  
 No  
 No & Do Not Notify Requester

Optional note sent to SD Child Account

Requested: Fri Sep 4th at 11:31 AM

Send Response

**Step 3:** Players will receive your response and will be given the option to complete registration. They can click the link, follow the prompts, and complete registration. Once they complete registration they will appear on your roster. To view your roster, go back to the dashboard and click "Manage" under your team.

