Instructions for Managers & Coaches

Contents

Signing into the website

1. Open a browser and navigate to the website uacssports.com
2. In the top left corner above the UACS Logo, click *Sign In.*
3. The following page will appear. Enter your email address and your password and click *Sign In.*
   *If you do not yet have an account, please see the instructions below for creating an account.
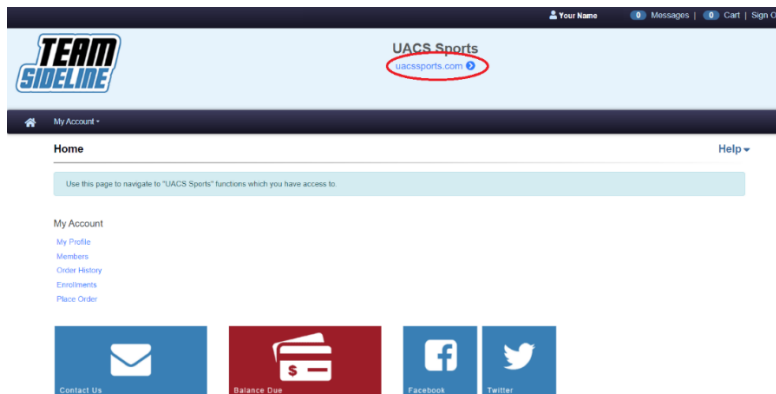

4. If your login and password are correct, the following screen will appear, and your name will be shown on the top of the screen indicating you are logged in. Click the *uacssports.com* link at the top of the page to return to the main website.

Instructions for Managers & Coaches

Creating an account

1. Open a browser and navigate to the website uacssports.com
2. In the top left corner above the UACS logo, click *Sign In*.
3. The following page will appear. Click *Create a new account*.

Sign In

Use your TeamSideline account

Email *

Password *

First time signing in to this site? Create a new account. ❯

Forgot your password? ❯

4. On the Pre-Registration screen, select that you are registering "**An adult or non-player (adult, team, other, etc.)**" and click the next button.
5. Complete the form. Tip: required fields have an orange asterisk (*). When done. Click *Sign Up*.

Register

New to TeamSideline? Signing up is easy! Just complete the fields below and click "Sign Up"

Email Address *

Re-Enter Email *

Password *

Confirm Password *

First Name *

Last Name *

Street Address *

City, State, Zip *

Phone 1 *   Ext.   Select

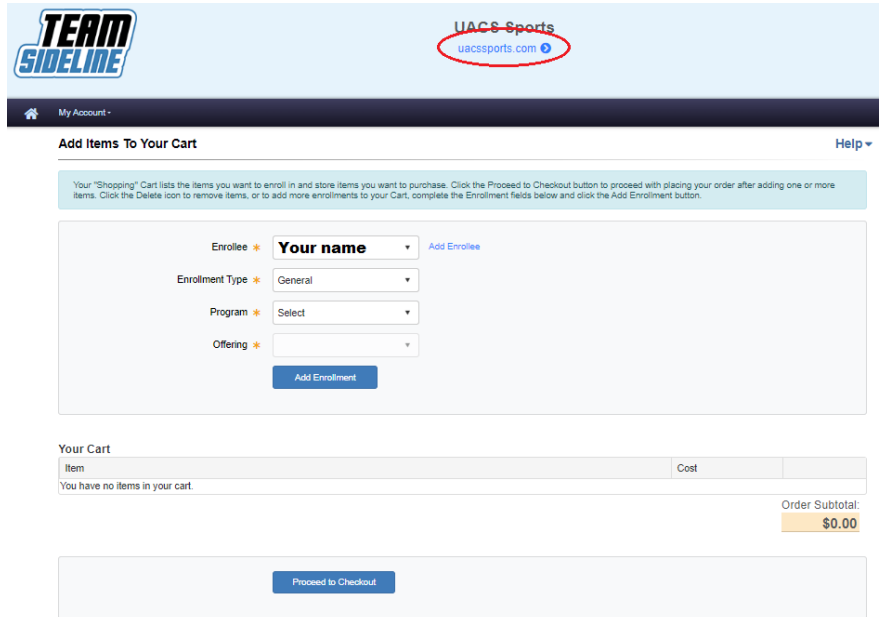Phone 2   Ext.   Select

Phone 3   Ext.   Select

Sign Up

* Required Fields

6. Your account is now created, and you may return to the main website by clicking the *uacssports.com* link at the top of the page (see below).

7. You will now see your name listed in the top left corner of the website above the logo indicating you are signed into the website.

Instructions for Managers & Coaches

Creating a Team

1. Open a browser and navigate to the website uacssports.com
2. Sign into the website and return to the main page. (See instructions for Signing into the website)
3. From the main menu, select *Register New Team*.
4. The following screen will appear. Click the *Blue Info and Registration Button* for either Baseball or Softball.

Be sure to select the appropriate sport.

5. The following page will open. Select the *Register Now button.* This will bring you back to the Team Sideline.

6. The following page will open.

7. On the above page, be sure the Enrollee drop down has *your name,* Enrollment Type has General, and Program has 2024 Baseball Registration or 2024 Softball Registration.
8. In the Offering drop down, select your team's age and classification.
9. Click the button *Add enrollment.*
10. This will add the enrollment to your cart. Tip: If you are registering multiple teams to your account, you may repeat steps 7-9 for each team you are adding.
11. When done adding enrollments, press the *Proceed to Checkout* button.
12. The following screen will appear for each enrollment that was added to your cart.

13. Enter your Team Name exactly as you wish it to appear on the website.
    IMPORTANT NOTE* If you are adding multiple teams, be sure that the team you are adding corresponds to the age group listed. This can be found at the top of the page. See white arrow above outlined in Red.
14. If you have your Team Insurance, you may upload it now. You can add later by choosing *Insurance* from the menu.
15. Click the Agreement *checkbox* that you agree to the terms and conditions.
16. Click the *Next* button.
17. Repeat steps 12-16 for each enrollment that was added to your cart.

18. The following page will appear.

Billing Information

First Name ✳	
Last Name ✳	
Street Address ✳	
City ✳	
State ✳	
Zip Code ✳	
Phone ✳	

Payment Information

Credit Card Type ✳	Select ▾ VISA 💳 DISCOVER 💳
Credit Card Number ✳	No dashes
Verification Number ✳	ⓘ
Expiration Date ✳	08 ▾ 2023 ▾
Statement	Your Statement will show a charge from "WPY*UACS Sports".

Order

Item	Cost
General - 2024 Baseball Registration - 10u-AA - I ((Team Registration) (Team Name: Test Team)	
	Convenience Fee: $1.35
	Order Total:

Place Order

19. Enter Pmt Info and press the *Place Order* button. Your Team(s) will be created and sanctioned for the entire season.

Registering for a Tournament

1. Open a browser and navigate to the website uacssports.com
2. From the home page, choose the UACS Baseball or UACS Fastpitch logo.
3. This will take you to the tournaments listing page.
4. You may filter the tournament listings by using the Search Tournament filters at the top of the page.
5. Each card is a tournament. Example below.

Louisiana Baseball
Luling/Destrehan (Bridge Parks)
AUG 19th-20th | 7u-14u
UACS FALL KICKOFF
Teams Registered: 20
Who's Coming   Event Home

6. The card will list the State, Venue, Dates, Ages, Tournament Name, and the # of Team Registered.
7. To see the teams that are coming, press the *Who's Coming* button.
8. For more information about the tournament and to enroll in the tournament, Select the *Event Home* button.
9. The following screen will appear.

Instructions for Managers & Coaches

EWBP 8/19-8/20 UACS Fall Kickoff - Fall 2024

EAST/WEST BANK BRIDGE PARKS

3 Game Guarantee- 2 Pool into Single Elimination Bracket

- *Champion & Finalist Awards*
- *Ages: 7U to 14U*

Eastbank Park Address: 13244 River Rd Destrehan, LA 70047

Westbank Park Address: 13825 River Rd Luling, LA 70070

Click Rules: Rules and Bylaws

Tournament info: Tournament info-LA

• **Umpire Fees: All One Day Tournaments**	**1-Day $40 (60 Min)**
• **Umpire Fees: 7u-8u**	**2-Day $40 (60 Min)**
• **Umpire Fees: 9u-14u**	**2-Day $50 (90 Min)**
• **Gate Fee:**	**Per Day $10.00**

Program Details
- **Registration Status:** Open
- **Regular Registration:** Thursday, July 13, 2023 - Wednesday, August 16, 2023
- **Program Duration:** Saturday, August 19, 2023 - Sunday, August 20, 2023
- **Regular Registration Cost:** $60.00 - $200.00

Enroll

10. Review the tournament information and select the *Enroll* button.
11. If you have not signed in yet, the system will prompt for your email address and password.
12. The following screen will appear.

Add Items To Your Cart   Help ▾

Your "Shopping" Cart lists the items you want to enroll in and store items you want to purchase. Click the Proceed to Checkout button to proceed with placing your order after adding one or more items. Click the Delete icon to remove items, or to add more enrollments to your Cart, complete the Enrollment fields below and click the Add Enrollment button.

Enrollee ✱	**Your name** ▾	Add Enrollee
Enrollment Type ✱	General ▾	
Program ✱	EWBP 8/19-8/20 UACS Fa ▾	
Offering ✱	Select ▾	
	Add Enrollment	

Your Cart

Item	Cost	
You have no items in your cart.		
	Order Subtotal:	**$0.00**

Proceed to Checkout

13. On the above page, be sure the Enrollee drop down has *your name,* Enrollment Type has General, and Program has defaulted to the tournament you wish to enter.
14. In the Offering drop down, select the age and classification you wish to play this tournament in.
15. Click the button *Add enrollment.*
16. This will place this tournament in the cart.
17. You may repeat steps 13-16 for as many teams or additional tournaments you wish to enroll in. However, it is recommended to add teams one at a time to not cause any confusion.
18. Select the *Proceed to Checkout* button.
19. In the dropdown menu, select the team you wish to enroll. If enrolling multiple teams, be sure the team you are enrolling matches the age group and classification for the item in the cart. See below.

20. On the same screen, agree to the waivers (3 waivers) by checking the agreement *check box* on each waiver*.*
21. Click *Next* at the bottom of the screen.
22. Repeat steps 19-21 for each item that was placed in your cart.
23. When finished, the following screen will appear.

24. Choose either Pay by Cash at Event or Pay by Credit Cart.
25. If pay by credit card, complete payment details.
26. When done, select the *Place Order* button.
27. Your team is enrolled in the tournament.
28. You may check this by going to the Who's Coming page and verifying your team is listed.

Roster Management

1. Open a browser and navigate to the website uacssports.com
2. Sign In by choosing the *Sign In* link in the top left corner of the page.
3. Sign In using your email and password.
4. When successfully signed in, the following screen will appear.
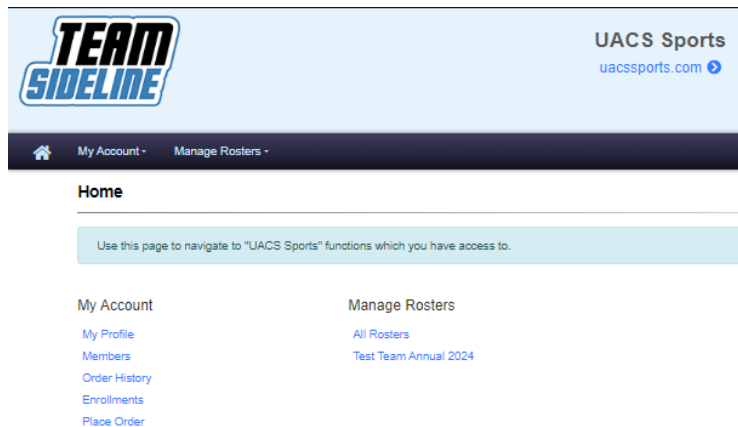
5. Under Manage Rosters, choose the team you wish to manage.
6. On the next screen, choose *Add to Roster.*
7. Enter the player's first name, last name, role (player), and a valid email address for one of the players parents or guardians.
8. Select the *Add* button.
9. This will add the player to your roster and send an email to confirm the player to their parent or guardian. The email will have the subject Roster Invite.