

How to register a team in the Rio Rancho or Santa Fe Leagues

1. From the home page click on the “enroll” button for the program you wish to register for. Same information is on the registration page.
2. If you are a returning user you can enter your login information.
 - a. You can also reset your password.
 - b. If you are a new user click on the Create a new account link

The screenshot shows a web interface for signing in. At the top, there is a dark blue bar with a white arrow icon and the text "Sign In". Below this is a section titled "Pre-Registration" in bold black text. A green banner with white text reads "Please sign in to complete your enrollment or order." Underneath, the heading "Use your TeamSideline account" is followed by two input fields: "Email *" containing "cnmslowpitch@gmail.com" and "Password *". Below the password field are two links: "First time signing in to this site? Create a new account >" and "Forgot your password? >". At the bottom right of the form area is a blue "Sign In" button. A legend at the bottom left indicates that the asterisk (*) denotes "Required Fields".

- Use the pull down menus to pick the program you want to enroll in. Click “add enrollment”

The screenshot shows the 'Add Items To Your Cart' form with the following pre-filled values:

- Enrollee: Brian James
- Enrollment Type: General
- Program: Rio Rancho Spring 2023 - :
- Offering: Thursday Mens Open

An 'Add Enrollment' button is located below the dropdown menus.

- Enrollment will be added to your cart. You can add more enrollments or “proceed to checkout”

The screenshot shows the 'Add Items To Your Cart' form with empty dropdown menus and a 'Your Cart' summary table.

Your Cart

Item	Cost	
General - Rio Rancho Spring 2023 - Thursday Mens Open - Brian James	\$700.00	✖

Order Subtotal: **\$700.00**

Proceed to Checkout

5. Enter your team name and sanction option. Review and agree to T&C

My Account ▾ Officials Management ▾

Rio Rancho Spring 2023 - Thursday Mens Open - Brian James

You are almost done! Complete this page and then click the Next button to complete your order.

Team Information

Team Name *

Add-On To This Enrollment

Sanction Fees \$0.00 Per Item
USSSA Sanction Fees

Add-On

Sanction Fees *

- Select
- Already Sanctioned
- League Only Sanction (\$30.00 addl.)
- Tournament Sanction (\$75.00 addl.)

League T&C

TERMS and CONDITIONS

1. Manager of record is responsible for maintaining current...
2. Players must sign roster and release of liability prior to...

6. Complete billing and payment information, then click on "place order" and you are done.

Payment Information

Payment Type * Pay by Check
After you click the Place Order button, the Order Summary page will give you the address to send your check to.

Pay by Venmo, CashApp, Apple Pay or Cash

Pay by Credit Card

Credit Card Type

Credit Card Number No dashes

Verification Number ⓘ

Expiration Date

Statement Your Statement will show a charge from "WPY*CNM Umpires LLC".

Order

Item	Cost
General - Rio Rancho Spring 2023 - Thursday Mens Open - Brian James (Team Name: Test)	\$700.00
-- Sanction Fees, Already Sanctioned	\$0.00

Order Total: **\$700.00**

All taxes included.

