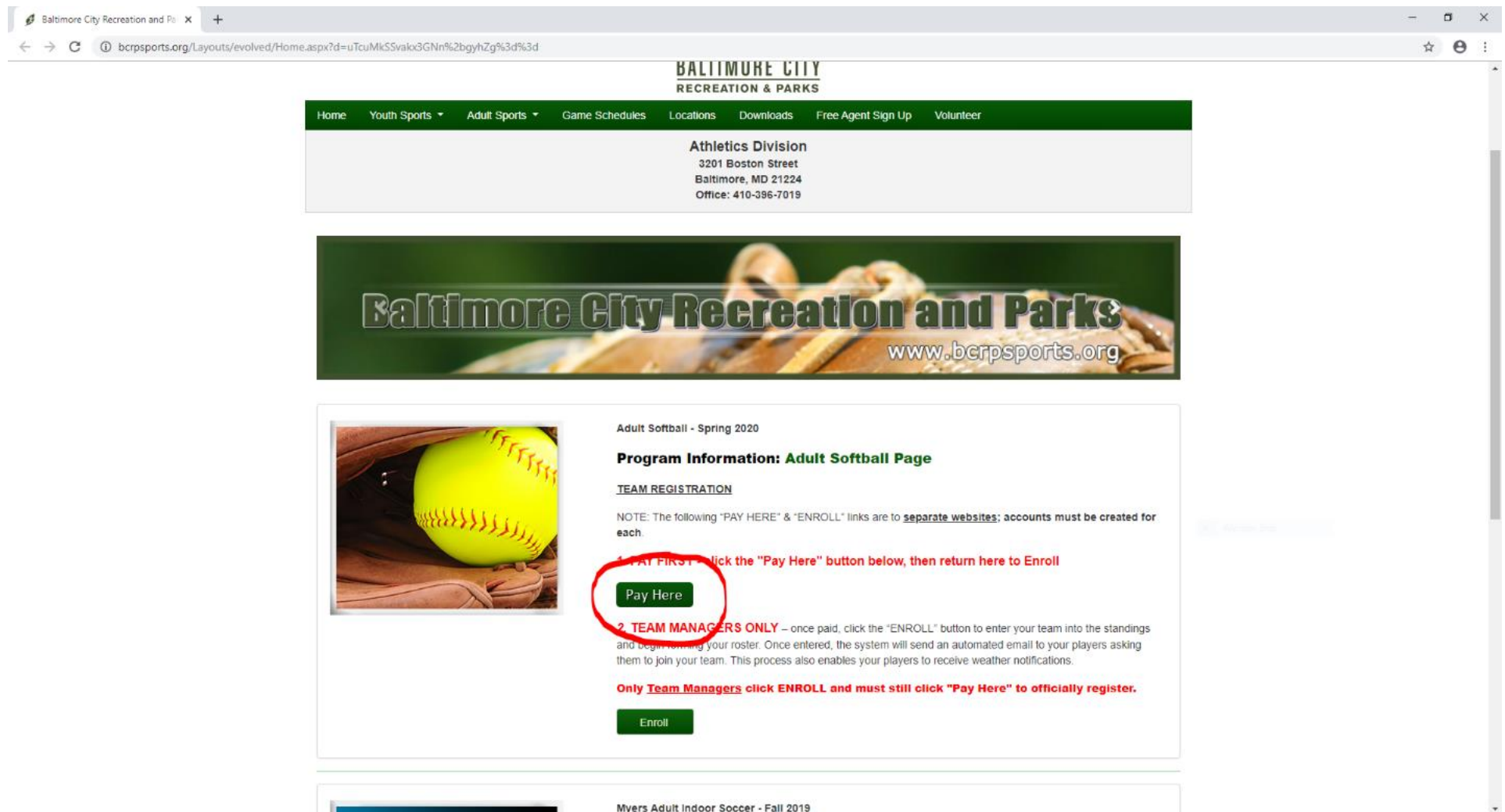


Registration is a two-step process – paying and enrolling. Be sure to follow through with both steps to ensure your team gets registered.

1) Go to bcropsports.org.



The screenshot shows the Baltimore City Recreation and Parks website. The header includes the logo and navigation links: Home, Youth Sports, Adult Sports, Game Schedules, Locations, Downloads, Free Agent Sign Up, and Volunteer. Below the header is the Athletics Division contact information: 3201 Boston Street, Baltimore, MD 21224, Office: 410-396-7019. A large banner features the text "Baltimore City Recreation and Parks" and the website URL "www.bcropsports.org". The main content area displays "Adult Softball - Spring 2020" with a "Program Information: Adult Softball Page" link. Under "TEAM REGISTRATION", a note states that "PAY HERE" and "ENROLL" links are to separate websites. A red circle highlights the "Pay Here" button, and a red arrow points to the "Enroll" button. The text below the buttons reads: "1. **PAY FIRST** - click the "Pay Here" button below, then return here to Enroll" and "2. **TEAM MANAGERS ONLY** - once paid, click the "ENROLL" button to enter your team into the standings and begin forming your roster. Once entered, the system will send an automated email to your players asking them to join your team. This process also enables your players to receive weather notifications. **Only Team Managers click ENROLL and must still click "Pay Here" to officially register.**

2) Click [Pay Here](#).

**This takes you to a separate site that is not connected to bcrpsports.org.
Create an account for the payment portal or sign in if you have an account.**

The screenshot shows a website interface for Parks & Recreation. At the top, there is a navigation bar with links for News, Online Payments, How Do I?, 311 Services, Government, Events, Office of the Mayor, and Connect. Below this is a breadcrumb trail for Parks & Recreation and a utility bar with links for Catalog, Account, Connect, Internal, Policies, Help, and Log Out. A shopping cart icon indicates an empty cart.

The main content area features a filter sidebar on the left and a list of activities on the right. The filter sidebar includes sections for Clear All Filters, Filter (with a search box), Location (Select Locations), Category (Adult Sports Clinic, Adult Sports League, Youth Sports League, Youth Sports Clinic), Eligibility (Rob Schoppert (Adult), Rob JR Jr (6)), Age Group (Youth, Adult, Senior), and Days of the Week (Mon, Tue, Wed, Thu, Fri, Sat).

The activity list is categorized by type and location. The 'Sports' category is selected, showing 88 items. The list includes:

- Rec Center Activities: 299
- Recreation Center ...: 18
- Sports Facilities: 9
- Outdoor Activities: 133
- Aquatics Programs: 44
- Health & Wellness: 71
- After School Progr...: 71
- Nature / Environm...: 68
- Memberships/Pass...: 15
- Volunteer: 13
- Therapeutic Recrea...: 43
- Carrie Murray Natu...: 6
- Fun Wagon: 2
- Admin Services: 0
- Events: 0
- Arts: 22

The 'ADULT SPORTS CLINIC' section lists:

- Mixed Martial Arts (3) This class will specialize in teaching... \$30 - \$60

The 'ADULT SPORTS LEAGUE' section lists:

- Indoor Co-Ed Soccer (4) \$550
- Indoor Men's Soccer (5) \$550
- Volleyball (4) This Is An Co-Ed Activity For Adults ... \$0
- B' MORE NIGHT HOOPS LEAGUE (2) B' More Night Hoops is a citywide b... \$0
- Basketball Drop-In Adult (11) \$0 - \$5
- Outdoor Soccer (3) \$550

The 'Softball' section includes a table with the following data:

SESSION	LOCATION	AGE	DAYS	DATES	TIMES	ENROLLMENT	PRICE
Monday Coed (Single Gam...	Fort Holabird Park	All Ages	Mon	04/06-07/27	6pm-10:30pm	0/16	\$300
Monday Coed (Single Gam...	Multiple	18/up	Mon	04/06-07/27	6pm-10:30pm	0/16	\$300
Monday Coed Doublehead...	Multiple	18/up	Mon	04/06-07/27	6pm-10:30pm	0/16	\$450
Saturday Coed Church Lea...	Druid Hill Park	18/up	Sat	04/04-07/25	9am-2pm	0/9	\$450
Sunday Coed Doubleheader	Multiple	18/up	Sun	04/05-07/26	10am-1pm	0/9	\$450

3) After paying, go back to bcrpsports.org.

Baltimore City Recreation and Parks

Home Youth Sports Adult Sports Game Schedules Locations Downloads Free Agent Sign Up Volunteer

Athletics Division
3201 Boston Street
Baltimore, MD 21224
Office: 410-396-7019

Baltimore City Recreation and Parks
www.bcrpsports.org

Adult Softball - Spring 2020

Program Information: Adult Softball Page

TEAM REGISTRATION

NOTE: The following "PAY HERE" & "ENROLL" links are to separate websites; accounts must be created for each.

1. **PAY FIRST** - click the "Pay Here" button below, then return here to Enroll

Pay Here

2. **TEAM MANAGERS ONLY** – once paid, click the "ENROLL" button to enter your team into the standings and begin forming your roster. Once entered, the system will send an automated email to your players asking them to join your team. This process also enables your players to receive weather notifications.

Only Team Managers click ENROLL and must still click "Pay Here" to officially register.

Enroll

Myers Adult Indoor Soccer - Fall 2019

4) Click Enroll. Note: only team managers enroll their team. Players do not do this step.

- 5) Create a separate account for your team enrollment or sign in if you have an account. You can use the same email and password as your payment account.

The screenshot shows a web browser window with the URL `bcrpsports.org/user/SignIn.aspx?d=uTcuMkSSvakUEw5733pzrmI4Bi0Filshz2jMgg%2f2p10%3d`. The page header includes the **TEAM SIDELINE** logo and the text "Baltimore City Recreation and Parks Sports" with the website URL `www.bcrpsports.org`. A "Sign In" link is visible in the top right corner. Below the header is a dark blue bar with a "Sign In" button. The main content area is titled "Pre-Registration" and contains a green message box: "Please sign in to complete your enrollment or order." Below this, it says "Use your TeamSideline account" and provides input fields for "Email" (containing `Rob.Schoppert@baltimorecity.gov`) and "Password". There are also links for "First time signing in to this site? Create a new account" and "Forgot your password?". A "Sign In" button is at the bottom of the form. A legend at the bottom left indicates that an asterisk (*) denotes "Required Fields". The footer contains "Site Powered by TeamSideline.com" and "Contact Us | Privacy Policy".

- 6) Select the Program and Offering you are registering for. Select Yes for registering a team and as a player.

The screenshot shows a web browser window with the URL bcrcpsports.org/user/place-order/cart.aspx?d=uTcuMkSSvakx3GNn%2bgyhZg%3d%3d. The page header includes the Baltimore City Recreation and Parks logo, the text "Baltimore City Recreation and Parks Sports", and the website URL www.bcrcpsports.org. A navigation bar shows "My Account" and user information for "Rob Schoppert" with 0 messages and 0 items in the cart. The main content area is titled "Add Items To Your Cart" and contains a text box explaining the shopping cart. Below this is a form with the following fields:

- Enrollee: Rob Schoppert
- Enrollment Type: General
- Program: Adult Softball - Spring 2020
- Offering: Coed Monday Doublehead
- Incl. Player Registration: Yes (with a sub-label "Register team and as a player")

An "Add Enrollment" button is located below the form. Below the form is a "Your Cart" section with a table that is currently empty, showing "You have no items in your cart." and an "Order Subtotal" of \$0.00. A "Proceed to Checkout" button is located at the bottom of the page.

- 7) Click Add Enrollment.

8) Click Proceed to Checkout.

Baltimore City Recreation and Parks

bcrrpsports.org/user/place-order/cart.aspx?d=uTcuMkSSvakx3GNn%2bgyhZg%3d%3d

My Account

Add Items To Your Cart

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 * Select

Enrollment Type *

Program *

Offering *

Add Enrollment

Your Cart

Item	Cost	
General - Adult Softball - Coed Monday Doubleheader - Druid Hill Park - Rob Schoppert (Team Registration)	\$0.00	X
General - Adult Softball - Roster - Coed Monday Doubleheader - Druid Hill Park - Rob Schoppert (Player Registration)	\$0.00	X

Order Subtotal:
\$0.00

Proceed to Checkout

Order Inquiries
For Registration, Program, Volunteer or Sponsor questions, please email Baltimore City Recreation and Parks Sports directly at Rob.Schoppert@baltimorecity.gov.

My Account ▾

Add Items To Your Cart ?

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 *

Enrollment Type *

Program *

Your enrollment has been added to your Cart. If this is your last enrollment, close this message, then click the "Proceed to Checkout" button. If you have more items to add to your Cart then make your enrollment selections and click the Add Enrollment button.

	Cost	
Rob Schoppert (Team Registration)	\$0.00	✕
Hill Park - Rob Schoppert (Player Registration)	\$0.00	✕

Order Subtotal:
\$0.00

[Proceed to Checkout](#)

Order Inquiries
For Registration, Program, Volunteer or Sponsor questions, please email Baltimore City Recreation and Parks Sports directly at Rob.Schoppert@baltimorecity.gov.

9) Enter Team Name.

The screenshot shows a web browser window with the URL bcrcsports.org/user/place-order/ProgramCheckout.aspx?d=uTcuMKSSvakx3GNn%2bgyhZg%3d%3d. The page header includes the Baltimore City Recreation and Parks Sports logo and navigation links for Rob Schoppert, Messages (0), Cart (2), Help, and Sign Out. The main content area is titled "Adult Softball - Coed Monday Doubleheader - Druid Hill Park - Rob Schoppert" and contains a "My Account" dropdown menu. A light blue instruction bar reads: "Complete this page and then click the Next button." Below this is the "Team Information" section, which features a red-bordered note: "Note: You will enter your Roster after you have registered your Team. An 'Order Confirmation' page will display after you have registered your Team. When the 'Order Confirmation' page displays, you can click your Team Name link under the 'Manage Rosters' menu at the top of the page to enter your Roster." A "Team Name" field with an asterisk (*) contains the text "BCRF". A blue "Next" button is positioned below the field. A legend at the bottom left of the form area indicates that an asterisk (*) denotes "Required Fields". The footer of the page includes "Site Powered by TeamSideline.com" and "Contact Us | Privacy Policy".

10) Complete Enrollment Fields.

The screenshot shows a web browser window with the URL `bcrpsports.org/user/place-order/ProgramCheckout.aspx?d=uTcuMkSSvakx3GNn%2bgyhZg%3d%3d`. The page header includes the **TEAM SIDELINE** logo, the text **Baltimore City Recreation and Parks Sports**, and the website address `www.bcrpsports.org`. A navigation bar at the top right shows the user **Rob Schoppert**, **0** Messages, **2** Cart, **Help**, and **Sign Out**.

The main content area features a dark blue bar with **My Account** and a home icon. Below this, the page title is **Adult Softball - Roster - Coed Monday Doubleheader - Druid Hill Park - Rob Schoppert**. A light blue message box states: "You are almost done! Complete this page and then click the Next button to complete your order."

The **Program Specific Information** section contains a required field for **T-Shirt Size**, with a dropdown menu currently set to **Select**. A **Next** button is positioned below the form. A legend at the bottom left of the form area indicates that an asterisk (*) denotes **Required Fields**.

The footer of the page includes the text **Site Powered by TeamSideline.com** and links for **Contact Us** and **Privacy Policy**.

11) Click Place Order.

Baltimore City Recreation and Pa x +

bcrpsports.org/user/place-order/checkout.aspx?d=uTcuMkSSvax3GNh%2bgyhZg%3d%3d

Checkout

One more step! Just complete this page, confirm the item(s) in your order and click the Place Order button to finalize your order.

Contact Information

First Name * Rob

Last Name * Schoppert

Street Address * 3201 Boston Street

City * Balto, MD

State * MD

Zip Code * 21224

Phone * 410-245-0613

Order

Item	Cost
General - Adult Softball - Coed Monday Doubleheader - Druid Hill Park - Rob Schoppert (Team Registration) (Team Name: BCRP)	\$0.00
General - Adult Softball - Roster - Coed Monday Doubleheader - Druid Hill Park - Rob Schoppert (Player Registration)	\$0.00

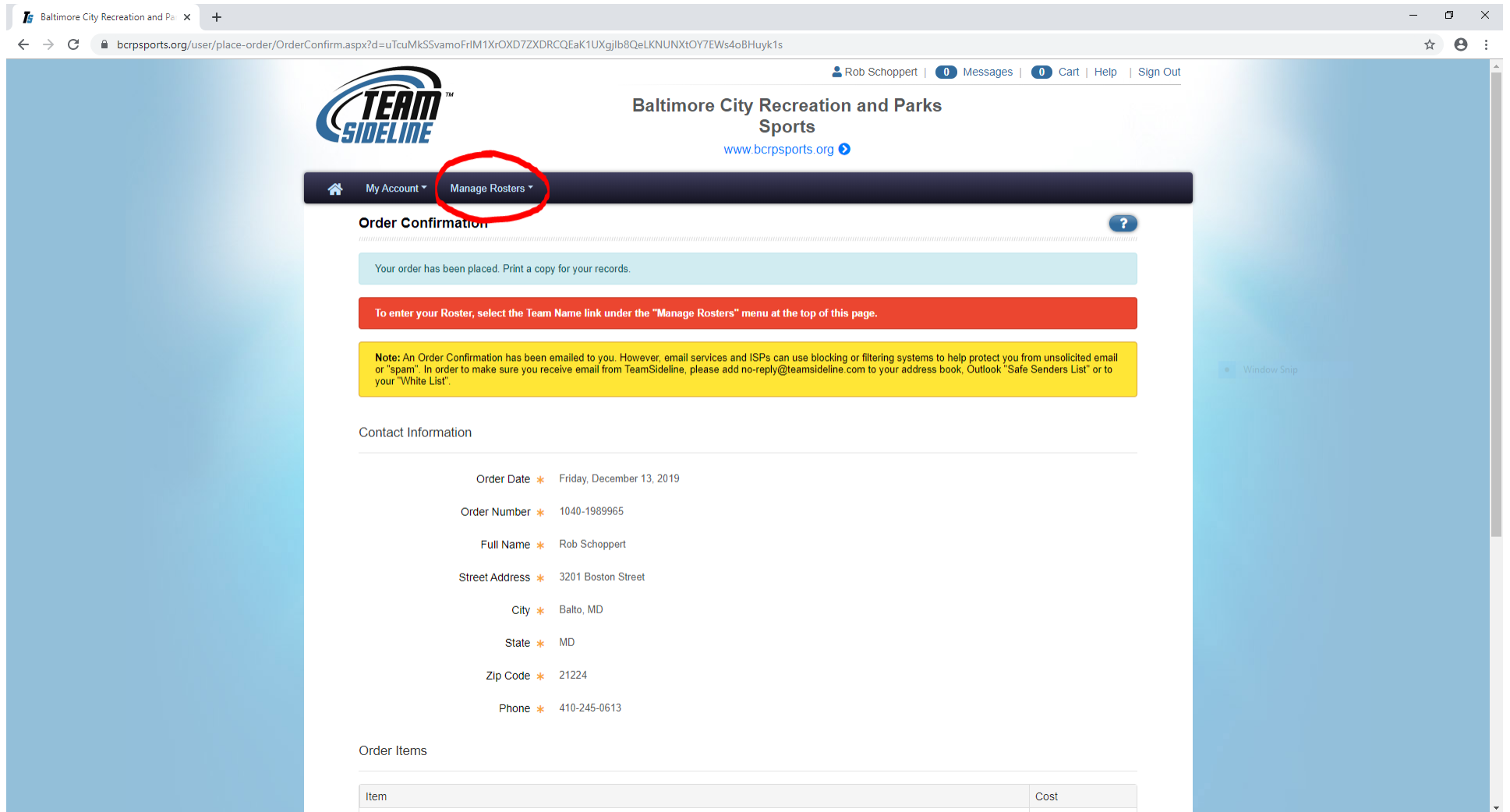
Order Total:
\$0.00

All taxes included.

Place Order

* Required Fields

12) Click Manage Rosters and select the league.



The screenshot shows a web browser window with the URL bcrcpsports.org/user/place-order/OrderConfirm.aspx?d=uTcuMk5SvamoFrIM1XrOXD7ZXDRCQEaK1UXgjlB8QeLKNUNXtOY7EWs4oBHuyk1s. The page header includes the **TEAM SIDELINE** logo, the text "Baltimore City Recreation and Parks Sports", and the website URL www.bcrcpsports.org. The user is identified as Rob Schoppert with 0 messages and 0 items in the cart. A navigation bar contains "My Account" and "Manage Rosters", with the latter circled in red. The main content area is titled "Order Confirmation" and contains the following information:

Your order has been placed. Print a copy for your records.

To enter your Roster, select the Team Name link under the "Manage Rosters" menu at the top of this page.

Note: An Order Confirmation has been emailed to you. However, email services and ISPs can use blocking or filtering systems to help protect you from unsolicited email or "spam". In order to make sure you receive email from TeamSideline, please add no-reply@teamsideline.com to your address book, Outlook "Safe Senders List" or to your "White List".

Contact Information

Order Date * Friday, December 13, 2019

Order Number * 1040-1989965

Full Name * Rob Schoppert

Street Address * 3201 Boston Street

City * Balto, MD

State * MD

Zip Code * 21224

Phone * 410-245-0613

Order Items

Item	Cost
------	------

13) Click Add to Roster. *You can copy a previous roster by clicking Copy Roster.

The screenshot shows a web browser window with the URL `bcrpsports.org/user/Coach/RosterDashboard.aspx?d=uTcuMkSSvakYma1W7ekqlkt3a1HDZ76SyAfXky%2fpkK%3d`. The page header includes the "TEAM SIDELINE" logo, the text "Baltimore City Recreation and Parks Sports", and the website URL `www.bcrpsports.org`. A navigation bar shows "My Account" and "Manage Rosters". The main content area is titled "Adult Softball" and "BCRP Roster - Spring 2020". A light blue box contains instructions: "Your Roster Status is Open. Follow these steps to add team members and change your Roster Status from Open to Submitted." followed by four numbered steps. Below this is a red-bordered box with a message: "You must change your Roster status to Submitted to notify 'Baltimore City Recreation and Parks Sports' your Team has met the minimum Roster requirements." and a "Submit" button. Three buttons are visible: "Add to Roster" (circled in red), "Copy Roster", and "Reinvite All". A table lists team members with columns for Name, Role, Email Address, Invited, and Enrolled. The table shows two entries for Rob Schoppert, one as a Manager and one as a Player, both with checked boxes in the Invited and Enrolled columns. A "Count : 2" row is at the bottom of the table. The footer contains "Site Powered by TeamSideline.com" and "Contact Us | Privacy Policy".

Adult Softball
BCRP Roster - Spring 2020

Your Roster Status is Open. Follow these steps to add team members and change your Roster Status from Open to Submitted.

Step 1: Click the Add to Roster button to add team members. You can also click the Copy Roster button to add all team members from a previous Team Roster.
Step 2: When you add a team member, an invitation is emailed to the team member to prompt them to enroll to be on your team.
Step 3: A check mark displays in the Enrolled column for each team member that has completed enrollment.
Step 4: When the minimum number of team members have enrolled, click the Submit button to change your Roster Status to Submitted.

You must change your Roster status to Submitted to notify "Baltimore City Recreation and Parks Sports" your Team has met the minimum Roster requirements. [Submit](#)

[Add to Roster](#) [Copy Roster](#) [Reinvite All](#)

Name	Role	Email Address	Invited	Enrolled	
Rob Schoppert	Manager	Rob.Schoppert@baltimorecity.gov	☑	☑	↻ 🗑 ✕
Rob Schoppert	Player	Rob.Schoppert@baltimorecity.gov	☑	☑	↻ 🗑 ✕
Count : 2					

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14) Enter name and email of each player on your team. You can change the role of a player to “Coach” to give them roster management capability. Click Add.

Adult Softball
BCRP Roster - Spring 2020

Your Roster Status is Open. Follow these steps to add team members and change your Roster Status from Open to Submitted.

Step 1: Click the Add to Roster button to add team members. You can also click the Copy Roster button to add all team members from a previous Team Roster.
Step 2: When you add a team member, an invitation is emailed to the team member to prompt them to enroll to be on your team.
Step 3: A check mark displays in the Enrolled column for each team member that has completed enrollment.
Step 4: When the minimum number of team members have enrolled, click the Submit button to change your Roster Status to Submitted.

You must change your Roster status to Submitted to notify "Baltimore City Recreation and Parks Sports" your Team has met the minimum Roster requirements. [Submit](#)

[Add to Roster](#) [Copy Roster](#) [Reinvite All](#)

First Name *

Last Name *

Role *

Email *

[Add](#)

* Required Fields

Name	Role	Email Address	Invited	Enrolled	
Rob Schoppert	Manager	Rob.Schoppert@baltimorecity.gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Rob Schoppert	Player	Rob.Schoppert@baltimorecity.gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Count : 2					

Site Powered by TeamSideline.com [Contact Us](#) | [Privacy Policy](#)

15) Each player will be sent an automated email to create an account and enroll on your team.

Adult Softball
BCRP Roster - Spring 2020

Your Roster Status is Open. Follow these steps to add team members and change your Roster Status from Open to Submitted.

Step 1: Click the Add to Roster button to add team members. You can also click the Copy Roster button to add all team members from a previous Team Roster.
Step 2: When you add a team member, an invitation is emailed to the team member to prompt them to enroll to be on your team.
Step 3: A check mark displays in the Enrolled column for each team member that has completed enrollment.
Step 4: When the minimum number of team members have enrolled, click the Submit button to change your Roster Status to Submitted.

You must change your Roster status to Submitted to notify "Baltimore City Recreation and Parks Sports" your Team has met the minimum Roster requirements. [Submit](#)

[Add to Roster](#) [Copy Roster](#) [Reinvite All](#)

First Name *
Last Name *
Role *
Email *
[Add](#)

* Required Fields

Name	Role	Email Address	Invited	Enrolled	
Rob Schoppert	Manager	Rob.Schoppert@baltimorecity.gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	↔ ✕
Dale Smith	Player	dale.smith@baltimorecity.gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>	↔ ✕
Rob Schoppert	Player	Rob.Schoppert@baltimorecity.gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	↔ ✕
Count : 3					

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You can check the status of their enrollment by viewing the Enrolled column. It is not necessary to click Submit. Your roster will always be active.

16) What does a red flag next to a player registration mean?

A red flag means TeamSideline is not sending emails to that email address. An email filter can be placed on an email address for many reasons. If you hover over the red flag, the tool tip will provide more information.

Possible block reasons are:

- *Bad* - when TeamSideline sent an email it was returned to us.
- *Opt Out* - the user used the opt out link to say they didn't want email from TeamSideline or a specific organization
- *Blocked* - this is used when a spam filter or firewall is blocking TeamSideline emails for all recipients for a particular domain name or location.
- *Mailbox Full* - when emails are returned due to a mailbox being full.
- *Marked as Spam* - if the user marks a TeamSideline email as spam in their email client -- we will no longer send them emails. Please use the unsubscribe link at the bottom of TeamSideline emails, since marking TeamSideline emails as spam causes our deliverability rate to go down.

Even though a user does not get TeamSideline emails sent to their mailbox due to a red flag/email filter, they can still sign into www.teamsideline.com using the Team Site Sign In button and review their emails under the Communications > Received tab.

You can remove a filter by following these steps:

1. Sign in to TeamSideline.
2. After signing in, click My Profile
3. If there is an email filter associated with your email address, you will see a red flag on the Edit button to edit your Email Address.
4. Click the **Edit** button and click the X delete icon to remove the filter.