TeamSideline *Team Site* Guide

Instructions illustrated using a PC web browser
You may also use a mobile browser on a phone, tablet, or MAC
OR download the TeamSideline Mobile App (links at the bottom of the guide)

Welcome

Your Team now has a great tool to help organize your Team and make the Season more fun for Staff, Parents and Players. This is a Guide to tell you how to access your TeamSideline Team Site.

Why Use a Team Site?

Online Team Parent

A TeamSideline Team Site is like having an Online Team Parent. Your Team Site is a vital link to the League because Practices, Schedules and Rosters are automatically populated into each Team Site. This means everyone on each Team knows who is on the Team as well as when and where Practices and Games are. Team Staff can create additional Events (Team Meetings, Celebrations, Practices NOT at a WCB Field) that have automatic Reminder Emails sent with Attendance Polls making it much easier to manage the team and communications.

Communications

Email distribution lists are automatically created so Roster members can easily send Communications to any or all roster members. Using Team Site communications enables all Team communications to be consolidated and accessible online anytime anywhere.

Family & Friends

Each team member can invite family members to join the site, so now all family members with access to the internet can easily get information like game times and directions.

Security

TeamSideline is a secure site. This means all Team data such as phone numbers and email addresses are secure and private to Team members and can only be edited by Team Staff. (Family & Friends can not view Team personal data such as phone numbers and email addresses.)
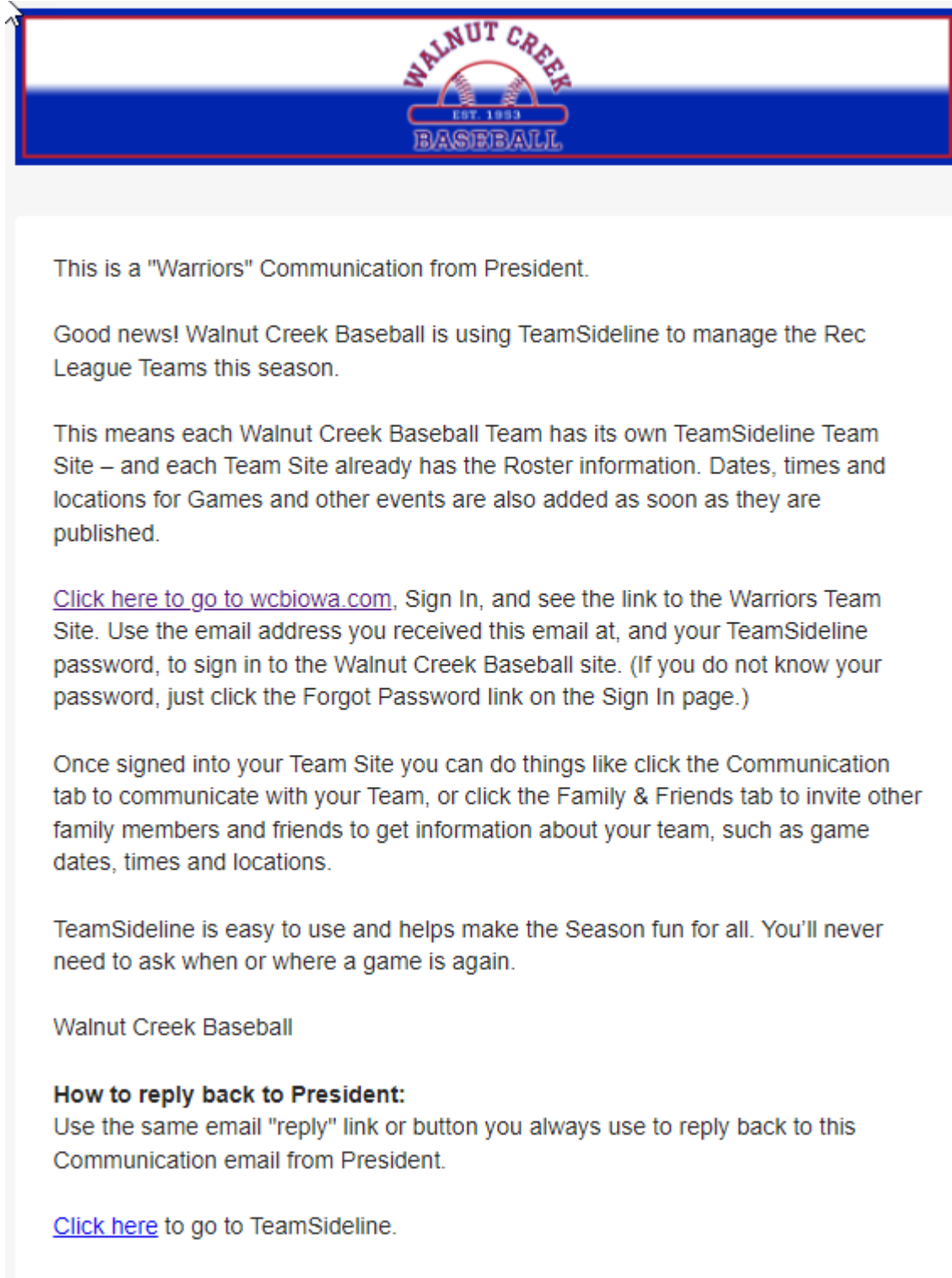
5 Easy Steps To Be Up and Running For The Entire Season

1. When Team Sites are created by the League, all Roster members will receive an email inviting them to sign in to the Team Site they are associated to.

2. Click the link in the email to sign in to your **League Site**. When you sign in, you will see a link on the **LEFT** that takes you to the **Team Information** page on the **League Site** and a link on the **RIGHT** takes you to the **Team Site**.

3. After the **Team Site** link is clicked, and if you have used a Team Site then you will automatically go to your Team Site. If you have never used a TeamSideline Team Site with your email address then you will be sent a Validation Email -- click the Validation link in the email to sign in.

4. Staff members can add Team Events, add announcements, add links, team and player pictures and bios to personalize the Site.

5. All Roster members can see a consolidated Calendar with all of their Practices, Games and other Team Events, invite Family & Friends to see the Site, and send communications to individual staff members or the entire team.

Details for steps from the Previous Page:

STEP 1

You should received an email that looks like the following. The example team name is *Warriors*.

This is a "Warriors" Communication from President.

Good news! Walnut Creek Baseball is using TeamSideline to manage the Rec League Teams this season.

This means each Walnut Creek Baseball Team has its own TeamSideline Team Site – and each Team Site already has the Roster information. Dates, times and locations for Games and other events are also added as soon as they are published.

Click here to go to wcbiowa.com, Sign In, and see the link to the Warriors Team Site. Use the email address you received this email at, and your TeamSideline password, to sign in to the Walnut Creek Baseball site. (If you do not know your password, just click the Forgot Password link on the Sign In page.)

Once signed into your Team Site you can do things like click the Communication tab to communicate with your Team, or click the Family & Friends tab to invite other family members and friends to get information about your team, such as game dates, times and locations.

TeamSideline is easy to use and helps make the Season fun for all. You'll never need to ask when or where a game is again.

Walnut Creek Baseball

How to reply back to President:
Use the same email "reply" link or button you always use to reply back to this Communication email from President.

Click here to go to TeamSideline.

STEP 2

Click the link in the email to sign in to the WCB **League Site**.

OR you can Navigate to www.wcbiowa.com in a web browser and click **Sign In**
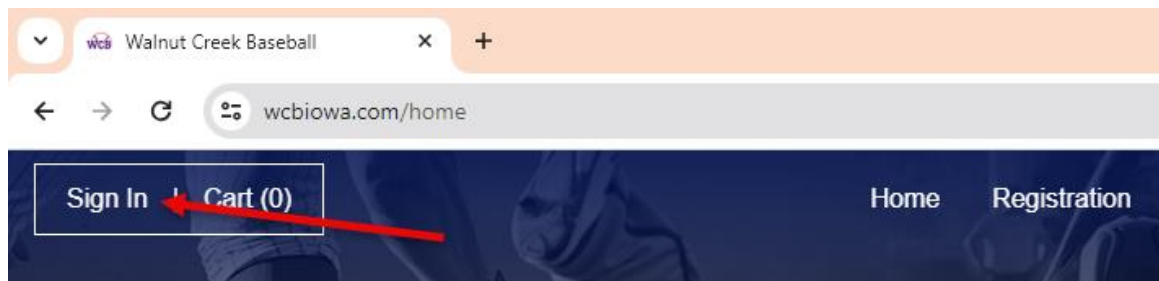
You will see the Sign In screen for the WCB **League Site**.

NOTE: This is not the Team Site. This will log you into the League Site.

Enter your account information (email, password) and click **Sign In**

After you Sign In, you will be taken to the WCB **League Site**. You will know it is the League Site because it has the WCB logo in the upper left corner.
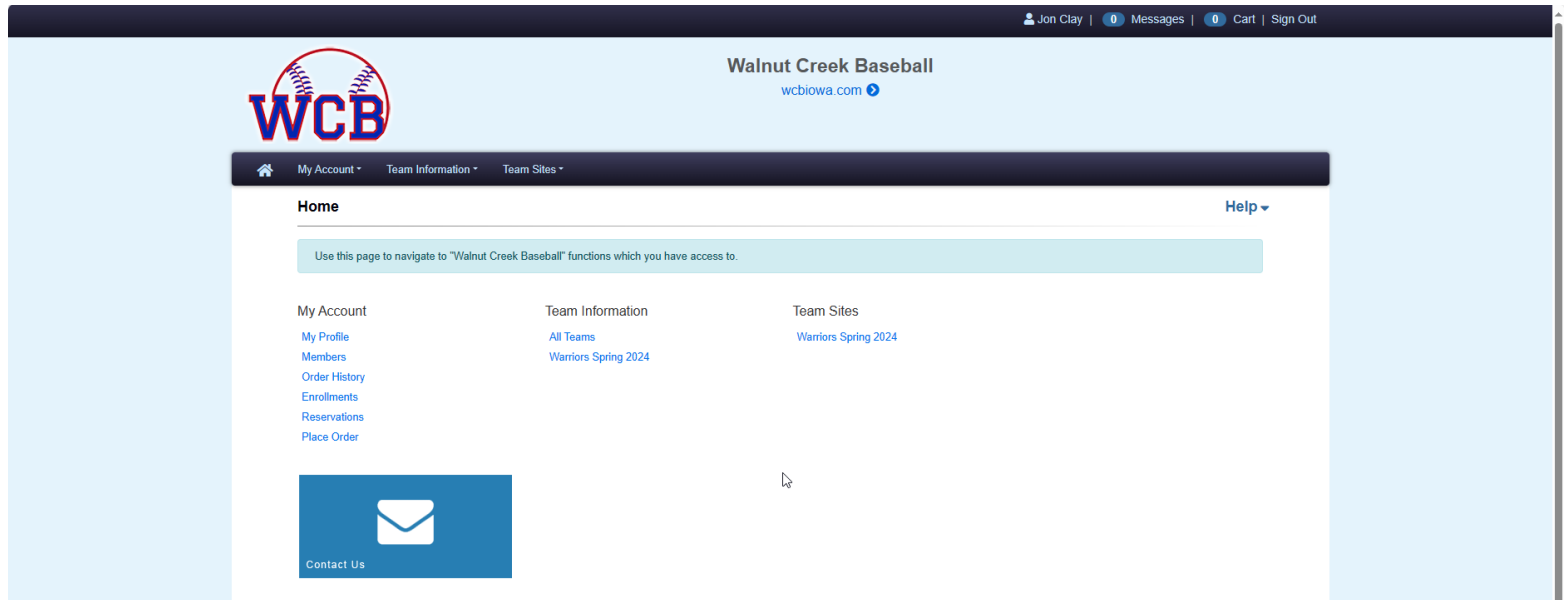
Please be aware that there are two links on this page that will take you to two different sites:

1. The link on the **LEFT** takes you to the **Team Information** page on the League Site.

2. The link on the **RIGHT** takes you to the **Team Site**.

   o You can also download and use the TeamSideline Mobile App if you do not want to use a mobile browser or browser on a PC or MAC.
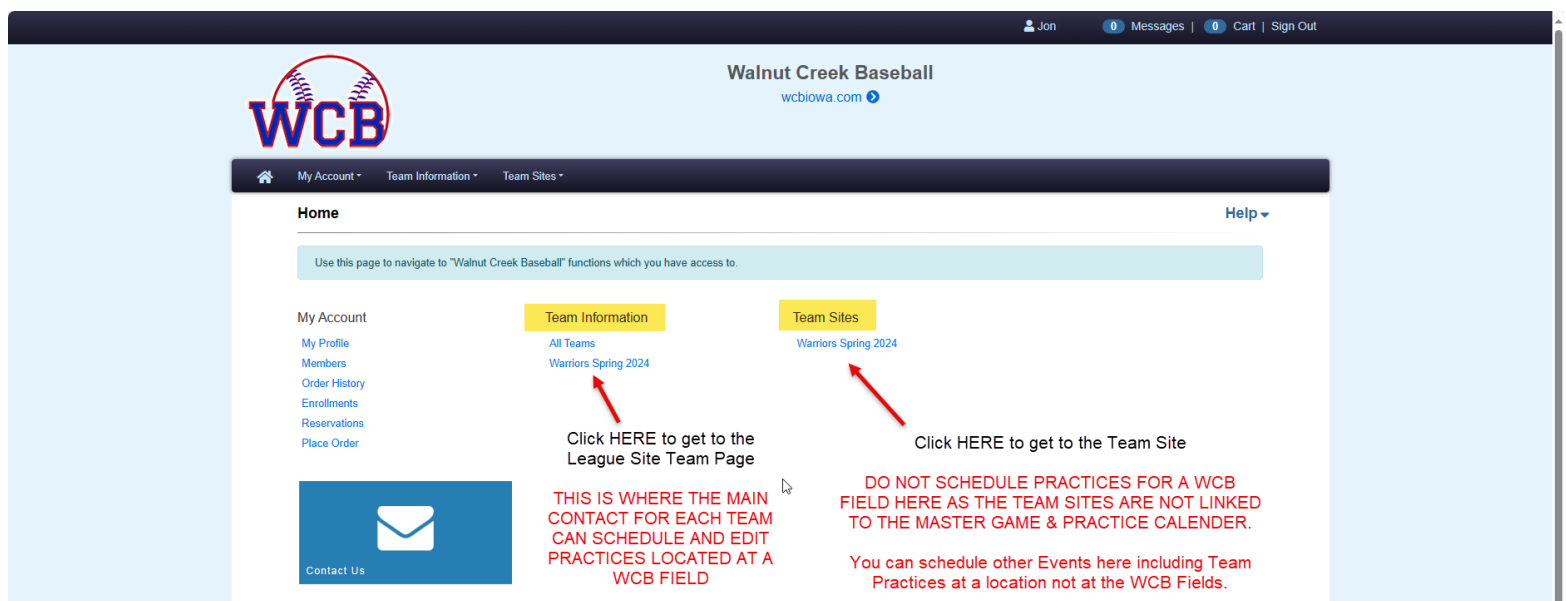
If you click on the **LEFT** link under **Team Information**, you be taken to the Team Information page where you will <u>find a button to schedule practices at one of the WCB Fields.</u>

THIS IS WHERE YOU WILL NEED TO SCHEDULE PRACTICES LOCATED AT ONE OF THE WCB FIELDS.

CURRENTLY ONLY THE HEAD COACH CAN SCHEDULE PRACTICES USING THE SELF SERVICE PROCESS.

IF YOU WOULD LIKE A DIFFERENT COACH TO BE THE PRACTICE SCHEDULER, PLEASE CONTACT YOUR DIVISION VP.

RULES ON SCHEDULING PRACTICES AT A WCB FIELD ARE ON PAGE 8.

ANY TEAMS OR COACHES THAT DO NOT FOLLOW THE PROCEDURES OR ABUSE THE PROCESS SUCH AS SCHEDULING MORE PRACTICES THAN ALLOWED, WILL LOSE THE SELF SERVICE OPTION OF SCHEDULING PRACTICES AND IT WILL HAVE TO BE DONE BY THE DIVISION VP, TIME PERMITTING.

STEP 3

If you click on the RIGHT link under **Team Sites**, you be taken to your Team Site.

You will know it is the Team Site because it has the TeamSideline logo in the upper left corner.

The Team Site view in a web browser is the same site and information that you will see if you are using the TeamSideline Mobile App.

DO NOT SCHEDULE PRACTICES FOR A WCB FIELD UNDER EVENTS ON THE TEAM SITE (WEB BROWSER OR MOBILE APP) AS THOSE EVENTS ARE NOT LINKED TO THE MASTER GAME AND PRACTICE SCHEDULE.

You can schedule other events using the Team Site including a practice not located at a WCB Field.

To see what WCB Fields are available for a practice, go to the main web site and click on the Game & Practice Calendar:

This is the Game & Practice Calendar:

ONCE YOU SCHEDULE YOUR PRACTICE USING THE PROVIDED PROCEDURES, MAKE SURE IT SHOWS UP ON THE GAME AND PRACTICE CALENDAR ON THE WEBSITE. IF YOU DO NOT SEE IT, YOU DID NOT DO IT CORRECTLY.

PLEASE CONTACT YOUR DIVISION VP FOR ASSISTANCE.

Game & Practice Calendar

Note: Click an item for more details.

Rules for Scheduling Practices at the Walnut Creek Baseball Facility

1. Only practice on a field that is appropriate for your division:
    a. Pre-K, Kindergarten, 1st Grade, 2nd Grade and 3rd Grade: **Fields 1, 3, 5 or 8**
    b. 4th and 5th Grade: **Field 2**
    c. 6th and 7th Grade: **Field 4**
    d. 8th and 9th Grade: **Field 6**
    e. All divisions may use Batting Cages 1 and 2 in-between Fields 1 and 2
    f. All divisions may use Batting Cages 3 and 4 on the 1st base side of Field 6

2. You must reserve a practice time on the [Game & Practice Calendar](#) and not just show up if the calendar is open.

3. Practices may only be scheduled up to 10 days in advance.
    a. For example, if it's March 20th, the furthest out you can schedule a practice is on March 30th.

4. You may reserve a batting cage and a field concurrently or one after the other.

5. Maximum of one practice Monday-Friday
    a. Consists of a maximum of 1 hour on a field and 1 hour in a batting cage
    b. Once our season starts, field availability during Mon-Fri will be very limited except for Wednesdays most weeks
    c. Do not schedule a practice before a game that is scheduled to be on a field, practice before a game in a batting cage is acceptable
    d. Please start your practices no sooner than 5:30 pm unless your team's parents approve

6. Weekend practices may be up to 90 minutes on a field and 90 minutes in a batting cage
    a. Fields on the weekend are open 9am-9pm
    b. During the season Fields 1-3 will have games on Saturday until 2pm

7. No more than 2 practices in a calendar week (1 Mon-Fri) plus (1 Sat-Sun)

8. Remember, younger divisions don't necessarily need an actual field to practice on to teach fundamentals such as throwing and fielding or hitting off a tee. There is an open grassy area just south of our parking lot that is open to practice in first-come first-serve, along with the following parks and schools:

    a. Stonegate Park
    b. Indian Hills Junior High School
    c. Greenbelt Park off 100th Street
    d. Vince Meyer Learning Center

9. If you are found breaking the rules above, such as reserving more than 10 days in advance, or multiple practices Mon-Fri, your practice reserving ability will be revoked and you'll have to get permission from your Division VP, which will take longer and run the risk of a field not being available by the time he or she can get back to you to confirm.

Download the TeamSideline Mobile App available on both Apple and Android to utilize Team Sites which all parents including coaches will use to communicate, chat, view schedules, and more.

Coaches and parents will receive a notice when their Team Site has been created in the system. This will be done by Walnut Creek Baseball staff so coaches, DO NOT CREATE A TEAM SITE in the application. WCB will do this and you will get notified when it is completed.

[Click Here to download the Team Site App from the App Store](#)

[Click Here to download the Team Site App from the Google Play Store](#)