

Step 1: Forward Link To Your Team



Sahlen Sports Park LLC <services@mail.ezfacility.com>

Mon 1/3/2022 2:58 PM

To: Kat Lawver



Kathleen Lawver, you can manage your roster for Flash and enable individual payments from your team by [Clicking Here](#).

Thank you!

Done!

I did this.

Are the suggestions above helpful? [Yes](#) [No](#)

*This is a test email

After registering your team for a Tournament, Showcase, or League, you will receive an email from us that looks something like this. You'll see a line about managing your roster and a link at the end. You'll want to forward the 'Click Here' link to the parents on your team so they can fill out their child's information for your teams roster.

You are welcome to complete the roster yourself as a coach/manager, however for a smoother, more efficient process, the link is intended to be forwarded to all parents to fill out their specific information.



Step 2: Fill Out The Form


Sahlen's Sports Park

Flash

Team Roster						
Name	Home #	Work #	Cell #	Email	Waiver	Total Due
Lawver, Kathleen	7179400023			kat.l@sahelnsportspark.com	✔	\$750.00
						\$750.00

Registrant Information

First Name * Last Name * Home Phone *

Address Work Phone

City State Zip Cell Phone

Gender * --SELECT-- Date of Birth * Email Address *

T-shirt Size ▼

Amount this registrant should pay:
\$

If you provide an amount, the registrant will receive a link in their email to a website where they can make a payment against the invoice. You can also submit payments on their behalf using links on this page. To change this amount, remove the registrant from the roster and enter their information again. Once a payment is received for a registrant, you cannot remove them. The total amounts supplied here may not be more than the invoice total. Your balance includes any remainder.

Add Registrant To Roster

Once you click the link, a form will appear that will look like this. Please fill out the required fields where a * appears. When you click, “Add Registrant to Roster”, it will add that player to your team you registered. **If you get an error message that prompts you to contact us**, call us at (716) 655-7529. We will manually add the player onto your specific roster. An error occurs if the player/contact is already in our system. We will add them manually to ensure communication from our Marketing Director reaches everyone on your team.