

## **Team Roster/Waivers:**

Captains will submit their team rosters electronically through quickscores.

Each team captain will be required to submit a new team roster electronically through quickscores every league season. The roster process also includes a park district liability waiver for individual players and must be completed and signed electronically by EVERY player on your team. NO EXCEPTIONS.

### **Please Note:**

You can only complete the following roster/waiver actions via the quickscores website. (Phone or Desktop.)  
The App does not work to complete the roster/waiver process

### **Here is how it works:**

- Once captains register and pay for their team through the AHPD registration process, I will send an email link through quickscores for captains to create a quickscores account. The user name will be your email and you will be asked to create a password. If in past seasons a captain and or player have created a quickscores account, they will need to log in. If you can't remember your password, click on the forgot password link on the quickscores login page. Captains will not be able to enter their roster until I create the team in quickscores on my end.
- Once you have your account set up and are logged in, under the home tab "DASHBOARD" under My Teams, click on where it says "Manage Team" or "Team Roster". Click on either one of those- If you click on Mange Team you will then have to click on the green Manage Team Roster. If you just click on Team Roster it will take you to the roster page.
- If you are using your phone: Click on the 3 lines at the upper right of your phone screen from there, click on "Teams"- Then click on the green Manage Team Roster
- Once in the Roster Page as the captain/manager of the team you can now start filling out your team roster. The info needed: Name, Phone, Email, Gender, DOB- **It will be your responsibility as the team captain/manager to obtain this info from the members of your team in order to fill out your roster.** Please include yourself on to the roster. Once you add your name and contact info, the next time you log out and back in, the first item that automatically appears in your account is the waiver. Please read through, and check the box that says that you agree to the above terms and conditions and hit submit waiver. YOU HAVE NOW COMPLETED YOUR WAIVER-
- Once you fill out your roster and hit submit an email notification will automatically be sent to the players on your team. The email will invite the player to create their profile in quickscores.or if they already have an account they will be asked to log in to sign the waiver. If a brand new player without an account, they will be asked to create an account. Their user name should be their email address and they will be asked to create their own password. Once they have their account set up and are logged in, the first item that automatically appears in their account is the waiver. They will have to read through and check the box that says they agree to the above terms and conditions and hit submit waiver button. **Make sure you have the correct email listed under their name or they will not get the notification to create their account. They will also need to use the same email address you listed on the roster when the create their account or their wavier will not appear when they log in.**
- Players on your team **WILL NOT** have access to edit the roster. Only the captain/managers will have access to filling out the team rosters. ANYONE playing in an AHPD leagues, **MUST** be on a roster and **MUST** create a quickscores account and submit the waiver electronically before playing in their **FIRST** game. Please contact me if you have any issues with a player not being able to create a profile in quickscores.
- Teams have up until the start of the 3<sup>rd</sup> game to add players to their roster. At that time ALL rosters will be "locked" and captains will not have access to edit or make additions to their roster. Please remember, anyone participating in a game **MUST** be listed on a roster and have signed the waiver, no exceptions
- Any team caught playing with non-rostered players and or a player who has not completed their waiver, risk game forfeiture.

