



## NEW TEAM CAPTAIN - ONLINE REGISTRATION

### Team Setup Instructions

Welcome to River City Sports & Social Club and thanks for joining us!

As a NEW Captain (either to the league or have been inactive in the last 12 months) you will be providing your name, email and cell # to help us start the process of getting your team registered. This is done only at sign up night.

**Note:** RCSSC is a “invitation only” system so you must be in our system and have been a captain in the last 12 months in order to setup a team for a season on your own.

#### STEP 1

You will receive an email from our system. (in most cases instantly) If Gmail, check your spam folder.

#### STEP 2

Enter your initials and click “Accept” for the RCSSC waiver.

#### STEP 3

Check all the boxes and click “Continue” to indicate you understand these specific rules.

#### STEP 4

Verify your primary email address and cell phone number. Create a password if we don't have one on file.

#### STEP 5

Verify or Enter your name and address – (required by the City of Richmond)

Also enter your gender, T-shirt size and age range – (required for team scheduling/player matching)

#### STEP 6

Enter your team information & co-captain information

(very important, both will receive emails pertaining to the league throughout the season)

- team name, team shirt color, and any comments (closes on Friday, read date sheet )

#### STEP 7

Pay your League fees

#### STEP 8

A Team page has now been created for your Team. You can login in to review the page at anytime.

Only Captains can see/login to this page to review and/or edit.

### IMPORTANT

- You will receive another email from our system with a team link which is used to send to the players you want on your team. **\*\***(check your Spam folder, especially if a work email, gmail or Yahoo)**\*\***  
Email us if you don't get this link.
- This link is unique for YOUR players to register for YOUR team ONLY.
- Cut and paste this link in an email and send it to everyone you want to join your team.  
There is an example in the email you received.
- Only Captains will be able to login and edit any team members up to the shirt cut-off date on your summary sheet.
- **\$240 DEPOSIT:** Make sure you have 4 of your players NOT PAY ONLINE. Their fee has been covered by the deposit and they should pay you. Choose players with shirt sizes of S-XL & ones who you