

ROSTERS - QuickScores Team Registration Instructions



All rosters will be entered online into the scheduling software which is www.quickscores.com/idahofalls. Once the team's Coach receives an invite, you will be able to add your roster online.

Instructions, are below. If you have questions, contact [Nikolas](#) at 208-612-8647.

Coaches Invite

You will receive an invite from QuickScores which will have the heading of **Idaho Falls Parks and Recreation**. If you don't see the email in your inbox, check your spam. If you are new to QuickScores you will need to create an account. You will need to fill out the following information

- Name
- Email address
- Create a password
- Phone number

It will ask you about "privacy settings". You choose what you want shown. The "Use league privacy settings" will show your name and phone number.

VERY IMPORTANT, At the bottom of this page, they will ask you to sign up for "Text Messaging". Please sign up for that. The software allows for me to email and text you. If you don't sign up for texting, you risk not receiving information in a timely manner.

Adding Players to your roster

After you have logged in, across the blue ribbon click on the tab "Teams". On the "Options" page there is a "Manage Team Roster". You click on that tab. You are now on the roster page where you will enter:

- Player's name
- Mobile number
- Email

Once you have completed adding your players, you are going to:

- Click the white box just below the word "Actions"
- This will highlight all of your players with a check mark
- Once that is done, you are going to click on the "Notify Players" tab which will send your players an email to register for QuickScores and the players will need to click the "white box" to sign the waiver.

Players

You will receive an invite from QuickScores which will have the heading of **Idaho Falls Parks and Recreation**. The email will tell you:

- You have been added to the following team
- It will give you the team name
- League you are signed up for
- A couple other details

Below those details it will say:

- Login and Complete Waiver on QuickScores. Click on this link. You will then need to:
- Create an account or log into your account
- Once you have created an account, it should take you to your dashboard where you will need to "Complete the waiver"