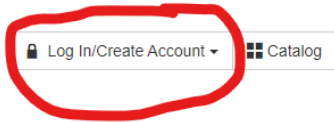


# Inviting Teammates to Join Your Team's Roster

1. Log into your account at <https://secure.rec1.com/MI/livonia-mi/catalog> by clicking on Log In/Create Account in the upper hand corner.

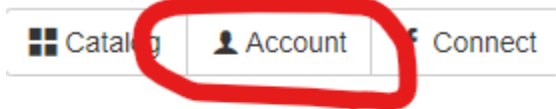


Clear All Filters

COVID-19 Information 0

Account F

2. Click on Account in the upper left-hand corner.




Clear All Filters

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3. Click on your team name in the center of the screen. This will take you to the league portal.

Player on Team     Coach/Manager of Team

☰ SLOW-PITCH SOFTBALL LEAGUES COED DIV. 2 LEAGUE - SPRING/SUMMER  
2020 STANDINGS

#	Team	GP	W	L	Ties	%
1	 Test	0	0	0	0	0.0%

4. Click +Invite under the roster section.




5. Type in Individual's name and email and click send invite.

- a. Number is not required.
- b. You must invite yourself to the roster if you plan on playing in the league. If you are a coach for the team, please contact Ethan at [eengel@ci.livonia.mi.us](mailto:eengel@ci.livonia.mi.us)
- c. You must do this for each teammate on your roster.

A screenshot of a 'Roster' form. At the top left is the 'Roster' title with a person icon. To the right are three buttons: '+ Invite', 'Print', and 'Contact'. The form contains five input fields: 'First Name\*' with 'Ethan', 'Last Name\*' with 'Engel', 'Email\*' with 'eengel@ci.livonia.mi.us', 'Player Number' with '##', and 'Note' with an empty text area. At the bottom right are two buttons: 'Cancel' and 'Send Invite'.

6. Each teammate will receive an email like below. They need to click on Respond to Invitation.
7. Teammates must make sure their name, date of birth, and gender is correct.
8. They must also click the grey box e-signing the waiver.
9. Click Confirm Team Invite.

## Confirm Team Invite

<b>League</b>	Slow-Pitch Softball Leagues Coed Div. 2 League - Spring/Summer 2020		
<b>Team</b>	 Test		
<b>Player</b>	<b>First Name</b> <input type="text" value="Ethan"/>	<b>Last Name</b> <input type="text" value="Engel"/>	
	<b>DOB</b> <input type="text"/>	<b>Gender</b> <input type="text" value="Male"/>	
<b>Team Manager</b>	Ethan Engel		
<b>Coached By</b>			
<b>Team Roster</b>	Ethan Engel		

## Waivers

Please view and sign (where applicable) the waivers below before confirming your team invite.

### Parents/Participant Waiver

The City of Livonia and the Livonia Department of Parks and Recreation, its officials and representatives, either employed or voluntary, assume no responsibility whatever for any injury by the participant in the Parks & Recreation activity. Further, to the best of my ability, I hereby certify that I am in good health and physically able to participate in this activity and acknowledge the above medical conditions. I understand that all entries are accepted with the understanding that I agree to abide by the rules and regulations of the department.

I also grant permission to use photographs taken of me for departmental advertisement. Please contact our office if you do not want photographs taken.

\_\_\_\_\_  
Signature (Parent or Guardian if under 18 years old)

I agree on behalf of Ethan Engel

Decline Team Invite

Confirm Team Invite

An individual is considered on a team's roster when they have accepted the team invitation, e-signed the waiver, and are bolded on the team roster. If they have pending invite next to their name, that means they have not signed the waiver.

If you wish to remove someone from the roster, simply click to the red "X" to the right of their name.

The screenshot displays a web interface for managing a roster. At the top left, there is a 'Roster' header with a person icon. To the right of the header are three action buttons: '+ Invite', 'Print' (with a printer icon), and 'Contact' (with an envelope icon). Below the header, there is a list of roster items. The first item is 'Ethan Engel (Pending Invite)', which is not bolded and has a red 'X' icon to its right. The second item is 'Livonia Athletics', which is bolded and also has a red 'X' icon to its right. Each item is preceded by a small icon of a jersey with two hash symbols '##' on it.

Player Name	Status	Action
Ethan Engel	(Pending Invite)	Remove (X)
Livonia Athletics		Remove (X)