

2016 DUC Membership

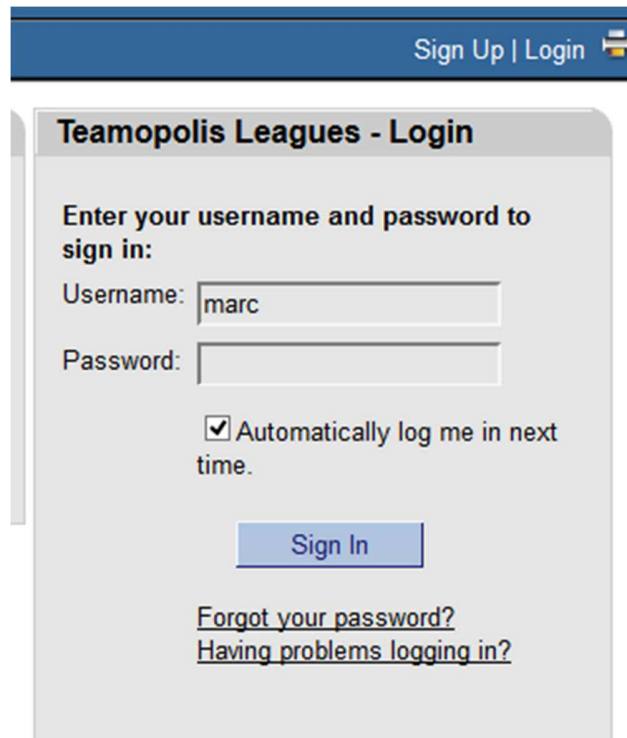
This year we are trying a different way to build your rosters. In the past team captains would enable/disable the roster for players that had purchased a membership for the current year.

This year, captains will need to build their roster from a “Membership Pool” in 2 steps:

1. First captains need to invite members to purchase a membership
2. Secondly they add players with memberships to their roster

How To Invite Existing Players To Get a 2016 Membership

1. Visit <http://www.durhamultimateclub.com> and click on the “Login” link in the top right corner



Sign Up | Login

Teamopolis Leagues - Login

Enter your username and password to sign in:

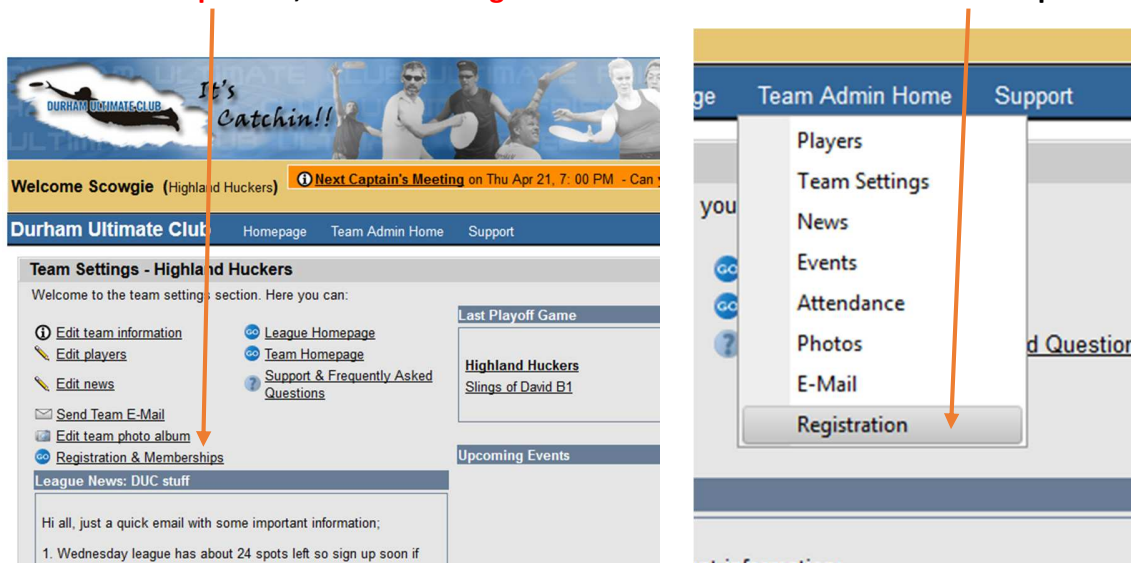
Username:

Password:

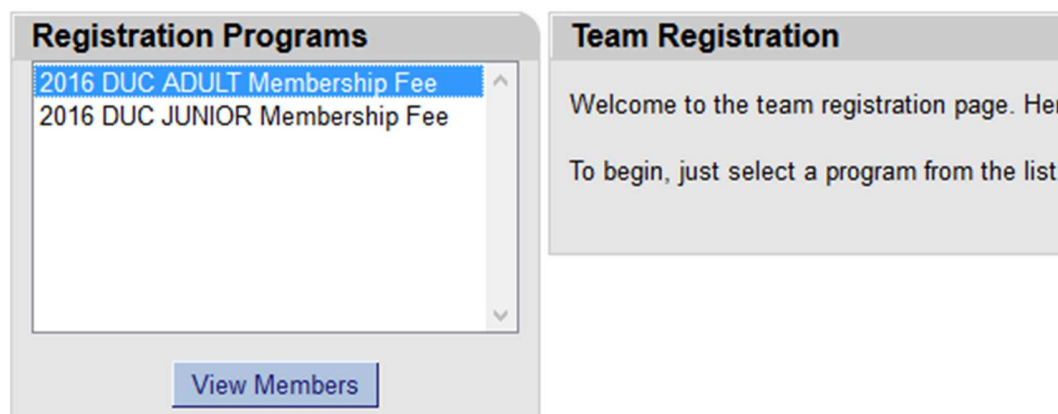
☒ Automatically log me in next time.

[Forgot your password?](#)
[Having problems logging in?](#)

2. Once logged in, you should be directed to the Team Admin Page. Click on the **“Registration & Memberships”** link, or choose **“Registration”** from the Team Admin Home top menu:



3. Select **“2016 DUC ADULT MEMBERSHIPS”** from the list and click **“View Members”** button:



4. Click on the **“Not Registered Yet”** button to view all members without a Membership. Then check off the members to invite them to get a membership & click the **“Next”** button:

Team Registration

To invite members to register via e-mail, just check off the members you wish to invite and click the **Next>>** button to continue to the

Show:

☐ Registered

☒ Not Registered Yet

☐ All

<input type="checkbox"/>	Invited	Invite Code	Last Name	First Name	E-mail	Position	Username	Permission	Status
<input checked="" type="checkbox"/>			Crawford	Kym	kymberly_lynn@live.com		klc88	Member	
<input checked="" type="checkbox"/>			Crawford	Mark	heycrawford@hotmail.com		heycrawford	Member	
<input checked="" type="checkbox"/>			Delorey	Jeff	heydelorey@gmail.com		4strongwinds	Member	
<input checked="" type="checkbox"/>			Garland	Kim	kwellsгарland@gmail.com		kimmer13	Member	
<input checked="" type="checkbox"/>			Haggarty	Wayne	whaggarty@hc4site.com		hollywood11	Member	
<input checked="" type="checkbox"/>			Kvasnak	Josh	josh.kvasnak@hotmail.com		joshkvasnak	Member	
<input checked="" type="checkbox"/>			Najbor	Trevor	tnajbor@gmail.com		tnajbor	Member	
<input checked="" type="checkbox"/>			Quinn	Siobhan	skquinn@gmail.com		skquinn	Member	
<input checked="" type="checkbox"/>			Robertson	Tania	martyandtanial@gmail.com		tanial3	Member	
<input checked="" type="checkbox"/>			Starr	Thomas	choda666@hotmail.com	Cup	koreankissingmachine	Member	
<input checked="" type="checkbox"/>			Zabudsky	M.	marc@teamopolis.com	Cup	marc	Team Admin	

5. Ensure you have checked off the correct people & click the **“Send Now”** button

Confirm Invitations

You have chosen to invite the following members, please confirm all is correct and click the **Send Now** button to send c

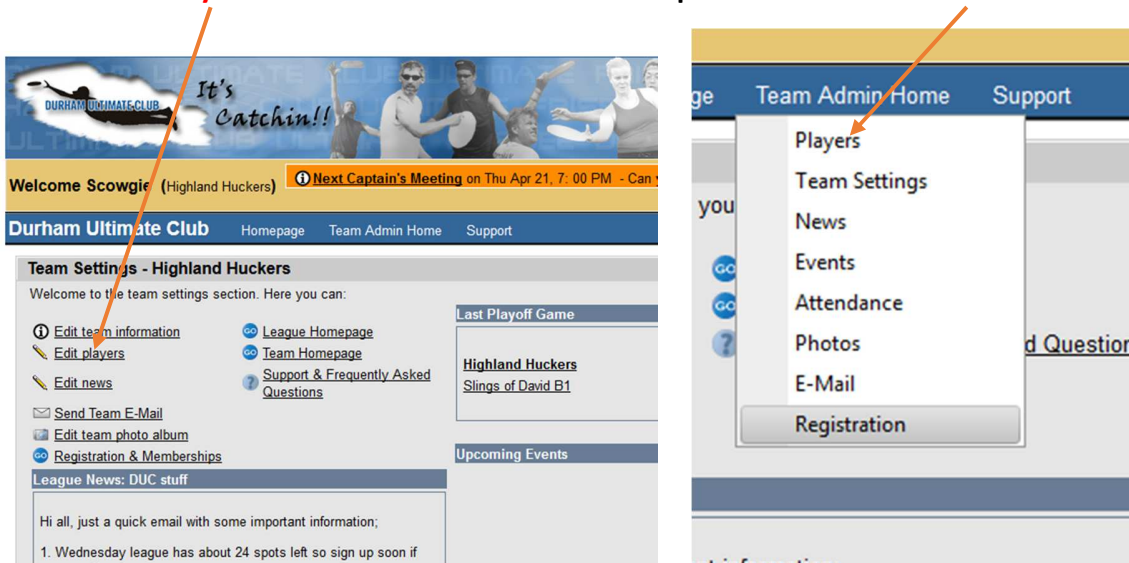
1. Kym Crawford
2. Mark Crawford
3. Jeff Delorey
4. Kim Garland
5. Wayne Haggarty
6. Josh Kvasnak
7. Trevor Najbor
8. Siobhan Quinn
9. Tania Robertson
10. Thomas Starr
11. M. Zabudsky

6. Have a beer and wait for players to purchase a membership. When you are ready to build your roster, see the next step:

How to Add Members to your 2016 Team Roster

Once some members have purchased a 2016 membership, you can then add them to your roster. When adding a player to a roster, you can either use an existing profile already on your team, or create a new one.

1. Once logged in, you should be directed to the Team Admin Page. Click on the **"Edit players"** link, or choose **"Players"** from the Team Admin Home top menu:



2. From the “People/Player Editor”, click on the “**Add to Roster**” link in the blue section:

People/Player Editor

Use the filters below to display the members on your site, and click the **Show** button to display the results. Once members are displayed, additional functions will be available at the top of the list.

Season: 2016 ▼

Show:

- ☒ Players On Roster
- ☐ Players Not On Roster
- ☐ All Members
- ☐ Recently Deleted/Disabled
- ☐ Search:

[Show Additional Fields](#)

Filter: [Show Additional Filters](#)

Results: 10 ▼ per Page

[Show Members](#)

Additional Functions:

- [Add a New Member](#)
- [Add To Roster](#)

No Members Found.

3. You will be shown a screen to add players to the roster. Choose “2016” from the season list and a listing of registered members will load. **Check off the players on your team** you wish to add to the roster and click the “**Next**” button to continue:

« Return to People Manager

Add Members To Roster

The following members are available to add to your roster.

Season: 2016

<input type="checkbox"/>	Jennifer Westwood
<input type="checkbox"/>	Michael Whalen
<input type="checkbox"/>	Jeff Whelan
<input type="checkbox"/>	Terri Whelan
<input type="checkbox"/>	Kristina Wiener
<input type="checkbox"/>	Ryan Williams
<input type="checkbox"/>	Warren Williams
<input type="checkbox"/>	Melanie Willis
<input type="checkbox"/>	Dwayne Wilson
<input type="checkbox"/>	Chris Wisniewski
<input type="checkbox"/>	Pam Wisniewski
<input type="checkbox"/>	Brent Wragg
<input type="checkbox"/>	Jeremy Wright
<input checked="" type="checkbox"/>	Tom Yoon
<input checked="" type="checkbox"/>	Marc Zabudsky
<input type="checkbox"/>	Chris Zolumoff
<input type="checkbox"/>	christopher zwolle

Cancel Next >>

4. In this step you can either assign the member to an existing profile already on your team, or create a new profile. Click “Preview” to continue:

Add Members To Roster - Assign Profiles

Select whether you wish to create a new profile or assign the member to an existing profile already on your team. Then click the **Preview**

Members to Assign:

Name	Create New Profile	Use Existing Profile
Mark Crawford	<input type="radio"/>	<input checked="" type="radio"/> Crawford, Mark ▼
Brent Ellis	<input type="radio"/>	<input checked="" type="radio"/> Ellis, Brent ▼
Tom Yoon	<input checked="" type="radio"/>	<input type="radio"/> Select a Member ▼
Marc Zabudsky	<input checked="" type="radio"/>	<input type="radio"/> Select a Member ▼

[Go Back](#) [Preview](#)

Note: The wizard tries to automatically select an existing profile, but if the names don't match exactly you might have to manually select an existing profile. If the player is new this year to your team, then create a New Profile would be the best choice (if you don't already have a profile created).

5. Confirm everything is correct and click the “Assign Now” button to finish the wizard.

« Return to People Manager

Add Members To Roster - Confirm

Please confirm the profile assignment for the following members, then click the **Assign Now** button to complete the process, otherwise c

Member	Action
Brent Ellis	■ Assigning to existing profile (Brent Ellis)
Mark Crawford	■ Assigning to existing profile (Mark Crawford)
Tom Yoon	■ Adding a new profile
Marc Zabudsky	■ Adding a new profile

Go Back

Assign Now

6. Assigning is complete, a summary of what happened is displayed

Members Added To Roster

The following members have been added to the roster. Click the **Return** button to return:

- Successfully added Brent Ellis to roster.
- Successfully added Mark Crawford to roster.
- Successfully added Tom Yoon to roster.
- Successfully added Marc Zabudsky to roster.

Return