

# AAPS Rec & Ed Official Team Roster & Player Contract

## Fillable Form Instructions

- 1. Open the PDF file labeled All\_In\_One\_TS\_Roster.Contract Fillable sent from the League Director**
  - This fillable form can also be found on the Rec & Ed Website under the Team Sports Tab under [Forms and Rules: Adult Softball, Kickball, Baseball](#)
- 2. Enter the Year of the Season Participating In**
  - Click the blue box after Year: \_\_\_\_\_
    - Type the year of the season playing in the blue box and press the tab button
- 3. Select the Season and Sport**
  - Click the correct checkbox to select the season and sport
    - Click the checkbox and a checkmark will appear
- 4. Enter Team Manager/Name Information (press the tab button after each entry):**
  - Click the blue box under Team Name
    - Type the Team Name in the blue box
    - Type the League Name
    - Type the Manager Name
    - Type the Manager Phone Number(s)
    - Type the Manager Email Address
  - After pressing tab, this will take you to the team roster portion
- 5. Enter Each Team Player's Information (press the tab button after each entry):**
  - Click the blue box under Player's Name
    - Type the Player's First and Last Name
    - Type the Player's Birthdate (MM/DD/YYYY format)
    - Type the Player's Residence Address
    - Type the Player's Phone Number
    - Type the Player's Email Address
    - Type the Player's AAPS Residency (Answer Y or N)
  - Repeat for ALL player's participating

**\*NOTE: Name, Birthdate, Residence and Phone Number are required\***
- 6. Download the Completed Roster Form**
  - Press the download button
    - Located in the top right corner or by selecting "File" then "Save As" or "Download"
    - Make sure to download the file with your changes
  - Download the file as a PDF file (.pdf)
  - Save to your desktop or a file folder
  - Team Managers need to submit this form and to the League Director/Rec & Ed Office by the deadline date
    - Link to the [Credit Card Payment Form](#)