

# Registration Information

## How to Register a Team

Prior to registering the team, the team manager will need:

- Personal email address and password to create their account / login
- Team name, manager and co-manager information
- Email address and first/last name of all players

### To register the team:

1. Visit [mscrsportsleagues.org](http://mscrsportsleagues.org)
2. Click on "Register Here!" at the top of the page
3. Create or login to your account
4. Verify the account information and click "add enrollment" then proceed to checkout
5. Complete team specific information required, read "Manager Terms & Conditions" and click "Yes" to acknowledge reading and accepting the terms
6. Click "next", verify information and click "place order"
7. Within your account, click "manage rosters" to add player names and email addresses to the roster. Once all players are added to the roster, click "Invite all" to have the system automatically email each player an invitation to join your team and pay their player fee.

**There are no team fees. Fees will be applied during individual player registration.**

**Sponsors are welcome and may pay any portion of the player fees. Sponsor checks may be mailed directly to MSCR at:**

### MSCR West

Attn: Marcy

7333 West Towne Way

Madison, WI 53719

## Individual Player Registration

Individual players may enroll to their team by:

1. Following the link in the invitation email they received
2. Paying the fee online or requesting Fee Assistance (for MMSD residents only) by sending an email to [asld@madison.k12.wi.us](mailto:asld@madison.k12.wi.us)
3. Registering in person at MSCR, located at 7333 West Towne Way, Madison, WI. Players must know their team name and present form of payment when registering in person.

## New to the area?

- Complete the Free Agent Sign Up form on [mscrsportsleagues.org](http://mscrsportsleagues.org) and submit your request to join a team. Fill out the form completely. Once the form is submitted the information will be made available to managers looking for players. There is no fee until you join a team. MSCR cannot guarantee that you will be placed on a team.
- If you would like to organize a team of your own, consider using the free agent list to identify interested players. To request a copy of the free agent list, email [asld@madison.k12.wi.us](mailto:asld@madison.k12.wi.us).



608-204-3024  
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[asld@madison.k12.wi.us](mailto:asld@madison.k12.wi.us)

