TEAM CONTACTS
HOW TO ADD PLAYERS TO A TEAM

- *Login to your existing SPN profile (www.slo-pitch.com and click on **Member Login**)*
  - *Forgot your username and/or password…see instructions below*
  - *Having trouble? DO NOT create a new account, call SPN for assistance.*

- *Click on your team name (blue hyperlink) to open the Team Details page*

- *Click **Add Member** and search for the person in our existing database*
  When searching:
  - *You can type partial names. Be aware of nicknames! (i.e. Thomas, Tom, Tommy)*
  - *Do <u>not</u> enter info in all the search boxes, 1 wrong entry will result in no findings*

    - *If they show up in the search results click on the name once so it turns blue, click **Add Member**, choose their role(s) on the team, click **Submit***
    - *If they do not show up in the search results, click on **Create New Member**, enter their full name and email address, click **Continue**.*
      - *The member will receive an auto-email saying they have been added to the team. The email will provide them with a link to take them into the registration system to complete their profile and accept the waiver.*

IMPORTANT REMINDERS FOR ALL MEMBERS
You should only ever have ONE profile that you use for EVERYTHING you do in SPN and you continue to use that same profile EVERY YEAR.

YOU MUST ACCEPT YOUR WAIVER BEFORE YOU HIT THE DIAMOND
This is a <u>MANDATORY</u> once-a-year requirement of all members.
- *Go to www.slo-pitch.com and click on Member Login*
- *Enter your existing username and password*
- *Read and accept (check) each section of the WAIVER.*

DID YOU FORGET YOUR USERNAME AND/OR PASSWORD?
*DO NOT create a new account, use the "**Forgot your password**" link on the Member Login screen. You'll be able to retrieve your username and reset your password there.*

KEEP YOUR PROFILE UP-TO-DATE
DID YOU MOVE OR GET MARRIED AND CHANGE YOUR LAST NAME?
DO NOT create a new account...change the information in your current account.
- *Login to your profile*
- *Hover your cursor over MY ACCOUNT in the blue banner and it will drop down*
- *Select VIEW PROFILE and then EDIT PROFILE and make the necessary changes*