




National Championship Registration Guidelines

If this is your first time using the Online Registration System, we suggest that you print out these instructions prior to beginning the process.

Step 1: New Users (Create an Account)

***NOTE: If you are an EXISTING MEMBER, simply login to your existing account (click on the “Member Login” link at www.slo-pitch.com and SKIP to STEP 3 to edit your team roster and submit your team registration.**

- 1) On the National Championship information page, click on the **‘Register Here’** button which will bring you to <https://registration.slo-pitch.com>.
- 2) Click on the **‘New user? Sign up here’** link to create a new account.
- 3) Once prompted, complete the required fields (i.e.: first name, last name, email address).
- 4) You will receive a confirmation email in your inbox within a few minutes. If you do not see it after 5 minutes please check your  junk folder in case it was marked as spam.
- 5) Click on the link in the email, which will take you to the Member Account Registration page.
- 6) Complete all of the required fields and then click **‘Next’**.
- 7) You will be directed to review and agree to the online Release of Liability & Assumption of Risk Waiver form (this takes the place of your signature on the old paper roster/waiver form). Carefully review and select the required check boxes in order to agree to the online waiver (you will not be able to proceed further without agreeing to the waiver form). For members who are between ages 16-18 you will be required to download the Parental Consent form on this page and have your Parent or Guardian sign and submit to SPN.
- 8) Once you submit your online agreement, you will receive a confirmation message informing you that you have successfully registered.

Step 2: Creating a Team

***NOTE: A team must be created prior to registering for an event. Only one person from each team is to register their team in the system (this should be the Primary team contact). We recommend that you have a full roster completed when registering for the National's, however it is not mandatory as you will have the option to add players and submit the final National roster at a later date (due by June 15th).**

If you already have an existing team in the system but need to make changes to the roster, you do NOT need to create another team from scratch. In this case, move to # 6 of this section.

- 1) Sign into the system at: <https://registration.slo-pitch.com>
- 2) Click on the '**Create Team**' link on the left hand side under the '**Quick Links**' Menu of your home page.
- 3) Enter your team name for the current season. We also ask that you enter your team name from last year, if different from your current team name.
- 4) From the drop down box select the division you play in then click '**Next**'.
- 5) You will automatically be taken back to your Home page. Your team is now listed in the '**My Teams**' table as well as the role you have on that team, at this point it will say Team Contact.

Note: If you will also be playing with the team, you will want to add the player role to your name. You can do so by adding yourself as a new member on the roster (see "Step 3: Adding Team Members" section for reference), but choose only the 'player' role when prompted. This will simply attach this role to your existing name in the team list.

- 6) If you run multiple teams, you can create as many teams as you have. You do not however need to create a new team for every tournament that you enter or for every roster change, as you can edit your existing team details at any time. In the '**My Teams**' table, click on your team name. This will take you to your team details page where you can:
 - a) *Edit your team details by clicking the '**Edit Team**' button. This allows you to change your team name and enter a team website if you have one.*
 - b) *Add a team member by clicking the '**Add Member**' button (see "Step 3: Adding Team Members" for more details).*
 - c) *Remove a team member by clicking the '**Remove Member**' button.*
 - d) *Edit Player information on their behalf (i.e. change of address).*
 - e) *Resend registration email notifications to new players who have not completed their member registration by clicking the '**Resend Email Notifications**' button.*

Step 3: Adding Team Members

- 1) Sign into the system at: <https://registration.slo-pitch.com> and login to your account.
- 2) In the **'My Teams'** table, click on your team name that you wish to edit. You will be taken to your team details page.
- 3) Click on the **'Add Member'** button. A pop-up window will appear.
- 4) Enter the known data (first name, last name, city and/or email). You do not have to fill all search fields and you can enter partial names if you are unsure of the name (i.e. if you enter DAV in the First Name field it will find everyone named Dave/Davey/David/Davis). Click **'search'** and then follow one of these two options:
 - a) If you found the person you are looking for; select their name and then click the **'Add Member'** button located in the top left corner of the search results table. A pop-up window will appear; select the role this person has on the team and click **'submit'**. The player will now appear on your team list.
 - b) If you cannot find the person you are looking for in the search; click on the **'Create New Member'** button at the bottom right of the page. Enter the person's first name, last name and email address and click **'Continue'**. The player will now appear on your team list as a pending member and will be sent an email notifying them that they have been added to the team and must log into the system to register and sign the waiver agreement.

Members are ready to play when their profile is complete and the waiver has been read / accepted. You'll know this when a checkmark (v) appears onscreen in the 'waiver' column beside their name. If the checkmark is not shown beside their name, you can resend the players an email notification prompting them to complete registration by clicking on the 'resend email notifications' button (this will send an email to all players without the waiver checkmark). Waivers **MUST be completed in order to participate in any event.**

Step 4: Submitting Team Entry & Payment for the National Championships

***NOTE: A team must be created prior to registering for an event. If you have not yet created your team in the system please go back to steps 1-3 in this guideline. Only one person from each team is to register their team for the event (this should be the Primary team contact). We recommend that you have a full roster completed when registering for the National's, however it is not mandatory as you will have the option to add players and submit the final National roster at a later date (due by June 15th).**

- 1) Sign into the system at: <https://registration.slo-pitch.com> and login to your account.
- 2) Click on the '**Tournament Registration**' link on the left hand side under the '**QuickLinks**' Menu on your home page.
- 3) Select the event you wish to register for by single clicking on the name of the event in the '**Open Events**' table. If you do not see the event listed you can also perform a search for it.
- 4) Once you have selected the event, click '**Register**' at the top left of the '**Open Events**' table. You will be taken to the event details page.
- 5) Confirm this is the event you wish to register for and that your team is eligible for entry, then click '**Register**' at the bottom of the page. You will then be taken to the team selection page.
- 6) If your team has qualified for the National's, select the check box stating that you have qualified, then select the team you wish to register from the table (*if the team did not qualify for the National's and this option is left unchecked, you will be placed on the waiting list and notified if and when the team will be able to register depending on how many entries are received*).
- 7) Once the team name is selected, click on the '**Select Team**' button on the top left of the table.
- 8) If you have already added all of your players into your team roster, select only the names of the players who will be attending the event with you (10 min – 18 max). *If you have not yet added all of your players, simply select your own name to move on to the next step.*
- 9) Once your players have been selected, click '**Next**'. You will be taken to the Order details page which breaks down the price of registration.
- 10) Review the price and click '**Checkout**'.
- 11) Select your '**Payment Type**' from the drop down menu.

- a) If Credit Card, fill in the required fields and click '**Proceed with Payment**' to process the payment immediately.
 - b) If cheque, fill in the cheque number (if available) and click '**Proceed with Payment**'. Complete the order and then mail or courier the cheque to the address provided on the Order receipt.
- 12) You will be taken to the order confirmation/receipt page once the order has been processed. There is an option to print if you wish (a copy of this receipt will also be emailed to you). Click '**Continue**' to go back to your home page.
- 13) The registered tournament will now show up on your home page under the '**My Tournaments**' section.
- 14) To edit/submit your tournament roster, go to the '**My Tournaments**' table. Click on your **team name** that is listed under the '**Tournament Roster**' column (2nd last column in the table). You will then see a list of all of your players that are listed on your master team list.
- 15) Select the names of only the players who will be attending the National Championship tournament with you, then click the '**Save**' button. This will generate a specific tournament roster for the National Championship. Note: **You can edit the tournament roster anytime up until the roster lock date (June 15th); no changes can be made thereafter.**