

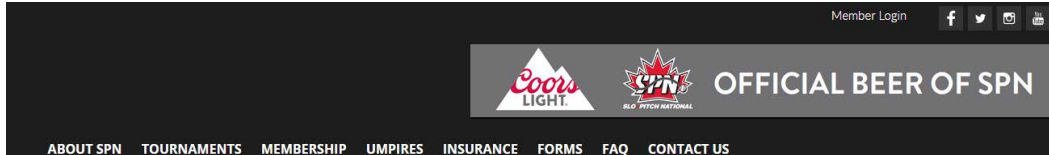


“NEW” LEAGUE REGISTRATION

This is a detailed step-by-step guide

MEMBER LOGIN

From the home page of the SPN website (www.slo-pitch.com), click on **Member Login**.



When in the system, please read each screen carefully as they do provide instruction.

A Welcome message will appear.

If you already have an SPN online account with a username and password continue to use it.

NOTE: You only ever need **ONE** user account/profile. If you have forgotten your existing username and/or password, please use the **“forgot your username or password?”** links available on the login page. **If you are experiencing difficulty accessing your account, please contact SPN for assistance. DO NOT create a new account.**

If this is your first time in the system and you DO NOT have a username and password from a previous year, click on the words **New User? Sign up here.** (below the blue Login button)



Welcome to the Registration portal for Slo-Pitch National (SPN)

Logging in here will provide you access to many of our online services pertaining to teams, leagues, umpires and tournament conveners.

If you have previously created an account online please use your existing username and password in order to avoid member duplication. Please do not sign up as a new user unless you have never registered online with SPN before. If you have forgotten your existing username and/or password, please use the "forgot your username or password?" links available here. Please also ensure that spn@slo-pitch.com is added to your email safe senders list in order to receive registration and confirmation emails from SPN.

If you have any questions please contact us at spn@slo-pitch.com or call us at 1-416-674-1802.

Login

Please enter your username and password:

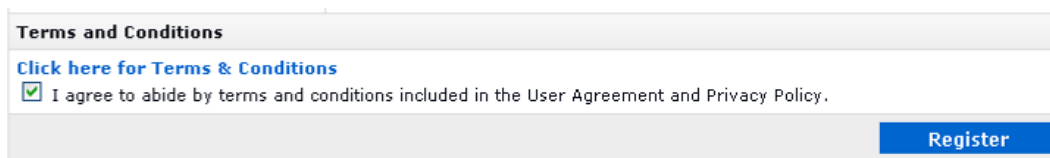
Username	<input type="text"/>
Password	<input type="password"/>
Forgot your username or password ?	
<input type="button" value="Login"/>	
New user? Sign up here.	

Provide the required (*) information on the **New Member Registration** screen.

You will receive an automated email message from spn@slo-pitch.com with a link. Please make sure spn@slo-pitch.com is on your safe email list so that the email does not go into your spam/junk folders.

Open the email and click on the link provided to continue with your registration. Provide all the required information on the **Create New Account** screen. Where available use the arrows to access options in pull-down menus.

Read the **Terms and Conditions** (click on the link at the bottom of the screen), check the box to indicate agreement, and click **Register** to proceed.



The screenshot shows a registration form titled "Terms and Conditions". It includes a link "Click here for Terms & Conditions" and a checked checkbox with the text "I agree to abide by terms and conditions included in the User Agreement and Privacy Policy." A blue "Register" button is located at the bottom right of the form.

WAIVER

You **MUST** now read and accept each section of the **Waiver** in order to proceed in the system and to participate in SPN events. **(This is a MANDATORY annual requirement of all members.)**

NOTE: The Waiver is connected to your account so when you've read/accepted it a check mark will appear in the "Waiver" column beside your name on all teams you are on. If you've read/accepted the waiver but there's no check mark that's an indication that you probably have more than one user profile/account. You should only ever have ONE account so contact SPN and they'll straighten it out for you.

You will then arrive on YOUR "member details" page.

CREATE YOUR LEAGUE

Click **Create League** in the Quick Links menu on the left of the screen.

* Click on **New Division** and fill in the following fields:

Gender - click on the drop down arrow to select either Coed, Mens, or Womens

Team Level - click on the drop down arrow to select the level (i.e. A, B, C, D, E, Fun, etc.)

Minimum Age – **use this for masters/seniors** - enter the minimum age (i.e. 35, 50, 60)

REPEAT from * for each division in your league.

Enter your **League Name**
Enter your League **Website URL** if desired

*****INSURED MEMBERSHIP*****

The system automatically checks **Will the teams be insured?** That checkmark can be removed by clicking on it if you do not wish the insured membership option.

Under **Address**, please select how you would like us to send out the team packages.

- If you DO NOT check the box, packages will be individually mailed to each team contact.
- If you check the box, address options are available in a drop down menu. The **Shipping** option allows you to enter an alternate address (i.e. work) to what you have entered in your personal data.

Click **Submit** to continue

**** You will now need Team Names and the Primary Team Contact's full name and email address to proceed with the registration ****

ADD TEAMS TO YOUR LEAGUE

You are now on your "league details page". **IMPORTANT:** Make sure you see the league name in bold black letters near the top of the screen before you use the ADD TEAM function.

Click the **Add Team** button (top of the "**Registered Teams**" table - it has a green + beside it)

Quick Links

- Tournaments
 - > Tournament Registration
 - > Create Tournament
- Leagues
 - > Create League
- Teams
 - > Create Team
- Umpires
 - > Umpire Registration

ShellGaud WE League - Pending Sanctioning

Registered Teams

Add Team Remove Team Team Details Download Download Detailed

Team Name	Team Contact	Division	Members	Registered	Team Kit Date
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20 Page 1 of 1 No items

Search - You must always perform searches for existing teams/members to help reduce/avoid duplications in the system.

If the team already exists in the database it will appear in the search results, click once on it to turn it blue, and then click on **Select Team** (in the grey bar above the search results box)

Quick Links

- Tournaments**
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Add League Team - ShellGaud WE League

▼ Search Existing Teams

Team Name Team Id

Last Year's Name

[Search](#) [Clear](#)

To add a team to your league, select it from the list below and click "Select Team".

Select Team

Team Name	Division	Team Contact	Region	Last Year's Name
ShellTest Another Team	Womens E	Shelly Gaudet	Ontario	
ShellTest Coed Team	Coed E	Shelly Gaudet	Ontario	
ShellTest Team	Womens E	Shelly Gaudet	Ontario	
Shelly A's team	Coed E	Shelly A Gaudet	Ontario	

Page 1 of 1 Displaying 1 to 4 of 4 items

[Create New Team](#)

The team is then added to your league and appears in the “Registered Teams” table on your league details page (as shown below).

Quick Links

- Tournaments**
 - > Tournament Registration
 - > Create Tournament
- Leagues**
 - > Create League
- Teams**
 - > Create Team
- Umpires**

ShellGaud WE League - Pending Sanctioning

Registered Teams

[Add Team](#) [Remove Team](#) [Team Details](#) [Download](#) [Download Detailed](#)

Team Name	Team Contact	Division	Members	Registered	Team Kit Date
ShellTest Another Team	Shelly Gaudet	Womens E	4		

20 Page 1 of 1 Displaying 1 to 1 of 1 items

Continue to **Add Teams** to your league in this manner.

If the team DOES NOT appear when you search for it, choose **Create New Team** at the bottom of the screen

Quick Links

- Tournaments**
 - > Tournament Registration
 - > Create Tournament
- Leagues**
 - > Create League
- Teams**
 - > Create Team
- Umpires**
 - > Umpire Registration

Add League Team - ShellGaud WE League

▼ Search Existing Teams

Team Name Team Id

Last Year's Name

[Search](#) [Clear](#)

To add a team to your league, select it from the list below and click "Select Team".

Select Team

Team Name	Division	Team Contact	Region	Last Year's Name
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Page 1 of 1 No items

[Create New Team](#)

You will then need complete the mandatory fields (indicated with *)

Team Name – can be revised later if necessary

Team Contact – you must click **Select Member** and search the existing database for them (you can type partial names in the search fields).

Existing members - will appear in the search results, click once on the name to turn it blue then click **Select Member** (in the grey bar above the search results box) and the name will appear in the **Assign Team Contact** field.

Non-existing members – must be added to the database. Click **Create New Member** at the bottom of the screen and provide the required information and click **Continue**. The new member will receive an automated email telling them they've been added to the team as a Team Contact and a link will be provided for them to complete their registration.

Division – click the drop down arrow and choose the appropriate division. Note: If the desired division does not exist in the options that may be an indicator that you did not include that division when setting up your league.

Add Team – click on this and the team will appear in the Registered Teams table

Continue adding your new teams in this manner.

LEAGUE MEMBERSHIP PAYMENT - you MUST proceed through the payment process to complete the registration. Be patient on these screens, it may take a few minutes to process

Once all the teams are entered in the league, click **Submit Payment** at the bottom of the screen
Each unpaid team will be checked off

Click **Proceed To Checkout** for **Order Details**

Click **Checkout** and choose your **Payment Type** (either Credit Card or Cheque)

Credit Card - immediate payment and SPN team ID numbers will appear onscreen

Cheque - will leave your league in "pending" status until the cheque arrives at SPN

Cash – is acceptable if paid in person at the SPN office but you must still proceed through the checkout/payment process and select the "**Cheque**" option

We do NOT take debit

Provide the required information and click **Proceed With Payment**.

You'll receive an **Order Details** (similar to an invoice) showing what is being paid for. A copy will be automatically emailed to you for your records. Click **Continue** to return to your "league details" page.

SPN TEAM ID NUMBERS

NOTE: A team will not be able to register for any SPN tournaments without a valid SPN ID Number.

Anytime you see **Where's my SPN ID Number?** that is an indication that the annual membership has not been paid.

Cheque payment will result in **"Where's my SPN Team ID Number?"** Once your payment is received by SPN and processed, your SPN ID Number will appear.

If you have any questions or problems with these instructions please contact us.