



## **ONLINE CONVENER TOURNAMENT APPLICATION**

**IN ORDER TO USE THE ONLINE APPLICATION SYSTEM YOU MUST BE A REGISTERED MEMBER. IF YOU WERE A MEMBER IN THE PAST, YOU ALREADY HAVE AN SPN ACCOUNT!**

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

A Welcome message with information and instructions will appear on the **Login** screen.

**RETURNING MEMBERS** enter your existing username and password and click **Login**.

**REMEMBER:** You only ever need **ONE** user account/profile. If you have forgotten your username and/or password **DO NOT** create a new account, use the “forgot your username or password?” links. If you have trouble accessing your account, contact SPN for assistance.

**NEW MEMBERS** will click on **New user? Sign up here**. (beneath the **Login** button)

The first time you enter the system each year you will arrive on the **WAIVER** page and you **MUST** read/accept each section in order to proceed. This is a **MANDATORY** annual requirement of all SPN members.

You will then arrive on your “Member Details” page (you’ll see “**My Organizations**” at the top of the page and “Welcome” and your username in the upper right corner beside the “logout” button)

If you ran a tournament last year you can TRANSFER it to this year and EDIT it as needed for the new season. **REMEMBER TO CHANGE THE YEAR when you change the date of the event!**

If this is your first tournament, let your cursor hover over **TOURNAMENTS** in the black banner. It will drop down and you’ll click on **Create Tournament**.

Click on the drop down arrow to select **Type: Qualifier Tournament** (if your event is offering Provincial Championship and/or National Championship qualifiers)

(**NOTE:** A NON-QUALIFIER will result in no championship qualifiers awarded to your participating teams and no option to purchase 1<sup>st</sup> place awards from SPN.)

\*Click on **New Division** and **FILL IN ONLY THESE 4 FIELDS, USING THE OPTIONS PROVIDED:**

1. **Gender** - click on the drop down arrow for options
2. **Team level** - click on the drop down arrow for options
3. **Minimum Age (use this for masters/seniors)** - enter the appropriate minimum age (i.e. 35, 50, 60)
4. **Qualifier Type** - click on the drop down arrow for options (Provincial Qualifier or National Qualifier)

**REPEAT from \* above for each division you are offering in your event.**

When all divisions are entered complete the **Mandatory fields - marked with \***

**Publish Event** ✓ if you wish the tournament to appear in the online Event Calendar.

Click **Submit for Approval**

The Order Details screen will show you the application fee that is to be paid prior to the event.

**NOTE: This is a non-refundable fee and your tournament will not be posted until this fee is paid to SPN.**

If there is an application fee in your region you must proceed through the payment process.