



“RETURNING” LEAGUE REGISTRATION

1. LOGIN

Go to the SPN website (www.slo-pitch.com) and click on **Member Login** at the top of the screen or in the Registration section.

2. ENTER YOUR EXISTING USERNAME AND PASSWORD

Use the “forgot” options on the screen if necessary, or contact SPN, **DO NOT** create a new account.

3. READ/ACCEPT THE WAIVER

This is a **MANDATORY** annual requirement of all members to be able to participate in SPN events.

4. TRANSFER YOUR LEAGUE

The “Welcome Back” page will list your leagues and any tournament teams from the previous year that you can selectively transfer and edit. **READ THE ONSCREEN TRANSFER INSTRUCTIONS!**

5. UPDATE YOUR LEAGUE

- a) On your “Organizations” page, click your league name (it’s a blue hyperlink) to access the League Details page.
- b) Update the information by adding, removing and editing teams as necessary.

6. PAYMENT – **you MUST proceed through this process to complete the registration**

- a) Click **Submit Payment**. You’ll see a list of teams that have outstanding fees.
- b) Click **Proceed to Checkout** and your “Order Details” page appears, click **Checkout**
- c) Choose your payment option using the drop down menu
 - i) Credit card is an instantaneous secured payment
 - ii) Cheque payment leaves your league in “pending” status until your cheque arrives at SPN. You will receive an automated email message from Slo-Pitch National confirming payment or confirming that your cheque has been received.
 - iii) Cash is accepted if paid in person at the SPN office. You must still proceed through the online payment process but select “cheque” as the option
- d) Provide the required information and click **Proceed With Payment** (be patient while it processes)
- e) The Order Details page showing what you are paying for and the method of payment. (If you chose the cheque option the Amount Paid will remain at zero).
- f) Click **Continue** to return to your League Details page

7. SPN TEAM ID NUMBERS – **A team will not be able to register for any SPN tournaments without a valid SPN ID Number.**

- a) If you paid for your league teams by credit card the SPN Team ID Number will appear onscreen.
- b) If you paid by cheque you will see “Where’s my SPN Team ID Number?” Once your payment has been processed, SPN ID Numbers will appear here.

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