

## HOW TO CREATE A NEW TEAM

Sign into the system at: <https://registration.slo-pitch.com> using your existing username and password. If you're new to SPN, click on **New user? Sign up here**.

If you have not done so yet, accept the terms and conditions of the waiver.

Let your cursor hover over TEAMS in the black banner and click CREATE TEAM

Enter your team name for the current season. You have the option to enter your team name from last year, if different from your current name.

From the drop down box select the division you play in.

Click Next.

You will automatically be taken into your Team Details. You'll see the team name at the top and you will appear in the player list at the bottom (at this point it will say Team Contact).

*From this page you can edit your team by clicking the 'Edit Team' button. This allows you to change your team name and enter a team website.*

*You also ADD MEMBERS from this page (see instructions below)*

- 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 not 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 highlights, 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.

To complete the registration click on **Get My SPN Number** and follow the onscreen instructions through the checkout/payment process.