

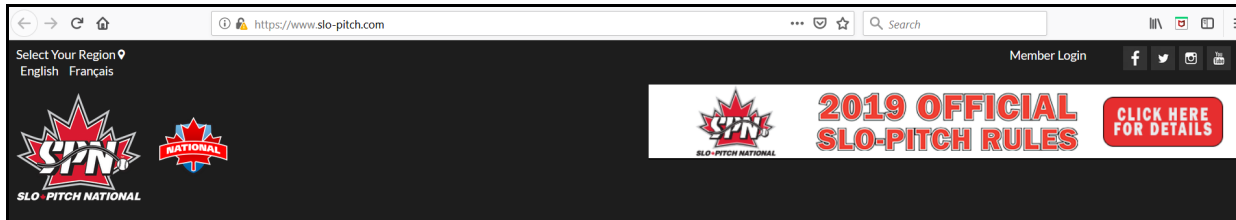


“NEW” LEAGUE REGISTRATION

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** (upper right corner).

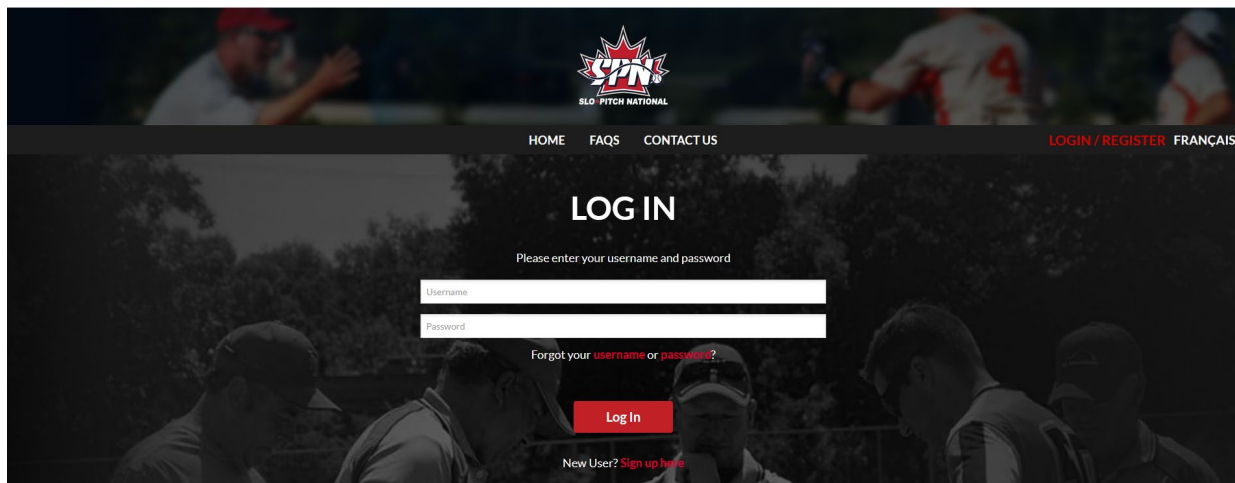


When in the system, please read each screen carefully as they do provide instruction.

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 **Log In** button)

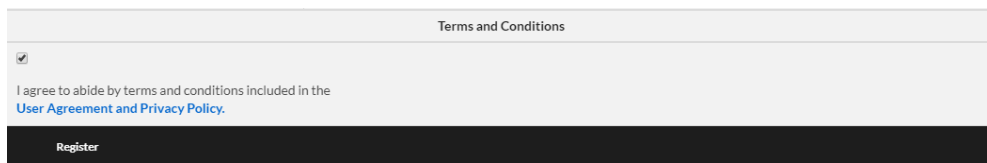


Provide the required (*) information on the **New Member Registration** screen. Don't forget the "I'm not a robot/ReCAPTCHA" section. Click **Continue** to proceed.

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.

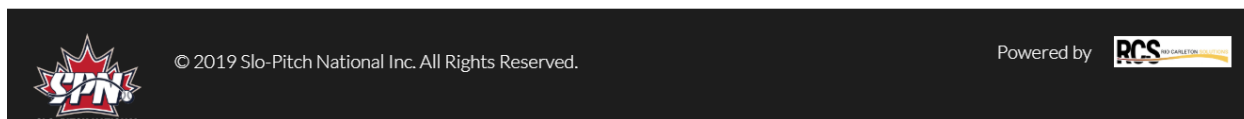
Read the **Terms and Conditions** (click on the link at the bottom of the screen), check the box to indicate agreement, and click **Register** to proceed.



Terms and Conditions

I agree to abide by terms and conditions included in the [User Agreement and Privacy Policy](#).

Register



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** under the League tab on the "member details" page.

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

Gender - click on the drop down arrow to select either Co-ed, 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

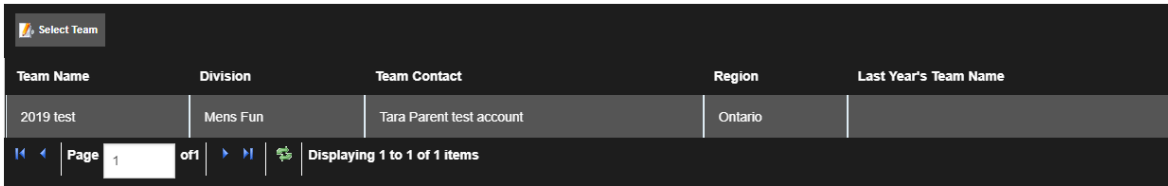
You are now on your "league details page". **IMPORTANT:** Make sure you see the league name in bold black letters near the top of the screen before you use the ADD TEAM function.

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

The screenshot shows the top navigation menu with links: HOME, MY ACCOUNT, TEAMS, TOURNAMENTS, LEAGUES, COMMUNICATION, Welcome slopitchtemp!, LOGOUT, FRANÇAIS, UMPIRES, FAQS, CONTACT US. Below the menu is a dark bar with 'Edit League'. The main content area is titled 'Registered Teams' and contains a table with columns: Team Name, Team Contact, Division, Members, Registered, Team Kit Date. The table is currently empty, showing 'Page 1 of 1' and 'No items'. The footer includes the Slo-Pitch National logo, copyright notice '© 2019 Slo-Pitch National Inc. All Rights Reserved.', and 'Powered by RCS' logo.

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

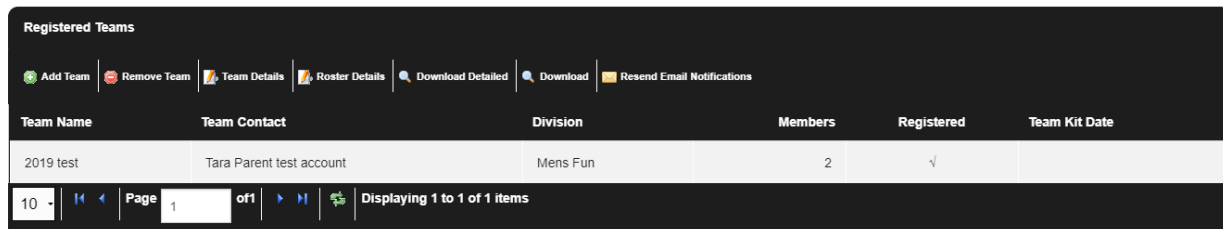
If the team already exists in the database it will appear in the search results, click once on it to turn it grey, and then click on **Select Team** (in the grey bar above the Team Name box)



The screenshot shows a table titled "Select Team" with the following columns: Team Name, Division, Team Contact, Region, and Last Year's Team Name. A single row is displayed with the following data: Team Name: 2019 test, Division: Mens Fun, Team Contact: Tara Parent test account, Region: Ontario, Last Year's Team Name: (empty). Below the table is a pagination bar showing "Page 1 of 1" and "Displaying 1 to 1 of 1 items".

Team Name	Division	Team Contact	Region	Last Year's Team Name
2019 test	Mens Fun	Tara Parent test account	Ontario	

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

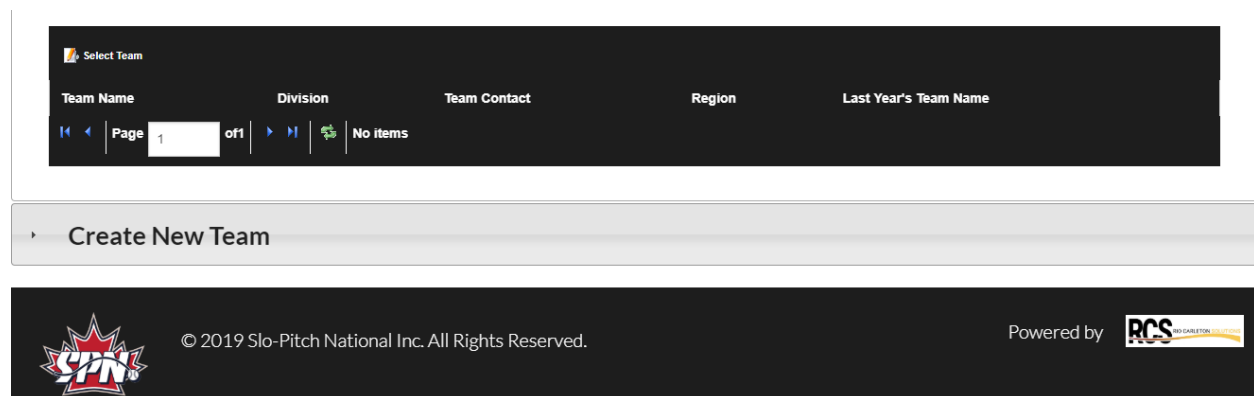


The screenshot shows a table titled "Registered Teams" with the following columns: Team Name, Team Contact, Division, Members, Registered, and Team Kit Date. A single row is displayed with the following data: Team Name: 2019 test, Team Contact: Tara Parent test account, Division: Mens Fun, Members: 2, Registered: ✓, Team Kit Date: (empty). Above the table are several action buttons: Add Team, Remove Team, Team Details, Roster Details, Download Detailed, Download, and Resend Email Notifications. Below the table is a pagination bar showing "Page 1 of 1" and "Displaying 1 to 1 of 1 items".

Team Name	Team Contact	Division	Members	Registered	Team Kit Date
2019 test	Tara Parent test account	Mens Fun	2	✓	

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



The screenshot shows the "Select Team" search results table with the text "No items" displayed instead of a row. Below the table is a button labeled "Create New Team". At the bottom of the page, there is a footer with the Slo-Pitch National logo, the text "© 2019 Slo-Pitch National Inc. All Rights Reserved.", and the text "Powered by RCS" with the RCS logo.

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 grey 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

EMT – Add your EMT number in the space provided. **Note**** Your registration will be deleted if the EMT is not received within 15 days.

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.