



## **“RETURNING”**

# **INDIVIDUAL TEAM REGISTRATION**

### **1. LOGIN**

Go to the SPN website ([www.slo-pitch.com](http://www.slo-pitch.com)) and click on **Member Login** (in the black bar at the top of the screen or in the Related Links column on the left)

### **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 TEAM**

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

### **5. UPDATE YOUR TEAM**

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

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

- a) Click **Get My SPN Number**
- b) Check box if you wish your team to be **insured**
- c) **NEXT**
- d) Order Details will appear on screen showing you what you’re paying for, click **CHECKOUT**
- e) Select your **Payment Type** – NOTE: We do **NOT** take debit or electronic money transfer
  - **Credit Card** (Visa/Master Card)
  - **Cheque** - will leave your team in “pending” status until the cheque arrives at SPN
  - **Cash** – acceptable if paid in person at the SPN office but **you must still proceed through the checkout/payment process** and select the “**Cheque**” option
- f) **Proceed With Payment** (be patient while it processes)
- g) You’ll see an **Order Details** screen showing what you paid/what you still owe. Press **Continue** to return to your Team 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) Credit card payment - SPN Team ID Number will appear onscreen.
- b) Cheque payment - you will see “Where’s my SPN Team ID Number?” until your payment is received by SPN and processed.

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