ONLINE REGISTRATION GUIDELINE: Team Management for League Members

The **League President** is responsible for setting up the league details, which includes entering teams and primary team contacts, and submitting team payment to SPN (to get team id # assigned).

The **primary team contact** is responsible for setting up the team details, which includes adding all team members. Team contacts will have access to official Team ID #'s (once payment is submitted by league president) and will be able to generate and download tournament rosters.

All **members (players)** are responsible for completing their own member registrations, which includes the online waiver agreement (mandatory annual requirement & takes the place of signatures on old paper rosters) and editing personal information in their account (ie. change of address, phone, email etc.).

Step 1: Confirm Member Registration (Team Contacts)

1) Once you have been added, the system will immediately send you an automated email notification from spn@slo-pitch.com stating that you have been added to the team as a team contact. Please make sure this email address is in your safe email list so that the email does not go into your spam/junk folder.

2) **If you are an existing member in the system:** you will simply need to click on the link provided in the email and login to your existing account. Login to your account and go to step 2. **Note:** you only need **ONE** 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 the SPN office for assistance. Do not create a new account.

3) **If you are a new member in the system:** click on the link provided in the email which will prompt you to create your account. Follow the steps to create your account and then go to step 2.

Step 2: Adding Team Members

1) Sign into the system at: https://registration.slo-pitch.com and login to your account.

2) In the **'My Teams'** section on your home page, click on the team name that you wish to edit. You will be taken to your team details page.

3) Click on the **'Add Team Member'** button. A pop-up window will appear.

4) Enter the person's first and last name and click **'search'** and then follow one of these two options:

   a) If you found the person you are looking for; select their name and then click the **'Add Member'** button located in the top left corner of the search results table. A pop-up window will appear; select the role this person has on the team and click **'submit'**. The player will now appear on your team list.

If the selected member has an 'active' account for the current season, they should have a checkmark listed in the waiver column of your team list and are eligible to play. If the members account was in 'pending' or 'inactive' status when you selected them, they will receive an automated email notification prompting them to complete their registration and/or waiver agreement for the current season.

b) If you cannot find the person you are looking for in the search, click on the **'Create New Member'** button at the bottom right of the box. Enter the person's first name, last name and email address and click **'Continue'**. The player will now appear on your team list as a 'pending' member and will be sent an automated email notification prompting them to complete their member registration and waiver agreement.

Each player/member on the team list is required to be a registered member and must agree to the online waiver form (annually) in order to participate. Once members have successfully registered they should have the checkmark listed in the waiver column. You can use the "resend email notifications" button to resend the email to anyone who does not have a waiver checkmark.

Your team details page should look similar to this once complete (personal information has been blocked for purposes of this example):