TEAM CONTACTS
HOW TO ADD PLAYERS TO YOUR TEAM

REMEMBER: Once you create your roster online it's in the system and can be transferred forward from year to year. You don't need to recreate it each year, you simple transfer it forward and EDIT it!

- *Login to your existing SPN profile (www.slo-pitch.com and click on **Member Login**)*

  - *Forgot your username and/or password … refer to enclosed profile guide*

  - *Having trouble? DO NOT create a new account, call SPN for assistance.*

- *On your "HOME" page you'll see "My Organizations" at the top. Scroll down to "My Teams" and click on your team name (blue hyperlink) to open the Team Details.*

  - *You'll know you are inside the team when you see the team name in large letters at the top of the screen*

  - *The players will appear in a table at the bottom of the screen*

- *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 the "City" box. The name may be correct but if the city is wrong it will result in no findings. (i.e. You typed Toronto but they put Etobicoke in their profile). Only use the "City" field after your initial search to help narrow down the results.*

    - *If they show up in the search results click on the name once to highlight it, 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 new member will receive an email with a link requesting them to confirm their registration. After confirming, the member will then be able to complete the rest of their profile and accept their waiver.*