



HOW A COACH CREATES A NEW TEAM

Login to your profile

In the menu choose **PLAYERS AND COACHES** > **My Teams**

Click **Create New Team**, fill out the basic team information in the pop-up window and click **Save team**

You will now see your **Player Pool** with yourself showing as the Primary Coach.

From here you build your Player Pool with all the players in your playing circle to a maximum of 40. ***You will create your league roster and tournament rosters using the members in this pool.*

NOTE: ALL players **MUST** be SPN members! If they don't already have a profile, they can go to LOGIN TO SPN CENTRAL and click **Register** to create one. Members should only ever have ONE profile.

Click **Add Player to Team** and search for the player (preferably by their email address).

When you find them click on the + sign beside their name (you may need to scroll to the right to see the sign). Search for the next player and continue searching for all your players in this manner. When you are done click **Add Players To Roster**.

Each player/member on the roster will have an **Actions** button. Click here and you can assign any one of the following roles: Coach, Primary Coach, Team Contact. All roles are considered to be "players" on the team unless "COACH ONLY" is checked.

You will also have the option to remove a member from the team.

IMPORTANT:

If the team you just created is part of a league your league convenor must now add your team to the league. They will pay the SPN membership fee.

If the team you created is a tournament team you pay your membership under the **SPN Registration #'s** tab. Select your membership type and follow the payment process.

NOTE: Please be advised that a credit card processing fee will be charged upon checkout. If you wish to avoid this fee you can select the EMT or Cheque option.