



Team Contacts – Returning League Team Roster Management

Congratulations on joining Slo-Pitch Ontario for the upcoming season, this guide has been designed to assist you through our online registration process and ensure you are set up for the upcoming season.

If at any time you have any questions you can always email us directly at spoa@slopitch.org or call us at (905) 646-7773.

This Document assumes:

1. Your team is registered with an SPO Affiliated league.
 - a. Note that League convenors will create the team and pay for the teams in their leagues. You will receive an email communication so that you can complete the roster.
2. Your team was registered with SPO last season. The registration database allows Team Contacts to migrate your team from year to year and avoid entering all of the roster information again. If you are a new league team, please wait for your League Director to set up your team. You will receive an email notification for registration once that has been done.

The screenshot shows the login page of the SPO Registration Centre. At the top, there is a navigation bar with links for HOME, FAQ, SPO HOME, CONTACT US, and a LOGIN / REGISTER button. The main content area is divided into two columns. The left column contains a welcome message: 'WELCOME TO THE REGISTRATION CENTRE FOR SLO-PITCH ONTARIO.' Below this, it states 'This is your gateway to:' followed by a list of services: 'Register your SPO team, league or tournament.' and 'Enter any of our Qualifying Tournaments, Super Series events and Provincial Championships.' It also includes a link to the FAQ page and contact information: 'If you require further assistance, please contact us at spoa@slopitch.org or call us at (905) 646-7773'. The right column features a 'Login' form with the prompt 'Please enter your username and password:'. It has input fields for 'Username' and 'Password', a link for 'Forgot your username or password?', a blue 'Login' button, and a link for 'New user? Sign up here.'. The footer contains copyright information: '© 2014 Slo-Pitch Ontario All Rights Reserved.' and 'Registration System Design, Development and Hosting by iFathom Corporation' with the iFathom logo.

Figure 1 - Login Screen

You can either:

- Wait for the Registration Email containing the registration link that your league will send out; or
- [Login](#) to the MRS with the user name and password that you created last season.

Note: Do not create a New User. If you create a new user, you will not see your team from last year or any of its information.

If you already have a player profile with SPO - Use the Forgot Username or Password links to retrieve forgotten information.

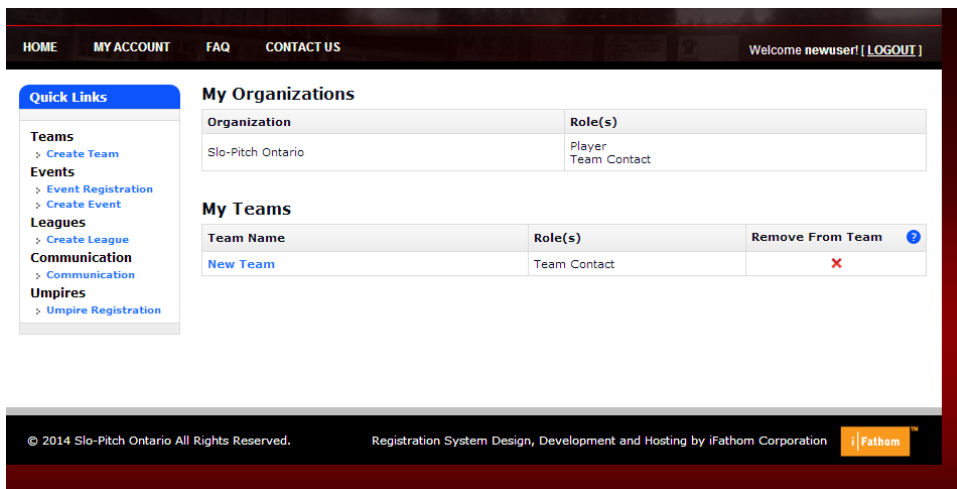


Figure 2 - Home Screen

- From your home screen, under “My teams” click on the [blue team name](#) to get to the team roster.
Note: Do not use the “Create Team” link. If you do not see your team, please contact the SPO Office.

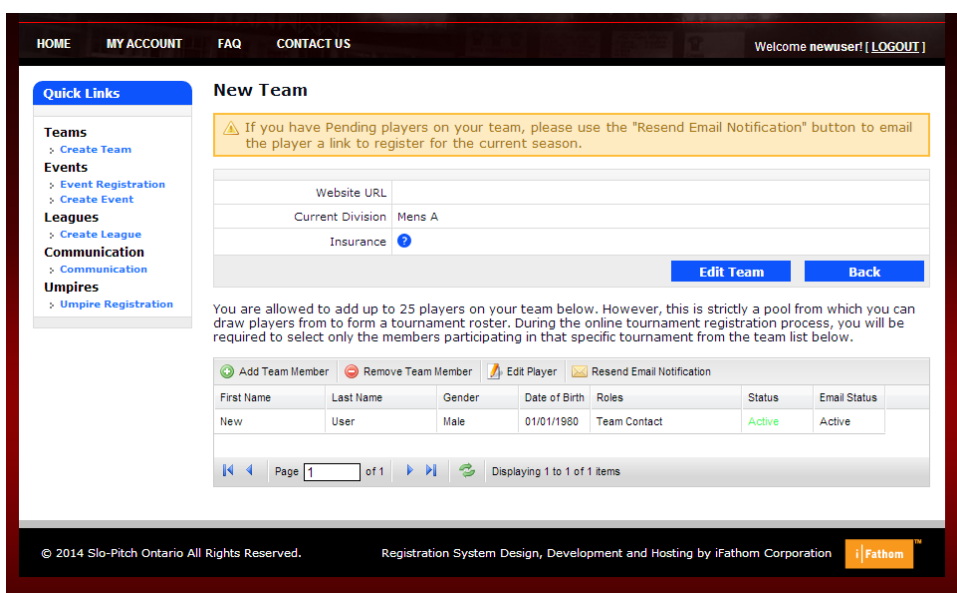


Figure 3 - Team Roster

- This is your team roster home screen, from here you can add, remove players from your team to update it for this season.
- If you entered your roster last year, you will see all of your players listed already. Simply review your players to ensure they are correct and click the “Resend Email Notification” button to get your players “Active” for this season.

Tip: Ensure that you see your league name and the correct division below your team name. If there isn't a League name listed it means that the team has been created outside of the league. You will have to contact the league or SPO to correct this.

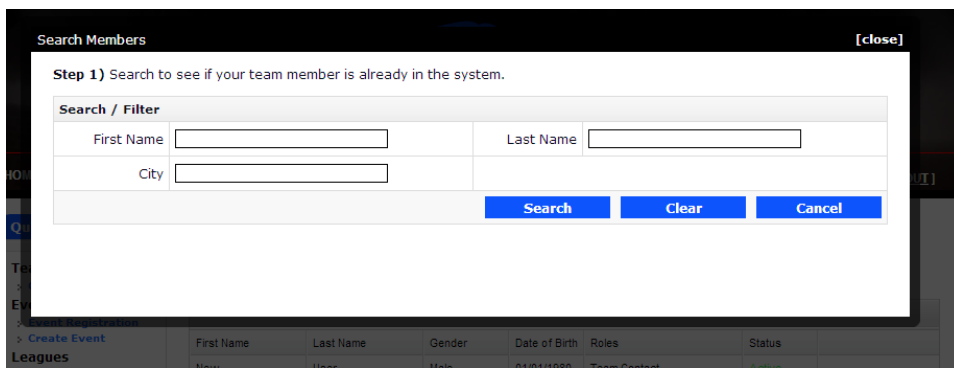


Figure 4 - Search Members

- To add a player click on the green plus Symbol called “Add Team Member”.
- A pop up window will come up asking for the new player’s First name, last name and the city they live in.
 - *Tip: The less information you use, the wider the search will be. Using only the first few letters of the first/last name and leaving the city field blank is the easiest way to find players.*
 - *Tip: To avoid duplicates records of players please use a wide range of search features including different variants of spelling or short forms. Aka William could be Will, Bill, Billy etc...*
- If your search finds the player you wish to add to your team, select them by clicking on their name on the table and then select the green plus symbol to add them to your team.
- That player will then get an email confirmation that they have been added to your team.

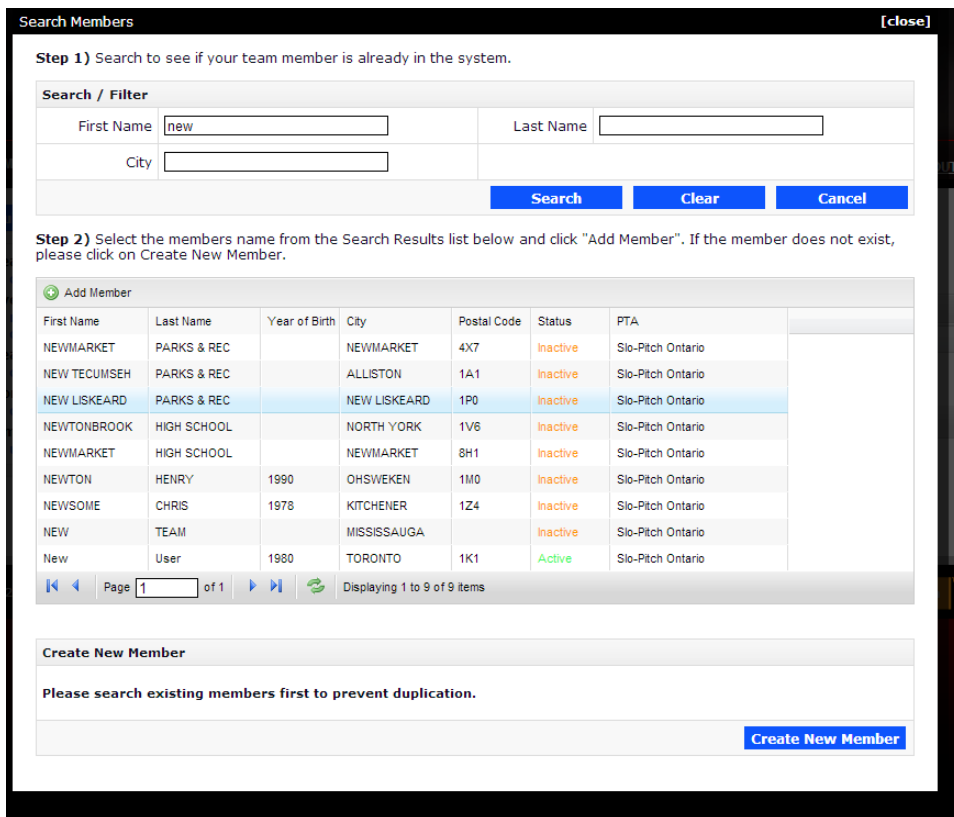


Figure 5 - Add existing member

- If the player you want to add is not found with your searches you can still add them to your team by selecting the Blue “Create New Member” button on the lower right corner of the screen.

New Member Registration [close]

Please enter the following information:

First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
Email	<input type="text"/>	*
Re-Enter Email	<input type="text"/>	*

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.

Continue

Figure 6 - Adding a new player

- Enter in the first name, last name and email address of the player you want to add to your team. Players email addresses are necessary for insurance purposes.
- When you hit continue that player will receive an email notifying them that you have requested to add them to your team and provide them instructions on how to register as a user.

HOME MY ACCOUNT FAQ CONTACT US Welcome newuser! [LOGOUT]

Quick Links

- Teams
 - > Create Team
- Events
 - > Event Registration
 - > Create Event
- Leagues
 - > Create League
- Communication
 - > Communication
- Umpires
 - > Umpire Registration

My Organizations

Organization	Role(s)
Slo-Pitch Ontario	Player Team Contact

My Teams

Team Name	Role(s)	Remove From Team
New Team	Team Contact	<input type="checkbox"/>

- At anytime you can go back to your home page by clicking the “Home” link in the top left corner.
- From here you can:
 - Register your teams for upcoming SPO events
 - Send out team wide communications from the Communications link under Quick links
 - Modify your team roster anytime by clicking on your team name under My Teams.

Good to know:

- You do not need to “Save” your roster. This system saves the roster for you as you put it in.
- Leagues are able to set their own roster lock dates. Check with your league for their policy.

We hope this guide has been helpful and as always should you need any help on this or anything else please feel free to contact us at spoa@slopitch.org or call us at (905) 646-7773.