



Returning League and Team Contacts

Welcome back and thank you for joining Slo-Pitch Ontario for another season! This Guide has been designed to help you through our online registration process and ensure you are all 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 Guide assumes that:

1. You are a returning user to the SPO Member Registration System (or, “MRS”) and ran a league or a team last season and wish to bring all your information forward to the current year.

The screenshot shows the login interface of the SPO Member Registration System. At the top, there is a navigation bar with links for 'HOME', 'FAQ', 'SPO HOME', and 'CONTACT US', along with a '[LOGIN / REGISTER]' link. The main content area is divided into two sections. On the left, a red heading reads 'WELCOME TO THE REGISTRATION CENTRE FOR SLO-PITCH ONTARIO.' Below this, a blue heading says 'This is your gateway to:' followed by two bullet points: 'Register your SPO team, league or tournament.' and 'Enter any of our Qualifying Tournaments, Super Series events and Provincial Championships.' Further down, it says 'If you have any questions, please visit our FAQ page.' and 'If you require further assistance, please contact us at spoa@slopitch.org or call us at (905) 646-7773'. On the right, there is a 'Login' form with the instruction 'Please enter your username and password:'. It contains two 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 of the page 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

- Login with your Username and Password on the [SPO MRS](#).
- If you have forgotten your username or password you can click on “Forgot your username or password?” in the Login area to recover them online.

Do not create a New User profile if you already have one with SPO from previous seasons.

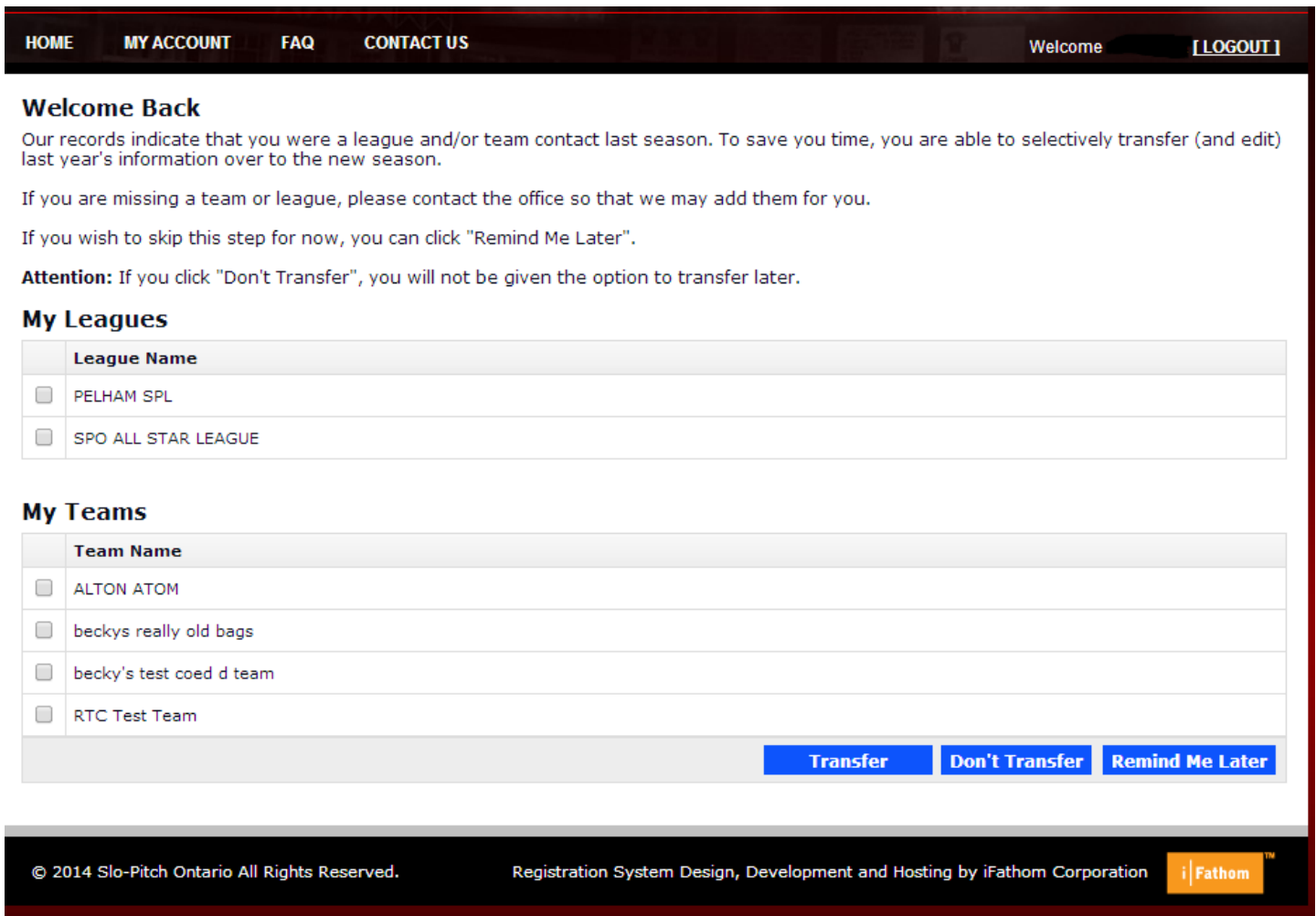


Figure 2 – Migrate Screen

- Immediately after login you will have a screen pop up that will present you with all of the leagues that you were the Director of and all the teams you were the Primary Contact for.
- To select the team or League you wish to add to the new season click on the button beside the name and then click on the Blue Transfer button at the bottom of the page.
- You can migrate all of your leagues and teams at once or you can migrate them one at a time based on which button you select.
- If you select a team or league and hit the Don't Transfer button, that information will NOT appear on your current year's list and cannot be updated going forward. If you chose this in error, please contact the office to have it corrected.

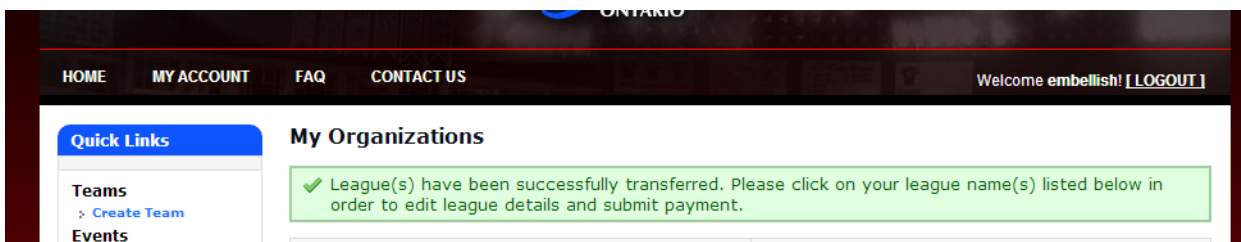


Figure 3 - Success Message

- After you have successfully migrated your team or league you will see a one-time green Success message at the top of your home screen.

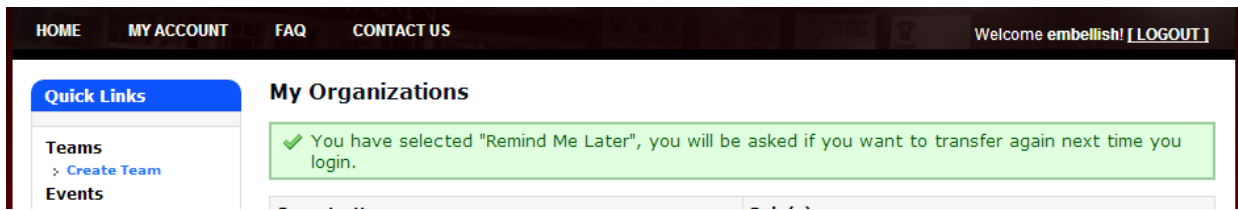


Figure 4 – Reminder

- If you had selected “Remind me later” you will receive a green message stating that you will be asked again the next time you log in.

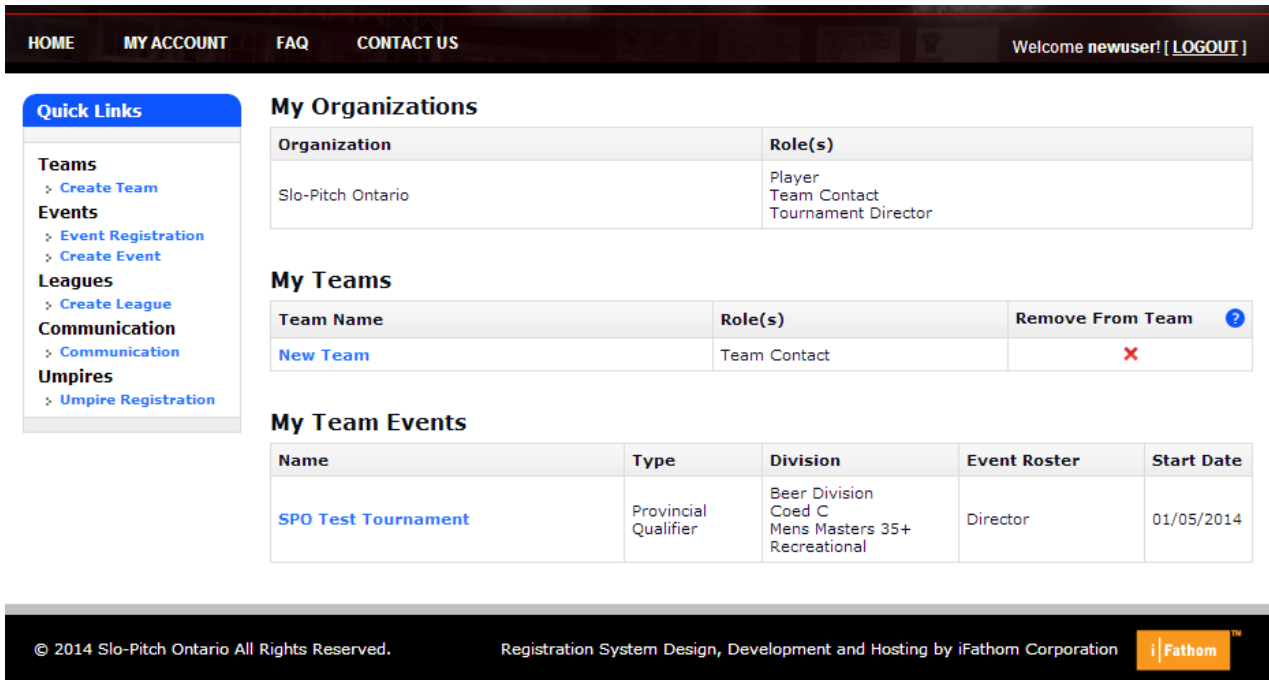


Figure 5 - Home Screen

- Your home screen will now show all of the leagues and teams you have associated with the current season.
- You can now manage your profile in the same manner as you have in previous seasons.

If you would like more information on managing your league or managing your team please see our other guides on these subjects.

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