



New User Registration

Congratulations and thank you for joining Slo-Pitch Ontario for the upcoming season! This Guide has been designed to help guide you through our online registration process and ensure you are all set up for the upcoming season.

Remember that 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 New user to the SPO Member Registration System (or, “MRS”). If you are an Existing Member and are having issues logging in, please see our other help Guide around restoring your Username and/or Password.

A screenshot of the SPO Member Registration System's login page. The page has a dark header with navigation links: HOME, FAQ, SPO HOME, CONTACT US, and a [LOGIN / REGISTER] link. The main content area is white with a red border. On the left, it says 'WELCOME TO THE REGISTRATION CENTRE FOR SLO-PITCH ONTARIO.' and 'This is your gateway to:' followed by a bulleted list: 'Register your SPO team, league or tournament.' and 'Enter any of our Qualifying Tournaments, Super Series events and Provincial Championships.' Below this, 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 text 'Please enter your username and password:'. It has two input fields for 'Username' and 'Password', a 'Forgot your username or password ?' link, a blue 'Login' button, and a link 'New user? Sign up here.' at the bottom. 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

- With your mouse, click on the “New user? Sign up here.” just below the blue Login button.

Figure 2 - Initial registration

- Fill in the fields for your First Name, Last Name and Email.
 - Please ensure that the email account you use for your registration is current and you are easily able to get emails from this account as you will need that to complete this registration process.
- As part of our security features, you will also be asked to fill in the image that you see in the “reCAPTCHA” window.
 - Note the correct reCAPTCHA response is a combination of what is in the left text window and the number in the image on the right.
- Once finished, click on the blue Continue button.
- You will receive a notification that a Confirmation Email will be sent to you within the next 5 minutes.



Figure 3 - Example of email confirmation

- Once you get the email, click on the blue link at the bottom of it or copy and paste the link into your browser to “Activate your Account”.
 - If you do not get the Confirmation email, check your spam filters to ensure that emails from spoa@slopitch.org are not being filtered out.
- Your browser will open up a new screen that will now ask you for the rest of your User Information.

Create New Account

User Information

Fields marked with * are required.

First Name *

Last Name *

Gender Male Female *

Date of Birth (DD/MM/YYYY) / / *

Highest Level Played In Last 3 Years *

Account Information

Email your email information

Desired Username *
Usernames may only contain alphanumeric characters

Desired Password *

Re-Enter Password *

Security Question *

Security Answer *

Contact Information

Daytime Phone * Ext.
At least one phone number is required. Format: 555-555-1234

Evening Phone Ext.

Cell Phone

Address 1 *

Address 2

City *

Province *

Postal Code *

Emergency Information

Name *

Phone Number * Ext.

Figure 4 - Full Registration form

- Fill in the form with the appropriate information.
 - **Highest Level Played In Last 3 Years** requires you to enter a level from A through E, with A being the highest level available (for instance for Mens and Womens A teams that play in the Super Series). The E level would be a Recreational level. Some leagues use their own type of rating system that could be different from our Provincial standards or use letters for different Divisions in their league. In that case, you may not be an A level player by SPO rating standards, even though you play in the A division in your league. Please consult with your League Director or contact our office if you need assistance.

Terms and Conditions

[Click here for Terms & Conditions](#)

I agree to abide by terms and conditions included in the User Agreement and Privacy Policy.

Register

Figure 5 - Terms and Conditions

- Click on the blue “Click here for Terms & Conditions” label to review the Terms & Conditions.

- Once you have read them and understand them, click on the checkbox to agree to the terms and conditions before clicking on the blue “Register” button on the bottom of the screen.

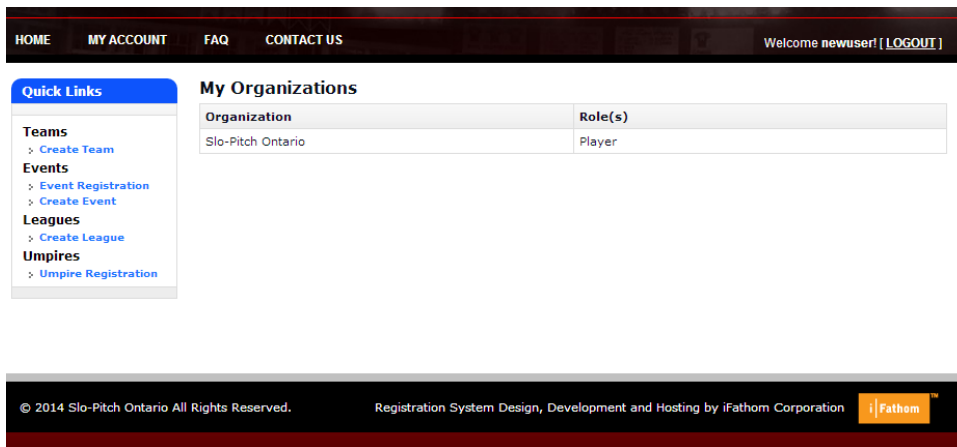


Figure 6 - Home Page

- After successful registration you will be brought to your Home page.
- From this screen you will be able to:
 - Update your profile under “MY ACCOUNT”
 - Create new Teams
 - Create a tournament (Event)
 - Create Leagues
 - Register and enter your Team into available Events
 - Register as an Umpire.
- Please see our other Guides for help 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 call us at (905) 646-7773.