



Team Contacts – Entering an SPO Tournament or Event

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 has been created in the MRS (Member Registration System).

The screenshot shows the login interface of the Slo-Pitch Ontario 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 columns. The left column contains a welcome message: 'WELCOME TO THE REGISTRATION CENTRE FOR SLO-PITCH ONTARIO.' followed by a sub-header 'This is your gateway to:' and a bulleted list of actions: 'Register your SPO team, league or tournament.' and 'Enter any of our Qualifying Tournaments, Super Series events and Provincial Championships.' Below this, there is contact information: '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'. The right column features a 'Login' form with the heading 'Please enter your username and password:'. It includes 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

[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.

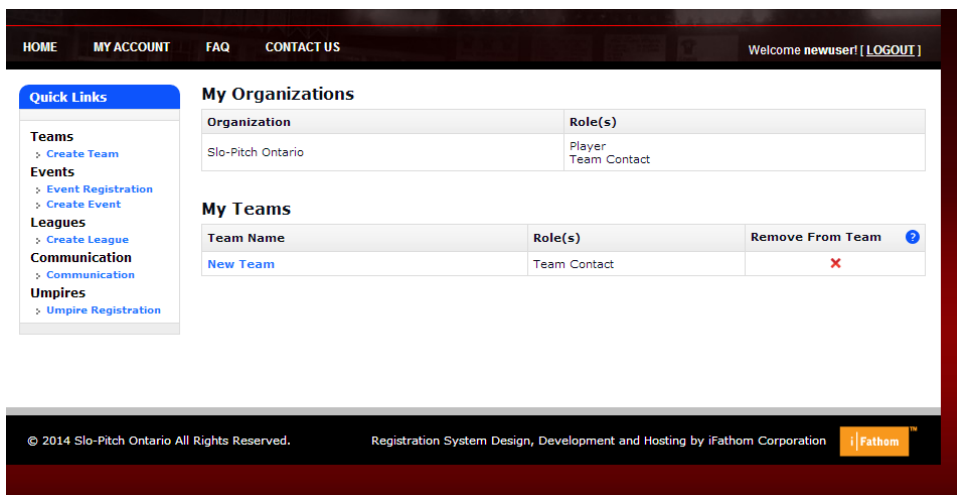


Figure 2 - Home Screen

- From your home screen, click on the blue “Event Registrations” link to get to the Tournament Listing.
 - Please note: Only Team Contacts are able to enter teams into events.

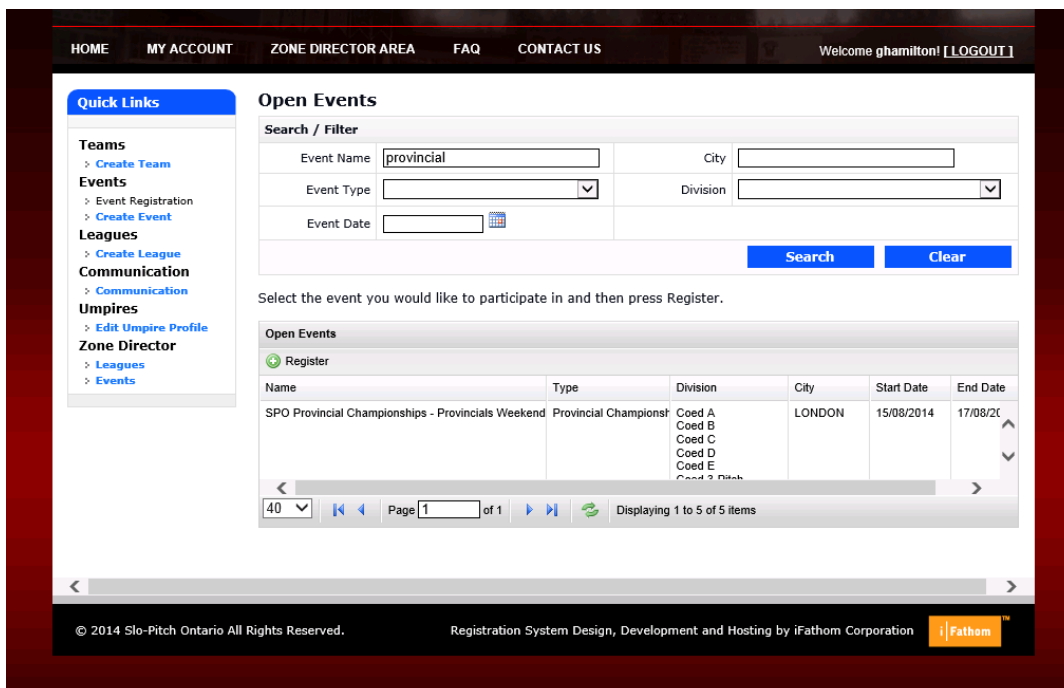


Figure 3 – Event Registration and Listing

- Use the Search features to find the event you are looking for.
- Select and click on the event you wish to enter and then click the “Register” button located above the Event Name.
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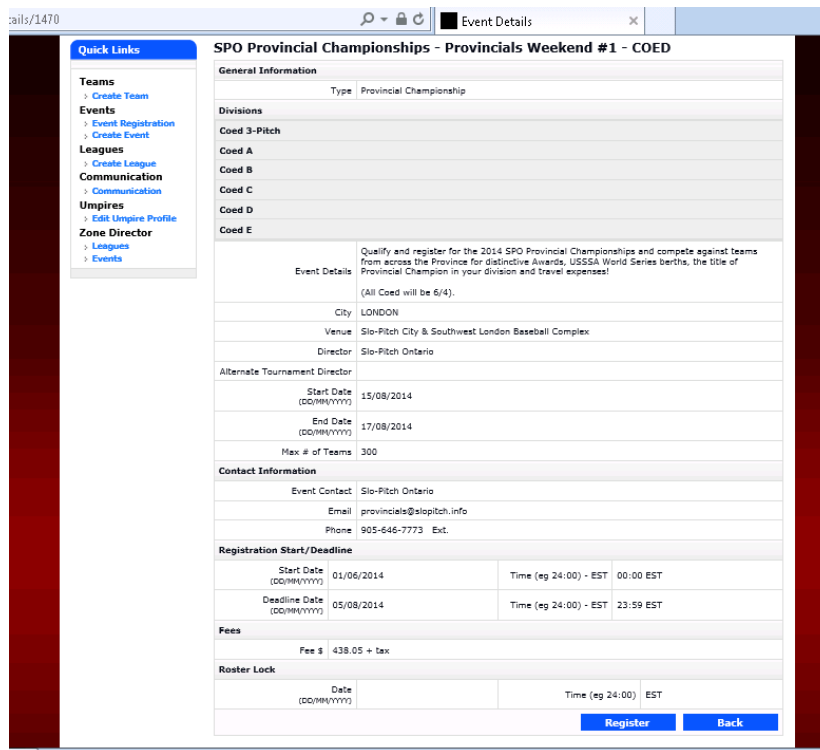


Figure 4 – Event Listing

- Review the Event details and then click the blue “Register” button located at the bottom right of the page.

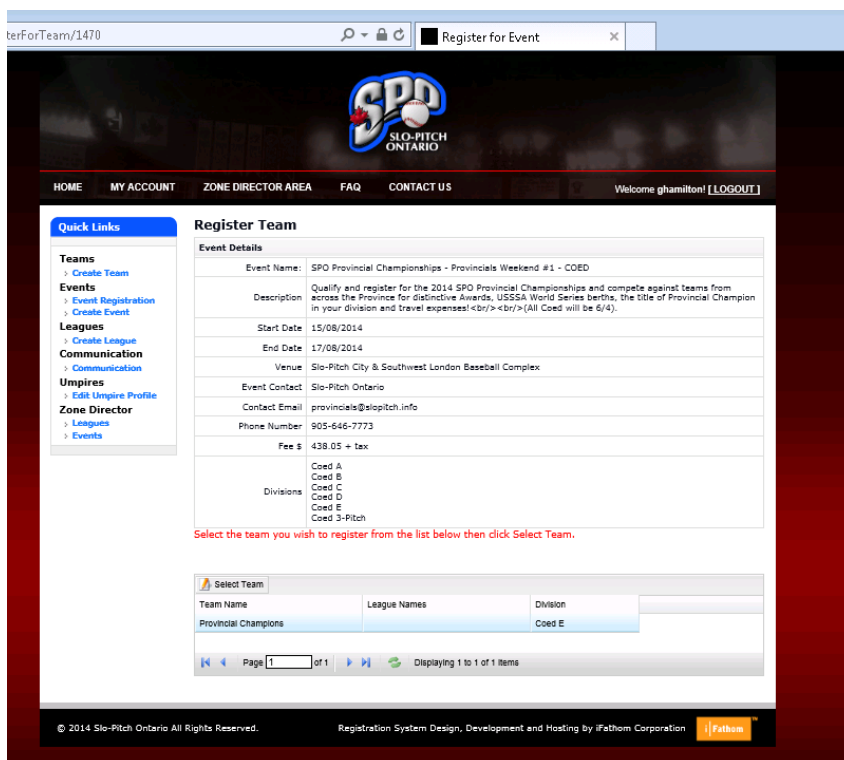


Figure 5 – Register Team in Event

- Click on the team you wish to put into the Event and then click on the “Select Team” button located above the Team Name column.

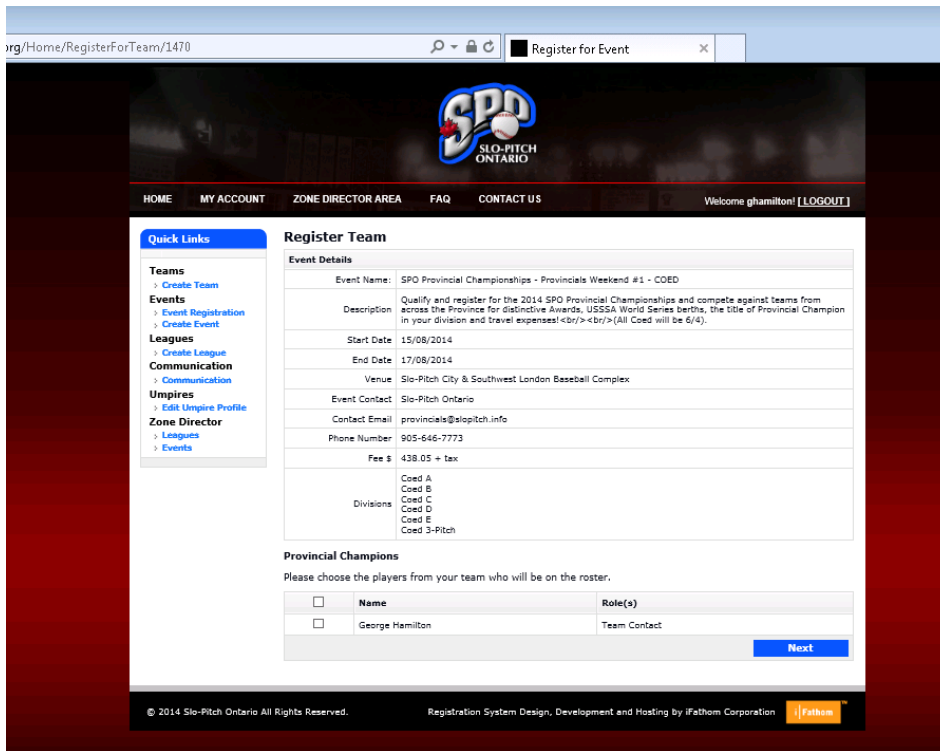


Figure 6 – Choosing your players

- Select the players that will be participating in the tournament or event and click “Next”.
 - Please Note:
 - When registering for Provincial Championships, you must select all the players at this point of registration. You will not be able to add additional players later.
 - Your Provincial Championship Roster MUST be identical to your League Roster or your Provincial Qualifying Team Roster.
- Complete the payment for your team on the next screen.

PROVINCIAL CHAMPIONSHIP REGISTRATION

Once you have registered AND paid for your Provincial Championship Registration, the Provincial Committee will review your roster and division. Provided both of those are approved you will receive an email stating that you have been approved to play. If there is an issue with either you will be notified via email.

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.