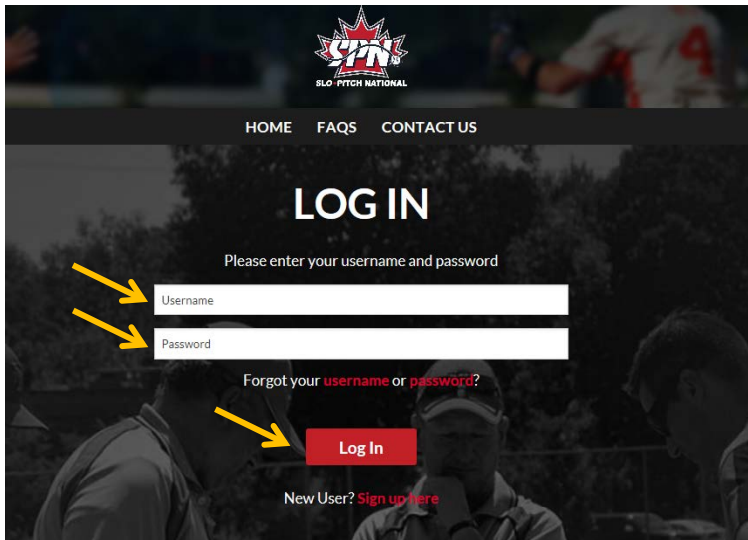


## ADDING PLAYERS TO YOUR TEAM ON THE SPN SITE

The Slopitch National website is used by the YKSA as the team's formal roster and is also used for player insurance coverage. All Yellowknife Slopitch Association (YKSA) players are required to be a registered under our League to their specific team on the SPN Website. It is the responsibility of each Team Captain to add the members to their team.

**STEP 1:** Go to <https://registration.slo-pitch.com/Account/Login>. Enter your 'User Name' and 'Password' then select 'Log In'.



**STEP 2:** Select your Team name.

Please select from the options in the Quick Links menu to create teams and leagues, register for National and Provincial Championship tournaments, create sanctioned tournament applications and/or to register as an Official SPN Umpire.

### My Organizations

Region of Play	Role(s)
Alberta & Northwest Territories	Team Contact League President

### My Leagues

League Name	Role(s)	Status
<a href="#">Yellowknife Slopitch Association (YKSA)</a>	League President	Pending

### My Teams

Team Name	Roster	Role(s)	Remove From Team
<a href="#">Strykers</a>	<a href="#">Print Roster</a>	Team Contact	<a href="#">x</a>

## ADDING PLAYERS TO YOUR TEAM ON THE SPN SITE

**STEP 3:** Select 'Add Member'.

### Strykers

⚠ Please use the "Resend Email Notifications" button to email all Pending and Inactive members a link to register for the current season.

SPN ID Number	Where's my SPN ID Number?
Current Division	Coed C
City	Yellowknife
Member Of	Alberta & Northwest Territories
Registered Leagues	Yellowknife Slopitch Association (YKSA)
National Championship	Not Registered
Provincial Championship	Not Registered

[Get My SPN Number](#)   [Edit Team](#)   [Print Roster](#)   [Back](#)

You are allowed to add up to 40 members on your team below. However, this is strictly a pool from which you can draw members from to form a tournament roster. I tournament from the team list below.

[Add Member](#) | [Remove Member](#) | [Edit Player](#) | [Resend Email Notifications](#) | [Download](#)

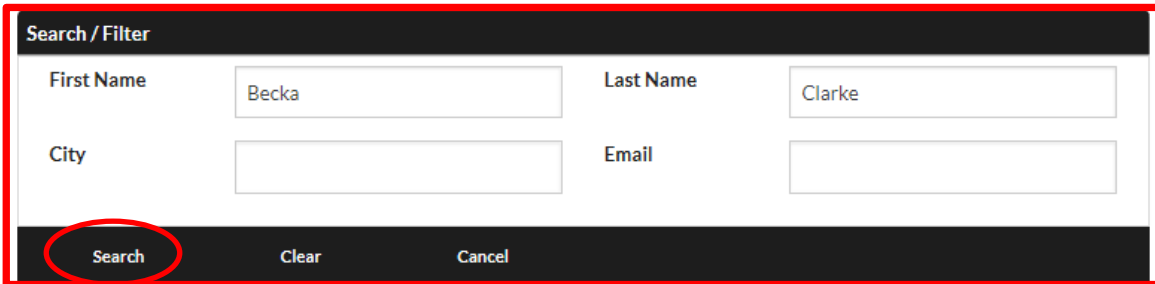
First Name	Last Name	Gender	Date of Birth
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## ADDING PLAYERS TO YOUR TEAM ON THE SPN SITE

**STEP 4:** Search for your team member by: First Name, Last Name, City or Email then select 'Search'. The name(s) will appear below. Select the correct player, click on the name so it is highlighted grey and select 'Add Member'.

Search Members

Step 1) Search to see if your team member is already in the system.



The screenshot shows a search form with the following fields:

First Name	Becka	Last Name	Clarke
City		Email	

Below the fields are three buttons: **Search** (circled in red), **Clear**, and **Cancel**.

Step 2) Select the Member's name from the Search Results list below and click "Add Member". If the member does not exist, please click on Create New Member.

Note: Please search existing members first to prevent duplication.

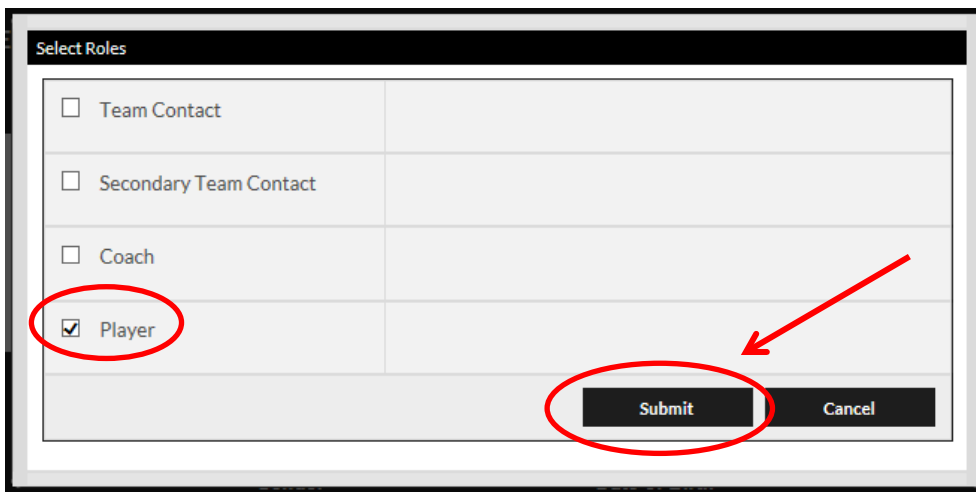


The screenshot shows a table with the following columns: First Name, Last Name, Year of Birth, City, Postal Code, Status, and PTA. The first row is highlighted in grey and contains the following data:

First Name	Last Name	Year of Birth	City	Postal Code	Status	PTA
Becka	Clarke		Yellowknife		Active	Alberta & Northwest Territories

At the top left of the table area, there are two buttons: **Add Member** (circled in red) and **Create New Member**. Below the table is a pagination control showing "Page 1 of 1" and "Displaying 1 to 1 of 1 items".

**STEP 5:** Select the persons role on the team and click 'Submit'.



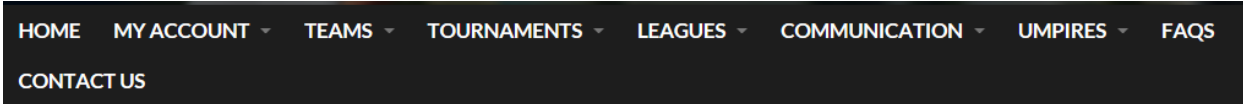
The screenshot shows a form titled "Select Roles" with the following options:

- Team Contact
- Secondary Team Contact
- Coach
- Player** (circled in red)

At the bottom of the form are two buttons: **Submit** (circled in red) and **Cancel**.

## ADDING PLAYERS TO YOUR TEAM ON THE SPN SITE

**STEP 6:** You will receive a notification that they are successfully registered and the player will receive an email.



### Strykers

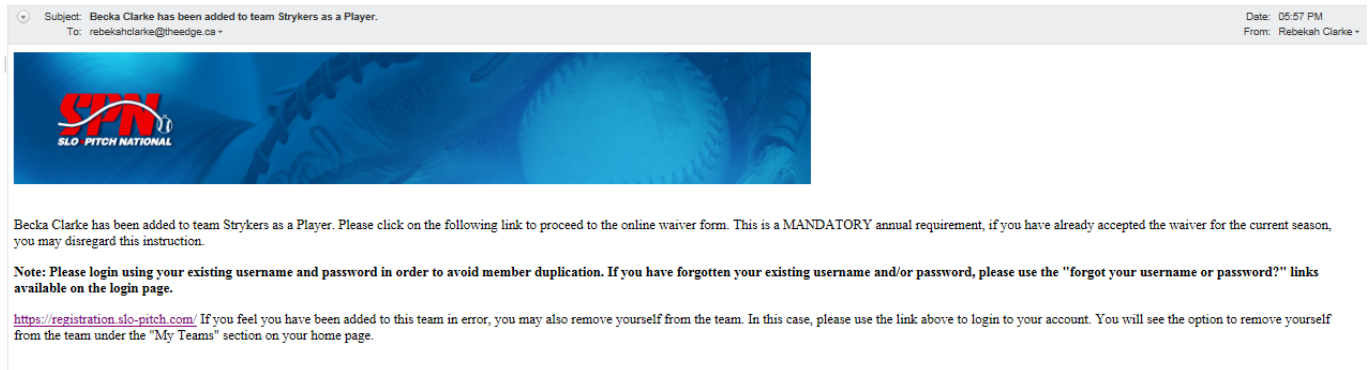
✓ Becka Clarke has been successfully added to the team. A notification email has been sent.

⚠ Please use the "Resend Email Notifications" button to email all Pending and Inactive members a link to register for the current season.

SPN ID Number	Where's my SPN ID Number?
Current Division	Coed C
City	Yellowknife
Member Of	Alberta & Northwest Territories
Registered Leagues	Yellowknife Slopitch Association (YKSA)
National Championship	Not Registered
Provincial Championship	Not Registered

Get My SPN Number Edit Team Print Roster Back

### SAMPLE EMAIL...



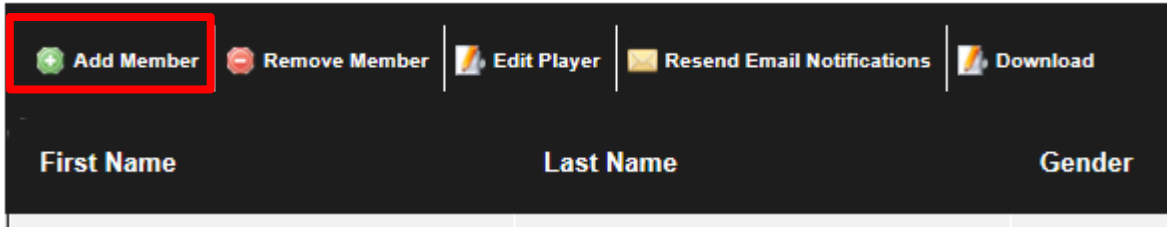
**STEP 7:** Repeat the Steps 3-6, as required, until you have a full Team Roster.

Add Member Remove Member Edit Player Resend Email Notifications Download

First Name	Last Name	Gender	Date of Birth	Level	Roles	Waiver
------------	-----------	--------	---------------	-------	-------	--------

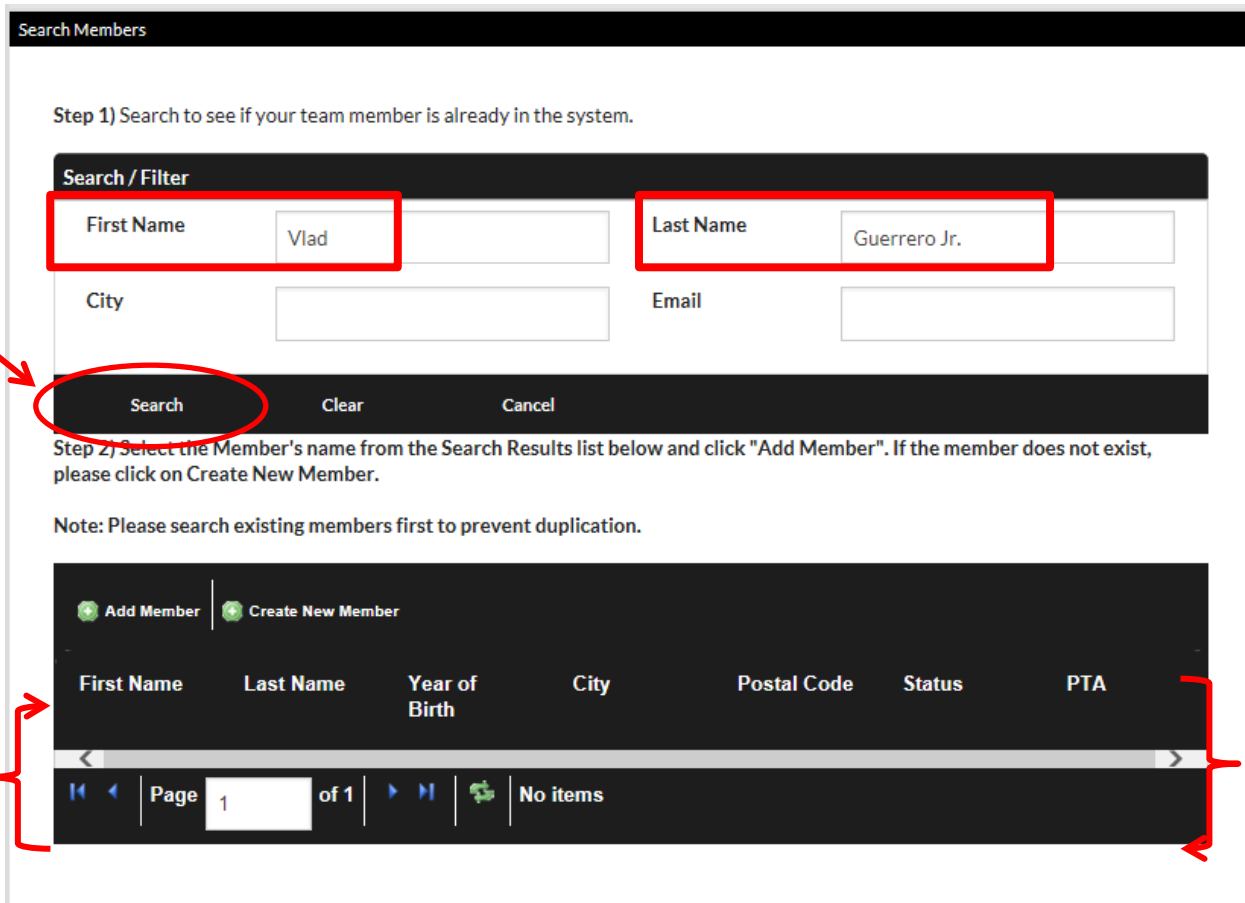
## ADDING PLAYERS TO YOUR TEAM ON THE SPN SITE

**STEP 8:** If you have one of those players that just can't seem to take the time to get themselves together enough to register but need to get on the roster (we all have at least one☺), then you can start the process for them. Select 'Add Member'.



A screenshot of a dark-themed toolbar with several action buttons: 'Add Member' (with a green plus icon), 'Remove Member' (with a red minus icon), 'Edit Player' (with a pencil icon), 'Resend Email Notifications' (with an envelope icon), and 'Download' (with a download icon). The 'Add Member' button is highlighted with a red box. Below the toolbar, the headers for a table are visible: 'First Name', 'Last Name', and 'Gender'.

**STEP 9:** Populate search some criteria and select 'Search'. Nothing will appear.



A screenshot of the 'Search Members' form. It includes a 'Search / Filter' section with input fields for 'First Name' (containing 'Vlad'), 'Last Name' (containing 'Guerrero Jr.'), 'City', and 'Email'. The 'Search' button is circled in red. Below the form, there are instructions: 'Step 1) Search to see if your team member is already in the system.' and 'Step 2) Select the Member's name from the Search Results list below and click "Add Member". If the member does not exist, please click on Create New Member.' A note states: 'Note: Please search existing members first to prevent duplication.' Below the instructions is a toolbar with 'Add Member' and 'Create New Member' buttons. A table header is visible with columns: 'First Name', 'Last Name', 'Year of Birth', 'City', 'Postal Code', 'Status', and 'PTA'. At the bottom, a pagination bar shows 'Page 1 of 1' and 'No items'.

**STEP 10:** Select 'Create Member'.



A screenshot of the toolbar from Step 8, showing the 'Add Member' and 'Create New Member' buttons. A large yellow star is drawn over the 'Create New Member' button to highlight it.

## ADDING PLAYERS TO YOUR TEAM ON THE SPN SITE

**STEP 11:** Populate the fields with players name and email address. Select 'Continue'.

New Member Registration [close]

Please enter the following information:

First Name	<input type="text" value="Vlad"/>
Last Name	<input type="text" value="Guerrero Jr."/>
Email	<input type="text" value="vladguerrerojr@hotmail.ca"/>
Re-Enter Email	<input type="text" value="vladguerrerojr@hotmail.ca"/>

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**

**STEP 12:** Select the players status on your team and 'Submit'.

Select Roles

<input type="checkbox"/> Team Contact	
<input type="checkbox"/> Secondary Team Contact	
<input type="checkbox"/> Coach	
<input checked="" type="checkbox"/> Player	

**Submit** **Cancel**

## ADDING PLAYERS TO YOUR TEAM ON THE SPN SITE

**YOU WILL RECEIVE CONFIRMATION THE PLAYER HAS BEEN SUCCESSFULLY ADDED.**

**THE PLAYER WILL BE SENT AN EMAIL AND WILL NEED TO OPEN, CLICK LINK AND FINISH THE REGISTRATION PROCESS.**

### Strykers



✓ Vlad Guerrero Jr. has been successfully added to the team. A notification email has been sent.

⚠ Please use the "Resend Email Notifications" button to email all Pending and Inactive members a link to register for the current season.

**STEP 13:** As the 'Team Contact' you also have the ability to:

- 'Remove Members'
- 'Edit Players' information that are on your team
- "Resend Email Notifications" to team players that haven't completed their registration
- 'Download' your Team Roster in excel



A dark grey toolbar containing five buttons: 'Add Member' (with a green plus icon), 'Remove Member' (with a red minus icon), 'Edit Player' (with a pencil icon), 'Resend Email Notifications' (with a yellow envelope icon), and 'Download' (with a yellow document icon). Below the toolbar is a table header with three columns: 'First Name', 'Last Name', and 'Gender'.

~ END PROCEDURES ~