



Creating a New team – Roster Management

Congratulations on 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 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. You are an existing user to the SPO registration system; if you have not yet registered as a user on the please see our guide on New user registration for help on how to get started.
2. Your team was not registered with SPO last season. The registration database allows teams to migrate your team from year to year and avoid entering all of the roster information again. If you are a returning team please see our guide on Migrating my team to this season
3. Your team is not registered with and SPO Affiliated league. League convenors will create and pay for the teams in their leagues. You will receive an email communication to let you know when this has been created so that you can complete the roster.

The screenshot shows the login page of the SPO 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 red heading 'WELCOME TO THE REGISTRATION CENTRE FOR SLO-PITCH ONTARIO.' followed by a blue sub-heading 'This is your gateway to:' and a bulleted list of services: 'Register your SPO team, league or tournament.' and 'Enter any of our Qualifying Tournaments, Super Series events and Provincial Championships.' Below this, there is a line of text: 'If you have any questions, please visit our FAQ page.' and another line: '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 title 'Login' and the instruction 'Please enter your username and password:'. It includes 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.'. At the bottom of the page, there is a footer with copyright information: '© 2014 Slo-Pitch Ontario All Rights Reserved.' and 'Registration System Design, Development and Hosting by iFathom Corporation', along with the iFathom logo.

Figure 1 - Login Screen

- Login with your user name and password.

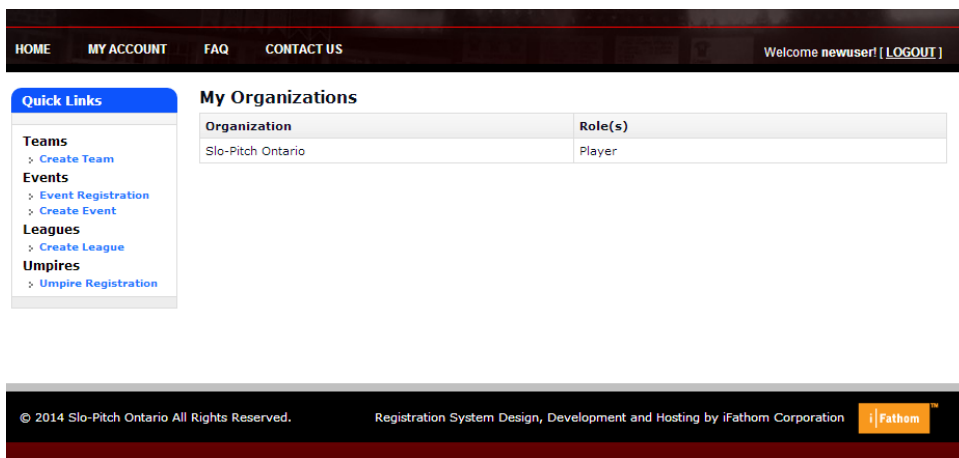


Figure 2 - Home Screen

- From your home screen click on the blue “Create Team” link under the Quick Links tab.

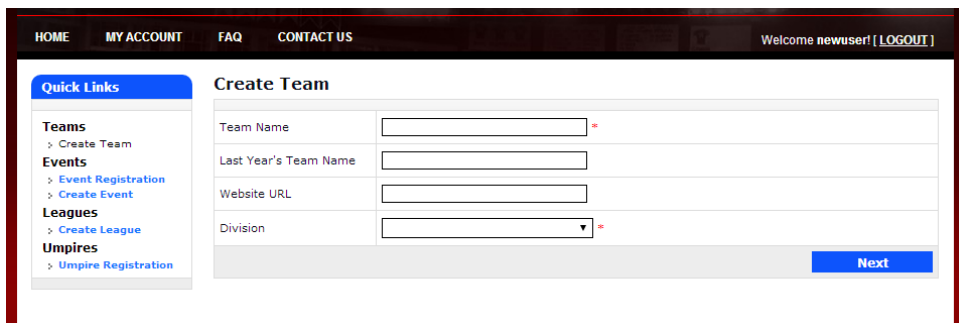


Figure 3 - Create Team

- Enter your desired team name and the team name (if applicable) that your team might have had last year.
- Additionally you must select the division of play from the drop down menu before hitting Next at the bottom of the screen to continue. With A being the highest level and E being the recreational level, please choose appropriately. Rosters will be reviewed by SPO Admin.

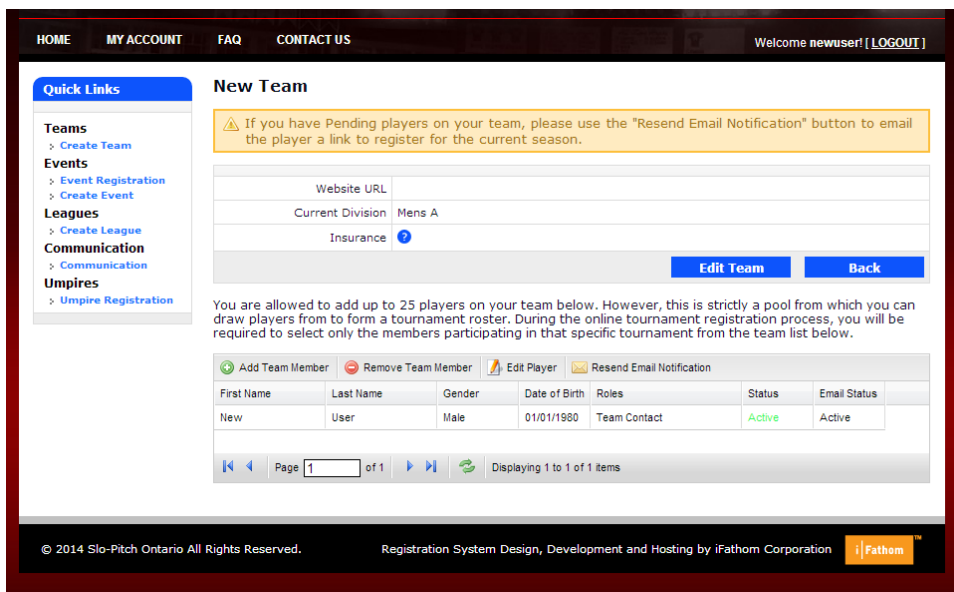


Figure 4 - Team Roster

- This is your team roster home screen, from here you can add, remove players from your team.
- To add a player click on the green plus Symbol called “Add Team Member”

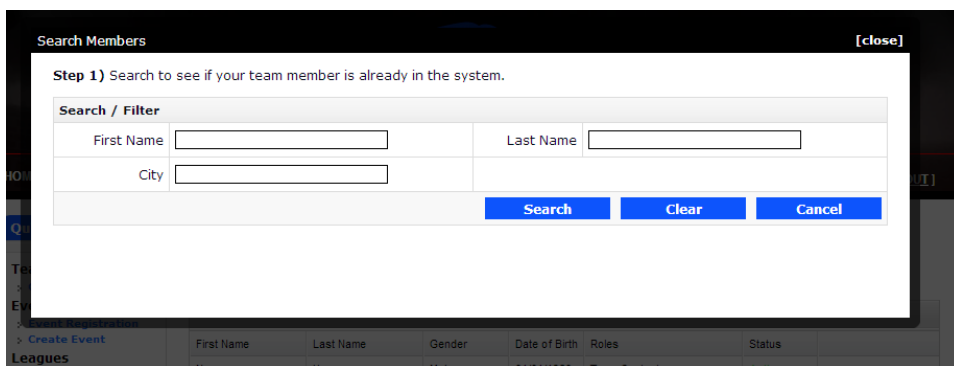


Figure 5 - Search Members

- A pop up window will come up asking for the new player’s First name, last name and the city they live in.
 - 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 get an email confirmation that they have been added to your team.

Search Members [close]

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

Search / Filter

First Name	<input type="text" value="new"/>	Last Name	<input type="text"/>
City	<input type="text"/>		

Search **Clear** **Cancel**

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

Add Member

First Name	Last Name	Year of Birth	City	Postal Code	Status	PTA
NEWMARKET	PARKS & REC		NEWMARKET	4X7	Inactive	Slo-Pitch Ontario
NEW TECUMSEH	PARKS & REC		ALLISTON	1A1	Inactive	Slo-Pitch Ontario
NEW LISKEARD	PARKS & REC		NEW LISKEARD	1P0	Inactive	Slo-Pitch Ontario
NEWTONBROOK	HIGH SCHOOL		NORTH YORK	1V6	Inactive	Slo-Pitch Ontario
NEWMARKET	HIGH SCHOOL		NEWMARKET	8H1	Inactive	Slo-Pitch Ontario
NEWTON	HENRY	1990	OHSWEKEN	1M0	Inactive	Slo-Pitch Ontario
NEWSOME	CHRIS	1978	KITCHENER	1Z4	Inactive	Slo-Pitch Ontario
NEW	TEAM		MISSISSAUGA		Inactive	Slo-Pitch Ontario
New	User	1980	TORONTO	1K1	Active	Slo-Pitch Ontario

Page 1 of 1 Displaying 1 to 9 of 9 items

Create New Member

Please search existing members first to prevent duplication.

Create New Member

Figure 6 - 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 7 - Adding anew 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.
- Complete this process for all the players on your team.
- The roster is automatically stored and is now available for any future tournaments or events.
- Please note: Rosters are locked on the third Monday of July. No roster changes are permitted after that date.

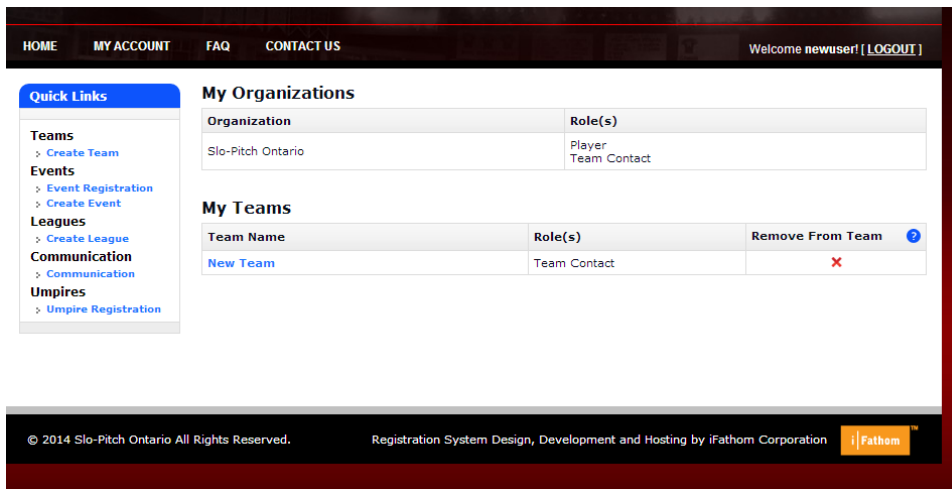


Figure 8 - Updated home page

- Now from your SPO Home page you will see your team listed under “My Teams”
- From here you can:
 - Register your teams for upcoming SPO events
 - Send our team wide communications from the Communications link under Quick links
 - Modify your team roster anytime by clicking on your team name under My Teams.

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.