



INSTRUCTION GUIDELINE FOR ONLINE UMPIRE CLINIC REGISTRATION

STEP 1: INSTRUCTION FOR INDIVIDUALS ATTENDING AN UMPIRE CLINIC

1. SPN will register the umpire clinic online, making it available for anyone to view/register in the event calendar on the SPN website (<http://slo-pitch.com/event>). It is in the umpire's best interest to **PRE-REGISTER** for the umpire clinic at least 1 week prior to the clinic date.

Event Calendar

Search / Filter

Event Name

Event City

Event Divisions
B
B Provincial Qualifier
C
Coed
Coed 35 Open
Coed A

➔ Province or Territory

➔ Event Type

Event Date
Format: dd-mm-yyyy

Search **Clear**

Search results 1

Month Week Day

-MAR- 23 SUN	Umpire Clinic - Toronto Start Date: 23/03/2014 09:00 EST City: Toronto Province: Ontario
--------------------	---

➔ Details

2. Once you've found the clinic you wish to attend in the calendar, click on the event **'details'**. Then click **'Go to Registration'** - this will bring you to the member login page (<https://registration.slo-pitch.com>), where you will do one of the following options:
 - a. If you already have an existing SPN Member account, simply login to your existing account. On the home page, click on the **'Clinic Registration'** link in the **'Quick Links'** box on the left hand side.

- b. If you are a new user, click 'New user? Sign up here'. Follow the steps to create a new user account for yourself (refer to 'Step 2: New User Registration' section of this guideline for instructions). Once you have successfully registered your account, you will land on your home page. Click on the 'Clinic Registration' link in the 'Quick Links' box on the left hand side.

HOME MY ACCOUNT FAQS CONTACT US Welcome MichelleMore! | LOGOUT | FRANÇAIS |

Quick Links

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.

Teams
 > Create Team

Tournaments
 > Tournament Registration
 > Create Tournament

Leagues
 > Create League

Umpires
 > Clinic Registration
 > Umpire Exam

My Organizations

Region of Play	Role(s)
Ontario	Clinician Player

My Clinics

Name	Type	Start Date
Ottawa/Nepean Umpire Clinic	Clinic	16/03/2014

3. You will see a list of all registered clinics. Select the clinic you wish to participate in (click on it and it will turn blue) and then click 'Register'.

HOME MY ACCOUNT FAQS CONTACT US Welcome LydTest! | LOGOUT | FRANÇAIS |

Quick Links

Clinic Registration

Search / Filter

Clinic Name City

Clinic Date

Search **Clear**

Select the Clinic you would like to participate in and then press Register.

Clinics

Register

Name	City	Start Date	End Date
Ottawa/Nepean Umpire Clinic	Ottawa	16/03/2014	16/03/2014

20 Page 1 of 1 Displaying 1 to 1 of 1 items

4. Review the clinic details then click 'Register'. The clinic will now appear as a registered clinic on your home page, under 'My Clinics'. Attend the clinic on the scheduled date.

STEP 2: NEW USER REGISTRATION

NOTE: This instruction is here only for members who have not yet created an SPN member account.

If you already have an existing member account from previous years, please login to your existing account . . . **DO NOT CREATE A NEW ACCOUNT!**

1. Go to <https://registration.slo-pitch.com>.
2. Click on the **“New user? Sign up here”** link to create a new account.
3. Once prompted, complete the required fields (ie: first name, last name, email address). You will be asked to enter a **“reCAPTCHA”** word/phrase, if you find the words/letters hard to read you can click on the shuffle button (♻️) to generate a new word/phrase; enter the security phrase and then click **“Continue”**.
4. You will receive a confirmation email in your inbox within a few minutes. If you do not see it after 5 minutes please check your junk folder in case it was marked as spam.
5. Click on the link in the email, which will take you to the Member Account Registration page.
6. Complete all of the required fields and then click **“Next”**.
7. You will be directed to review and agree to the online **Release of Liability & Assumption of Risk Waiver** form (this takes the place of your signature on the old paper roster/waiver form). Carefully review and select the required check boxes in order to agree to the online waiver (you will not be able to proceed further without agreeing to the waiver form). For members who are between ages 16-18 you will be required to download the Parental Consent form on this page and have your Parent or Guardian sign and submit to SPN.
8. Once you submit your online agreement, you will receive a confirmation message informing you that you have successfully registered. **Make note of your username and password for future use.**