



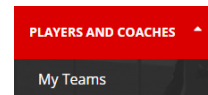
I am a Team Contact/Coach creating a NEW Team

On the SPN website (www.slo-pitch.com) click **LOGIN TO SPN CENTRAL** (top right).

If this is the first time you are logging in for the 2021 season you will be required to reset your password. This is a one-time only security feature. Click on the Reset Password tab on the login screen. By using your email address, you will receive an email to create your new password and regain access to your existing account.

Once you have logged in the menu will show on the left.

Under the PLAYERS AND COACHES tab you will see My Teams



Click on My Teams then click on **Create New Team** at the top of the screen. Be sure to read the onscreen information!

You will then be asked to fill out the basic team information in the pop-up window:

Enter your Team Name

Last Year's Team Name

Primary City that you play in

You can choose a team colour and then choose the gender of your team.

Click Save Team

You will now see your team roster with yourself showing as the Primary Coach

Manage TRPSPT [Back to My Teams](#) [Add Player to Team](#)

Your Full Roster Your Event Rosters Edit Your Team SPN Registration #s Archive Your Team

Waiver	First Name	Last Name	Level	Role	City	Gender	Date of Birth	Positions	Actions
<input checked="" type="checkbox"/>	Tara	Parent		Primary Coach	Brampton		1969-01-05		Actions

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From here you can add your players to the team.

NOTE: The players **MUST** be SPN members! If they don't already have a profile they can go to LOGIN TO SPN CENTRAL and click Register to create one.

Click on [Add Player to Team](#) at the top of the screen.

Search for the player, when you find them click on the + sign beside their name. Search for the next player and continue searching for all your players in this manner. When you are done click Add Players To Roster.

Each player/member of the roster will have the [Actions](#) button on the right. Click here and you can assign the roles of Coach or Team Contact to a player. Both of these roles can view and edit the team.

You will also have the option to remove a member from the team.

IMPORTANT: If the team you have just created is part of a league your league convenor must now add your team to the league!