



# 2019 ROSTER SUBMISSION

Once again, rosters will be submitted online. Please follow the steps below to update your roster. A reminder that it is up to the Team Manager/Contact to enter the team's information and follow up with players who have not signed their waivers. If a player has not updated their waiver, they are not permitted to play any league games or tournaments as they are not covered by insurance.

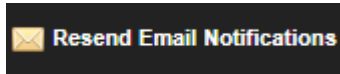
Roster submission and waivers must be signed by all team members by March 31, 2019.

## Confirm Team Registration

1. Go to <https://registration.slo-pitch.com> and log into your account. Hint: your username is your email address. If you are the team contact and your team does not show up for you, please email the league [crslopitch@hotmail.com](mailto:crslopitch@hotmail.com) to inform us of this. Please include your name and team name in your email.

## Updating Your Team Roster & Sending Waivers

1. Once signed in you should see your team under 'My Teams'. Click the blue link.
2. From here you can edit your team list by adding or removing members (see instructions below on how to add a member). Please make sure you and one other player are listed as *team contacts*. This is the email list we pull from to send important league information.
3. Once your roster is correct Click the *Resend Email Notifications Button*. This will email your roster a reminder to sign their waivers. This is the most important part of using the online roster.



As the team contact it is your responsibility to follow up with your team members to sign their waivers. By March 31st your entire team should have check marks beside their name in the waiver column.

## Adding a Team Member

1. Click on the 'Add Member' button. A pop-up window will appear.
2. Enter the person's first and last name and click 'Search' and then follow one of these two options:

- i. If you found the person you are looking for:

Click their name and then click the 'Add Member' button located just above their name. A pop-up window will appear; select the role this person has on the team and click 'submit'. The player will now appear on your team list.

- ii. If the person does not appear in the search:

Click on the 'Create New Member' button at the bottom right of the box. Enter the person's first name, last name and email address and click 'Continue'. The player will now appear on your team list as a 'pending' member and will be sent an automated email notification prompting them to complete their member registration and waiver agreement.

### Additional Notes:

Each player/member on the team list is required to be a registered member and must agree to the online waiver form (annually) in order to be a part of our society. Once members have successfully registered they should have the checkmark listed in the waiver column. You can use the “resend email notifications” button to resend the email to anyone does not have the waiver checkmark.

Your team details page should look similar to this once completed (personal information has been blocked for the purposes of this example):

Add Member Remove Member Edit Player Resend Email Notifications Download						
First Name	Last Name	Gender	Date of Birth	Level	Roles	Waiver
Anna	[REDACTED]				Player	✓
Heather	[REDACTED]				Player	✓
Ian	[REDACTED]				Player	✓
Jordyn	[REDACTED]				Player	✓
Laurie	[REDACTED]				Player	✓
Michelle	[REDACTED]				Player	✓
Patrick	[REDACTED]				Player	✓
Rachel	[REDACTED]				Player	✓
Rachel	[REDACTED]				Player	✓
Ray	[REDACTED]				Player	✓
Ross	[REDACTED]				Player	✓
Ryan	[REDACTED]				Player	✓
Shayla	[REDACTED]				Team Contact	✓
Spencer	[REDACTED]				Player	✓
Steve	[REDACTED]				Player	✓

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