



HOW A COACH CREATES A NEW TEAM

Login to your profile

In the menu choose **PLAYERS AND COACHES** > **My Teams**

Click **Create New Team**, fill out the basic team information in the pop-up window and click **Save team**

You will now see your **Player Pool** with yourself showing as the Primary Coach.

From here you build your Player Pool with all the players in your playing circle to a maximum of 40. ***You will create your league roster and tournament rosters using the members in this pool.*

NOTE: ALL 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. Members should only ever have ONE profile.

Click **Add Player to Team** and search for the player (preferably by their email address).

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 Player Pool**.

Each player/member on the roster will have an **Actions** button. Click here and you can assign any one of the following roles: Coach, Primary Coach, Team Contact. All roles are considered to be "players" on the team unless "COACH ONLY" is checked.

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

IMPORTANT:

If the team you just created is part of a league your league convenor must now add your team to the league. They will pay the SPN membership fee.

If the team you created is a tournament team you pay your membership under the **SPN Registration #'s** tab. Select your gendered-specific division and then select your membership type and follow the payment process.

NOTE: Please be advised that a credit card processing fee will be charged upon checkout. If you wish to avoid this fee you can select the EMT or Cheque option.