



## **HOW TO ENTER A TOURNAMENT**

You can register through the Tournament Calendar which can be found on the website or accessed through your profile.

**NOTE: YOU MUST CREATE YOUR PLAYER POOL BEFORE YOU CAN CREATE A TOURNAMENT ROSTER FOR AN EVENT.**

**COACH: Login to your SPN account**

Click on **PLAYERS AND COACHES** / Upcoming Tournaments

Select your region

Scroll down to see all events for the current month. Use the red arrows at the top of the calendar to scroll through the months.

Once you have found your desired event click on **View Event Details** to see all the event information.

From this screen you can click **Contact The Convenor** if you have questions for the convenor.

Click the **Register For** button to enter the event and complete the required steps:

**Check for membership** – Have you paid your team membership? Use the drop-down arrows to Select Your Team, Gender and Division

You will then be prompted to pay your SPN Membership if you haven't already. Choose the membership type and your method of payment. Click **Submit Payment**

Send your payment promptly per the onscreen instructions as membership cannot be fully processed until the payment is received!

**Select Roster Members** - The system will display the members on your Player Pool. \*Check off the players who will be playing in this event. If you stall on this page check for error messages beside the player names.

**IMPORTANT: All players MUST have accepted their waiver before they play.**

Click **Save Roster & Register to Event** and you will receive a confirmation email that your roster has been entered and is being reviewed.

***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.***