

REGISTERING YOUR LEAGUE

LEAGUE DIRECTOR INFO

A STEP-BY-STEP GUIDE FOR A RETURNING LEAGUE



Log in and register for the season, and when prompted to do so, **Transfer** all of your League information.

If you have any problems doing so, please call us at (905) 646-7773 for assistance!

After checking your League information is up-to-date, you can Add or Remove Teams, and even change team names, if necessary.



READY TO REGISTER YOUR LEAGUE?

- 1) Click **Submit Payment**.
- 2) Select the applicable **Administration Fee** based on the teams playing in your League (**1-12 Teams, 13-20, 21-50, or 51+**).
- 3) Complete Payment. (*Payment can be made by Visa, Mastercard, or by e-Transfer. If paying by e-Transfer, please note the **League Name** in the "Name of Sender" field.*)



Once payment is completed, you just need to select the Teams you want to be registered by your payment!

- 1) Click **Register Teams**.
- 2) Make sure all the Teams you wish to register have a "✓" beside its name.
- 3) Click **Register**.

You're Registered!

Just refresh to see all of your registered teams showing in your now-registered League!



REMEMBER!

ACTIVE MEMBERS have paid their **SPO Membership Fee, and have accepted the Release of Liability, Waiver of Claims and Indemnity Agreement and are insured!**

If they haven't already done so, tell your Players to log in and register for the season!



Need a **Certificate of Insurance** for your City or Town?

To obtain a Certificate of Insurance, click on **Edit League** and make sure the name(s) of any **Additional Insured** to be listed on the Certificate are correctly entered in your League Information. Save any changes, and then click **Request Certificate**. Your Certificate will be emailed to you within two (2) business days (or **SOONER**)*!