



INSTRUCTION GUIDELINE FOR ONLINE UMPIRE EXAM

STEP 1: NEW USER REGISTRATION

NOTE: The instruction in Step 1 is here **ONLY** for members who have **NOT** yet created an **SPN** member account.

If you already have an existing member account from previous years, please login to your existing account . . . **DO NOT CREATE A NEW ACCOUNT!** In this case please proceed to Step 2.

1. Go to <https://registration.slo-pitch.com>.
2. Click on the “**New user? Sign up here**” link to create a new account.
3. Once prompted, complete the required fields (ie: first name, last name, email address). You will be asked to enter a “reCAPTCHA” word/phrase, if you find the words/letters hard to read you can click on the shuffle button (♻️) to generate a new word/phrase; enter the security phrase and then click “**Continue**”.
4. You will receive a confirmation email in your inbox within a few minutes. If you do not see it after 5 minutes please check your junk folder in case it was marked as spam.
5. Click on the link in the email, which will take you to the Member Account Registration page.
6. Complete all of the required fields and then click “**Next**”.
7. You will be directed to review and agree to the online **Release of Liability & Assumption of Risk Waiver** form (this takes the place of your signature on the old paper roster/waiver form). Carefully review and select the required check boxes in order to agree to the online waiver (you will not be able to proceed further without agreeing to the waiver form). For members who are between ages 16-18 you will be required to download the Parental Consent form on this page and have your Parent or Guardian sign and submit to SPN.
8. Once you submit your online waiver agreement, you will receive a confirmation message informing you that you have successfully registered. **Make note of your username and password for future use.**

STEP 2: ONLINE UMPIRE EXAM & PAYMENT

1. Clinicians have two options for payment submission to SPN (please confirm payment process directly with your clinician):

- Have all umpires bring payment to the clinic. The clinician will then submit ONE lump payment to the SPN office.
- Have all umpires pay their registration fee directly online, using their individual member accounts [payable by credit card (Visa/MasterCard) or cheque].

Note: Your clinician will advise you if payment will be required up front at the clinic or not. Umpires will not be able to take the exam until payment is received and confirmed by SPN. Credit card payment will give umpires immediate access to the exam, while cheque submission will not give umpires access to the exam until the cheque is confirmed as received by SPN. If payment is made by cheque, you will receive an email notification once payment has been confirmed, advising you to go ahead and take the exam.

2. Once payment is confirmed, sign into the system at: <https://registration.slo-pitch.com>.

3. In the 'Quick Links' box on the top left of your home page, click 'Take the Exam' under the 'Umpires' section.

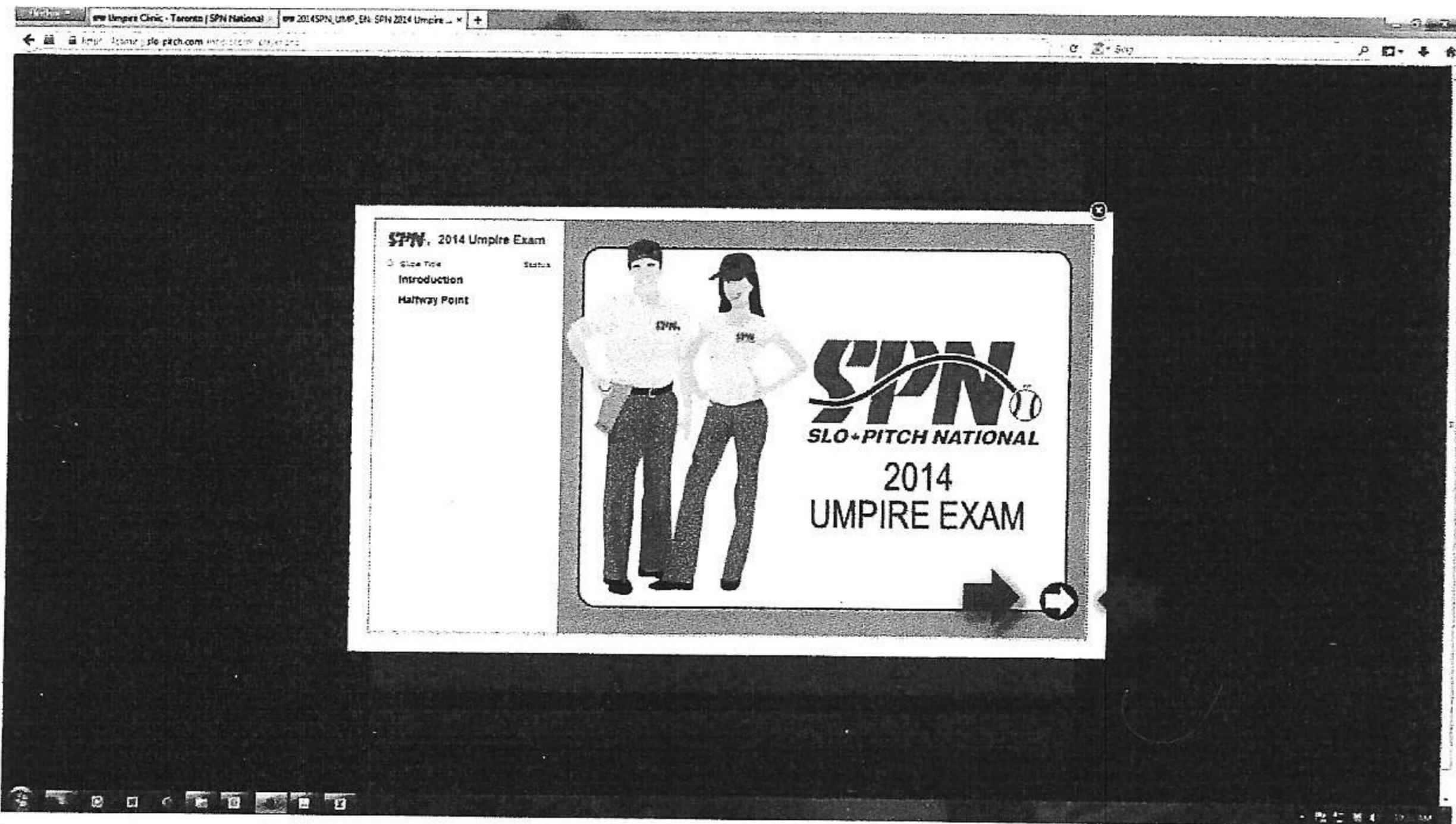
The screenshot shows the SPN website interface. At the top, there is a navigation bar with links for HOME, MY ACCOUNT, FAQs, and CONTACT US. On the right side of the navigation bar, it says "Welcome shelly! [LOGOUT] [FRANÇAIS]". Below the navigation bar, there is a "Quick Links" sidebar on the left. The sidebar contains the following sections: Teams (with a sub-link "Create Team"), Tournaments (with sub-links "Tournament Registration" and "Create Tournament"), Leagues (with a sub-link "Create League"), and Umpires (with sub-links "Clinic Registration", "Create Clinic", and "Take the Exam"). Two large black arrows point to the "Take the Exam" link. The main content area of the page displays a message: "You have successfully registered in a clinic." Below this message, there is a table with the following columns: "Region of Play", "Role(s)", "Team Name", "Create Temporary Roster", "Role(s)", and "Remove From Team". The table contains two rows of data:

| Region of Play | Role(s) | Team Name | Create Temporary Roster | Role(s) | Remove From Team |
|----------------|------------------|------------------------|-------------------------|---------|------------------|
| Ontario | Player Umpire | Lidz Team | | Player | X |
| | | ShellTest Another Team | | Player | X |

4. There will be an option to take the exam in either English or French, click 'Take Course' according to which language/course you wish to take.

5. The exam will appear in a pop up window. If a pop-up window doesn't appear, please enable pop-ups in your browser. The exam should appear as shown in the image below (if the exam appears to be cut-off and you cannot see the black arrow, you may need to check your computer's resolution settings).

Click on the **black arrow** to begin the exam. Complete and pass the exam (minimum score of 80% is required). The exam will consist of 25 random questions. If you do not pass on the first try, you will have unlimited attempts until you pass.



6. Once you have passed the exam go back to the **'Quick Links'** box on the home page, click **'Status'** under the 'Umpires' section. There you will see your score, completion date and have access to your **printable Umpire Certificate**. You can then print your certificate and begin officiating right away!

SPN will also send an official umpire card in the mail.