

Association Contact- Adding Board of Directors and Constitution and Bylaws



1 Navigate to <https://register.pwsaontario.com/Account/Login>

2 Log into your account or if the member is new to the system, have them create an account by selecting the "Sign Up Here."

A screenshot of the P.W.S.A. Ontario login page. At the top, the text 'MEMBER REGISTRATION' is partially visible. Below it, the heading 'LOG IN' is displayed in large, bold, black letters. Underneath, the instruction 'PLEASE ENTER YOUR EMAIL AND PASSWORD' is shown. There are two input fields: the first contains the email address 'acote+testaccount@softballontario.ca', and the second is a password field with six dots. To the right of the password field is a link that says 'Forgot your password?'. Below the input fields is a green button with the word 'LOGIN' in white. At the bottom, there is a link that says 'New user? Sign up here'.

3 Click "Manage"



The screenshot shows the website header for the Provincial Women's Softball Association of Ontario. The logo is on the left, and the text "Provincial Women's Softball Association of Ontario" is on the right. Below the header is a navigation bar with the following items: HOME, MY ACCOUNT, MANAGE (highlighted with a red circle), PERMITS, EVENT REGISTRATION, and WE. The main content area has a light gray background and contains the following text:

DASHBOARD

Affiliation for Individuals will open January 1st, 2025.

Welcome, Test Account!

PWSA Player Number: 8717320

4 Click "Teams"



The screenshot shows the same website header as the previous one. The navigation bar is the same, but the 'MANAGE' dropdown menu is open, showing 'TEAMS' (highlighted with a red circle) and 'MEMBERS'. The main content area contains the same text as the previous screenshot:

DASHBOARD

Affiliation for Individuals will open January 1st, 2025.

Welcome, Test Account!

PWSA Player Number: 8717320

5 It will show your Association in Green.

The screenshot shows a web application interface. At the top, there is a navigation bar with the following items: HOME, MY ACCOUNT, MANAGE, PERMITS, and EVENT REGISTRATION. Below the navigation bar, there is a section titled 'Association'. Inside this section, there is a text input field containing the text 'P.W.S.A.'. An orange circle highlights the text 'P.W.S.A.'. Below the 'Association' section, there is a section titled 'Manage Teams'. This section contains a 'Name' label and a text input field with the placeholder text 'Name'. At the bottom of the 'Manage Teams' section, there are two buttons: 'SEARCH' and 'CREATE'.


6 Scroll over to the right and click on the "view/edit" button.

The screenshot shows a web application interface. At the top, there is a navigation bar with the following items: REGISTRATION, WELCOME ACOTE+TESTACCOUNT@SOFTBALLONTARIO.CA! LOGOUT. Below the navigation bar, there is a section containing a table. The table has one row with a 'VIEW/EDIT' button. An orange circle highlights the 'VIEW/EDIT' button. Below the table, there is a 'CLEAR' button.

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In this section, add your Associations information. Address and website if you have one.

HOME MY ACCOUNT * MANAGE * PERMITS * EVENT REGISTRATION * WELCOME ACOTE+TESTACCOUNT@

 P.W.S.A. Website URL

76-7385 Magistrate Terrace City

L5W 1W8

Members

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If you scroll down, this will give you the option to add board members. You can search by their name. Please note if they do not show up when you are clicking search, this means that they have not registered for the current season.

Test Crestline (123) 123-1234 greg.wheatc

Members:

Title	FirstName	LastName	Phone
<input type="text"/>	<input type="text" value=" "/>	<input type="text"/>	<input type="text"/>

Constitution

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Once you have entered the name, click on the "search" button.

Members:

Title	FirstName	LastName
<input type="text"/>	<input type="text" value="Test"/>	<input type="text"/>

SEARCH

Constitution

Upload Pdf Doc

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Anyone who is active will show. Scroll to the right of their name and click the add button.

LastName	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

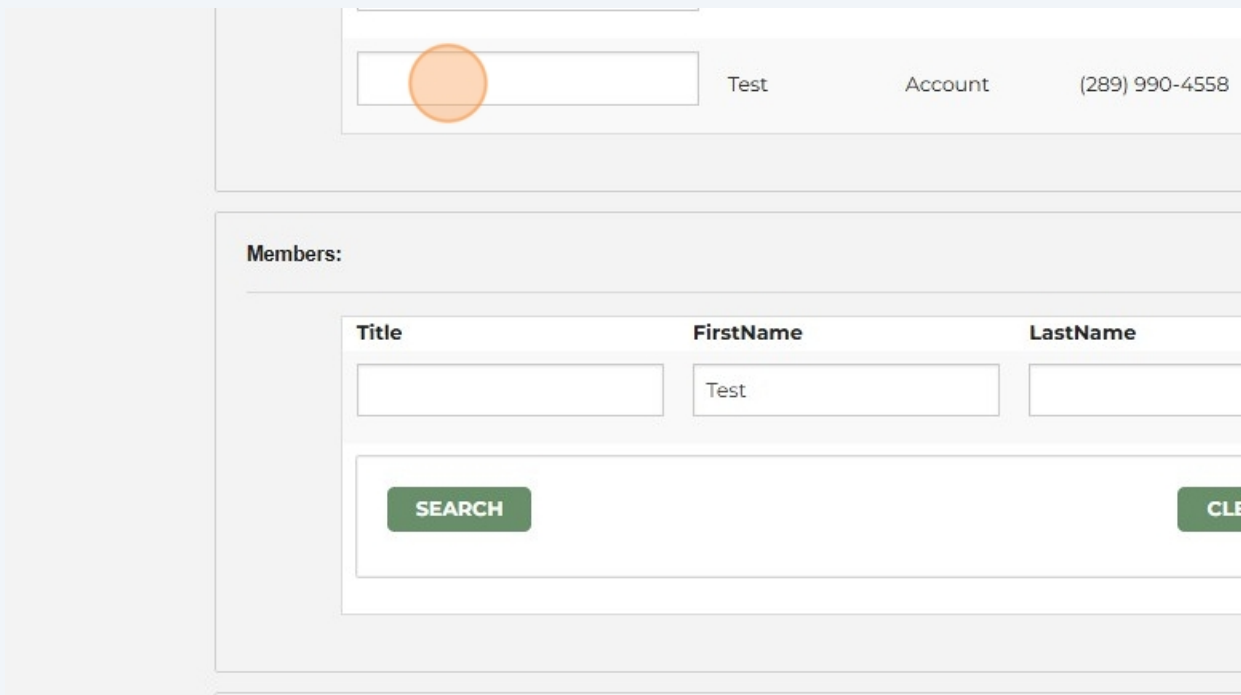
CLEAR

Phone Number	Email
(905) 990-4558	acote+testaccount@softballontario.ca

ADD

11 In this field you will write the designation of this board member.

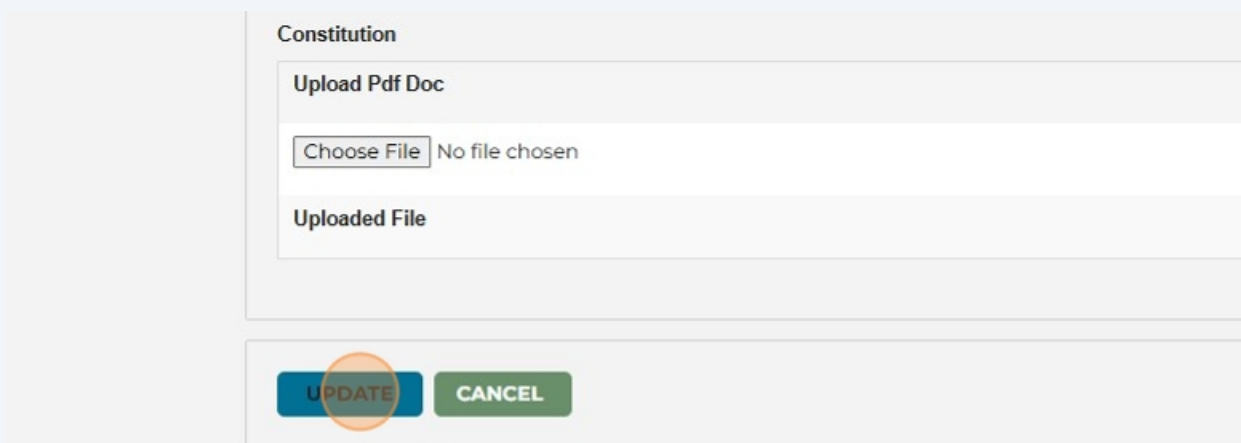
Example- President, Vice President, Member at Large, etc.



The screenshot shows a web interface for managing board members. At the top, there is a form field for a member's designation, with an orange circle highlighting it. Below this, there is a table with columns for Title, FirstName, and LastName. The table contains one row with the value 'Test' in the FirstName column. Below the table, there are 'SEARCH' and 'CLEAR' buttons.

Title	FirstName	LastName
	Test	

12 Please make sure you click update frequently to save your information. This does time out, so I would suggest if you have a large board to do a few at a time.



The screenshot shows a web interface for managing the constitution. It has a section titled 'Constitution' with a sub-section 'Upload Pdf Doc'. Below this, there is a 'Choose File' button and the text 'No file chosen'. Below that, there is an 'Uploaded File' section. At the bottom, there are 'UPDATE' and 'CANCEL' buttons, with an orange circle highlighting the 'UPDATE' button.



Provincial Women's
Softball Association of Ontario

76-7385 Magistrate Terrace
Mississauga, ON L5W 1W9

Email: info@pwsaontario.com

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Under the Board Members list, this is where you are to upload your Constitution and Bylaws. If you are going to adopt to using the PWSA's Constitution and Bylaws, you will need to upload a document stating this.

Note: All Divisions must upload the document on Association Letterhead.

Mandatory: Please send your list of Board of Directors as it appears on your website to: affiliations@pwsaontario.com

The screenshot shows a web form interface. At the top, there is a light gray header bar. Below it is a white input field. The main section is titled "Constitution" and contains a sub-section "Upload Pdf Doc". This sub-section has a "Choose File" button and the text "No file chosen". Below this is an "Uploaded File" section. At the bottom of the form, there are two green buttons: "UPDATE" and "CANCEL".

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If you are having any trouble, please send an email to info@pwsaontario.com or info@softballontario.ca