

2022 NATIONALS REGISTRATION GUIDE

VOLLEYBALL REGISTRATION SYSTEM (VRS)

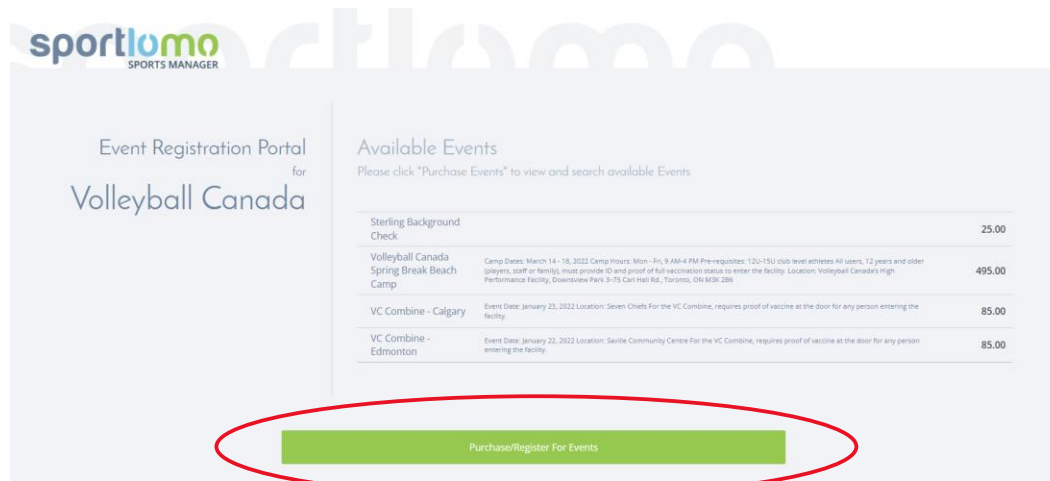


PLEASE FIND BELOW THE STEPS TO FOLLOW IN ORDER TO REGISTER A TEAM FOR ALL VOLLEYBALL CANADA NATIONAL CHAMPIONSHIPS IN MAY 2022. NOTE THAT THESE STEPS APPLY TO ALL PROVINCES AND TERRITORIES.

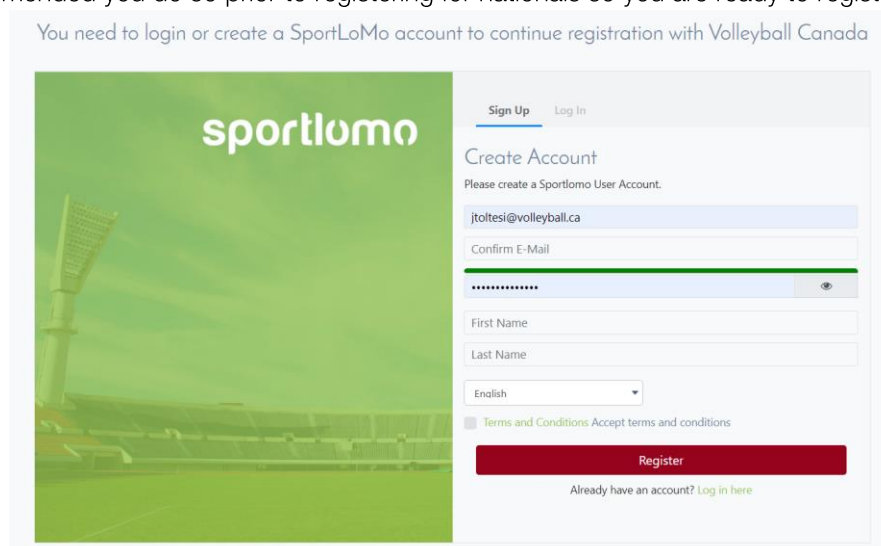
STEP 1: VISIT THE REGISTRATION SITE

<https://volleyball.canada.sportsmanager.ie/sportlomo/registration/event-registration/index/12316>

Click the link above or copy it into your web browser to get to the registration website. This link is also available on each 2022 Nationals Event Page. Click on the “Purchase Events” at the bottom of the page.



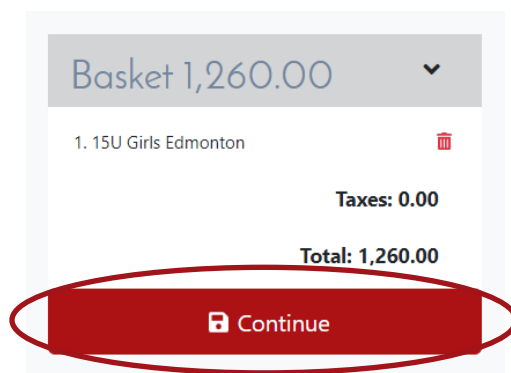
You will need to login to your Sportlomo account before making a purchase. If you do not have a Sportlomo account, create one by clicking on the “Sign Up” tab and complete the details. If you do not have a sportlomo account created, it is recommended you do so prior to registering for nationals so you are ready to register.



You will then be able to see the various “2022 National Championship” events when they are open for registration. If your event is not listed, it is not open for registration. Select the appropriate event by clicking “buy”. It will add the event into your cart on the right-hand side. Click continue and it will direct you to the registration page.

NOTE - Only purchase 1 event at a time. You are not able to purchase multiple events at the same time.

Name	Group	Price	Processing Fee	Taxes	Actions
15U Girls Edmonton	Volleyball Canada National Championships	1,260.00	0.00	0.00	<input type="button" value="Buy"/>



STEP 2: FILL OUT THE REGISTRATION FORM

All registration forms will require the same information. The pictures included in this guide are a sample of the 15U Edmonton Nationals registration page.

Begin with filling out the purchaser details. You must fill in all fields in this section. The person whose details are in this section will become the main contact for the team leading up to Nationals for any information about the event. Once complete, click Save.

Events / Programs

Please enter your purchaser contact information

First Name

Last Name

Email

Phone

Province

Next, indicate the club and team name. Refrain from including the city, age category and gender in the team name. (Example: Use 'Krush Red' instead of '15U Girls Krush Red').

There are 2 questions that pertain to playing up an age group and 1 question regarding the Stay to Play Policy to pre-exempt local teams to save them from filling out an exemption form.

1. What is your team's declared age category?

- For this section you are to indicate the age category of the team during the 2021/2022 season.
2. Does your team intend to play in any additional age categories during the 2021/22 season?
 - This is where a team will indicate if they plan on playing in an additional age category aside from their declared age group
 3. Does your team qualify as a “local” team under the Stay to Play regulations?
 - If your team resides within the range indicated on the website, you can click “yes” in order to be pre-exempt, which means you will not be required to fill out a Stay to Play exemption form. All teams will be verified and contacted if they do not qualify for a pre-exemption.

Please provide your team details for entry to 15U Girls Edmonton

1. Create Team 2. Add Players 3. Add Officials

Team Contact Info

Team Name

Club Name

Provincial Association

What is your teams declared age category?

Does your team intend on playing in any additional age categories this season?

Does your team qualify as a "local" team under the Stay to Play regulations?

Previous **Next**

Once complete, click “Next”

After the team info section, you will move on to the player’s section. No player information is required so please click “Next”.

Subscribe to Event

Please provide your team details for entry to 15U Girls Edmonton

1. Create Team 2. Add Players 3. Add Officials

Minimum Players: 0
Total Added Players: 0

Max Players Reached

You have reached the maximum number of players permitted for this event - you may edit or remove any players already added by clicking on their name

Previous **Next**

Next is the team personnel section. Only the Head Coach name and email are required. Fill in the details and click “Finish”.

Subscribe to Event

Please provide your team details for entry to 15U Girls Edmonton

← Back

1. Create Team

2. Add Players

3. Add Officials

Please select between 1 and 1 officials for your team

Official No	First Name	Last Name	Email Address	DOB	Invitation Accepted	Can Manage Team	Actions
1	<input type="text" value="Head"/>	<input type="text" value="Coach"/>	<input type="text" value="email@noemail.com"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="No"/>	

Add Official

Previous

Finish

STEP 3: MAKING A PAYMENT

Before making payment, you will see a purchase summary page. This page displays the event you are registering for on the left, and a place to insert your payment details on the right. Enter your credit card details and click “Continue”. Visa, Mastercard, Visa Debit and Mastercard Debit are acceptable payment methods. No cheques or offline payments are accepted.

Purchase Summary

Receipt:

Order Summary

Event	Quantity	Price	Processing Fee	Taxes	Discount Value	Line Value
15U Girls Edmonton	1	1,260.00	0.00	0.00	0.00	1,260.00
Total (Ex Service Fees)						1,260.00

Discount Code

Apply

Card Details

You will have an opportunity to review and confirm your payment before payment is taken. Your payment will be processed using Stripe, one of the world's leading Payment Processors. No financial information is disclosed to SportLama or your Club.

Please enter your card details

Credit or debit card

Powered by What is my CVC / CVV code?

Continue

A confirm payment page will appear before the payment goes through. Click “Make Payment” and the system will process your order.

Purchase Summary

Receipt:

Order Summary

Event	Quantity	Price	Processing Fee	Taxes	Discount Value	Line Value
15U Girls Edmonton	1	1,260.00	0.00	0.00	0.00	1,260.00
Total (Ex Service Fees)						1,260.00

Discount Code

Apply

Confirm Payment

Description	Amount
Registration Fee	1,260
Service Fee	39.56
Total charge to card	1299.56

Make Payment

You will receive a confirmation email from the Sportlomo system to confirm your team's registration as well as an email receipt for your purchase. Please keep these emails for future reference as they both contain important information, including your team code for accommodations booking. Check your junk/spam folder for the confirmation email as it may go there. Ensure you pass this email along to the appropriate people on your team who require it (Ex: Head Coach, Accommodation Booking manager).

FOR QUESTIONS, CONCERNS, OR GENERAL INQUIRIES ABOUT THE VOLLEYBALL REGISTRATION SYSTEM (VRS) OR NATIONALS REGISTRATION PLEASE CONTACT: NATIONALS@VOLLEYBALL.CA