

2023 NATIONALS

NON-CLUB PORTAL - REGISTRATION GUIDE



PLEASE FIND BELOW THE STEPS TO FOLLOW IN ORDER TO REGISTER A TEAM FOR ALL VOLLEYBALL CANADA NATIONAL CHAMPIONSHIPS IN 2023. NOTE THAT THESE STEPS APPLY TO ONTARIO, QUEBEC, PEI, NEW BRUNSWICK AND THE 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 2023 Nationals Event Page. Click on the “Purchase Events” at the bottom of the page.

The screenshot shows the Sportlomo Sports Manager interface. On the left, it says 'Event Registration Portal for Volleyball Canada'. On the right, under 'Available Events', there is a table of events and a green button at the bottom labeled 'Purchase/Register For Events' which is circled in red.

Event Name	Price
Sterling Background Check	25.00
Volleyball Canada Spring Break Beach Camp	495.00
VC Combine - Calgary	85.00
VC Combine - Edmonton	85.00

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.

The screenshot shows the 'Create Account' page on Sportlomo. It includes a 'Sign Up' tab, a 'Create Account' heading, and a form with fields for 'Email' (with 'jtoltesi@volleyball.ca' entered), 'Confirm E-Mail', 'Password', 'First Name', 'Last Name', and 'Language' (set to 'English'). There is a 'Register' button and a link for 'Already have an account? Log in here'.

You will then be able to see the various “2023 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.

Priority Events

National Championships Price: 1,310.00

Buy

Available For Sale

Basket 1,310.00

1. National Championships

Taxes: 0.00

Total: 1,310.00

Continue

If an event reaches registration capacity, the ‘buy’ button will be replaced with a ‘waitlist’ button. Fill in your team’s name and click “Waitlist”. Teams will be invited to register via an emailed link to the contacts provided via the login process. Invitations will be in the order they registered for the waitlist.

National Championship Price: 1,310

Enter team name and click waitlist

Enter team nar

Waitlist

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 a 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.

Please enter your purchaser contact information

[← Back](#)

First Name
Last Name
Email
Phone
Province

[Save](#)

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.

1. What is your team's declared age category?
 - For this section you are to indicate the age category of the team during the 2022/2023 season.
2. Does your team intend to play in any additional age categories during the 2022/2023 season?
 - This is where a team will indicate if they plan on playing in an additional age category aside from their declared age group.

[1. Create Team](#)[2. Add Players](#)[3. Add Coaches](#)

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? [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".

Please provide your team details for entry to National Championships ← Back

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

Minimum Players: 0
Total Added Players: 0

Add Player

Add Player ▼

First Name Last Name Email Address

DOB Gender

Previous **Next**

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

Please provide your team details for entry to National Championships ← Back

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

Minimum Officials: 1
Total Added Officials: 0

Add Officials

Add Officials ▼

First Name Last Name Email Address

DOB Gender Phone No

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
National Championships	1	1,310.00	0.00	0.00	0.00	1,310.00
Total (Ex Service Fees)						1,310.00

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 SportLomo or your Club.

Please enter your card details

Credit or debit card

Card number MM / YY CVC

Powered by **stripe** 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
National Championships	1	1,310.00	0.00	0.00	0.00	1,310.00
Total (Ex Service Fees)						1,310.00

Discount Code Apply

Confirm Payment

Description	Amount
Registration Fee	1,310
Service Fee	41.11
Total charge to card	1351.11

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 PLEASE CONTACT: JBATTISTON@VOLLEYBALL.CA