

2023 NATIONALS ROSTERED COACH CLUB PORTAL - REGISTRATION GUIDE



PLEASE FIND BELOW THE STEPS TO FOLLOW IN ORDER TO REGISTER A TEAM FOR ALL VOLLEYBALL CANADA NATIONAL CHAMPIONSHIPS IN MAY 2023. NOTE THAT THESE STEPS APPLY TO COACHES WHO ARE ON A TEAM ROSTER WITH THEIR CLUB WHO USE A CLUB PORTAL IN SPORTLOMO. IT IS STRONGLY RECOMMENDED THAT THE COACH FIELD OF YOUR TEAM ROSTER IS FILLED IN PRIOR TO SIGNING IN FOR REGISTRATION.

STEP 1: LOGIN TO YOUR CLUB PORTAL

You will need to login to your Sportlomo account before making a purchase. Select your club as your association. Once logged in, click on the 3 lines in the top left corner of the screen to reveal the menu dropdown. Select “Team Roster Sheets”. <https://volleyball.canada.sportsmanager.ie/sportlomo/users/login/home>

Select Association

Multiple Accounts ← Logout

Your Associations

Please select the association you want to work in

Association | 3 Seas

Make this the default association

Continue

SPORTLOMO SPORTS MANAGER

3 Seas STAGING
Josh Toltesi

HOME
PAYMENTS & REFUNDS
MEMBER DETAILS
TEAM SHEET PANELS
TEAM SHEETS
MEMBERS CREDENTIALS
EVENTS
SCHEDULE
MANAGE ACCOUNT
HELP
CHANGE ASSOCIATION
LOGOUT

Members

Josh Toltesi
Member ID:
Member Status: Active
Member Season: 2022-2023

one - **View**
Expiry Date: No expiry date
Upgrade / Add Category

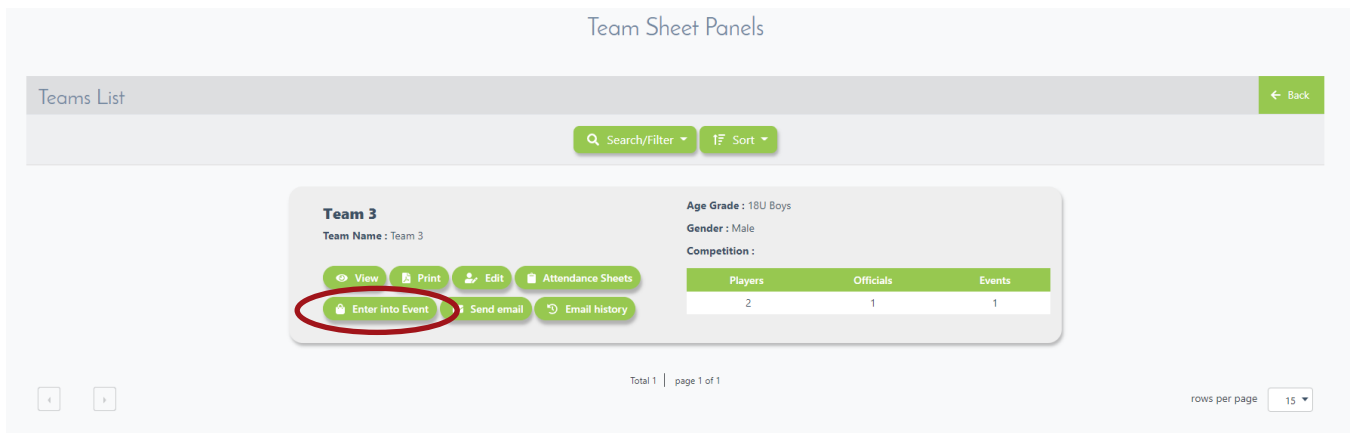
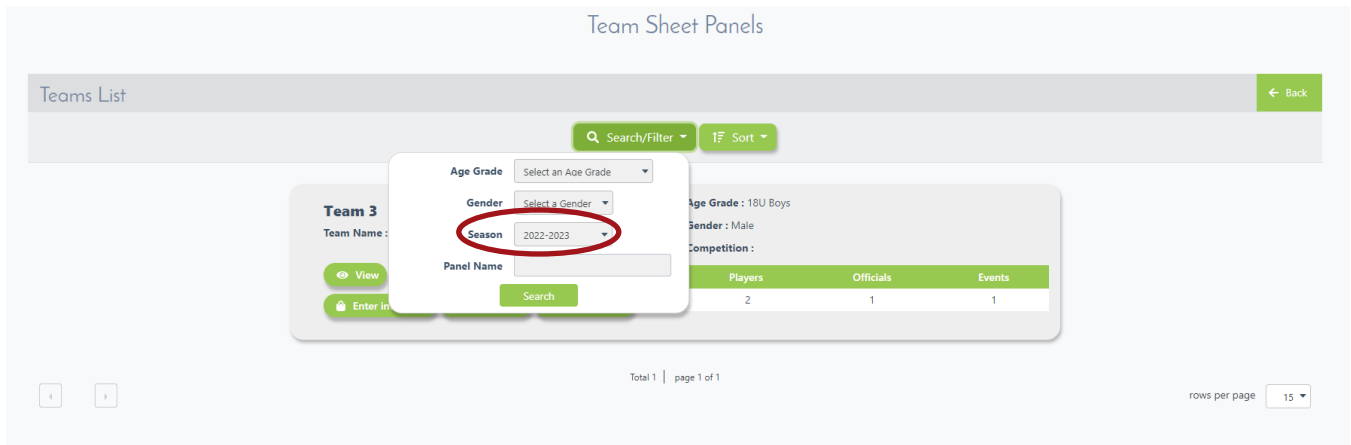
Details Qualifications
Certifications Events

Schedule
Schedule of Upcoming Activities
View

Register / Renew
Register or Renew Membership
Register/Renew

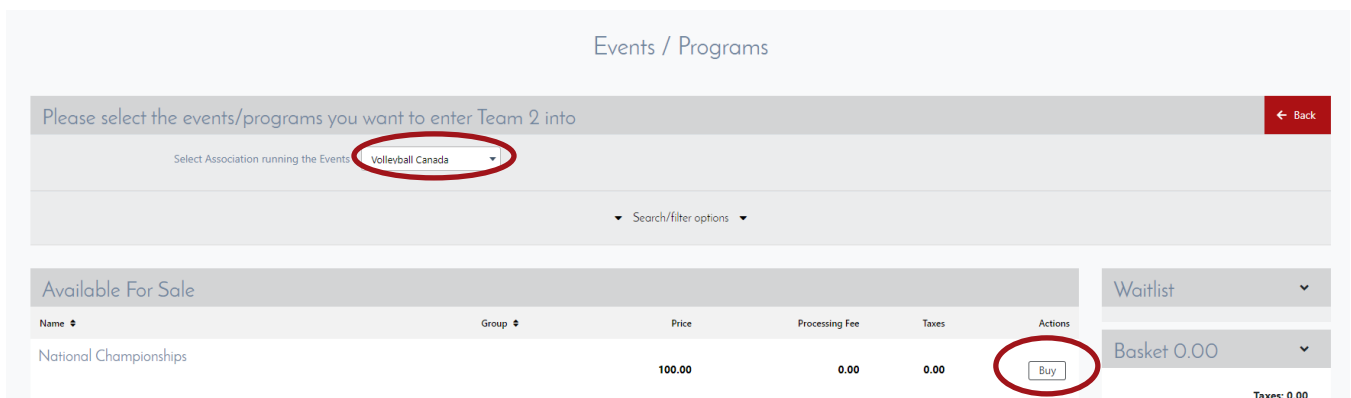
Events
Buy New Events or View Purchase History
Buy Order History

Ensure the season filter is set to “2022/2023”. Click on the “Enter into Event” icon for your team.



Change the association to “Volleyball Canada” above the search/filter options. You will then be able to see the “2023 National Championship” events that are available for that team roster when they are open for registration. If your event is not listed, it is not open for registration or available for that team. 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.



If an event reaches registration capacity, the ‘buy’ button will be replaced with a ‘waitlist’ button. 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.

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 Team Main Contact 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 [← Back](#)

First Name

Last Name

Email

Province

Phone

Postal Code

[Save](#)

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	100.00	0.00	0.00	0.00	100.00
Total (Ex Service Fees)		100.00				

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

[Continue](#)

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

Payment Complete

ID	Email Address	Name	Last Updated	Order Status
83311	Volleyball Alberta 3 Seas		05/12/2022 08:53	Payment Complete

Events

ID	Event Name	Price	Qty	Processing Fee	Line Value
86946	National Championships	100.00	1	0.00	100.00

Club Team Registration Breakdown

Team Category Registered	Quantity	Price	Gender	Payment To:	Total
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Payments

Date	Type	Status	Transaction Code	Payment Amount	Service Fees	Payment Amount Total
05/12/2022 06:56	Full	Payment Received	pi_3M8f9DGxluZ8sYhc06gyP6Si	100.00	3.60	103.60

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