

# 2024 BEACH NATIONALS

## REGISTRATION GUIDE



PLEASE FIND BELOW THE STEPS TO FOLLOW IN ORDER TO REGISTER A TEAM FOR ALL VOLLEYBALL CANADA BEACH NATIONAL CHAMPIONSHIPS IN 2024.

## STEP 1: VISIT SPORTLOMO AND CREATE OR CONFIRM YOUR ACCOUNT INFORMATION

[volleyball.canada.sportsmanager.ie/sportlomo/registration/event-registration/index/12316](http://volleyball.canada.sportsmanager.ie/sportlomo/registration/event-registration/index/12316)

You will need to login to your Sportlomo account before making a purchase. Click “*Purchase/Register for Events*”. 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 you are ready to register.

You need to login or create a SportLoMo account to continue registration with Volleyball Canada

The screenshot shows the Sportlomo registration interface. On the left is a green banner with the 'sportlomo' logo and a background image of a stadium. On the right is a white form titled 'Create Account' with the subtext 'Please create a Sportlomo User Account.' The form has two tabs: 'Sign Up' (selected) and 'Log In'. The registration fields include: an email field containing 'jtoltesi@volleyball.ca', a 'Confirm E-Mail' field, a password field with a strength indicator and an eye icon, 'First Name' and 'Last Name' text boxes, and a language dropdown menu set to 'English'. Below the fields is a checkbox for 'Terms and Conditions' with the text 'Accept terms and conditions'. A prominent red 'Register' button is at the bottom of the form, circled in red. Below the button is a link: 'Already have an account? Log in here'.

## STEP 2: SELECT THE APPROPRIATE EVENT YOU WISH TO REGISTER FOR

---

Select the appropriate event by clicking “add”. It will add the event into your cart on the right-hand side. Click continue and it will direct you to the registration page.

The screenshot shows a product card for "Beach National Championships - 18U Boys Toronto" with a date of 16/08/2024. The price is 257.00 and taxes are 0.00. An "Add" button is circled in red. To the right, a summary shows "Taxes: 0.00" and "Total: 0.00" with a "Continue" button. Below this, a cart preview shows "Basket 257.00" with a dropdown arrow. The cart contains one item: "1. Beach National Championships - 18U Boys Toronto" with a trash icon. It also shows "Taxes: 0.00" and "Total: 257.00". A "Continue" button is circled in red at the bottom of the cart preview.

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

## STEP 3: FILL OUT THE REGISTRATION FORM

---

All registration forms will require the same information. The pictures included in this guide are a sample of a Beach 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 Beach Nationals for any information about the event. Once complete, click Save.

The screenshot shows a registration form titled "Please enter your purchaser contact information" with a "Back" button in the top right. The form contains the following fields: "Contact First Name", "Contact Last Name", "Contact Email", "Contact Phone" (with a Canadian flag icon and "(000) 000-0000" placeholder), "Province" (a dropdown menu), and "Postal Code". A "Save" button is circled in red at the bottom of the form.

Complete all questions in section 1. For Team Name, ensure to follow the naming convention of Last Name/Last Name (Ex: Smith/Burns).

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

### Team Info

**Team Name (Lastname/Lastname)**

Beach Club Name

**Provincial/Territorial Association**

**Jersey Style - Male**

**Player 1 - City**

**Player 1 - Jersey Size**

**Player 2 - City**

**Player 2 - Jersey Size**

**Person in Authority/Team Contact - First Name**

**Person in Authority/Team Contact - Last Name**

**Person in Authority/Team Contact - Phone Number**

**Person in Authority/Team Contact - Email Address**

**Please indicate your NCCP# or Respect in Sport Certificate Number for Safesport verification.**

Once complete, click "Next"

In section 2, Player information is required. Players name, DOB, email, gender are required. Please fill in the information and click “Next”.

Teams can edit their player information until August 4, 2024 for any changes.

The screenshot shows the 'Add Players' section of a team management interface. At the top, there are three navigation buttons: '1. Create Team', '2. Add Players' (highlighted in blue), and '3. Add Coaches'. On the left, a sidebar displays 'Minimum Players: 0' and 'Total Added Players: 0', with a red 'Add Player' button. The main area is titled 'Add Player' and contains form fields for 'First Name', 'Last Name', 'Email Address', 'DOB' (with a 'yyyy-mm-dd' placeholder and a calendar icon), and 'Gender' (with a 'Please Select...' dropdown). A red 'Save' button is positioned below the form. At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button circled in red.

In section 3, Fill in if you have a head coach for your team. The Head Coach name, DOB, email, Gender are required. Please fill in the information and click “Finish”.

Teams can edit their coach information until August 4, 2024 for any changes.

The screenshot shows the 'Add Coaches' section of a team management interface. At the top, there are three navigation buttons: '1. Create Team', '2. Add Players', and '3. Add Coaches' (highlighted in blue). On the left, a sidebar displays 'Minimum Coaches: 0' and 'Total Added Coaches: 0', with a red 'Add Coaches' button. The main area is titled 'Add Coaches' and contains form fields for 'First Name', 'Last Name', 'Email Address', 'DOB' (with a 'yyyy-mm-dd' placeholder and a calendar icon), and 'Gender' (with a 'Please Select...' dropdown). A red 'Save' button is positioned below the form. At the bottom right, there are 'Previous' and 'Finish' buttons, with the 'Finish' button circled in red.

# STEP 4: 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	Price	Processing Fee	Discount Value	Taxes	Line Value
18U Boys National Championships	1,500.00	0.00	0.00	0.00	1,500.00
<b>Total (Ex Service Fees)</b>					<b>CA\$1,500.00</b>

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

What is my CVC / CVV code?

Powered by stripe

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	Price	Processing Fee	Discount Value	Taxes	Line Value
18U Boys National Championships	1,500.00	0.00	0.00	0.00	1,500.00
<b>Total (Ex Service Fees)</b>					<b>CA\$1,500.00</b>

Discount Code  Apply

### Confirm Payment

Description	Amount
Registration Fee	1,500
Service Fee	47.00
<b>Total charge to card</b>	<b>CA\$1547</b>

Make Payment

You will receive a confirmation email from the Sportlomo system (noreply@sportlomo.com) 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. 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.

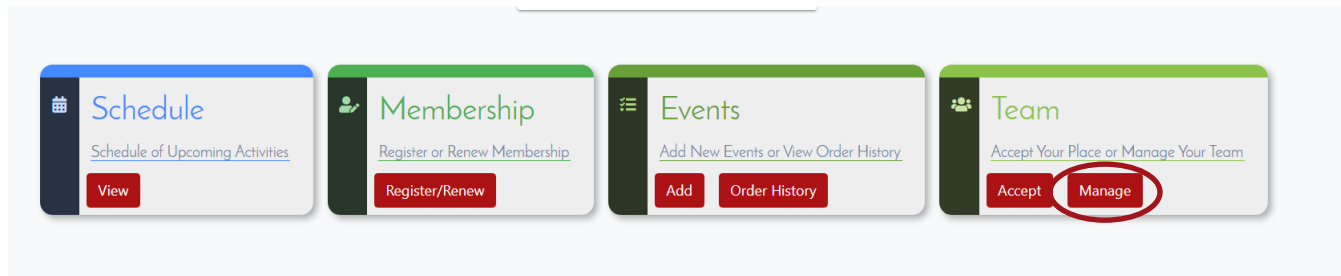
# UPDATING YOUR ROSTER

---

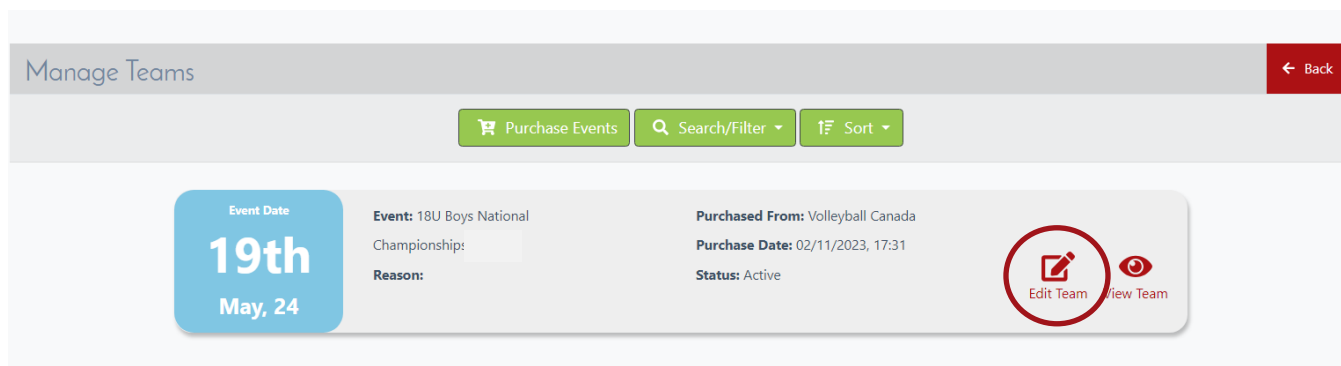
Login Page: <https://volleyball.canada.sportsmanager.ie/sportlomo/users/login/home>

To update your roster prior to the August 4<sup>th</sup> deadline, login to your Sportlomo account using the link above.

Under the “Team” box, click “Manage”.



Click “Edit Team” on the registration you wish to update. Edit the information and click finish.



**FOR QUESTIONS, CONCERNS, OR GENERAL INQUIRIES PLEASE CONTACT: [NATIONALS@VOLLEYBALL.CA](mailto:NATIONALS@VOLLEYBALL.CA)**