

2024 NATIONALS

CLUB PORTAL - REGISTRATION GUIDE

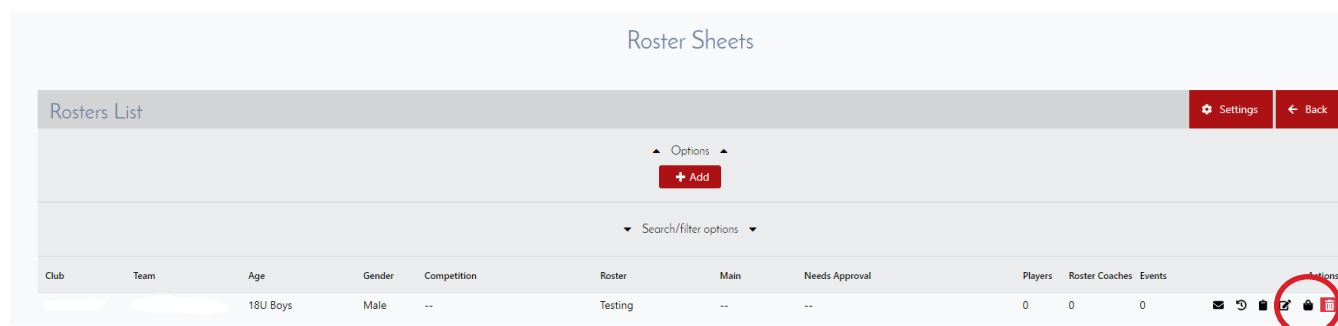


PLEASE FIND BELOW THE STEPS TO FOLLOW IN ORDER TO REGISTER A TEAM FOR ALL VOLLEYBALL CANADA NATIONAL CHAMPIONSHIPS IN MAY 2024. NOTE THAT THESE STEPS APPLY TO CLUBS WHO USE A CLUB PORTAL IN SPORTLOMO. IT IS STRONGLY RECOMMENDED THAT THE COACH FIELD OF YOUR TEAM ROSTER IS FILLED IN PRIOR TO SIGNING IN FOR REGISTRATION.

STEP 1 A: CLUB ADMIN LOGIN TO CLUB PORTAL

*Please ensure that the e-mail address that is being used for your Expression of Interest is tied directly to a Sportlomo account. Invitations will be sent to this email are linked (invite cannot be forwarded for someone else to register the team).

Go into "Roster Sheets" from the home page and select "Purchase Events" for the team you wish to register.

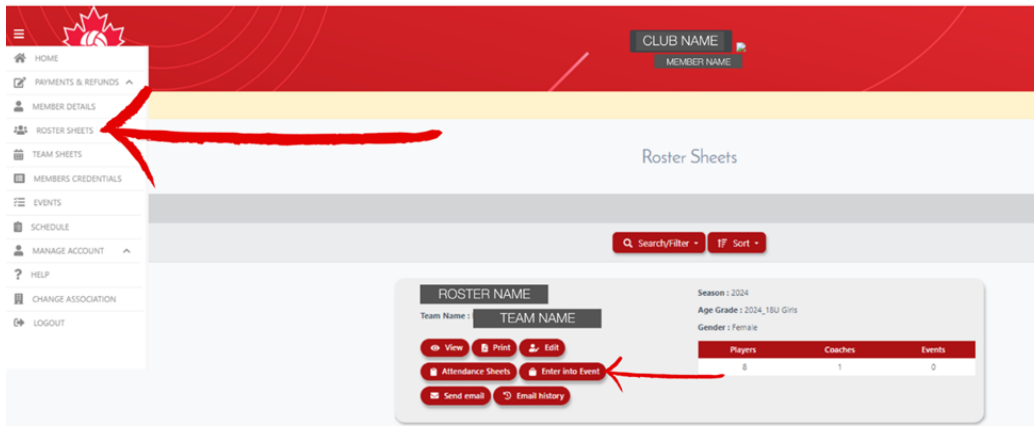


STEP 1 B: COACH LOGIN TO YOUR PROFILE

* Please ensure that the e-mail address that is being used for your Expression of Interest is tied directly to a Sportlomo account. Invitations will be sent to this email are linked (invite cannot be forwarded for someone else to register the team).

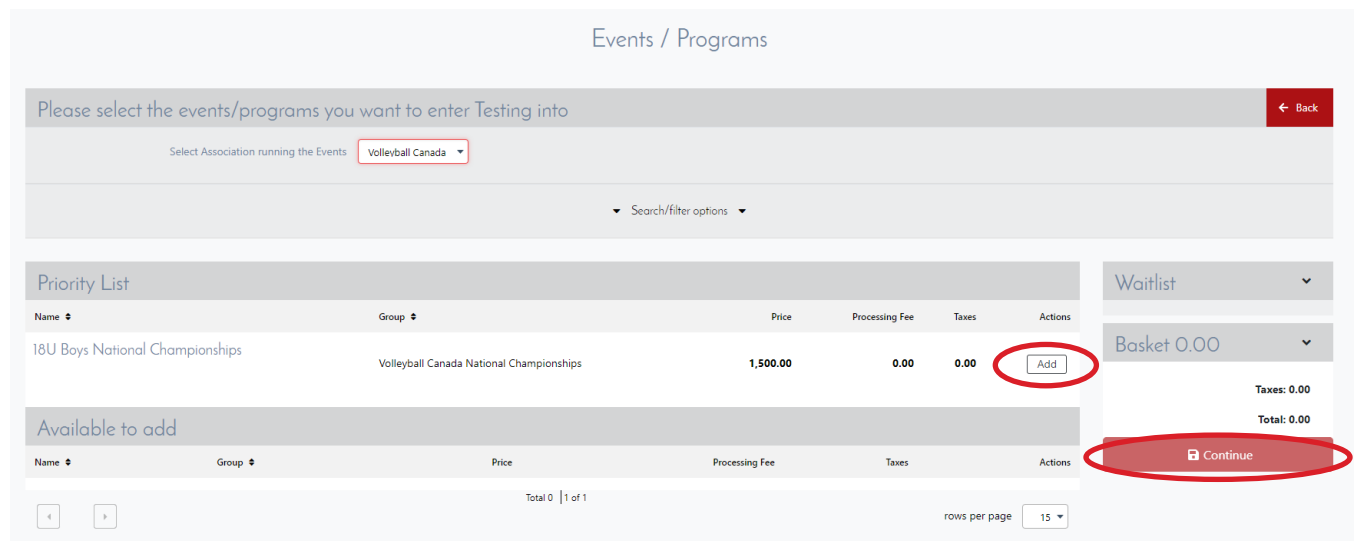
<https://volleyball.canada.sportsmanager.ie/sportlomo/users/login>

Select Roster Sheets from the dropdown menu, then select "Enter into Event".



STEP 2: SELECT THE EVENT

Change the association to “Volleyball Canada” above the search/filter options. You will then be able to see the “2024 National Championship” available for that team. Click “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.

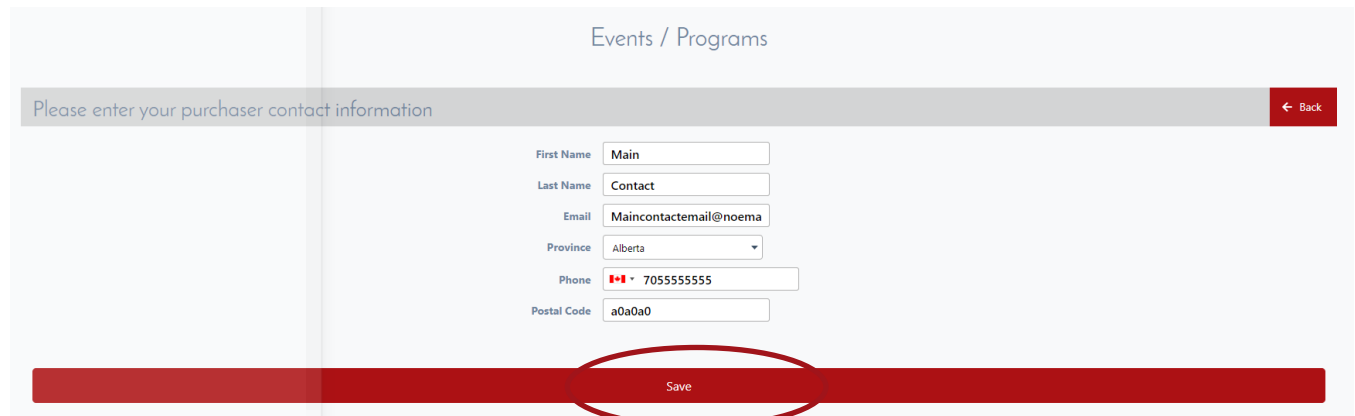


NOTE - Only purchase 1 event at a time. You are not able to purchase multiple events at the same time.

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 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

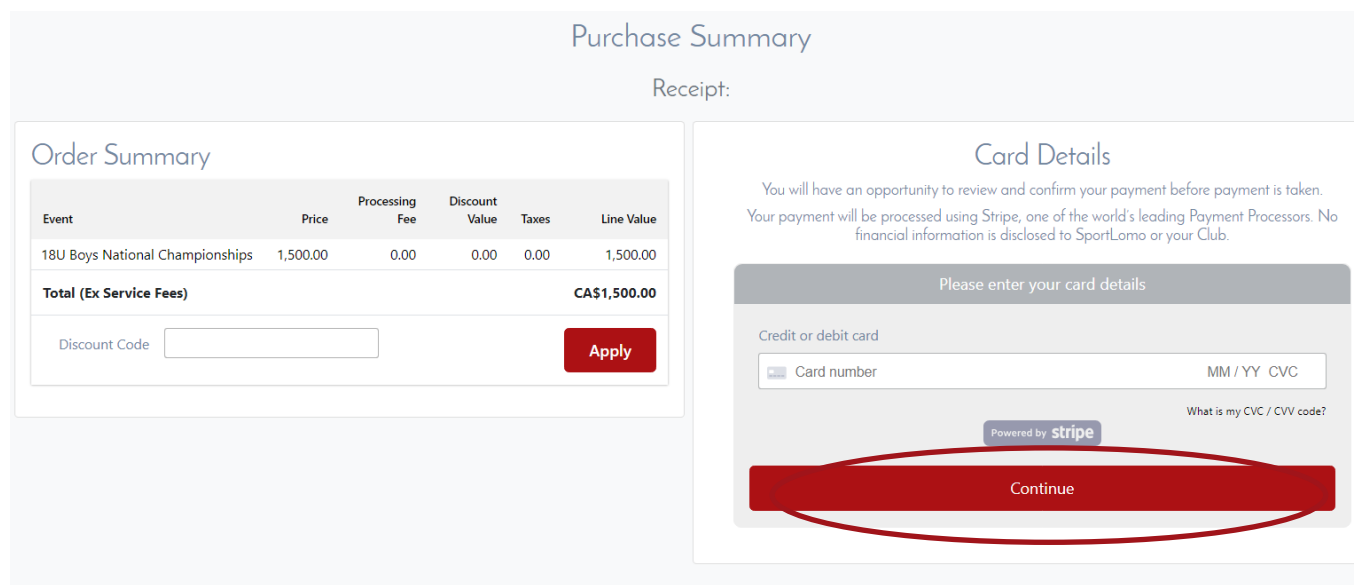
Phone

Postal Code

Save

STEP 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
Total (Ex Service Fees)					CA\$1,500.00

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

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.

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, 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