

2024 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 2024. NOTE THAT THESE STEPS APPLY TO ONTARIO, QUEBEC, SASKATCHEWAN AND THE TERRITORIES.

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

volleyball.canada.sportsmanager.ie/sportlomo/registration/event-registration/index/12316

*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).

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 once you receive an invitation, 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 'Create Account' page on the Sportlomo website. The page has a green header with the 'sportlomo' logo. Below the header, there are two tabs: 'Sign Up' (selected) and 'Log In'. The main heading is 'Create Account' with the subtext 'Please create a Sportlomo User Account.' The form contains the following fields: 'Email' (with the value 'jtoltesi@volleyball.ca'), 'Confirm E-Mail', 'Password' (masked with dots), 'First Name', 'Last Name', and a language dropdown menu set to 'English'. Below the form, there is a checkbox for 'Terms and Conditions' and a link to 'Accept terms and conditions'. A prominent red 'Register' button is located below the checkbox. At the bottom of the form, there is a link that says 'Already have an account? Log in here'. A red oval is drawn around the 'Register' button and the 'Log in here' link.

STEP 2: CHECK YOUR EMAIL FOR YOUR REGISTRATION LINK

Greetings,

Volleyball Canada is inviting you to register for ~~18U Boys National Championships~~.

Please register here [Please click on this link and complete the registration process.](#)

If you have any questions, please contact nationals@volleyball.ca.

Volleyball Canada

Click on the Registration link.

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 web interface for event registration. At the top, there is a header with the text "Please add to the basket from below list" and a "Back" button. Below this is a search bar with "Search/filter options". The main content area is divided into two sections: "Priority Events" and "Available to add".

Event Name	Price	Taxes	Action
18U Boys National Championships	1,500.00	0.00	Add
2023 Women's National Excellence Program	6,000.00	300.00	Add

On the right side, there is a shopping cart summary showing "Basket 0.00" and "Taxes: 0.00". A "Continue" button is located at the bottom right of the cart area.

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 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 2023/2024 season.
2. Does your team intend to play in any additional age categories during the 2023/2024 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. Player information is required (First name, Last name, DOB, Jersey Number) so please fill in the information, if available, then click "Next".

Teams who do not have their roster information for registration will need to sign back in prior to March 28th, 2024 to complete their roster.

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

Minimum Players: 0

Total Added Players: 0

Add Player

Add Player ▼

Previous
Next

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

Similar to the players area, all fields will need to be completed by March 28th, 2024.

Please provide your team details for entry to 18U Boys National Championships
← Back

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

Minimum Coaches: 0

Total Added Coaches: 0/4

Add Coaches

Add Coaches ▼

Previous
Finish

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

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	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](#)

Confirm Payment

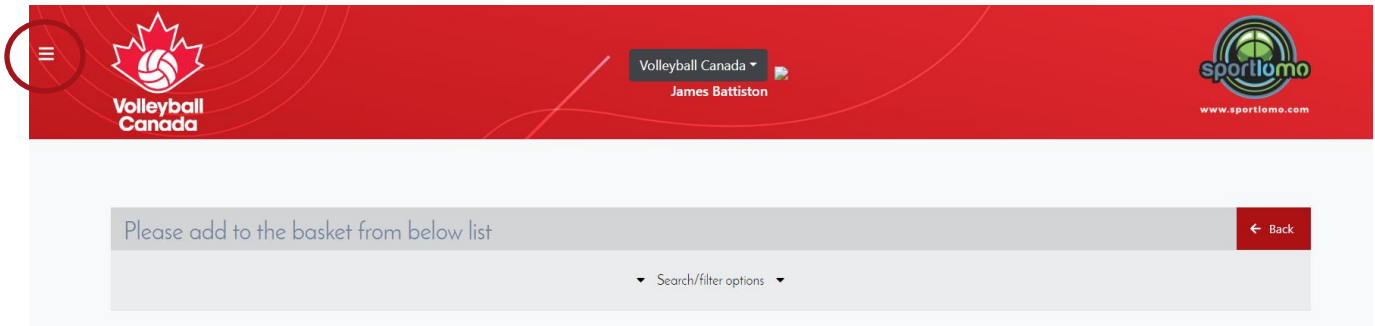
Description	Amount
Registration Fee	1,500
Service Fee	47.00
Total charge to card	CA\$1547

[Make Payment](#)

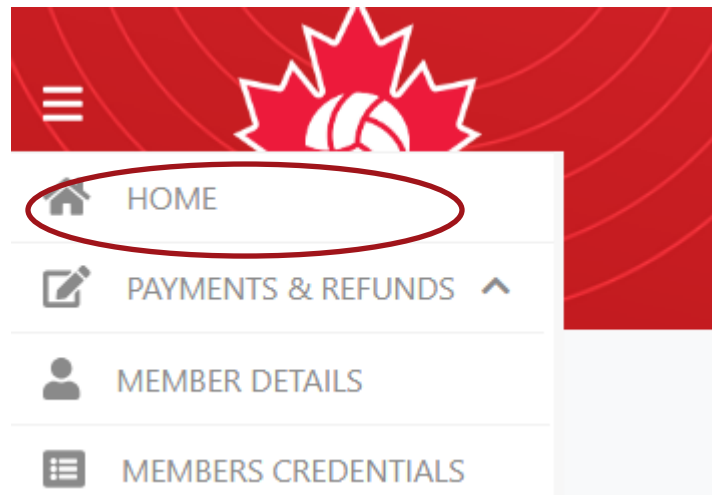
You will receive a confirmation email from the Sportlomo system (noreply@sportlomo.com) to confirm your team's registration as well as an email receipt for your purchase. Please keep these emails for future reference as they both contain important information, including your team code for accommodations 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).

UPDATING YOUR ROSTER

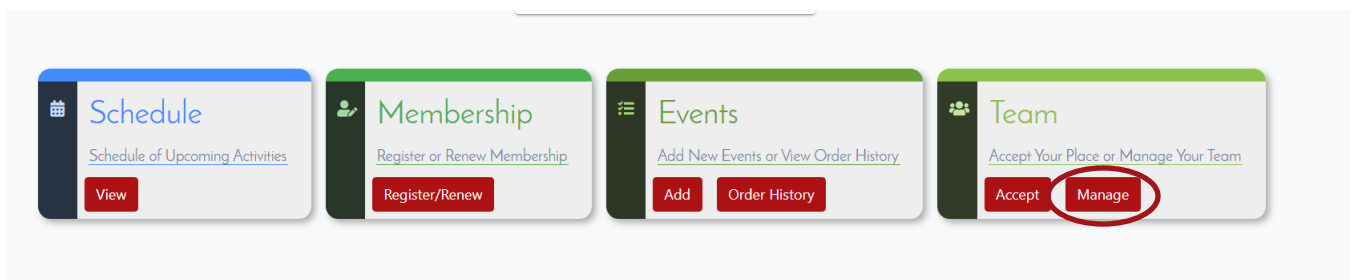
To update your roster prior to the March 28th deadline, login to your Sportlomo account and click the 3 bars in the top left-hand corner.



Click "Home".



Under the "Team" box, click "Manage".



Click "Edit Team".

Manage Teams ← Back

[Purchase Events](#) [Search/Filter](#) [Sort](#)

Event Date 19th May, 24	Event: 18U Boys National Championship: <input type="text"/> Reason: <input type="text"/>	Purchased From: Volleyball Canada Purchase Date: 02/11/2023, 17:31 Status: Active	Edit Team View Team
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FOR QUESTIONS, CONCERNS, OR GENERAL INQUIRIES PLEASE CONTACT: JBATTISTON@VOLLEYBALL.CA