# 2026 NATIONALS CLUB PORTAL - REGISTRATION GUIDE



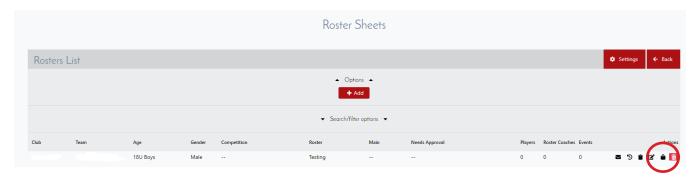
THE FOLLOWING GUIDE WILL SUPPORT ALL TEAMS WHO USE THE CLUB PORTAL, TO REGISTER FOR ALL 2026 NATIONALS CHAMPIONSHIPS. ALL OTHER PROVINCES SHOULD REFERENCE THE NATIONALS VOLLEYBALL CANADA PORTAL REGISTRATION GUIDE.

#### STEP 1A: CLUB ADMIN LOGIN TO CLUB PORTAL

\*\*Invitations will be sent to the email listed in the EOI, invitations cannot be forwarded for someone else to register the team.

https://volleyball.canada.sportsmanager.ie/maint.php

Go into "Roster Sheets" from the home page and select the "Enter into Event" icon for the team you wish to register.

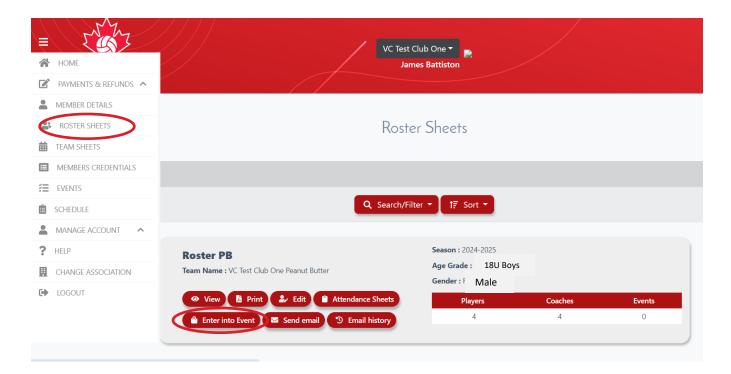


## STEP 1B: COACH LOGIN TO YOUR PROFILE

\*\*Invitations will be sent to the email listed in the EOI, invitations cannot be forwarded for someone else to register the team.

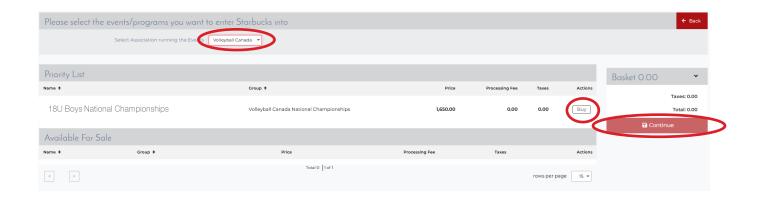
https://volleyball.canada.sportsmanager.ie/sportlomo/users/login

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



## STEP 2: SELECT THE EVENT

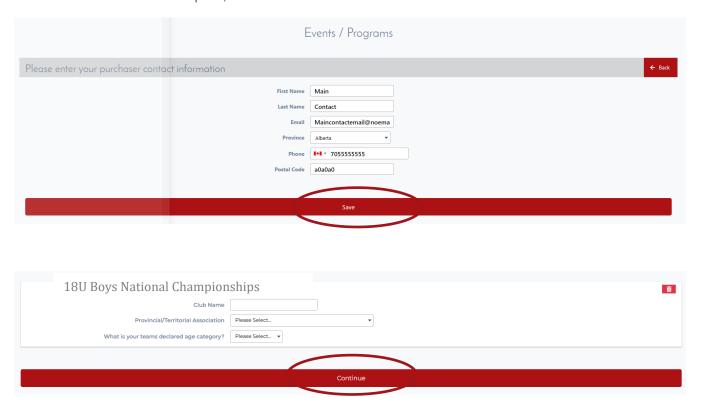
Change the association dropdown to "Volleyball Canada" above the search/filter options. You will see the National Championship event(s) you have received an invitation for (for example '18U Boys National Championships'). Click "Buy". It will add the event into your basket on the right-hand side. Click "Continue" and it will direct you to the registration page.



## STEP 3: FILL OUT THE REGISTRATION FORM

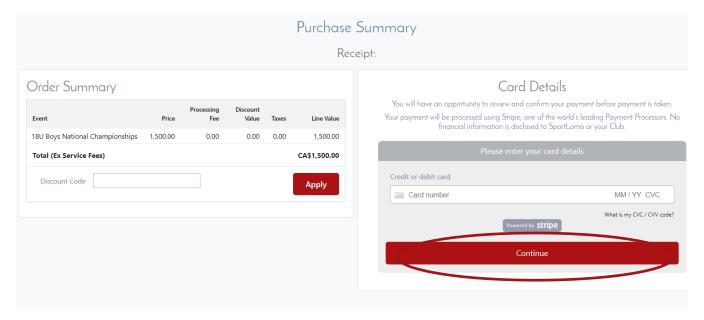
All registration forms will require the same information. The pictures included in this guide are a sample of a Nationals registration page.

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. Fill out the additional information and click "Continue".



### 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.



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

Confirmation emails are sent from noreply+VolleyballCanada@sportlomo.com and may be filtered to your junk mail folder. (we suggest adding this email address to a safe sender list for your email provide).

Please keep these emails for future reference as they both contain important information, including your team code for accommodations booking. 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: NATIONALS@VOLLEYBALL.CA