sportlomo

Entering a Team into an Event

Sportlomo Ltd, Barcastle Business Park, Castlebar, Co. Mayo, Ireland

+353 94 9026663

1.0 Introduction

In this manual you will be taken through the steps to enter a team of your choice into an event.

1.1

Using this link, Log in to Sportlomo as a Club Administrator by entering your username and password – <u>https://volleyballbc.sportsmanager.ie/</u>

You will be brought to the Sportlomo Administration panel (dashboard).

2.0 Creating a new Team Sheet Panel

To begin, click on 'Team Sheet Panels' under the Members/Team Sheets heading in the Administration panel.

HOME ? HELP ▲ MY ACCOUNT ▲ PRIVACY POLICY			H LOGOUT
Members/Team Sheets	Club Details	Membership	
Q Team Sheet Panels	 Edit Profile 	View Members Payments Received Import Members	

2.1

Click the basket icon to the right of the team you wish to enter into an event.

leams List								
		• C	Add				~	
Club	Team	Age	Gender	Panel	Players	Team Officials		Action
Action Volleyball Club	AAA	U18 Boys 2019	Male	U18 - A	6	3	Ľ	۵ 🚺
Action Maller hall Club	U18 AA	U18 Boys 2019	Male	U18 AA	5	1	ß	ê [
Action volleyball Club		U16 - A	Male	Eoin Test	6	3	ľ	ê 🚺
Action Volleyball Club				and the second second second second	2		12	ê 🚺
Action Volleyball Club Action Volleyball Club	friends	Social		Facebook Friends	6	3	6	
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2.2

Click 'Buy' on the event you would like to enter, then click the 'continue' button under your basket. Please note you will only see competitions specific to the Age Grade and gender that you have selected on the previous screen

		Ev	ents / Pro	grams			
Please select the	events/program	ms you wa	ant to enter	U18 - A	into		← Back
			 Search/filter opt 	ions 🔻			
Available For Sc	ile					Wait List	•
Name 🗢	Group 🗢	Price	Processing Fee	Taxes	Actions		
test team entry		100.00	0.00	0.00	Russ	Basket 100.00	*
		100.00	0.00	0.00	Buy	1. test team entry	â
	Total 1	page 1 of 1				Ta	axes: 0.00
4				rows per pag	ge 15 🔻	Tota	al: 100.00
						Continue	

2.3

Enter your information that the competition requires

Last Name Kyne Email test@gmail.com Address test road	
Email test@gmail.com Address test road	
Address test road	
City test town	
Province Alberta 👻	
Phone 604 555 5555	
Phone number is not valid for selected country	

Click the 'Save' button.

2.4

Enter your payment details

Order Summary						Card Details
Event	Quantity	Price	Processing Fee	Taxes	ε	Your payment will be processed using Paysafe, one of the world's lear Payment Processors. No financial information is disclosed to SportLomo Club.
test team entry	1	100.00	0.00	0.00		
Total						Powered by Paysafe?
-			-	-		VISA 💿
Discount Code			Apply			Card Holder First Name maeliosa
						Card Holder Last Name kyne
						Billing Address alberta road
						Billing Address 2
						Billing City BC
						Billing Country Canada
						Billing Province British Columbia
						Billing Postal code
						Card Number 4530 9100 0001 2345
						Expiry Date 11 / 23
						CVV 987

2.4

You should then be brought to a payment confirmation page

		Payment Comple	te			
ID	Email Address		Name	Last Updated		Order Status
17285	Volleyball BC Action Volley	ball Club		13/01/2020		Payment Complete
Events						
ID	Event Name	Price	Qty	Pr	ocessing Fee	Lin <mark>e Valu</mark>
14145	test team entry	100.00	1		0.00	100.0
Payments						
Date	Type Status	Transaction Code		Payment Amount	Service Fees	Payment Amount Tota
13/01/2020	Full Payment Received	83e4ec57-19cf-4a17-bca9-95cc3a	a8a61a1	100.00	0.00	100.00

If you are unsure about anything in the above manual or would like some technical support, please contact us on support@sportlomo.com.

