



## Team Sheet Roster Creation

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 in setting up a new Team Sheet Panel for your club.

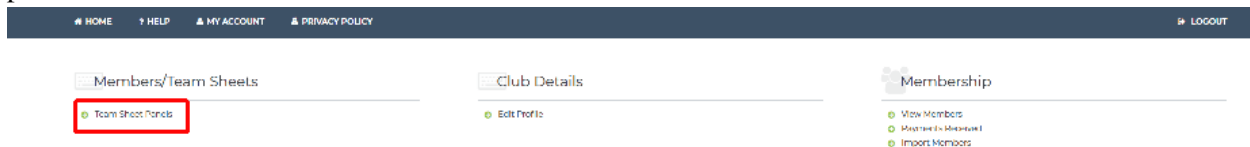
## 1.1

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

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

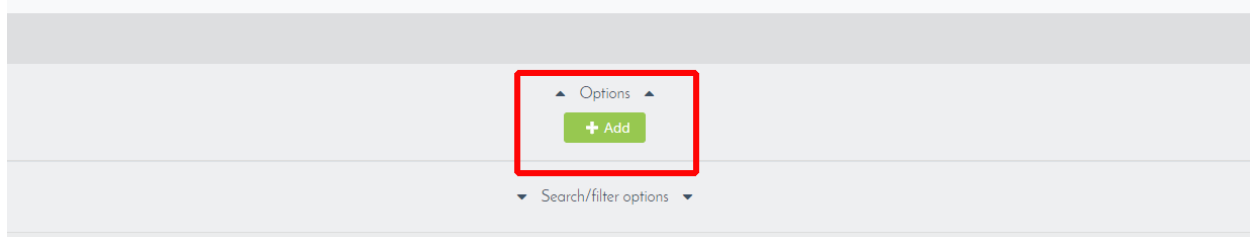
## 2.0 Creating a new Team Sheet Panel

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



## 2.1

On the following screen, click the '+ Add Panel' button to create a new Team Sheet Panel.



## 2.2

To add a Team Sheet roster, we must now select the Age Grade at which this roster will participate. Selecting a particular age grade will automatically assign the correct gender for participation. Gender and age grade data is imported from panels and age grades created at Provincial or Governing Body level.

Season  ?

Age Grade  ?

Gender **Female**

Team  ?

*\*Actual Team Name will include club name:*

*\*Final Team Name :*

### 2.3

After selecting Age Grade, we must now click the 'Create New Team' option. Clicking on the dropdown will allow us to choose from a number of predefined teams within our club or create a new one. The likelihood is that most users are starting out and will need to create a team

If you need to create a new team which has not been previously enabled at Provincial or Governing Body level, you may create a new team by clicking the 'Create New Team' option from this dropdown list.

To create a new team simply enter the team name which will follow your club name. So, if you wish to name your new team "Club Name B", just enter "B" as the team name, and your club name will automatically populate before the team name you have entered.

Team  ?

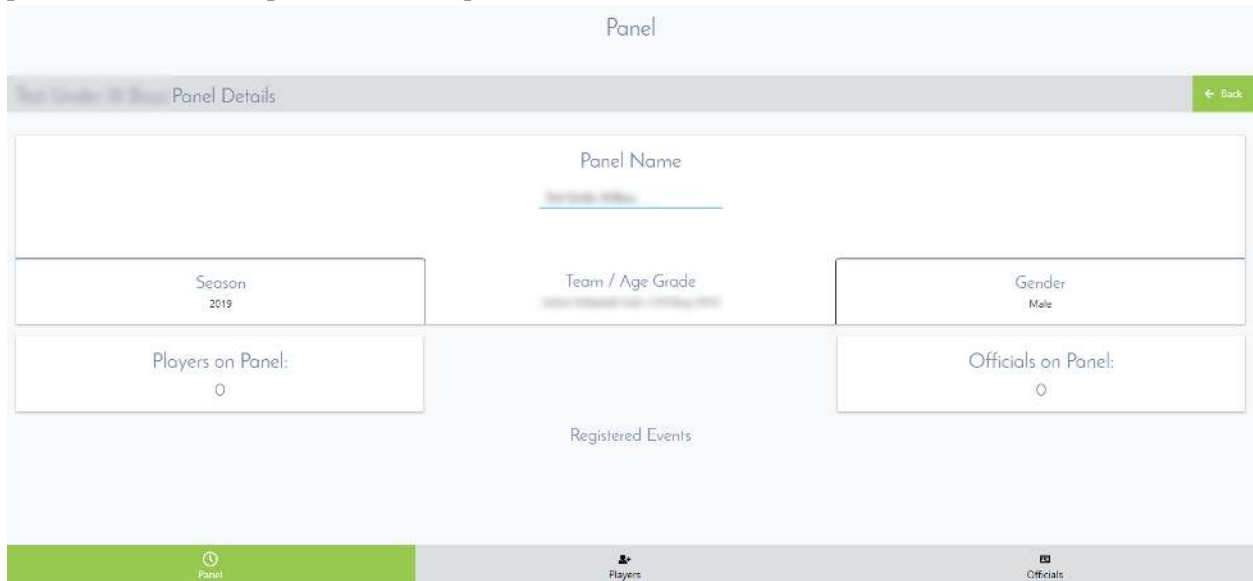
*\*Actual Team Name will include club name:*

*\*Final Team Name :*

Click 'Save' to save and create a panel. The Save button will not become active until all other fields have been filled successfully.

### 3.0 Adding Players and Officials

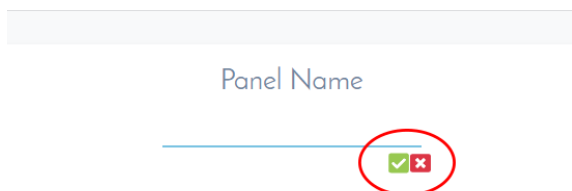
After clicking Save you will be brought to the Panel page. Here, we can add Players and Officials to our panel, and amend our panel name if required.



The screenshot shows the 'Panel Details' page. At the top, there is a 'Panel' title and a 'Back' button. Below this is a 'Panel Name' input field. Underneath, there are three columns: 'Season' (2019), 'Team / Age Grade', and 'Gender' (Male). Below these are two summary boxes: 'Players on Panel: 0' and 'Officials on Panel: 0'. At the bottom, there is a 'Registered Events' section. A navigation bar at the very bottom contains icons for 'Panel', 'Players', and 'Officials'.

#### 3.0.1

To amend the panel name, simply click on the Panel Name you have entered and type to amend the details. Click the Green '✓' icon to Save, or the Red 'X' icon to Cancel your changes.



This close-up shows the 'Panel Name' input field. At the end of the text input area, there are two small icons: a green checkmark (✓) and a red 'X', both enclosed in a red circle to indicate they are the focus of the instruction.

After clicking the '✓' icon, you will receive a notification that your changes have successfully saved and panel name has been updated.

#### 3.0.2

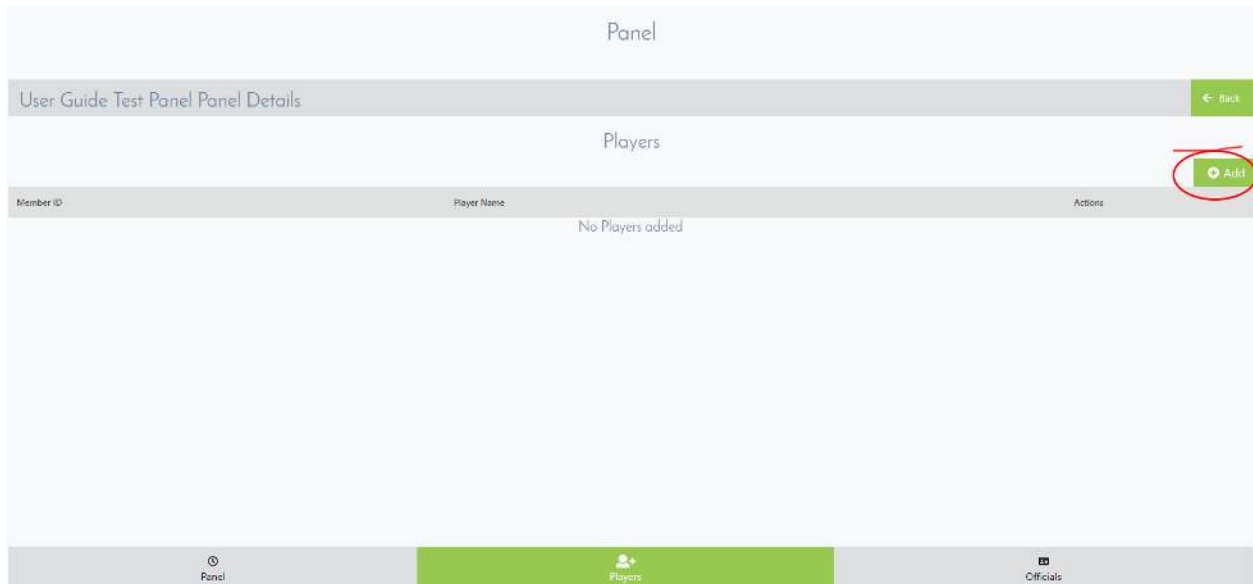
To add a Player to a Panel, click the Players Icon at the bottom of the page.



This close-up shows the bottom navigation bar. The 'Players' icon, which consists of a person silhouette and a plus sign, is circled in red to indicate it should be clicked.

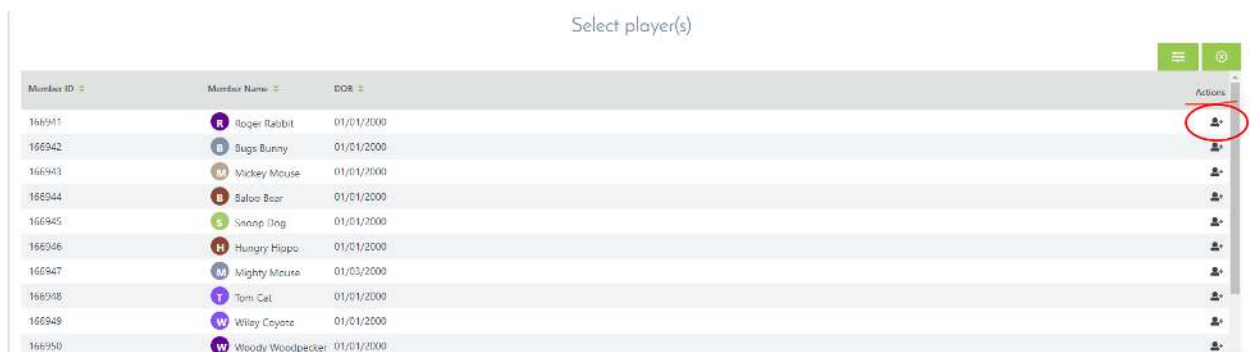
### 3.1

We will now begin to add players to our panel. After clicking the Players icon, on the following screen click the “+ Add” button to begin adding players to the panel.



### 3.2

On the resulting popup, we will be presented with a list of players from our member database. To add a player to our panel, simply click the icon under the 'Actions' heading in the right hand column.



#### 3.2.1

To search for a specific player, or a list of players from a specific membership category, click the icon as indicated below to open the search options. When the search filters have been applied, click this button again to toggle the search panel closed to allow a full scroll through the player list.

Select player(s)

Member Name

Category

Member ID

Type

Apply Filter

☰
✕

### 3.2.2

To view a profile picture of any of the members in this list, clicking on their profile picture (represented here by coloured backgrounds and the player’s first initial) will enlarge that profile picture. Click on the enlarged profile photo again to exit out of this view.

### 3.2.3

When we have added the required team members to our panel, we can exit out of the ‘Select Players’ popup by clicking the ‘X’ button on the top right of this section. A list of all players added to the panel will be visible.

Select player(s)

Member ID	Member Name	DOB	Actions
166941	<span style="background-color: #e91e63; color: white; border-radius: 50%; padding: 2px 5px;">R</span> Roger Rabbit	01/01/2000	
166942	<span style="background-color: #00bcd4; color: white; border-radius: 50%; padding: 2px 5px;">B</span> Bugs Bunny	01/01/2000	
166943	<span style="background-color: #ff9800; color: white; border-radius: 50%; padding: 2px 5px;">M</span> Mickey Mouse	01/01/2000	
166944	<span style="background-color: #e91e63; color: white; border-radius: 50%; padding: 2px 5px;">B</span> Baloo Bear	01/01/2000	
166945	<span style="background-color: #8bc34a; color: white; border-radius: 50%; padding: 2px 5px;">S</span> Snoopy Dog	01/01/2000	
166946	<span style="background-color: #e91e63; color: white; border-radius: 50%; padding: 2px 5px;">H</span> Hungry Hippo	01/01/2000	
166947	<span style="background-color: #00bcd4; color: white; border-radius: 50%; padding: 2px 5px;">M</span> Mighty Mouse	01/03/2000	
166948	<span style="background-color: #00bcd4; color: white; border-radius: 50%; padding: 2px 5px;">T</span> Tom Cat	01/01/2000	
166949	<span style="background-color: #e91e63; color: white; border-radius: 50%; padding: 2px 5px;">W</span> Wiley Coyote	01/01/2000	
166950	<span style="background-color: #e91e63; color: white; border-radius: 50%; padding: 2px 5px;">W</span> Woody Woodpecker	01/01/2000	

☰
✕

### 3.3

To add Officials to the panel, the same process is repeated, this time selecting the ‘Officials’ icon as below.



### 3.4

Once all players and officials have been added to our panel, returning to the Panel screen will show a count of the number of registered Players and Officials.

Panel

View Details for Panel: Panel Details ← Back

Panel Name  
Panel Name

Season 2019	Team / Age Grade <u>U18 Boys 2019</u>	Gender Male
Players on Panel: 6	Registered Events	Officials on Panel: 2

Panel
Players
Officials

### 3.5

At any point, the panel can be edited with further Players and Officials added, or current Players and Officials removed by clicking the Edit 'Pencil' icon beside any panel in the Team Sheet Panels page.

Panels can be deleted by clicking the Red 'Trash' icon beside this.

Team Sheet Panels

Teams List ← Back

Options  
+ Add Panel

Search/Filter options

Season	Club	Team	Age	Gender	Panel	Players	Team Officials	Actions
2019			U18 Boys 2019	Male	Panel	8	3	
2019			U16 - A	Male	Panel	5	5	
2019			U14 Girls	Female	Panel	6	0	
2019			U18 Boys 2019	Male	Panel	5	1	
2019			U18 Boys 2019	Male	Panel	1	0	
2019			U16 - A	Male	Panel	6	3	
2019			U18 Boys 2019	Male	Panel	0	0	
2019			U14 Girls	Female	Panel	0	0	
2019			U14 Girls	Female	Panel	0	0	
2019			Social		Panel	6	2	
2019			U18 Boys 2019	Male	Panel	6	2	

Total 11 | page 1 of 1

rows per page 15

### 4.0 Enter Panel to Event

To enter our created Panel to an Event which has been set up by the Governing Body, once more we access the Team Sheet Panels page, and this time click the Shopping Bag icon beside the relevant Panel.

## Team Sheet Panels

Season	Club	Team	Age	Gender	Panel	Players	Team Officials	Actions
2019			U18 Boys 2019	Male		6	3	
2019			U16 - A	Male		5	5	
2019			U14 Girls	Female		6	0	
2019			U18 Boys 2019	Male		5	1	
2019			U18 Boys 2019	Male		1	0	
2019			U16 - A	Male		6	3	
2019			U18 Boys 2019	Male		0	0	
2019			U14 Girls	Female		0	0	
2019			U14 Girls	Female		0	0	
2019			Social			6	2	
2019			U18 Boys 2019	Male		6	2	

Total: 11 | page 1 of 1

rows per page: 15

### 4.1

After clicking the icon, we are presented with a list of available Events to enter. The event availability is determined by gender and age group set up at governing body level which match those chosen when you registered the panel. To register for an Event, click the Buy button.

Name	Group	Price	Processing Fee	Taxes	Actions
		450.00	0.00	22.50	
		450.00	0.00	22.50	
		500.00	0.00	0.00	
		200.00	0.00	0.00	

Total: 4 | page 1 of 1

rows per page: 11

Wait List

Basket 0.00

Taxes: 0.00

Total: 0.00

Continue

#### 4.1.1

Clicking Buy will add the selected Event to the Basket, at which point you click Continue to proceed through registration.



Events / Programs

Please select the events/programs you want to enter **Feedback Panel** into ← Back

Search/filter options

Available For Sale					
Name	Group	Price	Processing Fee	Taxes	Actions
...	...	450.00	0.00	22.50	Waitlist
...	...	450.00	0.00	22.50	Waitlist
...	...	500.00	0.00	0.00	Buy
...	...	200.00	0.00	0.00	Waitlist

Wait List

Basket 500.00

Taxes: 0.00

**Total: 500.00**

Continue

total 4 | page 1 of 1

rows per page 12

#### 4.1.2

Proceed through the registration steps by filling out all relevant personal information and payment details to complete Event registration for your Panel.

#### 4.1.3

Once registration is complete, you will receive a confirmation email. A list of Registered Events for your panel can be seen by accessing your Panel by clicking the Pencil icon on the Team Sheet Panels page as in point 3.5 above.

Panel Name  
Feedback Panel

Season 2019	Team / Age Grade ...	Gender
Players on Panel: 6	Registered Events	
		Officials on Panel: 3

...

...

...

...

...

...

...

Panel
Players
Officials

#### 4.2

In some cases, an Event which is available to your Panel cannot be bought as it is already fully registered. In this case, you can choose for your Panel to be added to a waitlist for this Event by clicking the Waitlist button which is in place of the Buy button.

Events / Programs

Please select the events/programs you want to enter **Feedback Form** into ← Back

▼ Search/filter options ▼

Available For Sale					
Name	Group	Price	Processing Fee	Taxes	Actions
...	...	450.00	0.00	22.50	Waitlist
...	...	450.00	0.00	22.50	Waitlist
...	...	500.00	0.00	0.00	Buy
...	...	200.00	0.00	0.00	Waitlist

Total: 4 | page 1 of 1 | rows per page: 15

Wait List

Basket 0.00

Taxes: 0.00

Total: 0.00

Continue

If a place becomes available in this Event, you will be notified by the Governing Body and the Event will once again become available to Buy.

## 5.0 Team Sheet Panels as logged in User

When a user is added as an Official to a roster, it is possible for this user to access their panel information when logged in to their Public User Account.

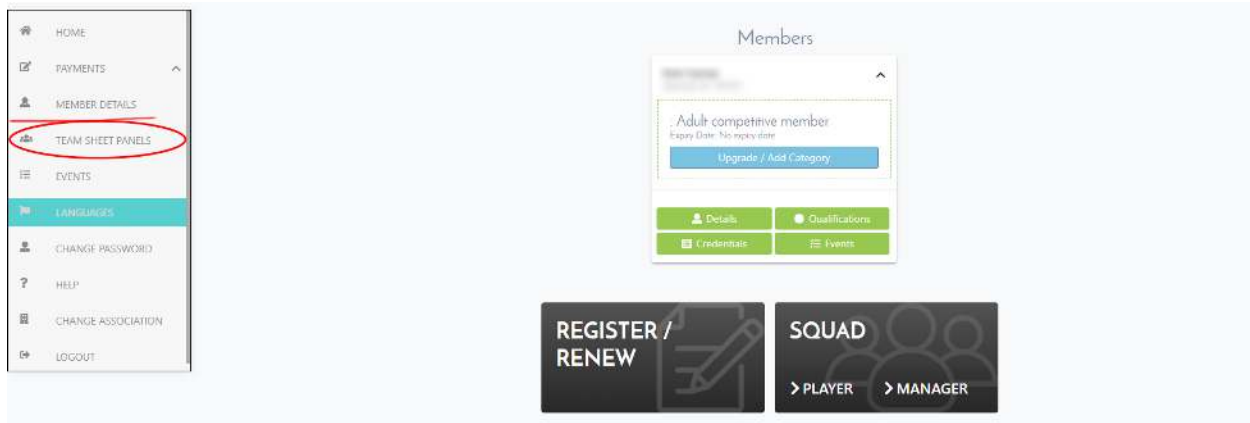
### 5.1

Using this link, Log in to Sportlomo as a Public User by entering your username and password – <https://sportsmanager.ie/sportlomo/users/login>

You will be brought to the Sportlomo Public User panel.

## 5.2

To access our Panels, click on the Team Sheet Panels link on the left popout sidebar menu.



## 5.3

When clicked, you will be brought to a list of all Team Sheet Panels to which you have been assigned as an official. Here you can edit and amend Panels, and enter your Panel into Events exactly as you would while logged in as an Admin by clicking the relevant icons under Actions in the far right column.

The screenshot shows the 'Team Sheet Panels' page with a table listing team sheet panels. The table has columns for Season, Club, Team, Age, Gender, Panel, Players, Team Officials, and Actions. There are four rows of data.

Season	Club	Team	Age	Gender	Panel	Players	Team Officials	Actions
2019			U18 Boys 2019	Male		5	1	
2019			U16 - A	Male		6	3	
2019			U18 Boys 2019	Male		6	3	
2019			Social			6	3	

Total 4 | page 1 of 1

rows per page 15