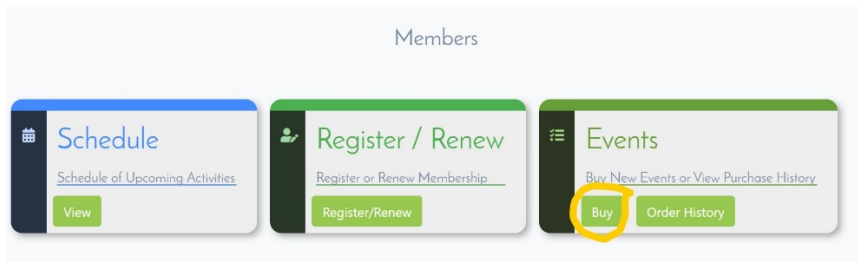


Sportlomo Volleyball BC Adult League Registration Guide:

1) Login or create a Sportlomo Account

<https://volleyballbc.canada.sportsmanager.ie/sportlomo/users/registration-login/1840>

2) After creating your account or logging into the system, you will see **Buy** under the Event box



3) Under available for sale you will see the list of programs currently available for purchase

Ex: **Sunday HJSC Coed 6s – Winter 2022**

The screenshot shows a list of events. The event 'Sunday HJSC Coed 6s - Winte...' is highlighted with a yellow circle. The event details are as follows:

Event Name	Category	Price	Availability	Action
LM - Youth League HJSC 16-1...	Youth - Indoor Clinics/Camps	100.00	0.00 5.00	Buy
LM - Youth League HJSC 13-1...	Youth - Indoor Clinics/Camps	100.00	0.00 5.00	Waitlist
Sunday HJSC Coed 6s - Winte...	Adult - 6s	875.00	0.00 43.75	Buy

Or you can search for the event under the search/filter options under event name “**Sunday HJSC Coed 6s – Winter 2022**”

The screenshot shows the 'Events / Programs' search page. The search field contains the text 'Sunday HJSC Coed 6s - Wili'. There are also dropdown menus for 'Event Group' and 'Event Type', and a 'Search' button.

4) Then click **buy** to add it to your basket and click **continue**

5) As the purchaser you will first enter your information and click **save**. If you are an existing user this information

will prepopulate.

The screenshot shows a web browser window with the URL volleyballbc.canada.sportsmanager.ie/sportlomo/siuser/event-registrations/event-profile. The page title is "Events / Programs". Below the title is a header bar with the text "Please enter your purchaser contact information" and a "Back" button. The form contains the following fields: First Name (redacted), Last Name (redacted), Email (redacted), Address (test), City (Vancouver), Province (British Columbia), and Phone (1-604222-2222). A green "Save" button is located at the bottom of the form.

6) Enter your signature, team name and team level and click **next**

The screenshot shows a web browser window with the URL volleyballbc.canada.sportsmanager.ie/sportlomo/siuser/event-registrations/event-profile. The page title is "Please provide your team details for entry to Sunday HJSC Coed 6s - Winter 2022" and a "Back" button. Below the title are three steps: "1. Create Team" (highlighted in blue), "2. Add Players", and "3. Add Officials". The main form area is titled "Team Contact Info" and contains the following fields: "Enter Signature to accept terms and conditions" (Test), a checkbox for "Click to Accept Terms and Conditions View" (checked), "Team Name" (test), and "Team Level" (Please Select... dropdown menu). The dropdown menu is open, showing options: "Please Select...", "Beginner (C)", "Beginner/Intermediate (B)", "Advanced (A)", and "Highly Advanced (AA)". "Previous" and "Next" buttons are located at the bottom right of the form.

7) Add players to your roster:

Please note that each participant's details should be entered into the registration system and should not be replaced by the Team captain/contact's details. This is very important, as only those on the roster will be allowed to play on the courts on their designated league night.

Please make sure the correct email address is entered as they will receive an email to accept their position on the team and complete the online waiver.

Click **save** each time after adding a player. Once you are done **click** next

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

Minimum Players: 1
Total Added Players: 0

Add Player

Add Player ▼

First Name	Last Name	Email Address
<input type="text" value="TEST"/>	<input type="text" value="TEST"/>	<input type="text" value="TEST"/>
DOB		Gender
<input type="text" value="12"/>	<input type="text" value="Septemb"/>	<input type="text" value="2000"/>
		<input type="text" value="Female"/>
		Phone No
		<input type="text" value="1-604-222-2222"/>

Save

Previous
Next

8) Team captains/team contacts should add themselves at the “Team Official” when registering

← Back

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

Please select between 1 and 1 officials for your team

Official No	First Name	Last Name	Email Address	DOB	Gender	Phone No
1	<input type="text" value="[REDACTED]"/>	<input type="text" value="[REDACTED]"/>	<input type="text" value="[REDACTED]"/>	<input type="text" value="16"/> <input type="text" value="M"/>	<input type="text" value="20"/> <input type="text" value="M"/>	<input type="text" value="1-604-23"/>

Add Official

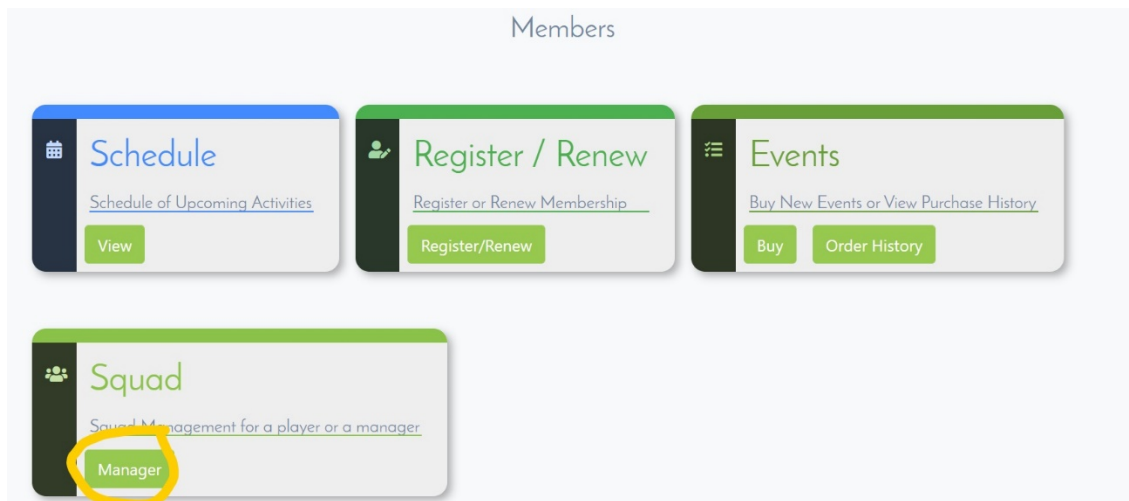
Previous
Finish

To edit roster (Add/delete players):

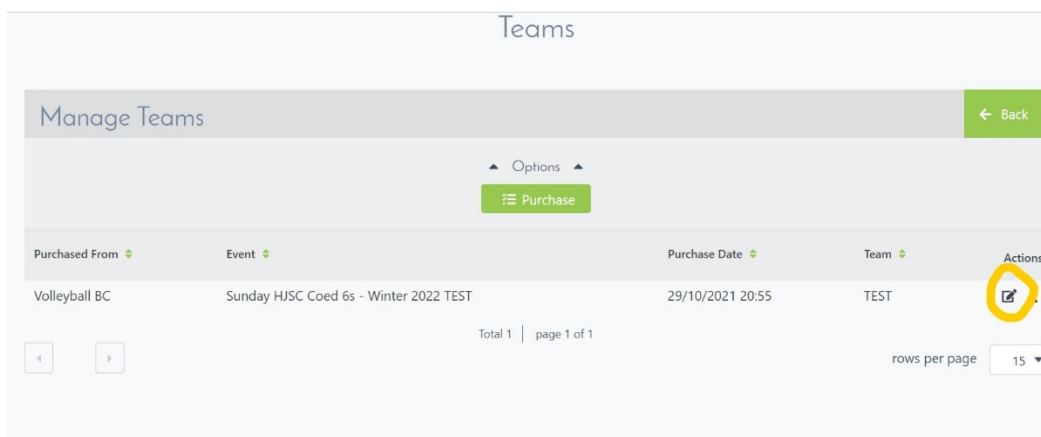
1) Login or create a Sportlomo Account

<https://volleyballbc.canada.sportsmanager.ie/sportlomo/users/registration-login/1840>

2) You will then see under the Squad box **Manager**



3) Then click the **pencil icon** and then **click** next at the bottom of the page to edit roster



Email notification to accept your position on the roster:

Each player added to the roster will receive Subject: **Volleyball BC Member Notification**
To confirm your position on team click “Please click on the link to complete registration process”



Hey TEST

You have been invited to take part in Volleyball BC's **Sunday HJSC Coed 6s - Winter 2022 TEST** by [REDACTED]

You have been entered as a member of **TEST** but some additional information is required to complete the registration process.

>>>

To confirm your position on the team, please follow this link [Please click on this link and complete the registration process.](#)

If you experience any difficulties during the registration process, please contact SportLomo help at Support@sportlomo.com

A screenshot of a web registration form for Volleyball BC. At the top, it shows "E-mail (Primary)" with a redacted email address. Below that is a dropdown menu for "Volleyball BC Region" set to "Region 5 (Vancouver/Sunshine Coast)". There are three checked checkboxes: "Do you self-identify as a person of Indigenous ancestry? (i.e. First Nations, Inuit, Métis)", "I have read and understood the Volleyball BC Privacy Policy View", and "I have read and understood the Volleyball BC Code of Conduct View". A "Photo Release View" checkbox is also present. A "Waiver" section contains a scrollable box with the text: "VBC Terms and Conditions (Adult)", "I CONFIRM THAT I HAVE HAD SUFFICIENT TIME TO READ THIS AGREEMENT IN ITS ENTIRETY, INCLUDING ALL OF ITS TERMS, THAT I FULLY UNDERSTAND ITS TERMS. UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL LEGAL RIGHTS BY SIGNING IT AND HAVE AGREED TO THE TERMS FREELY AND VOLUNTARILY. I UNDERSTAND THAT THIS AGREEMENT IS BINDING ON ME, MY EXECUTORS AND ADMINISTRATORS." Below the scrollable box is a checked checkbox labeled "I Accept". At the bottom of the form is a green "Continue" button.

Team Details

You have been added to the team below

← Back

▲ Options ▼

You have been added to a team called **TEST** by [REDACTED]
Please see details below

Event **Sunday HJSC Coed 6s - Wii**

Team Manager Email [REDACTED]

Players Name [REDACTED]

Players DOB [REDACTED]

Please select an existing player you wish to add to the team

Select Player

Continue