2025 Premiers and Provincials Registration Guide

September 3, 2024

www.volleyballalberta.ca

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Volleyball Alberta Premiers & Provincials Registration Guide

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Event Registration for Club Administrators
(Club Portal Login)

Sportlomo Login Links

General Information: All registrations are completed on Sportlomo. Volleyball Alberta Premiers & Provincials are open to registered clubs in good standing. If you do not have a CLUB PORTAL Administrator login, please email Julie, Membership Services Coordinator at info@volleyballalberta.ca.

==**CLUB PORTAL Administrator Login link** – to be used by club presidents and added club portal users.==

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

Please find below the steps to follow in order to register a team for all Volleyball Alberta Premiers & Provincials. Important dates, such as registration deadline, draw release date, roster lock date, and more are included in the **schedule** which can be found on volleyballalberta.ca > INDOOR > Club > General Info page.

2025 Premiers and Provincials Registration opens on Wednesday, October 16, 2024 at 9:00am.

Clubs will need to roster a minimum of 1 head coach before being able to buy the Premier & Provincial event registrations. A minimum of 8 players is required for competition.

Event Registration Process

To successfully register into Premiers & Provincials, Club Presidents must first complete their minimum mandatory registration requirements as outlined in the **Club President Registration Guide**, activate their CLUB PORTAL and create their **roster sheets** (teams).

Rostered Coaches can view their roster sheet to manage it, add/release/assign roles to players and coaches, and register into events from their **Sportlomo User Account Login**. But first, the club president or primary club portal administrator must create the team's **roster sheet** in the club and roster them.

Screenshots of each step are provided in the next few pages.

STEP 1: LOGIN TO YOUR CLUB PORTAL

STEP 2: CREATE ROSTER SHEETS

For general information, and help with Sportlomo, contact VA's **Membership Services Coordinator**: Julie Noel at info@volleyballalberta.ca, 780-415-1703 ext. 1.

For competition specific information, please visit our Club General Info page: https://www.volleyballalberta.ca/club_general_info/

STEP 3: ADD TEAM NAME (how to name your team)

STEP 4: ROSTER PLAYERS, CLICK THE "EDIT ROSTER ICON"

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STEP 5: ROSTER COACHES

mandatory to assign a role
to each rostered team staff:

**Head Coach, max. 1.
Assistant Coach
Manager
Trainer.**

STEP 6: ENTER INTO EVENTS, CLICK THE "PURCHASE EVENTS ICON"

Purchse
Events

multiple events
(P#1, P#2, P#3 & Provincials)
can be added to your basket
for a faster checkout

www.volleyballalberta.ca

STEP 7: TEAM MAIN CONTACT INFORMATION

This is the only email Age Class Managers receive in their event team downloads. Last season, many Presidents/Registrars entered their email in this section – which meant they received ALL team emails, for each tournament. To be most efficient, tournament communications should go directly to a coach or team staff for the team registering in the event.

STEP 8: PAYMENT INFORMATION

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Event Registration for Rostered Leaders
(User Account Login)

Sportlomo Login Links

Sportlomo User Account Login link – to be used by rostered coaches.
 https://volleyball.canada.sportsmanager.ie/sportlomo/users/login

Please find below the steps to follow in order for a **rostered coach** to register a team for all Volleyball Alberta Premiers & Provincials. Important dates, such as registration deadline, draw release date, roster lock date and more are included in the **schedule** which can be found on volleyballalberta.ca > INDOOR > Club > General Info page.

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STEP 1: LOGIN TO YOUR SPORTLOMO USER LOGIN

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

volleyball registration system powered by sportlomo
all Volleyball Alberta registrations are done on the VRS-sportlomo
[since 2021-2022]

sportlomo register

sportlomo user login

STEP 2: TOGGLE TO YOUR CLUB PORTAL > MENU ≡ ROSTER SHEETS
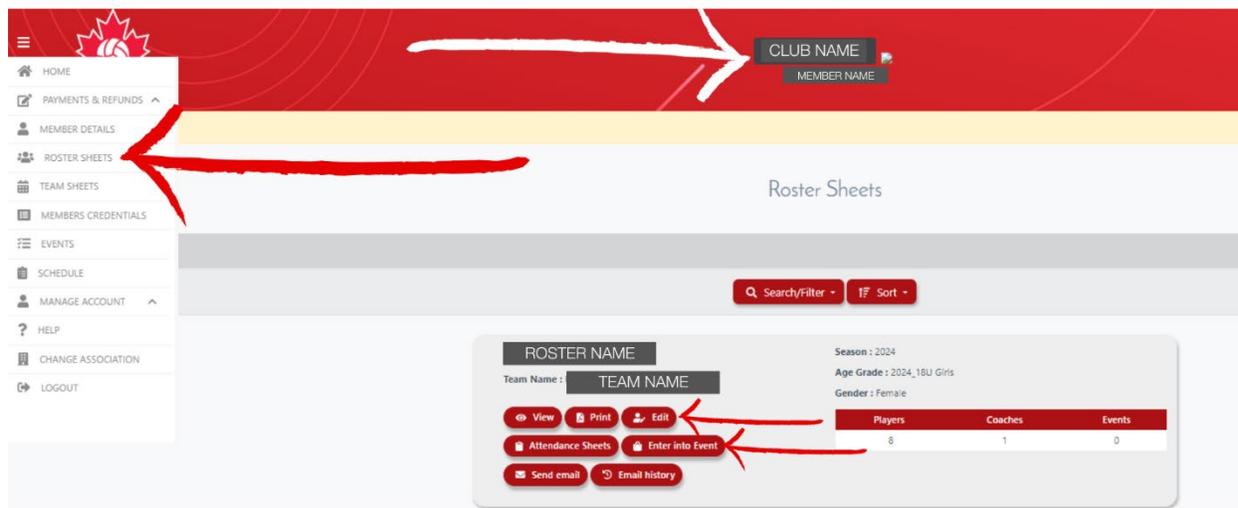
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STEP 3: ROSTER PLAYERS, CLICK THE "EDIT ICON"
CLICK THE "PLAYERS" TAB, THEN "ADD"

STEP 4: ROSTER COACHES

mandatory to assign a role to each rostered team staff:
Head Coach, max. 1.
Assistant Coach
Manager
Trainer.

STEP 5: GO BACK TO MENU ≡ ROSTER SHEETS **AND CLICK THE "ENTER INTO EVENT ICON"**
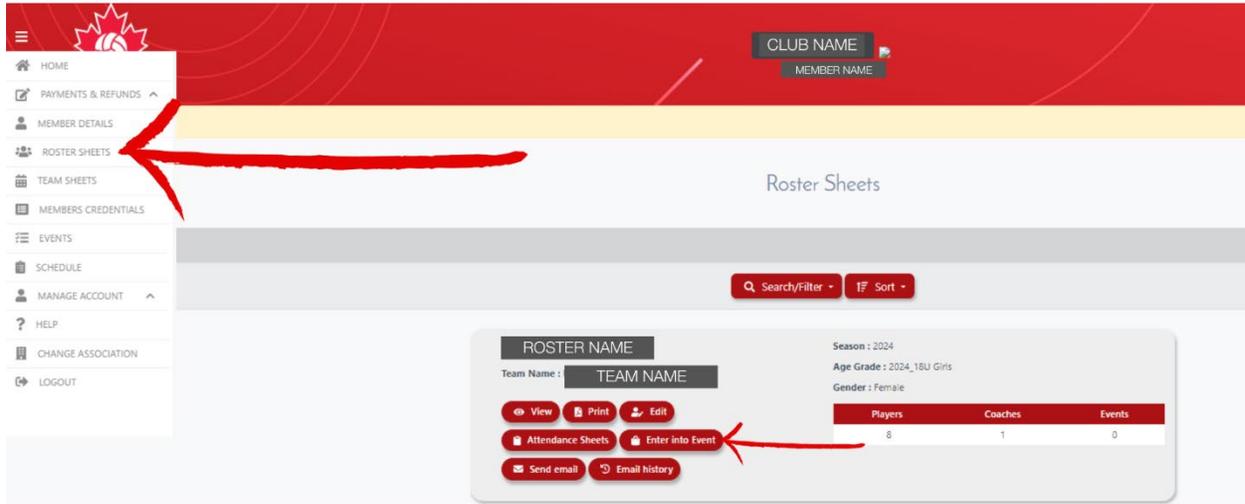
STEP 6: ADD EVENTS TO BASKET
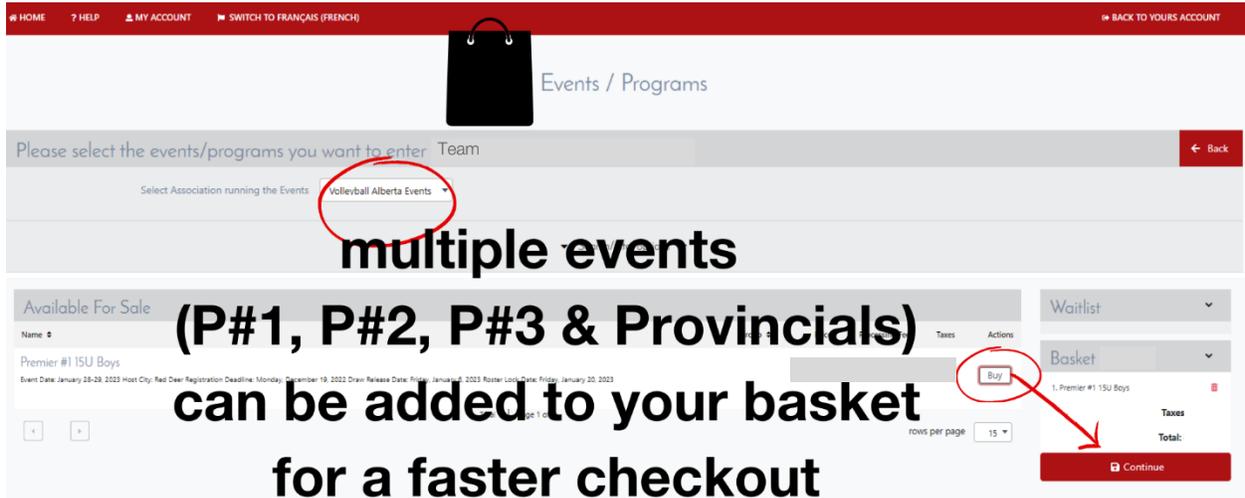
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