

Club President Registration

How To, 2022-2023 season

How To Register – Club Portal, Team Registrations

Please read this document in full and watch all the demo videos before attempting to login to your club portal.

Initial club portal set up steps include:

1. Profile Information: Club Details > [Edit Profile](#)
2. Begin Selling: Membership Setup > [Begin selling](#)
3. Club Portal Admin Access: Settings > [Manage User Accounts](#)

Team Registration steps include:

4. Club creates [Roster Sheets](#) aka Team Sheet Panels, Official Team Roster, and registers into Premiers, Provincials, Nationals
5. Member Registration Portal: Settings > [Registration Setup](#) > Member Registration Portal for [your club]
6. Club upgrades players/coaches into the club (club pays) via Membership > [Group Registration](#)
7. Players/Coaches – additional details required (member status: NEEDS MORE INFO)
8. Roster Edits – club adds players and coaches to their [Roster Sheet](#)

Person in Authority Check steps include:

While the Sportlomo integration with The Locker & myBackCheck are under review & repair, please verify PIA's by going to the sites directly:

- **Safe Sport Training** (valid 3 yrs), go to: [Coach Transcript Search](#), search with NCCP# & Last Name.
- **Criminal Record Check** (valid 3 yrs), go to: [Login to your myBackCheck account](#)
- **Screening Disclosure Form** (annual), verified & approved by Volleyball Alberta in Sportlomo [Club Portal Login for Administrators](#). Clubs can view the STATUS only for leaders in their club portal.

Please read the latest communication: [PIA's on Sportlomo, update as of November 24, 2022](#).

Club Portal Login

You must have completed your “**Club Approval Application Process**” for Volleyball Alberta to email you your Club Portal Username & Password. Follow-up with Julie info@volleyballalberta.ca if you have not received yours.

Once you have your Club Portal login link, Username & Password, follow the steps below.

1. Profile Information

At this step, you should be signed in to your club portal [Home page]. In the list of menu options, go to:

- **Club Details > [Edit Profile](#), enter/edit all required (bold) fields, save.**

2. Begin Selling

- **Setup Begin Selling: Go to > Home: Membership Setup > [Begin selling](#)**



Volleyball Alberta has already published its memberships in your club portal. No additional action is required from you at this step. Simply verify that the memberships that you require for your members are listed & active.

Payment methods: Accept Payments

There are no additional steps for club administrators to do re: payment methods for this season.

Payment integration at the club portal level is disabled.

Your club portal has been set up with a Stripe Split Pay CAD account to allow a 2-way-payment-split to Volleyball Alberta and Volleyball Canada (to be used only for VA/VC membership purchases via your club portal).

Volleyball Alberta / Volleyball Canada may consider enabling club level payment integration for future seasons (3-way-payment-split to: VA, VC, Club). For this season, clubs will need accept payments for tryouts, team fees, events/club hosted tournament, etc. outside of Sportlomo.

Volleyball Alberta has determined that we are not ready to accept club level payment integrations as we still need to receive additional training from Sportlomo, to do additional testing, and to provide adequate onboarding support to our clubs which we feel we did not have ready for this season.

Payment methods: Make Payments

Clubs will need a valid credit card to make payments on an event registration payment. Credit Card information will not be stored in your club portal. Sportlomo accepts all major credit cards: visa, master card, AMEX.

Service Fee (Sportlomo + Stripe Pay): Sportlomo will directly charge the 3.1% + \$0.50 per transaction fee to the member at the time of purchase. This service fee is non-refundable.

3. Club Portal Admin Access

Manage Admin Access

Club Presidents will be able to add/remove additional admins to their club portal if sharing team registration responsibilities with Team Managers or Coaches.

- **Settings > Manage User Accounts ... [add] who you want to give access to your club portal.**

4. Create Roster Sheets and register into an event

- **Create your Roster Sheets (Official Team Roster) and register into Premiers, Provincials, Nationals ...**

From your club portal login > Home > Members/Team Sheets > Roster Sheets

Please follow the instructions in this document (screenshots provided so you may follow along):

- [2023 Volleyball Alberta Premiers & Provincials Registration Guide](#)

5. Member Registration Portal for [your club] ***MEMBER PAYS***

- Home > Settings > Registration Setup > [edit] > Registration Link (Copy/Paste URL)

Optional way to direct your members to purchase their membership directly from your member registration portal page. When a member registered this way, they will become ACTIVE members in VA, VC & your club portal. One stop shop!

Otherwise, they need to start in [[Member Registration Portal for Volleyball Alberta Membership](#)] then DUAL their membership to add their profile, waivers and membership in your club portal in an ACTIVE status so that you may add them to Roster Sheets (Official Team Rosters).

6. Club pays the membership upgrade ***CLUB PAYS***

- **Membership > Group Registration** – club pays for membership upgrade.
8:02 Mins: <https://www.loom.com/share/e0dfbaa75b1c49c0b33cb2138fba8f3e>

*We recommend registering a maximum of 1 team (15 players max + 4 coaches max) per checkout/payment.

New individuals will receive 2 emails – first to accept their spot on the team, second to create their Sportlomo account. New members must complete the **additional details** required in their Member ID card. (see videos below)

Membership upgrades (for those upgrading from Youth Development Player - Tryout to Competitive) will also receive an email to accept their spot on the team and to complete the **additional details** required in their Member ID card. (see videos below)

*Action is required for new & upgraded memberships to be fully registered.

- **Sample text for Group Registrations:**

Dear {{Member}},

You have been added as a {{membership types}} member of the {{club name}}.

To complete your registration, you are required to login to your account and complete your profile information, accept the VA/VC waivers, and ACTIVATE your account in the {{club name}} portal.

Please follow this link to get started: {{login URL}}

NEW Sportlomo users will also be sent an account activation email. Please click the link on this email to activate your account before logging in.

IMPORTANT * This MUST be completed before your first practice/game. Your membership is currently in a status of NEEDS MORE INFO. Only once this is done will your membership change from a status of NEEDS MORE INFO to ACTIVE in our {{club name}} portal. We need to see all members as ACTIVE for insurance coverage and to add you to your Official Team Roster to participate in Premiers & Provincials. To learn more on the insurance coverage provided through the Volleyball Canada National Insurance Policy, click [HERE](#).

Support videos:

- [Activate Sportlomo account video](#)
- [Additional details required, Accept registration as a member video](#)
- [RE Needs More Info - action required Time Sensitive - email template](#)

7. Players/Coaches – Additional details required, Accept registration as member

- **For New Individuals: Activate Sportlomo account**

1:01 mins: https://www.loom.com/share/18a2fe606f044473bdc610cf3ddb91af?sharedAppSource=personal_library

- **For membership upgrades: Additional details required, Accept registration as member**

3 minutes: <https://www.loom.com/share/32e5de21f0ec409cb1183b5b4ca978cc>

8. Roster Edit

After registering a team into an event, you will need to complete your roster and verify that it is final by the roster lock date which is 8-days prior to the event. Volleyball Alberta will print official rosters for the head coach to pick-up at coach check-in on the first morning of the event. Only the Coaches & Players listed on the official roster will be allowed on the bench.

Other features

Membership > [view members](#)

Accreditation > [Member Qualifications](#) (to view PIA's)

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Questions?

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