

Club Administrator Registration Guide

2023-2024 season

Please read this document in full and watch all the demo videos. To schedule a Sportlomo training, or if you have any questions or concerns, please contact Volleyball Alberta's Membership Services Coordinator, Julie Noel, at info@volleyballalberta.ca.

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](#)
4. Members > [View Members](#)

Team Registration steps include:

5. Club creates [Roster Sheets](#) (Official Team Roster), and registers into Premiers, Provincials, Nationals
6. Roster Edits – add/release players and coaches to their [Roster Sheet](#)

Member Registration steps, see:

7. Member Registration Portal: Settings > [Registration Setup](#) > Member Registration Portal link for [your club]
 - Available Resource: **Club President Registration Guide**
 - Available Resource: **Club/Team Personnel, Volunteer Guide**
 - Available Resource: **Referee Registration Guide**
 - Available Resource: **Youth Player Registration Guide**
8. Person in Authority Checks (PIA's) > [Qualifications](#) > [Credentials](#)
9. Insurance

NEW FOR 2024: Club Portal > [Group Registration](#) has been disabled. This feature allowed clubs to register and pay for their member's membership and membership upgrades; however, this was the leading cause of duplicate accounts and additional work/time for administrators and members. This season, all members will register directly to their Club to become active members with completed profile details, accepted/signed waivers and screening disclosure form in their club's Club Portal, VA and VC with their appropriate membership type for the season. *To be rostered, Leaders must choose: **Head Coach, Assistant Coach, Manager, or Trainer** (\$107.95) and Athletes must choose the **Youth Competitive Player – Indoor** membership type (\$117.78). In years past, some clubs budgeted to include the membership upgrade fee in their team fees. This will no longer be required. All membership registrations will be completed by the member.

Due to administrative changes necessitated for the improved functioning of our registration system, clubs no longer have the option of paying for memberships or membership upgrades. LOI's that included this fee will be honoured/upheld provided that clubs adjust their fees accordingly.

NEW FOR 2024: The [Youth Competitive Player – Indoor](#) membership category is for all ages 12U-18U to be rostered and participate in Club Hosted Tournaments, Premiers, Provincials and Nationals. In years past, VA offered a Youth Competitive Player – 18U, 17U and so on. This season, all ages register into this one [Youth Competitive Player – Indoor](#) membership category.

NEW FOR 2024: Already signed players and coaches: Go directly to buying their Competitive Membership in your Club's Club Portal. Registering directly to your club will add their new season membership to your Club, VA & VC in an Active status *Leaders will be added in a status of "Awaiting Approval" until PIAs have been approved. Once approved, the member status will change from "Awaiting Approval" to "Active" in the member's Club, VA & VC. This eliminates the need to "DUAL membership from VA to Club" and eliminates the step of having the Club Register/Pay and needing to

follow up with their “NEEDS MORE INFO” members to complete their profile details, sign waivers and screening disclosure form in the Club’s Club portal which is required to be rostered.

Tryout participants (members exploring multiple clubs) should purchase their tryout membership in **Volleyball Alberta Membership Portal** and print/forward a copy of their registration confirmation to show as proof of registration at each club tryout. Once signed to a club, the member will need to log in to their Sportlomo User Account and DUAL their active member id > upgrade/add category: Competitive Player > from Volleyball Alberta Membership to their Club. More Information on this is included in the Member Registration Guides.

Club Portal Login

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

NEW FOR 2024: Returning Clubs, please note that on August 31st your Club Portal status will change from ACTIVE to AWAITING PAYMENT. This will temporarily deactivate your Club Portal Administrators login access. To regain access, complete the annual “**Club Approval Application Form**”. Once approved, your status will become ACTIVE for the season and your login access restored.

Once your Club Portal login has been activated for the season, please follow the steps below.

1. Profile Information

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

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

Details entered on this page directly links to the NEW Club Locator powered by Sportlomo to assist member to register directly to your club, and to find links to your website and contact information to search/contact you directly for information on your club, teams, and programs. Please keep this up to date.

2. Begin Selling

- **Setup Begin Selling: Go to > Home: Membership Setup > Begin Selling**

Volleyball Alberta has already published its memberships to 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: Club, VA, VC). 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 do additional testing.

Payment methods: Make Payments

Clubs will need a valid credit card to make payments on an event registration. 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 Members

- **Membership > view members**
 - Search/Expand Filter
 - Season:
 - Status:
 - Export:
 - More ...

1. 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):

[See: 2024 Volleyball Alberta Premiers & Provincials Registration Guide](#)

6. 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 indicated in the Volleyball Alberta Premiers & Provincials Schedule. 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.

7. Member Registration

Please direct your members to <https://volleyballalberta.sportlomo.com/> and Register To Your Club. When a member registers this way, they will become ACTIVE members in your Club, VA & VC portals.

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

*Screening Disclosure Form for Leader categories only.

1. Person in Authority Check steps include:

- ❖ Members > View Members > (i) to open profile > [Qualifications & Member Signed Acceptances](#)

And/or

- ❖ Accreditation > [Member Qualifications](#) (to view credential statuses only)

All leaders are required to complete 3 minimum mandatory Person in Authority Checks (PIA's). These MUST be completed PRIOR to working with Clubs, Volleyball Alberta and Volleyball Canada. Each Club's Screening Designate must verify their PIA personnel by going to the following sites to view the full results:

1. **CRC: Criminal Record Check**, go to: [Login to your myBackCheck account](#)
2. **SST: Safe Sport Training**, go to: [Coach Transcript Search](#), search with NCCP# & Last Name.
3. **SDF: Membership & Screening Disclosure Form**, verified & approved by Volleyball Alberta in Sportlomo. Clubs can view Qualification/Credential statuses for leaders in their club portal as outlined above.

If your club is not listed in the list of location on Sterling myBackCheck, or you do not have a myBackCheck.com login for your club, please email Julie at info@volleyballalberta.ca.

2. Insurance

Please read through the information on our website www.volleyballalberta.ca > Who We Are > [Insurance page](#).

Please submit your COI request using our online request form: [Request for Certificates of Insurance](#)

Membership Questions?

Contact: Julie Noel | Coordinator, Membership Services | Email: info@volleyballalberta.ca