

Volleyball Alberta Premiers & Provincials Registration Guide



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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, contact VA's **Age Class Managers**: Alex Donaghy (12U, 17U, 18U), Ray Sewell (15U, 16U), Hamed Sepher (13U, 14U).

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Sportlomo Login Links

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>

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 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.

2024 Premiers and Provincials Registration opens on Wednesday, November 29th.

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). Clubs will need to roster a minimum of 8 players and 1 head coach before being able to buy the Premier & Provincial event registrations.

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 the Head Coach, Assistant Coach, Manager or Trainer.

Event Registration Process

Team max per event: Unlimited. You do not need to worry about ending up on a waitlist. Volleyball Alberta will accept all teams meeting the rostering requirements and registration deadline, and will do its best to find courts for all to play. In extraordinary circumstances, if Volleyball Alberta is not able to facilitate all registered teams the team main contacts will be contacted by the Age Class Manager.

Rostering Requirements

Players: minimum 8, maximum 15. *A team can roster a maximum of 12 players per match on the score sheet.

NEW for 2024: For 15U – 18U age class teams, a maximum of 15 players can be on the score sheet, in uniform, participate in the warm-up, sit on the bench, and participate in any given match. • Note: 15U teams must still align with the Developmental Substitution Rule. (document edit history: 2023-12-07)

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Rostering Requirements, Players (continued)

- Must be within Age/Gender range for competition.
- Must have the Youth Competitive Player - Indoor Membership.
- Must be an Active member in the club.

Coaches: minimum 1 Head Coach, maximum 4 team staff on the roster sheet.

- Must have a Coach Membership – Head Coach, Assistant Coach, Manager, Trainer.
- Must be an Active member in the club.
- PIAs must be approved – CRC, SST, SDF.
- *Head Coaches are subject to additional requirements – [PIA Requirements](#), [Head Coach Requirements](#) and [NCCP Requirements](#). See the **Team Staff Eligibility Requirements Timeframe document** on our website volleyballalberta.ca > LEADERSHIP > Coaches > General info page.

Only those listed on the printed roster sheet may enter the Competition Control Area and take part in the official warm up and in the match. If your roster exceeds 12 players and 4 coaches, strikethrough the additional names on the score sheet for each match.

Checklist summary: (screenshots of each step provided in the next few pages)

- ☐ Club President Membership, PIA Checks, and Club Portal Activation.
- ☐ Create Roster Sheets.
- ☐ Roster a minimum of 8 Players and 1 Head Coach.
- ☐ Proceed to 📁 “enter into event”.
- ☐ Select Association running the event: **Volleyball Alberta Events**.

Purchaser Contact Information required at time of registration:

Contact: First, Last, Email, Phone, City, Postal Code

Contact = Team Main Contact, person that will receive event emails from the Age Class Managers.

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CLUB ADMINISTRATION PORTAL REGISTRATION GUIDE (screenshots of all steps)

Please go to www.volleyballalberta.ca > REGISTRATION > **How To Register** page for all your registration needs.

Volleyball Alberta staff are here to help you, please **contact us** if you have any questions.

<https://www.volleyballalberta.ca/registration-how-to-register>



STEP 1: LOGIN TO YOUR CLUB PORTAL

CLUB PORTAL ADMINISTRATOR LOGIN

Roster Sheets = Official Team Rosters

Manage all Team Rosters & Register for Premiers & Provincials from Roster Sheets

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STEP 2: CREATE ROSTER SHEETS

Roster Sheets

Add New Season Team(s)

Edit Roster

View registered events add/release Players & Coaches

Purchase Events

Season: 2024

Team Name: [Input Field]

Roster Name: [Input Field]

Enter the same name in "Team Name" & "Roster Name"

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

Roster Sheets

"Actual Team Name" is what we export and use for draws

Roster Name is for internal club use only

roster name is not included in our event team system report downloads.

Season: 2024

Create Roster For: Team

Age Grade: 2024 17U Girls

Gender: Female

Team: -- Create New Team --

*Actual Team Name will include club name: SEAVC Red

*Final Team Name: Volleyball Alberta Membership SEAVC Red

Roster Name: SEAVC Red (Alex Donaghy)

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STEP 4: ROSTER PLAYERS, CLICK THE “EDIT ROSTER ICON”

STEP 5: ROSTER COACHES

You can roster 4 team staff.
For the match, a team may consist of up to 4 team staff on the bench.

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STEP 6: ENTER INTO EVENTS, CLICK THE “PURCHASE EVENTS ICON”

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STEP 7: TEAM MAIN CONTACT INFORMATION

HOME HELP MY ACCOUNT BACK TO YOUR ACCOUNT

Events / Programs

Please enter your purchaser contact information Back

Team Main Contact

Contact First Name

Contact Last Name

Email event emails from the Age Class Managers will be sent to this email address

Mobile

City

Declaration: additional notes for the volleyball Alberta Program Manager

Save

STEP 8: PAYMENT INFORMATION

HOME HELP MY ACCOUNT BACK TO YOUR ACCOUNT

Purchase Summary

Receipt:

Order Summary

Event	Quantity	Price	Processing Fee	Taxes	Discount Value	Line Value
Premier #1 15U Boys	1	775.00	0.00	38.75	0.00	813.75
Total Taxes				38.75		
Total (Ex Service Fees)						813.75

Discount Code

Card Details

You will have an opportunity to review and confirm your payment before payment is taken.
Your payment will be processed using Stripe, one of the world's leading Payment Processors. No financial information is disclosed to SportLomo or your Club.

Please enter your card details

Credit or debit card

Card number MM / YY CVC

Powered by stripe

What is my CVC / CVV code?

Thank you!

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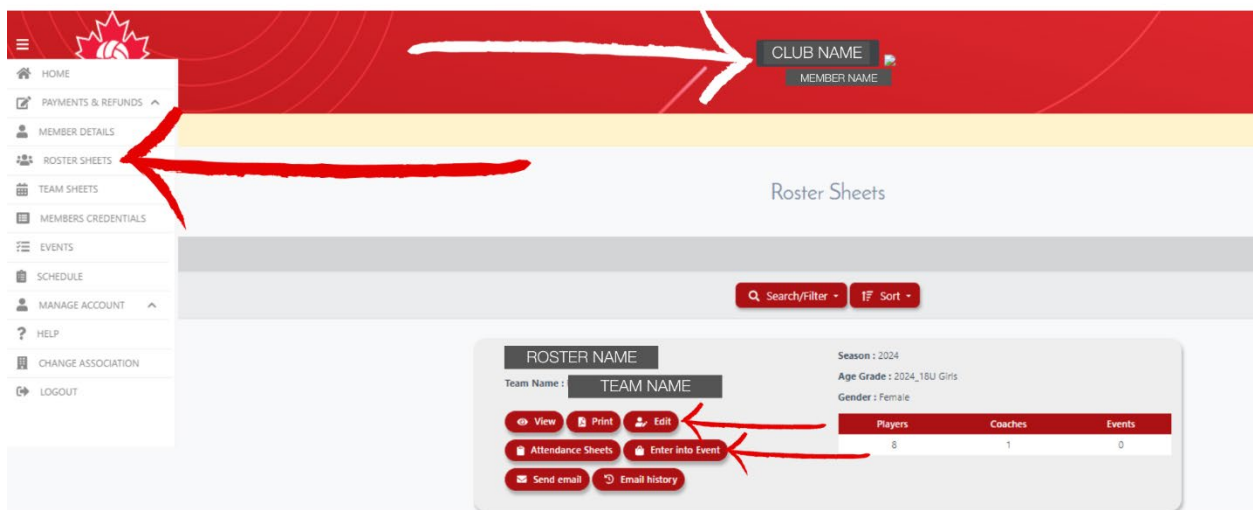
ROSTERED COACH REGISTRATION GUIDE (screenshots of all steps)

STEP 1: LOGIN TO YOUR SPORTLOMO USER LOGIN

<https://volleyball.canada.sportsmanager.ie/sportlomo/users/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”

The screenshot displays the 'Roster' management interface. At the top, there's a navigation bar with links like HOME, HELP, MY ACCOUNT, and SWITCH TO FRANÇAIS (FRANÇAIS). Below this, the 'Roster' section is visible, showing a table of players with columns for Member ID, Jersey Number, First Name, Last Name, and Emergency Phone Number. A red circle highlights the 'Add' button in the top right corner. Another red circle highlights the 'Players' tab at the bottom. A red arrow points to the 'Restrictions applied by age grade' section on the left, which includes information about gender, age, and categories. The 'Apply Filter' button is also visible at the bottom.

Member ID	Jersey Number	First Name	Last Name	Emergency Phone Number
211	9	First Name	Last Name	
211	4	First Name	Last Name	
211	3	First Name	Last Name	
221	5	First Name	Last Name	
211	8	First Name	Last Name	
221	1	First Name	Last Name	
221	11	First Name	Last Name	
211	14	First Name	Last Name	

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STEP 4: ROSTER COACHES

Roster

Team Name Roster Details Back

Roster Coaches Add

Member ID	First Name	Last Name	Coaches
216	First Name	Last Name	Add Coach

mandatory to assign a role to each rostered team staff:

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

Players Coaches

You can roster 4 team staff.
For the match, a team may consist of up to 4 team staff on the bench.

STEP 5: GO BACK TO MENU ≡ ROSTER SHEETS AND CLICK THE “ENTER INTO EVENT ICON”

CLUB NAME MEMBER NAME

Roster Sheets

Search/Filter Sort

ROSTER NAME

Team Name : TEAM NAME

Season : 2024
Age Grade : 2024, 18U Girls
Gender : Female

Players	Coaches	Events
8	1	0

View Print Edit Attendance Sheets Enter into Event Send email Email history

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HOME ? HELP MY ACCOUNT SWITCH TO FRANÇAIS (FRENCH) BACK TO YOURS ACCOUNT

Events / Programs

Please select the events/programs you want to enter: Team

Select Association running the Events: Volleyball Alberta Events

multiple events

(P#1, P#2, P#3 & Provincials)

can be added to your basket

for a faster checkout

Available For Sale

Name: Premier #1 15U Boys

Event Date: January 28-29, 2023 Host City: Red Deer Registration Deadline: Monday, September 19, 2022 Draw Release Date: Friday, January 6, 2023 Roster Lock Date: Friday, January 20, 2023

775.00 0.00 38.75 Buy

rows per page: 15

Waitlist

Basket 813.75

1. Premier #1 15U Boys

Taxes: 38.75

Total: 813.75

Continue

STEP 6: TEAM MAIN CONTACT INFORMATION

HOME ? HELP MY ACCOUNT BACK TO YOURS ACCOUNT

Events / Programs

Please enter your purchaser contact information

Team Main Contact

Contact First Name: required

Contact Last Name: required

Email: required

Mobile: 7804151703

City: required

Dedication: additional notes for the Volleyball Alberta Program Manager: optional

event emails from the Age Class Managers will be sent to this email address

Save

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STEP 7: PAYMENT INFORMATION

[HOME](#) [HELP](#) [MY ACCOUNT](#) [BACK TO YOURS ACCOUNT](#)

Purchase Summary

Receipt:

Order Summary

Event	Quantity	Price	Processing Fee	Taxes	Discount Value	Line Value
Premier #1 15U Boys	1	775.00	0.00	38.75	0.00	813.75
Total Taxes						38.75
Total (Ex Service Fees)						813.75

Discount Code

Apply

Card Details

You will have an opportunity to review and confirm your payment before payment is taken.
Your payment will be processed using Stripe, one of the world's leading Payment Processors. No financial information is disclosed to SportLomo or your Club.

Please enter your card details

Credit or debit card

MM / YY CVC

Processed by stripe

Continue

Thank you!

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