



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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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/



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.

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STEP 1: LOGIN TO YOUR CLUB PORTAL

CLUB PORTAL ADMINISTRATOR LOGIN

Members/Team Sheets | Club Details | Communications

Roster Sheets | Edit Profile | Notifications

Membership | Membership Setup | Accreditation

View Members | Payments Received | Transfers/Dual Membership | Membership Types | Begin selling | Qualification Types | Qualifications | Member Qualifications

Events | Orders | Events Purchased | Attended | Purchase Events | Settings | Manage User Accounts | Registration Setup

Roster Sheets = Official Team Rosters

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

STEP 2: CREATE ROSTER SHEETS

HOME | HELP | MY ACCOUNT | BACK TO YOURS ACCOUNT

Roster Sheets

Rosters List

Add New Season Team(s) | **Edit Roster** | **View registered events add/release Players & Coaches** | **Purchase Events**

Options | + Add | Settings | Back

Search/filter options | Select an Age Grade | Select a Gender | 2025

Age Grade | Gender | Season | Roster Name

Club	Team	Age	Gender	Competition	Roster	Match	Needs Approval	Players	Roster Coaches	Events	Actions
Club Name Auto Fill	Team Name	Season_Age	Gender	--	Team Name	--	--	0	0	0	Icons

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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)

Roster Sheets

Rosters List

Date	Age	Competition	Roster	Main	Needs Approval	Players	Roster Coaches	Event	Action
Volleyball Alberta Membership - Volleyball Alberta Membership SEAVC Red - 2024 17U Girls	17U	SEAVC Area (Play Series)	SEAVC Red (Alex Donaghy)	0	0	0	0	0	
Volleyball Alberta Membership - Volleyball Alberta Membership SEAVC Red - 2024 17U Girls	17U	SEAVC Red (Alex Donaghy)	SEAVC Red (Alex Donaghy)	0	0	0	0	0	

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

HOME HELP MY ACCOUNT SWITCH TO FRANCAIS (FRANÇAIS) BACK TO YOUR ACCOUNT

Roster

First Name Last Name

Team Name Roster Details

Players

Member ID Jersey Number Player First Name Player Last Name Emergency Phone Number

Member ID	Jersey Number	Player First Name	Player Last Name	Emergency Phone Number
211	9	First Name	Last Name	
211	4	First Name	Last Name	
211	3	First Name	Last Name	
222	5	First Name	Last Name	
211	8	First Name	Last Name	
222	1	First Name	Last Name	
222	11	First Name	Last Name	
211	14	First Name	Last Name	

Restrictions applied by age grade:
Gender limited to 'Female'
Allowed DOB between: 01/09/2005 and 31/12/2008
Categories limited for Players: 2024 Youth Competitive Player - Indoor
Categories limited for Officials: 2024 Leader - Club/Team Personnel - Assistant Coach, 2024 Leader - Club/Team Personnel - Head Coach, 2024 Leader - Club/Team Personnel - Manager, 2024 Leader - Club/Team Personnel - Trainer

First Name Member ID Category

Last Name Member ID Type

Apply Filter

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STEP 5: ROSTER COACHES

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

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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.

Events / Programs

Please enter your purchaser contact information

Team Main Contact

Contact First Name required

Contact Last Name required

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

Mobile 7804151703

City required

optional

Declaration: additional notes for the Volleyball Alberta Program Manager

Save

STEP 8: PAYMENT INFORMATION

Purchase Summary

Receipt:

Order Summary

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

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

Card number MM / YY CVC

Stripe

Continue

Thank you!



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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General Information: All registrations are completed on Sportlomo. Volleyball Alberta Premiers & Provincials are open to registered clubs in good standing. **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.**

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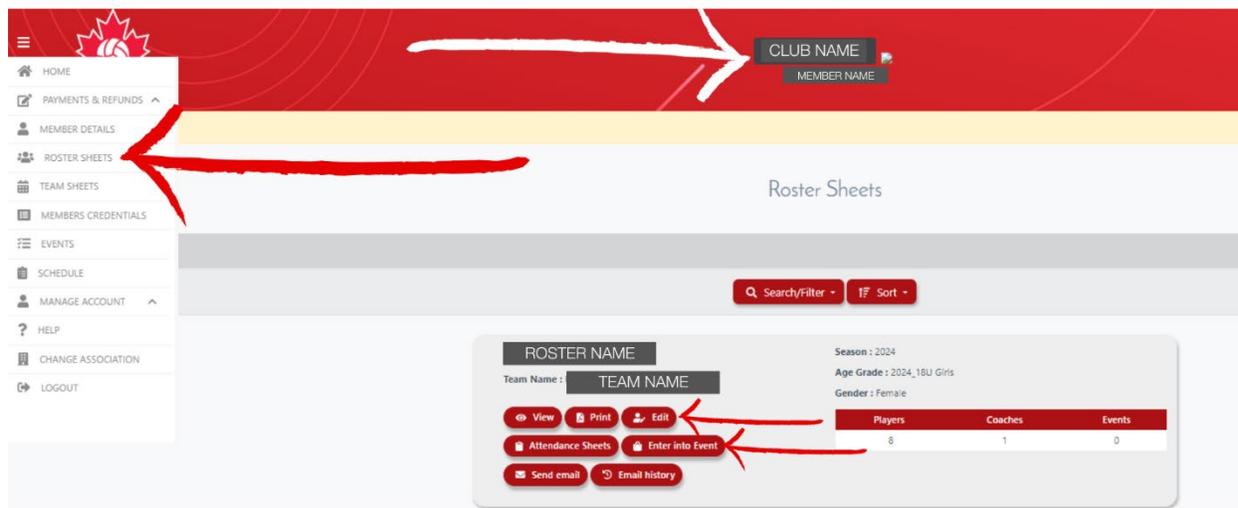


STEP 1: LOGIN TO YOUR SPORTLOMO USER LOGIN

<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”

Restrictions applied by age grade:
Gender limited to Female
Allowed DOB between 01/09/2005 and 31/12/2008
Categories limited for Players: 2024 Youth Competitive Player - Indoor
Categories limited for Officials: 2024 Leader - Club/Team Personnel - Assistant Coach, 2024 Leader - Club/Team Personnel - Head Coach, 2024 Leader - Club/Team Personnel - Manager, 2024 Leader - Club/Team Personnel - Trainer

First Name:
Member ID:
Category:

Last Name:
Member ID:
Type:

Apply Filter

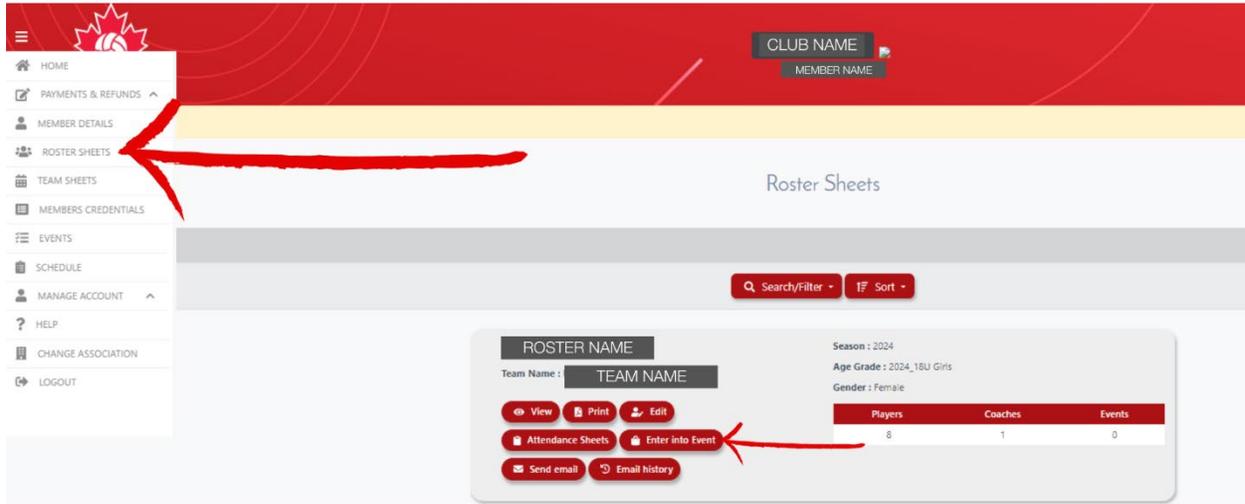
STEP 4: ROSTER COACHES

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

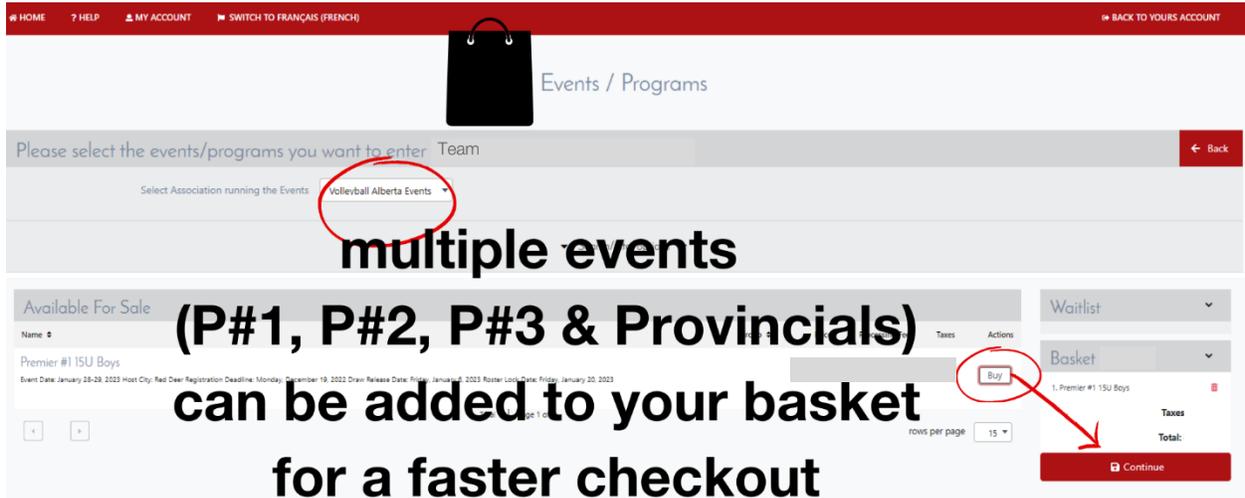
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STEP 5: GO BACK TO MENU ≡ ROSTER SHEETS AND CLICK THE “ENTER INTO EVENT ICON”



STEP 6: ADD EVENTS TO BASKET



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Events / Programs

Please enter your purchaser contact information

Team Main Contact

Contact First Name required

Contact Last Name required

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

Mobile 7804151703

City required

Declaration: additional notes for the volleyball Alberta Program Manager optional

Save

STEP 8: PAYMENT INFORMATION

Purchase Summary

Receipt:

Order Summary

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

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

Card number MM / YY CVC

Powered by stripe

What is my CVC / CVV code?

Continue

Thank you!