Club Administrator Registration Guide
General Training on: Sportlomo, myBackCheck, The Locker and VA website.

To schedule a general training session, or if you have any questions about the registration process, please contact Volleyball Alberta's Membership Services Coordinator at info@volleyballalberta.ca.

Sportlomo

Initial club portal set-up steps include:
1. Profile Information > Club Details > Edit Profile
2. NEW* Club Details > Role Profiles
3. NEW* Club Details > Attachments
4. Begin Selling: Membership Setup > Begin Selling
5. Club Portal Admin Access: Settings > Manage User Accounts
6. Members > View Members

Team Registration steps include:
7. Club creates Roster Sheets (Official Team Roster), and registers into Premiers, Provincials, Nationals
8. Roster Edits – add/release players and coaches to their Roster Sheet

Member Registration steps, see:
9. Member Registration Portal: Settings > Registration Setup > Member Registration Portal link for [your club]
   - Available Resources:
     - **Player Registration Guide**
     - **Club/Team Personnel, Coaches, Volunteer, Registration Guide**
     - **Referee Registration Guide**
     - **Club President Registration Guide**
10. Person in Authority Checks (PIA's) > Qualifications > Credentials
11. Insurance
12. Club President Resources

General Information

Returning Clubs: Please note that on August 5th, your Club Portal status will change from ACTIVE to AWAITING APPROVAL. This will temporarily deactivate your Club Portal Administrator dashboard links — all links will be disabled except for "Purchase Events.". To regain full access, you must complete the annual Club Approval Application Form. Once your application is approved, your status will return to ACTIVE, and all dashboard links will be 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 VA 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.

www.volleyballalberta.ca
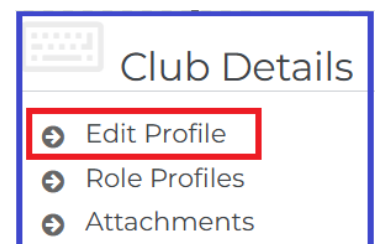
2. Club Details > Role Profiles

New for 2025-2026, Required Roles by Club Type. Clubs must log in to their Club Portal and, under Club Details > Roles, add all individuals who hold applicable governance positions within your club based on your registration type.
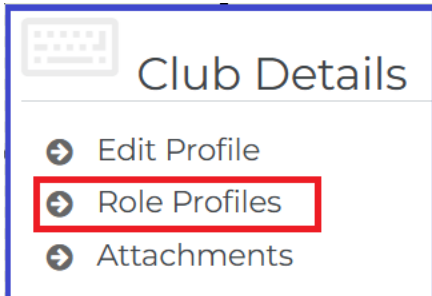
Note: If one individual holds multiple roles, they must be listed under each applicable role. For example, if the Club President is also the PIA Screening Designate and Coach Educator, they should be entered in all three sections. The only exception is the *Third-Party Liaison — this role must be assigned to someone who is not related to or directly connected with the Club President or Owner, as it is intended for dispute resolution.

3. Club Details > Attachments

New for 2025-2026, Required Uploads by Club Type. The following documents must be uploaded to your Club Portal > Club Details > **Attachments**
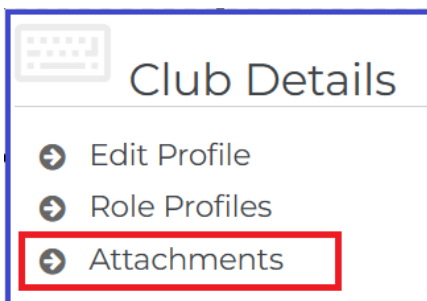
For Non-Profit Clubs:
- Proof of Registration (e.g., certificate of incorporation and most recent annual proof of filing)
- Directors and Officers Insurance Certificate

For Registered Business Clubs:
- Proof of Registration (e.g., Certificate from the Alberta Corporate Registry)
- General Liability Insurance Certificate

For Non-Certified Clubs:
- No uploads are required.

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4. Begin Selling

- **Membership Setup > Begin Selling**

Volleyball Alberta has already published its memberships to your Club Portal—**no action is required from you at this step.** Simply review your list and confirm that the memberships your club needs are listed and active. If there are categories your club will not be using (e.g., Adult Player memberships or Beach memberships), you can either delete them or set both the "Selling From" and "Selling To" dates to a past date. This will make the category unavailable for registration through your club (i.e., it will no longer appear on the "Register to Your Club" Club Locator page).

Payment Methods: Accept Payments

There are no additional steps required by club administrators regarding payment methods for this season. Payment integration at the club portal level remains disabled.

Each club portal has been set up with a Stripe Split Pay CAD account, which allows for a 2-way payment split between Volleyball Alberta and Volleyball Canada—used exclusively for VA/VC membership purchases made through your club portal.

At this time, clubs must continue to collect payments for tryouts, team fees, events, or club-hosted tournaments outside of Sportlomo. While a 3-way payment split (Club, VA, VC) may be considered in the future, Volleyball Alberta has determined that additional testing and preparation are still required before enabling club-level payment integrations. This functionality is not expected to be introduced until a later season.

Payment Methods: Make Payments

To register for events, clubs will need a valid credit card. Credit card information is not stored in the club portal. Sportlomo accepts all major credit cards: Visa, Mastercard, and AMEX.

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

## 5. 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 and remove them once their term ends.

Settings
- Manage User Accounts
- Registration Setup
- Association Roles Search
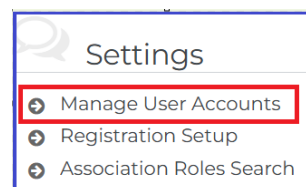
6. Members
- **Membership > view members**
  - Search/Expand Filter
    - Season:
    - Status:
    - Export:
    - More ...

Membership
- View Members
- Payments Received
- Transfers/Dual Membership
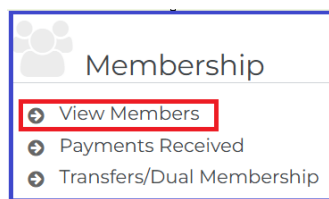
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7. Create Roster Sheets and register into an event

- **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 "Volleyball Alberta Premiers & Provincials Registration Guide" document that is scheduled to be posted on our website in September; along with the schedule, season planner and competition regulation documents.
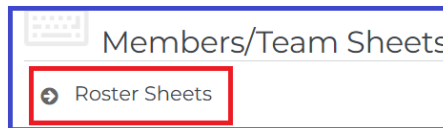

8. Roster Edit

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 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.

Club	Team	Age	Gender	Competition	Roster	Main	Needs Approval	Players	Roster Coaches	Events		Actions
Volleyball Alberta	Volleyball Alberta	_18U Boys	Male			--	--					🖨 ✉ 🕚 📋 ✏ 🔒 🗑

9. Member Registration

Please direct your members to https://volleyballalberta.sportlomo.com/ to Register To Your Club. When a member registers this way, they will become ACTIVE members in your Club, VA & VC portals.
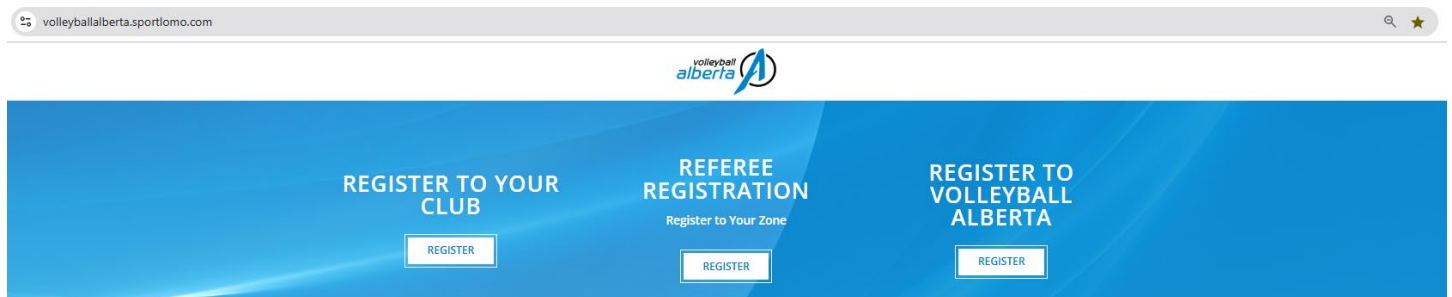
10.   Person in Authority Check steps include:

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

  And/or • Accreditation > Member Qualifications (to view credential statuses only)

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 – Organization 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.

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Please follow the process as outlined on this page: https://www.volleyballalberta.ca/persons-in-authority/ and read the Screening Designate Information Presentation

If your club is not listed in the list of location on VA's Sterling myBackCheck landing page to "[Start My Check!]", please email info@volleyballalberta.ca.

CRC: "Start My Check", go to URL: https://pages.sterlingbackcheck.ca/landing-pages/v/volleyball-alberta/

CRC: Verify checks that have been shared with your Club, go to URL: https://www.mybackcheck.com/Public/Login.aspx

SST: Safe Sport Training, go to: URL: https://thelocker.coach.ca/access/account/public

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11. 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

We ask that clubs submit 1 form with their full list of potential gym rentals needing to be named on the COI in the initial request to lessen the number of emails we need to relay to the insurance office and to speed up the process and turnaround time.

12. Club President Resources

We have created several resources for Club Presidents to assist them: https://www.volleyballalberta.ca/club-president-resources/. Please note, this is a password protected page. You will need to enter **VA2025-3KFC8DS** to access the site.

Notable Resources include:

- Becoming a Member: A Procedural Guide to Incorporating Your Club
- Club Manual – 1st Edition: Resource with Templates galore (including bylaws and policies)
- VA Membership & Registrant Policy, VA Bylaws, and more.

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Membership Questions? Contact: Coordinator, Membership Services | info@volleyballalberta.ca | 780-415-1703 ext. 1