



Premiers and Provincials Registration Guide

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 Administrator 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 follow the steps below to register a team for Volleyball Alberta Premiers and Provincials.

Key information such as registration opening dates, deadlines, draw release dates, fees, roster requirements, competition structure and rules is published annually in the **Indoor Tournament Schedule** and the **Season Planner and Competition Regulations** documents, available at volleyballalberta.ca > INDOOR > Club > General Info. Please take time to review the documents and resources provided on this page:

https://www.volleyballalberta.ca/indoor-volleyball/club_general_info/

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 Member 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.

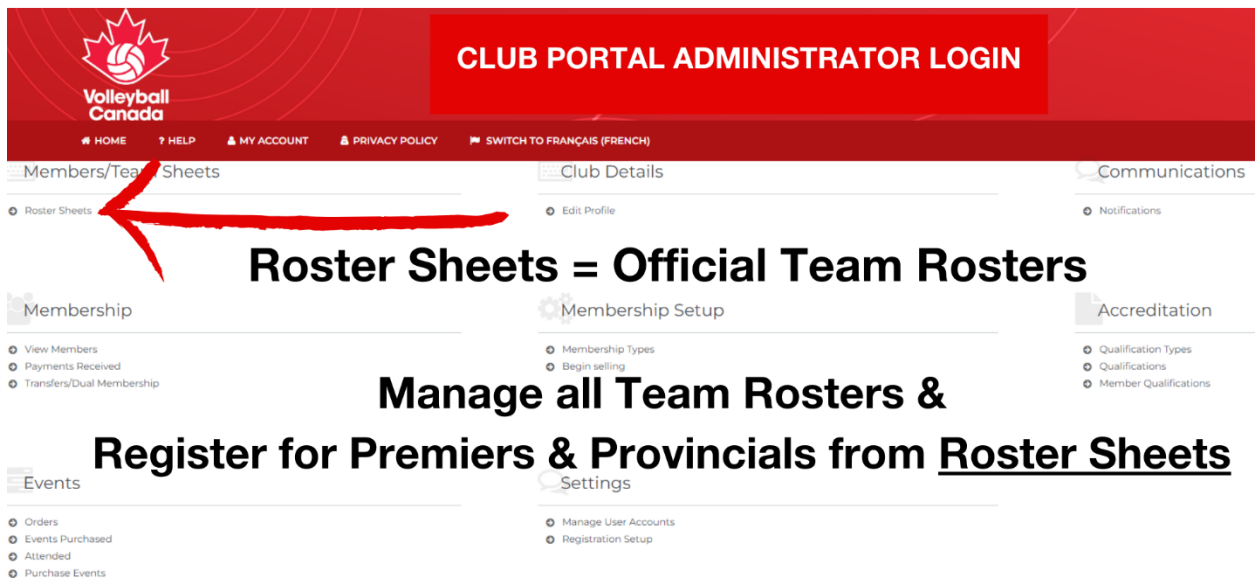
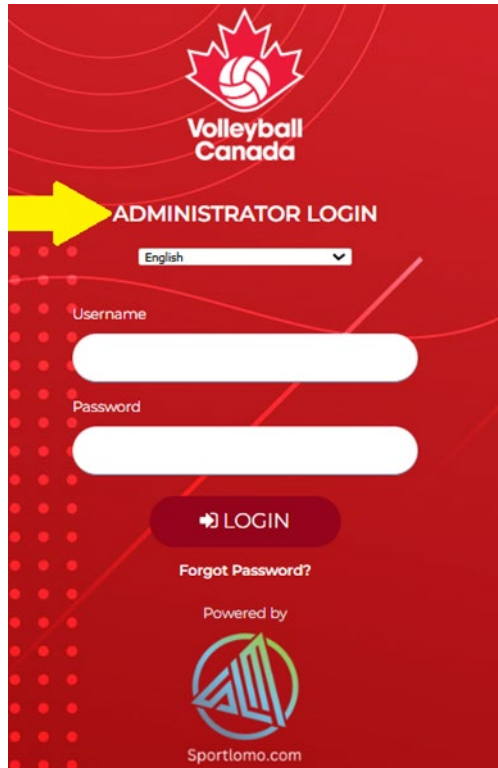
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STEP 1: LOGIN TO YOUR CLUB PORTAL ADMINISTRATOR LOGIN



<https://volleyball.canada.sportsmanager.ie/maint.php>



Roster Sheets = Official Team Rosters

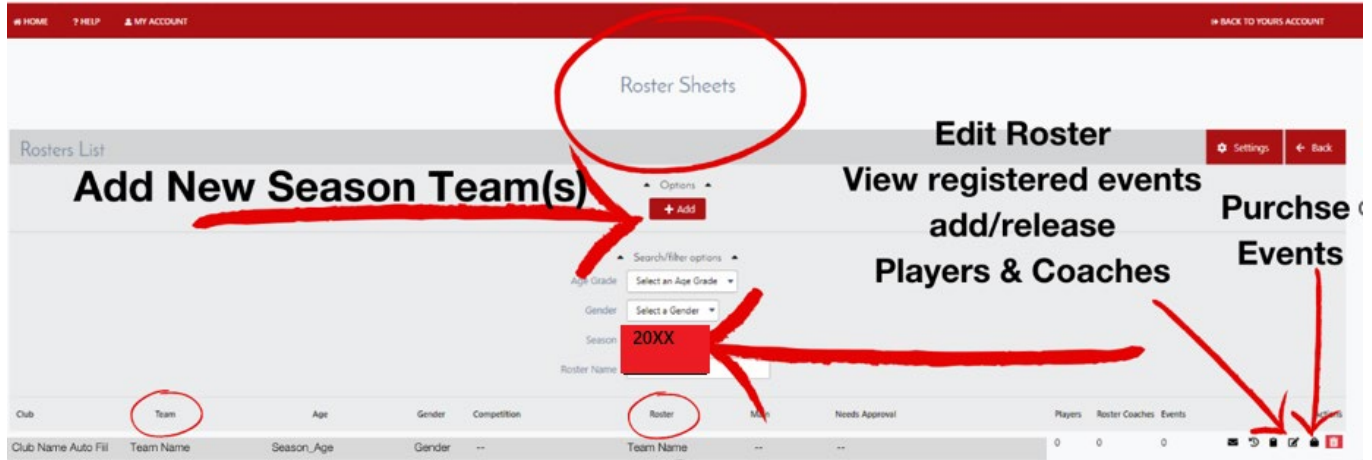
Manage all Team Rosters & Register for Premiers & Provincials from Roster Sheets

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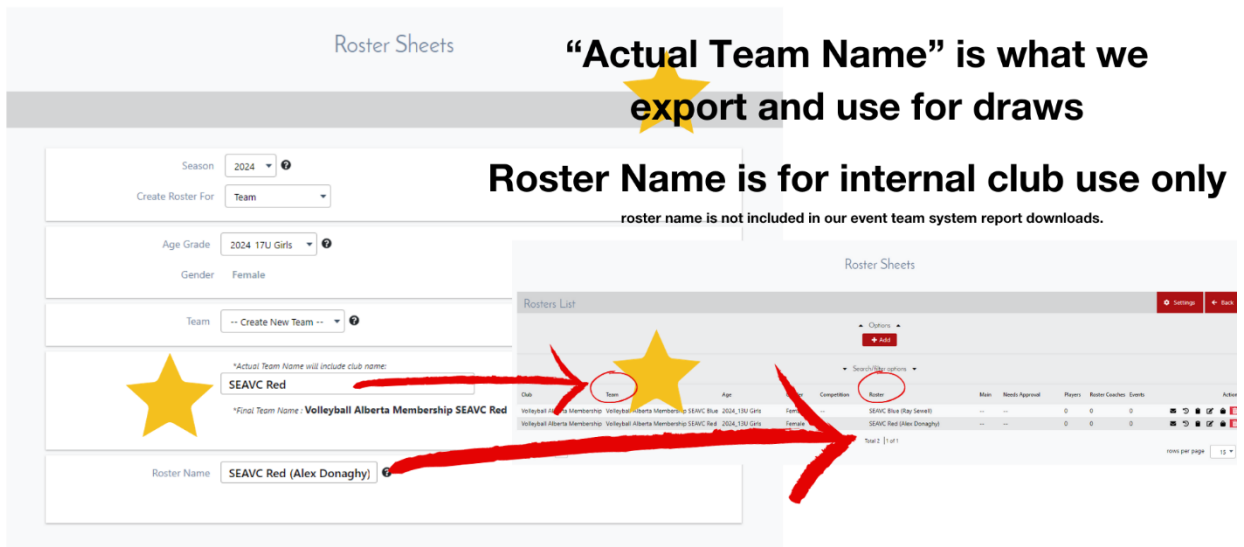
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STEP 2: CREATE ROSTER SHEETS



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



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

Team Name: [] Roster Details [Back]

Players [Add]

Member ID	Jersey Number	Player First Name	Player Last Name	Emergency Phone Number
211	9	First Name	Last Name [Edit]	
211	4	First Name	Last Name [Edit]	
211	3	First Name	Last Name [Outside Hitter]	
221	5	First Name	Last Name [Outside Hitter]	
211	8	First Name	Last Name [Right Side Hitter]	
221	1	First Name	Last Name [Middle Blocker]	
221	11	First Name	Last Name [Outside Blocker]	
211	14	First Name	Last Name [Outside Hitter]	

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: [] Last Name: []
Member ID: [] Member ID: []
Category: [] Type: []
[Apply Filter]

STEP 5: ROSTER COACHES

Team Name: [] Roster Details [Back]

Roster Coaches [Add]

Member ID	First Name	Last Name	Role
211	First Name	Last Name	Head Coach [Add]

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

[Players] [Coaches]

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

STEP 7: ADD EVENTS TO BASKET

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STEP 8: TEAM MAIN CONTACT INFORMATION

Important: This is the *only* email address that Age Class Managers receive in their team downloads.

In past seasons, many Presidents or Registrars entered their own email here, which resulted in them receiving *all* team communications for every tournament.

To ensure information reaches the right people, please enter the email of a **coach or team staff member** for the team being registered in the event. This ensures tournament communications go directly to the team involved.

Events / Programs

Please enter your purchaser contact information ← Back

Main Contact First Name

Main Contact Last Name

Main Contact Email (for event communications) **Event emails from Age Class Managers will be sent to this email address**

Main Contact Mobile

City of residence (for individual registrations) or team's home city (for team registrations):

Province of residence:

Postal Code of residence:

Save

STEP 9: 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

Continue

Thank you!

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Event Registration for Rostered Leaders (User Account Member Login)

Sportlomo Login Links

Sportlomo User Account Login link – to be used by rostered coaches.

 <https://volleyball.canada.sportsmanager.ie/sportlomo/users/login>

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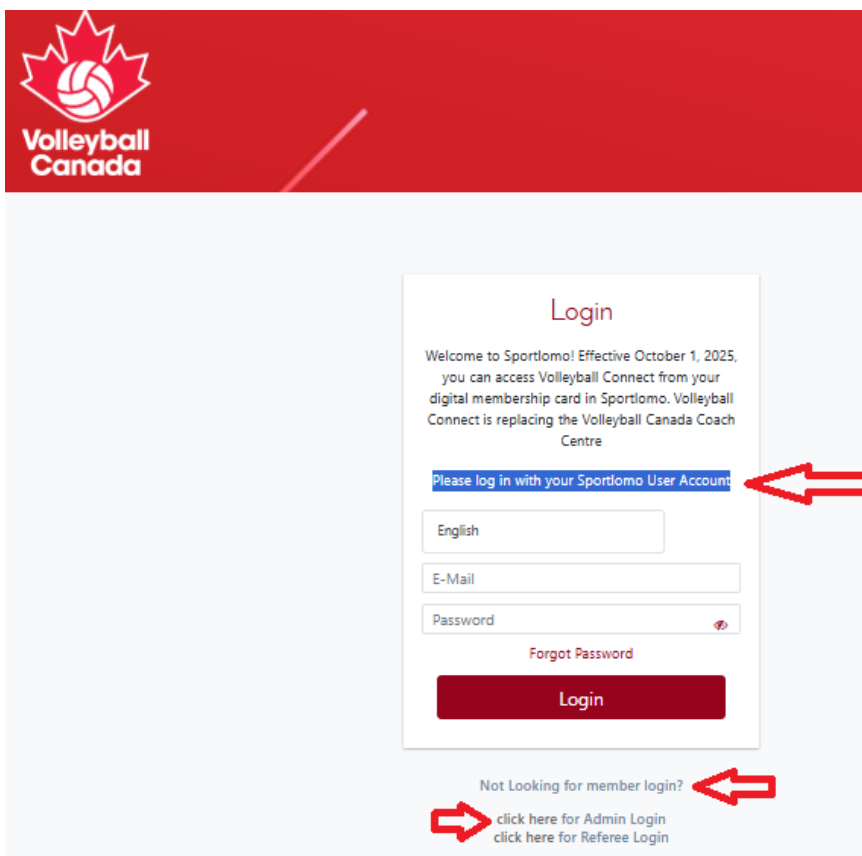
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STEP 1: LOGIN TO YOUR SPORTLOMO USER ACCOUNT MEMBER LOGIN



👉 <https://volleyball.canada.sportsmanager.ie/sportlomo/users/login>



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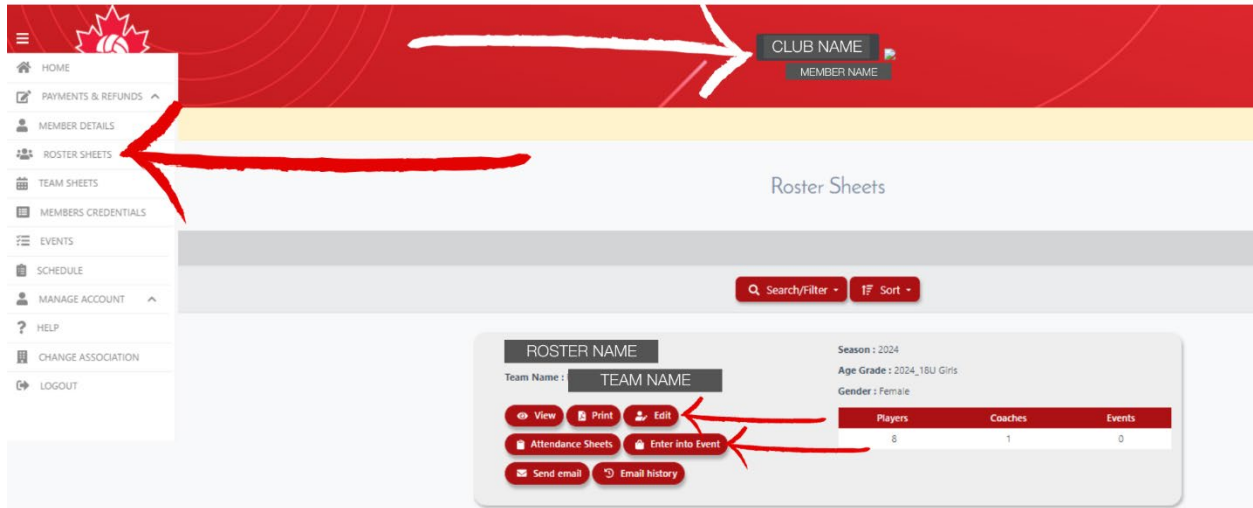
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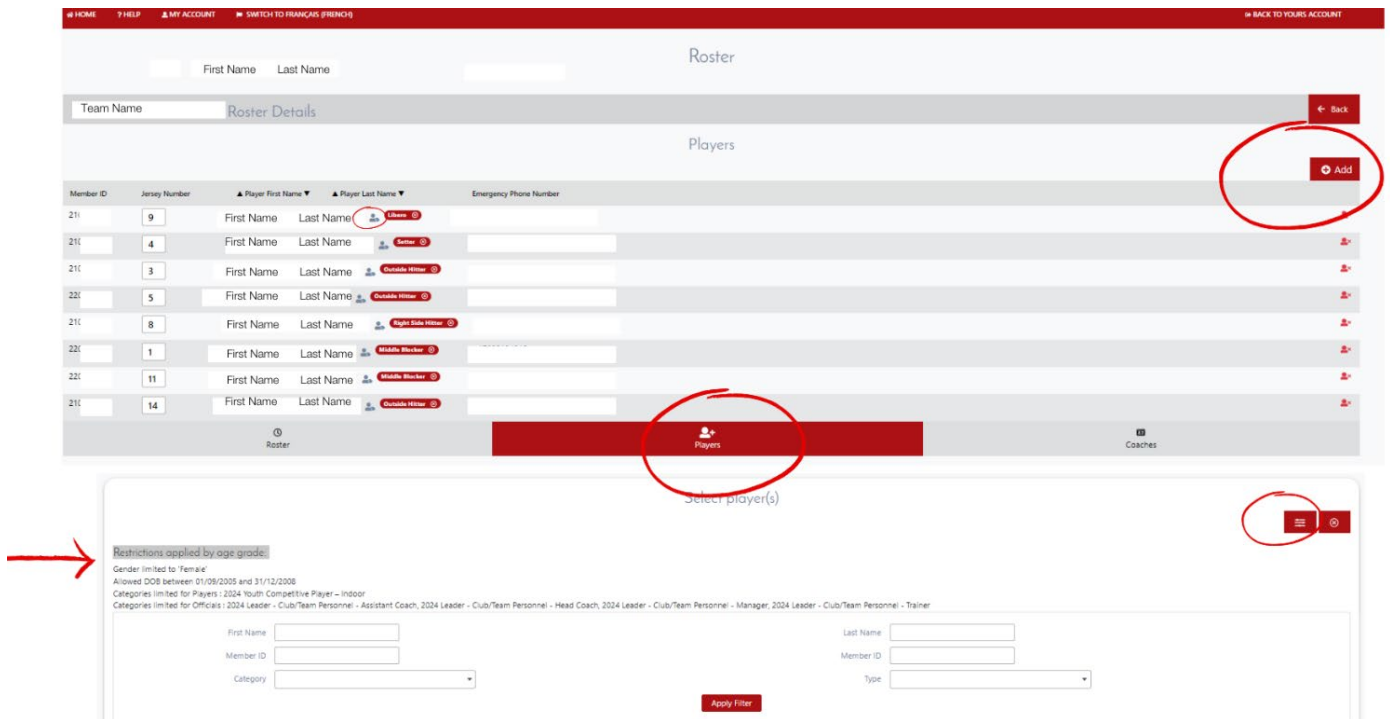
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STEP 2: TOGGLE TO YOUR CLUB PORTAL > MENU ≡ ROSTER SHEETS



STEP 3: ROSTER PLAYERS, CLICK THE “EDIT ICON” CLICK THE “PLAYERS” TAB, THEN “ADD”



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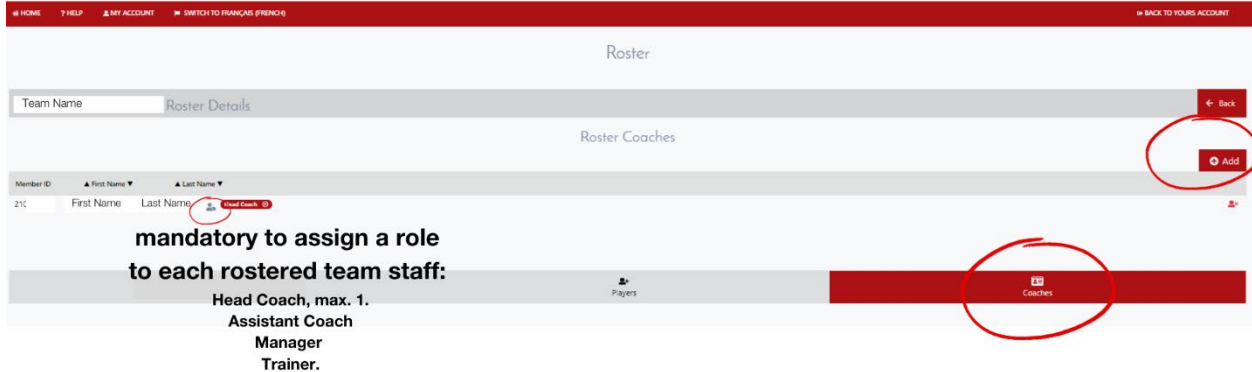
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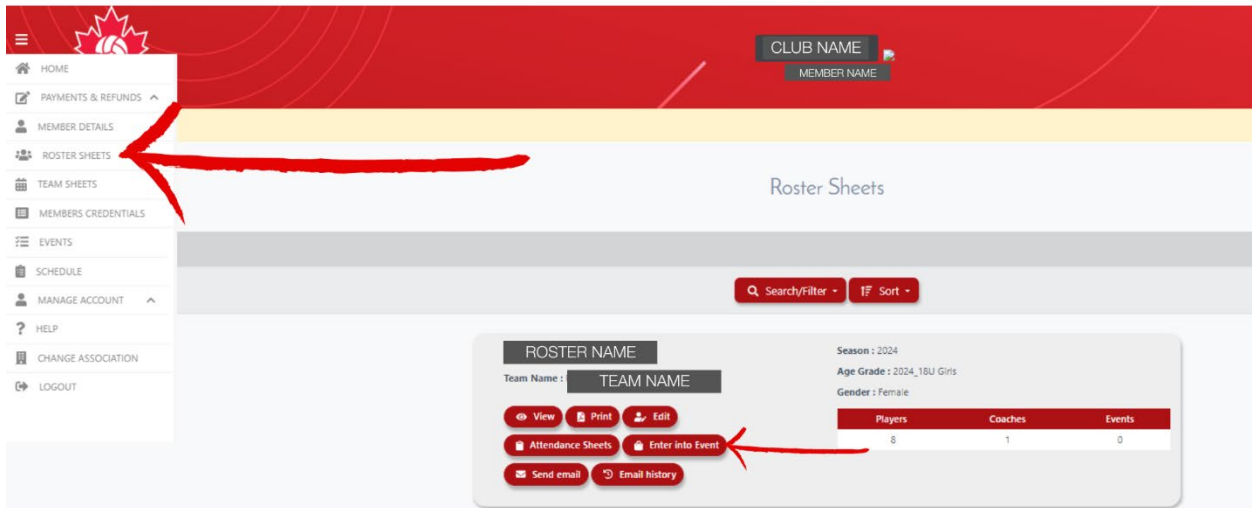
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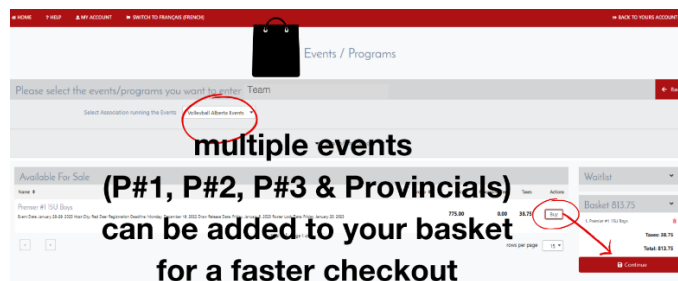
STEP 4: ROSTER COACHES



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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Main Contact First Name

Main Contact Last Name

Main Contact Email (for event communications) **Event emails from Age Class Managers will be sent to this email address**

Main Contact Mobile

City of residence (for individual registrations) or team's home city (for team registrations):

Province of residence:

Postal Code of residence:

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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

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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