

Club Administrator Registration Guide

General Training on: Sportlomo, PIA Checks 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 – Welcome to your club portal!

Initial club portal set-up steps include:

- Sharing Login Credentials – strictly prohibited.
- 1. Club Information > Club Details > Edit Profile
- 2. Club Details > Attachments
- 3. Club Details > Role Profiles
- 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**
 - **Leader Registration Guide** ([All Leaders](#) – Coaches, Referees, Executives, Volunteers, ...)
 - **Club President Registration Guide** (Returning Clubs, New Clubs)
 - **And more are available on our website's** [How To Register](#) page.
10. Person in Authority Checks (PIA's) > Credentials > Qualifications
11. Credential Verification & System Integrations
12. Insurance
13. Club President Resources

Returning Clubs

During the annual Club Approval Application period (August), your Club Portal status will change from ACTIVE to AWAITING APPROVAL. During this time, your Club Portal Administrator dashboard will be temporarily restricted, and all dashboard links will be disabled except for Purchase Events.

To restore full access, complete the annual Club Approval Application. Once your application has been reviewed and approved, your Club Portal status will return to ACTIVE, and all administrator dashboard links will be restored.

Once your Club Portal has been reactivated, follow the steps below.

Sharing Login Credentials

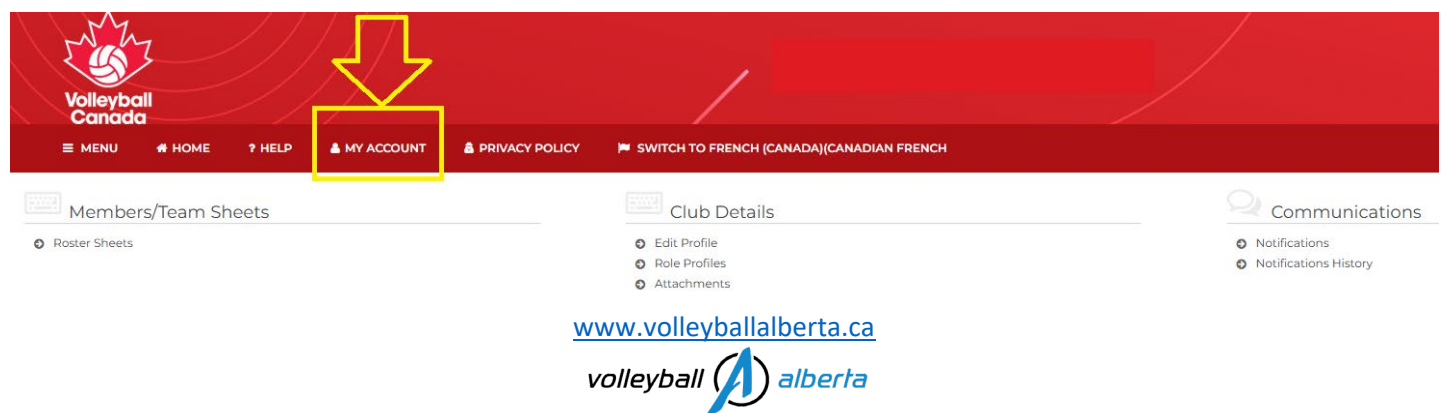
Club Portal administrator login credentials are assigned to an individual user and must never be shared. If additional administrators require access to the Club Portal, they must be granted their own individual account through the **Manage User Accounts** feature. Sharing usernames and passwords is strictly prohibited.

Individual user accounts help protect personal information, maintain system security, and support accountability by:

- Managing onboarding and offboarding by granting or removing administrator access as responsibilities change.
- Preserving accountability by ensuring actions performed within the Club Portal are associated with the individual user account that performed them.
- Supporting the review of registrations, approvals, payments, and other administrative activity by identifying the user account associated with those actions.
- Protecting personal information in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). Only authorized individuals should have access to member, registration, screening, financial, and event information.
- Reducing security risks by ensuring former administrators no longer have access once their responsibilities have ended.
- Strengthening account security by ensuring each administrator maintains their own password and account credentials.
- Improving technical support by helping Volleyball Alberta identify and troubleshoot issues associated with a specific user account.

The Club President is responsible for regularly reviewing administrator accounts and ensuring access is granted only to authorized individuals. Administrator access must be removed promptly when it is no longer required. Access must always be managed through the Manage User Accounts feature and never by sharing the Primary Club Portal login credentials.

To review your Primary Club Portal login credentials or update your password, click **My Account**.



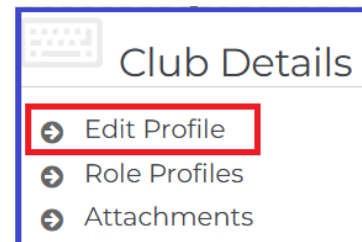
The screenshot shows the Volleyball Alberta Club Portal interface. The top navigation bar is red and contains the Volleyball Canada logo, a yellow arrow pointing to the 'MY ACCOUNT' link, and other links like MENU, HOME, HELP, PRIVACY POLICY, and SWITCH TO FRENCH. Below the navigation bar are three main sections: Members/Team Sheets, Club Details, and Communications. The bottom of the page features the website URL www.volleyballalberta.ca and the Volleyball Alberta logo.

1. Club Information

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

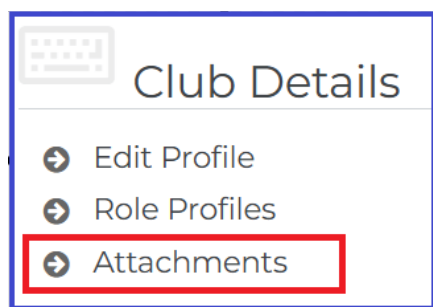
- **Club Details > Edit Profile, enter/edit all required (bold) fields, save.**

Details entered on this page are published to the [VA Club Locator powered by Sportlomo](#). Your club name, logo, website, email address, and map location will be displayed to help prospective members find your club, access your website, contact you directly, and learn more about your teams and programs. Please ensure this is accurate and kept up to date.



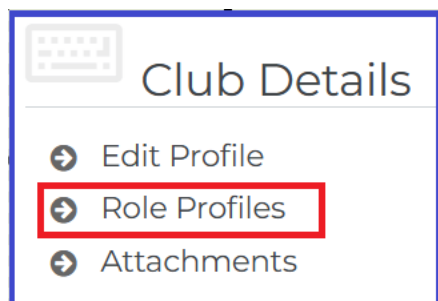
2. Club Details > Attachments

Review and update your Club Attachments, ensuring all required documents for your registrant type are uploaded and current.



3. Club Details > Role Profiles

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.

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.

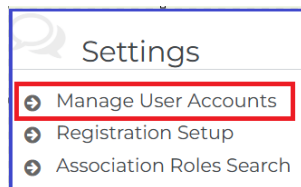
Service Fee (Sportlomo + Stripe Pay): A non-refundable 3.1% + \$0.50 per transaction service fee will be charged directly to the member at the time of purchase.

5. Club Portal Admin Access

Manage Admin Access

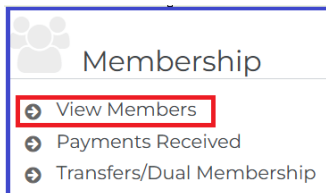
Club Presidents will be able to add/remove additional admins to their club portal if sharing team registration responsibilities with Team Managers or Coaches.

- **Settings > Manage User Accounts ...**
[add] who you want to give access to your club portal and remove them once their term ends.



6. Members

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



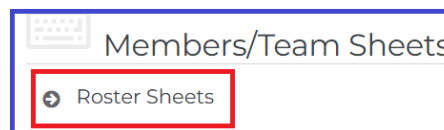
7. Create Roster Sheets and register into an event

- Create your Roster Sheets (Official Team Roster) and register into Premiers, Provincials, Nationals

Club portal login > Home > Members/Team Sheets > Roster Sheets

Follow the current season **Signing & Tryout Process** document for timelines and requirements related to creating Roster Sheets for re-signed teams and signed athletes throughout the Fall and Winter tryout periods.

Refer to the current season **Volleyball Alberta Premiers & Provincials Registration Guide** for detailed instructions on event registration. This guide, along with the competition schedule, season planner, and Competition Regulations, will be published on the Volleyball Alberta website prior to the competition season.



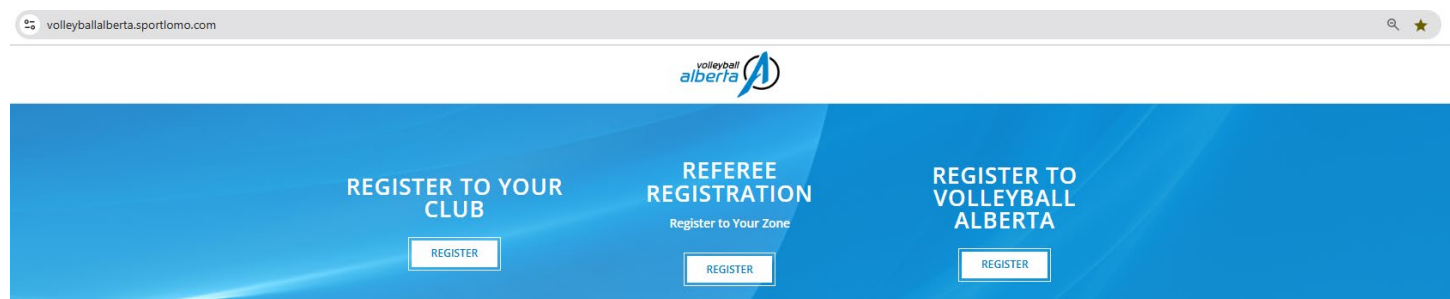
8. Roster Edit

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.

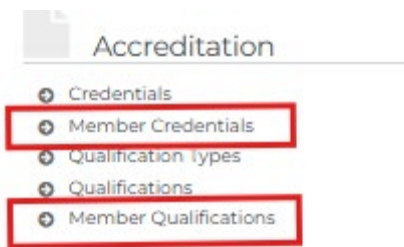
Club	Team	Age	Gender	Competition	Roster	Main	Needs Approval	Players	Roster Coaches	Events	Actions
Volleyball Alberta	Volleyball Alberta	_18U Boys	Male			--	--				     

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 members in your Club, VA & VC portals.



10. Person in Authority Checks (PIA Checks) - Member Credentials & Qualifications



Volleyball Alberta uses Sportlomo's Member Credentials and Member Qualifications to support club-level Person in Authority (PIA) screening. If these terms are unfamiliar, don't worry—they're simply the names Sportlomo uses to organize and track member requirements.

The concepts are straightforward:

- **Credential** = One requirement.
- **Qualification** = A collection of one or more Credentials evaluated together using predefined rules.

Credential

A Credential represents a single requirement assigned to a member. Examples include:

- Criminal Record Check (CRC)
- Safe Sport Training (SST)
- Respect in Sport (RIS)
- Screening Disclosure Form (SDF)

Each Credential is tracked individually and may include an issue date, expiry date, status, and supporting documentation, where applicable.

Qualification

A Qualification groups one or more Credentials together and evaluates them based on predefined rules. Depending on the Qualification, the rules may require:

- All listed Credentials to be valid;
- One of several acceptable Credentials; or
- A combination of both.

Example: Person in Authority Check – Volleyball Alberta Qualification

The **Person in Authority Check – Volleyball Alberta** Qualification consists of the following Member Credentials:

- Safe Sport Training (SST)
- Respect in Sport (RIS)
- Sterling myBackCheck Criminal Record Check (CRC)
- Trustii Criminal Record Check (CRC)
- Screening Disclosure Form (SDF)

Qualification Rules - To achieve a Licensed Qualification:

- Safe Sport Training (SST) **OR** Respect in Sport (RIS) must be approved.
- myBackCheck Date of Completion (CRC) **OR** Trustii (CRC) must be approved.
- Screening Disclosure Form (SDF) must be approved.

Result

Only when the required Credentials have been approved will the Person in Authority Check – Volleyball Alberta Qualification be shown as Licensed/Active.

Tip

Think of a Credential as a single requirement. A Qualification is the overall result that confirms a member has met all of the requirements.

- **Accreditation > Member Credentials**
 - Search/Filter
 - Type: **Background Check (CRC), Safe Sport Training (SST), Screening Policy (SDF)**
 - Name
 - Member First
 - Member Last
 - Expiry Period Status
- **Accreditation > Member Qualifications**
 - **Type:** Person In Authority
 - **Qualification Name:** Person In Authority Check – Volleyball Alberta
 - **Member First:**
 - **Member Last:**
 - **Qualification Status:** In Progress, Licensed
 - **Credential Status:** Invalid, Missing Credentials, Active, Expired
 - **Member Status:** Awaiting Approval, Active, Inactive, Expired
 - **Membership Category**

Please follow the PIA process as outlined on this page: <https://www.volleyballalberta.ca/persons-in-authority/>

11. Credential Verification & System Integrations

Sportlomo integrates with the following platforms to automatically update linked Member Credentials:

- Volleyball Connect / The Locker – Leader, Coach, and Referee pathway certifications.
- Trustii – Criminal Record Check (CRC) status.

These integrations help keep Member Credentials up to date and reduce the need for manual verification. If you wish to verify NCCP certifications manually, Coach.ca's Coach Transcript Search remains available for club administrators.

NCCP Coach Transcript Search URL: <https://thelocker.coach.ca/access/account/public>

12. 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.

13. 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.