



2026-2027 Member Registration Handbook

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www.volleyballalberta.ca

NORTH 11759 Groat Road, Edmonton, AB T5M 3K6 p: 780-415-1703

SOUTH Unit #8, 135 Commercial Drive, Calgary AB, T3Z 2A7 p: 780-415-1703

Table of Contents

Member Registration – New For 2027 Summary	3
Member Registration Process (Platforms & General Information)	4
Member Registration FAQ	6
Player Membership Registration Guide	7
Leader Membership Registration Guide	8
Club Presidents Registration Guide – Returning Clubs	9
Club Presidents Registration Guide – New Clubs	12
Club Administrator Registration Guide	15
Beach Registration Guide	23
Editing Your Beach Team Roster	29
Waitlist	30
Trustii – Individuals (preview)	31
Trustii – Club Administrator (preview)	35
Volleyball Alberta Staff & Board Registration Guide	40

Member Registration – New For 2027 Summary

2026-2027 season

Sportlomo will open for VA's 2026-2027 season on August 5, 2026 at 9:00 am.

NEW For 2027: Volleyball Alberta (VA) Membership Fees Participant Fee Structure – 2026-2027 available on our website's [Fees & Benefits page](#).

NEW For 2027: Returning Clubs, please note that on August 4th at 11:59 PM your Club Portal status will change from ACTIVE to AWAITING APPROVAL. This will temporarily deactivate the menu links in your Club Portal Administrator login. To regain access, complete the annual "[Club Approval Application Form](#)". Once approved, your status will become ACTIVE for the season and your club portal menu links restored.

NEW For 2027: All returning clubs must register by August 25. New clubs wanting to participate in the 2026/27 season must complete the Club Approval Form by September 30.

NEW FOR 2027: Club 3rd Party Liaison Membership

A new Club 3rd Party Liaison membership category has been added to Club Portals.

NEW For 2027: Club Portal Roles (Required)

All clubs are now required to add and maintain their board members directly in the Club Portal under Details > **Roles**. This replaces the previous process of collecting board member information through the Club Approval Application Form. Roles were introduced to Club Portals last season. Completion of the Roles section is mandatory for all clubs. It is the club's responsibility to ensure this information is accurate and kept up to date throughout the season, including whenever board members or key contacts change.

NEW For 2026: Club Portal Attachments (Required)

All clubs are now required to upload and maintain their required supporting documents directly in the Club Portal under Details > **Attachments**. This replaces the previous process of submitting documents through the Club Approval Application Form. The Attachments section was introduced to Club Portals last season. Uploading the required documents per club type is mandatory. Required documents may include:

- Certificate of Incorporation
- Most Recent Annual Proof of Filing
- Directors & Officers (D&O) Liability Insurance Certificate
- Business Licence
- General Liability Insurance Certificate

The required documents vary based on the club's registrant type (e.g., Non-Profit, Registered Business, or Non-Certified). Clubs are responsible for knowing their registrant type and ensuring all required documents are uploaded, current, and maintained in accordance with the Membership & Registrant Policy throughout the season.

NEW For 2026: Club Approval Application Form – New Section: Memorandum of Understanding (MOU)

NEW FOR 2027: Trustii is replacing **Sterling myBackCheck** as Volleyball Alberta's Criminal Record Check (CRC) provider. Individuals who are required to complete a CRC will now do so through the Trustii platform. Applicants will be responsible for paying for their CRC directly through the Trustii platform. Read more about this on our [PIA Checks page](#).

Member Registration Process (Platforms & General Information)

Acronyms and Definitions

PIA = [Person in Authority](#)

PIA Minimum Mandatory Requirements:

1. **CRC** = Criminal Record Check
2. **SST** = Safe Sport Training
3. **SDF** = Screening Disclosure Form

Leader = see the [VA Participant Fee Structure](#) document

PTA = Provincial Territorial Association; **VA** = Volleyball Alberta. **NSO** = National Sport Organizations; **VC** = Volleyball Canada.

Platforms

[Sportlomo](#) = Volleyball Registration platform. [Stripe](#) = Sportlomo's Payment Processing platform.

[Trustii](#) = CRC online platform, all checks must be completed through Trustii, effective Aug. 1, 2026. Accessible through Sportlomo.

[Volleyball Connect](#) = Learning Management System. Accessible through Sportlomo.

[The Locker](#) = National Certification Program (NCCP) platform.

[Arbiter](#) = Assigning system used by Volleyball Alberta for Referees.

[Balltime](#) = AI-powered platform built specifically for volleyball.

[GMTM](#) = Platform to apply for Team Alberta identification camps.

[Hudl](#) = Hudl provides Team Alberta coaches and athletes with video analysis and performance review tools.

[CanAccom Group Travel](#) = Alberta-based business that works to assist sports teams with the process of group travel.

[ALIAS](#): All concerns related to Safe Sport or breach of VA's policies must be submitted through Alias.

Volleyball Alberta's "[How To Register](#)" page remains your go-to resource for all things registration. This page brings together all the key links and registration guides in one place.

General

Volleyball Alberta requires Players, Club/Team Personnel, Referees, and Leaders (any individuals involved in the organization and/or delivery of volleyball) to become members prior to acting within the scope of their duties on behalf of Volleyball Canada (VC), Volleyball Alberta (VA), and affiliated Clubs. An active membership is required to register for any of our programs and events and must have a valid email address.

Sportlomo typically opens in early August for the upcoming season.

Memberships purchased in August will have a status of: **Future Start Date** and the status will automatically change to **Active** on September 1st (except for Leaders that have not met the minimum mandatory PIAs: **CRC**, **SST**, **SDF**; their status will remain "**Awaiting Approval**" until verified and approved by Volleyball Alberta and only then will their status be updated to "**Active**". The Volleyball Alberta Events portal will allow Future Start Date & Active status members to register for any new season events/programs/clinics that are scheduled to open in August, such as the Club Approval Application & GO Sports Fall Programs.

Memberships are valid from September 1st to August 31st of each year.

Fees & Benefits: Details are available on the Volleyball Alberta website under **Registration > [Fees & Benefits](#)**. Refer to the document titled "**Volleyball Alberta (VA) Membership Fees Participant Fee Structure.**"

PLEASE NOTE: Participants upgrading their membership and adding multiple roles pay for the more expensive role at a differential rate (upgradable membership type). Already paid fees will discount when members [Upgrade/Add Category] or [Dual Membership] from their [Sportlomo Member Login](#) Active Member Card in Volleyball Alberta Membership Portal and affiliated Club Portal pages.

Example: A member registers as a Development Player for tryouts and later upgrades to a Competitive Player after signing a Letter of Intent (LOI).

The member pays only the difference between the Development Player membership fee and the Competitive Player membership fee.

Checkout summary for a Competitive Player upgrade:

Competitive Fee – Development Fee = Upgrade Fee

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PLEASE NOTE: [Youth Development Player – Tryout](#), THIS MEMBERSHIP IS FOR ATHLETES TO PARTICIPATE IN A TRYOUT AND MUST BE PURCHASED IN THE [VOLLEYBALL ALBERTA MEMBERSHIP](#) PORTAL. ONCE SELECTED TO A TEAM THAT WILL PARTICIPATE IN CLUB HOSTED TOURNAMENTS, PREMIERS, PROVINCIALS, OR NATIONALS, THIS MEMBERSHIP WILL NEED TO BE UPGRADED TO THE [Competitive Player](#) MEMBERSHIP AND ADDED TO THEIR CLUB'S SPORTLOMO PORTAL FOR THE SEASON. THERE ARE TWO WAYS TO DO THIS: [DUAL MEMBERSHIP](#) FROM VA-MEMBERSHIP PORTAL TO YOUR CLUB PORTAL or START ON THE CLUB LOCATOR PAGE POWERED BY SPORTLOMO TO "REGISTER TO YOUR CLUB" : <https://volleyballalberta.sportlomo.com/>

THE: [Youth Recreational Player – Indoor](#) MEMBERSHIP IS FOR ATHLETES THAT PARTICIPATE IN A RECREATIONAL PROGRAM: MINI, ATOMIC, LEAGUE, GO SPORTS, CAMP, CLINIC AND DOES NOT PLAN TO PARTICIPATE IN CLUB HOSTED TOURNAMENTS, PREMIERS, PROVINCIALS, OR NATIONALS. THIS MEMBERSHIP IS FOR PROGRAMS & TRAINING WITHIN VOLLEYBALL ALBERTA AND REGISTERED CLUBS AND DOES NOT COVER ANY ACTIVITIES WITH OTHER CLUBS/TEAMS (INTRA CLUB ACTIVITIES ONLY).

PLEASE NOTE: The Sportlomo registration system connects three levels: [1] Club, [2] PTA (Volleyball Alberta), and [3] NSO (Volleyball Canada). To ensure clubs can view and manage their members, individuals must register by selecting their Club during the registration process. When members register through their Club Portal, all three levels (Club, VA, VC) are automatically linked in the backend — ensuring eligibility and visibility at all levels. Registrations completed directly through the Volleyball Alberta Membership Portal (e.g., tryout memberships) will not appear in club portals and cannot be managed or rostered by the club. Throughout the season, members may need to toggle between portals — such as the Club Portal, VA Membership Portal, VA Events Portal, or the Volleyball Canada Portal — depending on what they need to access.

IF YOU KNOW YOUR CLUB, Register To Your Club: [Member Registration Portal – Find Your Club](#)

IF YOU DO NOT HAVE A CLUB (yet), Register To Volleyball Alberta: [Member Registration Portal for Volleyball Alberta Membership](#)

Intraclub Recreation Programs/Teams

A team/program that focuses on training and will only TRAIN or compete against teams within their club/program (**Intraclub Recreation Programs/Teams**) requires participants to have a recreational membership. VA Insurance covers Recreational Members ONLY while participating in training and competition activities within their own club (**Intraclub activities only**).

Interclub Competitive Programs/Teams

A team/program that will involve training or competing against teams/programs outside their own club (**Interclub Competitive Programs/Teams**) requires participants to have a competitive membership. Competitive Members are covered under VA insurance while participating in:

- a) Training and competition activities within their own club,
- b) Sanctioned or approved events outside their club (Interclub activities),
- c) Provincial and National volleyball events

Person In Authority (PIA) Checks: CRC, SST, SDF

Screening personnel and volunteers is important to providing a safe sporting environment. Volleyball Alberta is responsible by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Volleyball Alberta is committed to fulfilling the duty of care it owes to its members. PIA Requirements MUST be completed PRIOR to an individual working with a club, athletes, or for Volleyball Alberta.

PIAs may not participate in volleyball activities until they have completed the PIA Minimum Mandatory Requirements. This includes the criminal background check (**CRC**), Safe Sport Training (**SST**), annual Screening Disclosure Form (**SDF**), or any other requirements that may be imposed by VC and/or their PTA. **It is critical that the club fully screens all PIAs for their CRC, SST & SDF (coaches, board members, managers, volunteers, etc.) before they begin working with athletes or commence their duties within the club. VA strongly encourages clubs to complete reference checks on all leaders prior to onboarding.**

For more information, please visit our website's PIA Checks page: <https://www.volleyballalberta.ca/persons-in-authority/>

Member Registration FAQ

Q&A's on Sportlomo, Member Cards and General How-To's

Q&A: I have multiple roles, can I register and add all my roles and only pay for the most expensive category? Yes, choose the Multi-Role Registration Package. See: [Multi Role Registration video](#) [Multi Role Registration screenshot](#)

Q&A: I purchased my tryout membership in Volleyball Alberta Membership Portal. How do I show clubs my proof of registration? Log in to your [Sportlomo User Account](#) > toggle your account to: Volleyball Alberta Membership, there you will find your Member Card which should display your Active member status in the current season; take a screenshot to forward to your club/team prior to attending their tryout, or print this page to show it at tryout check-in. You can also print/forward a copy of your registration confirmation email that you will receive after completing your membership registration.

Q&A: I lost my receipt. How can I download/print another copy?

Login to your [Sportlomo User Account](#) > Toggle to the Association Portal where the purchase was made > Menu > Payments and Refunds > click [Membership](#) to see the membership [print receipt] button or click [Events Orders](#) to see the Event/Program [print receipt] button.

Q&A: I am a club administrator, how can I verify proof of membership registration for participants in my tryouts? Club administrators will need to ask to see a digital or printed copy of their proof of registration. A screenshot of their Member card in VA Membership, the registration confirmation email can be printed/forwarded or a copy of their downloaded/printed receipt may be accepted. Tryout members register to the Volleyball Alberta Membership portal.

Q&A: I purchased my tryout membership in Volleyball Alberta Membership Portal. I have signed an LOI, how do I upgrade my membership to competitive and add it to my club for the season? Log in to your [Sportlomo User Account](#) > Toggle your account to find your tryout membership and [DUAL Membership] to the club you signed with. See: [DUAL MEMBERSHIP VIDEO](#). Once you have dualled your membership the club administrator will be able to view your profile details, signed waivers and registration summary in their club portal [view members] and will be able to roster qualifying members to their Roster Sheet (Official Team Roster) to participate in Sanctioned Club Hosted Tournaments, Premiers, Provincials and Nationals. Members can also return to the [Club Locator Page](#) to "Register to the Club" with the competitive membership category. Doing the Dual Membership steps OR the Club locator "Register to your Club" steps are both acceptable ways to upgrade your membership and add it to your club's club portal and to have already paid fees discounted. Choose the method you are most familiar and comfortable with.

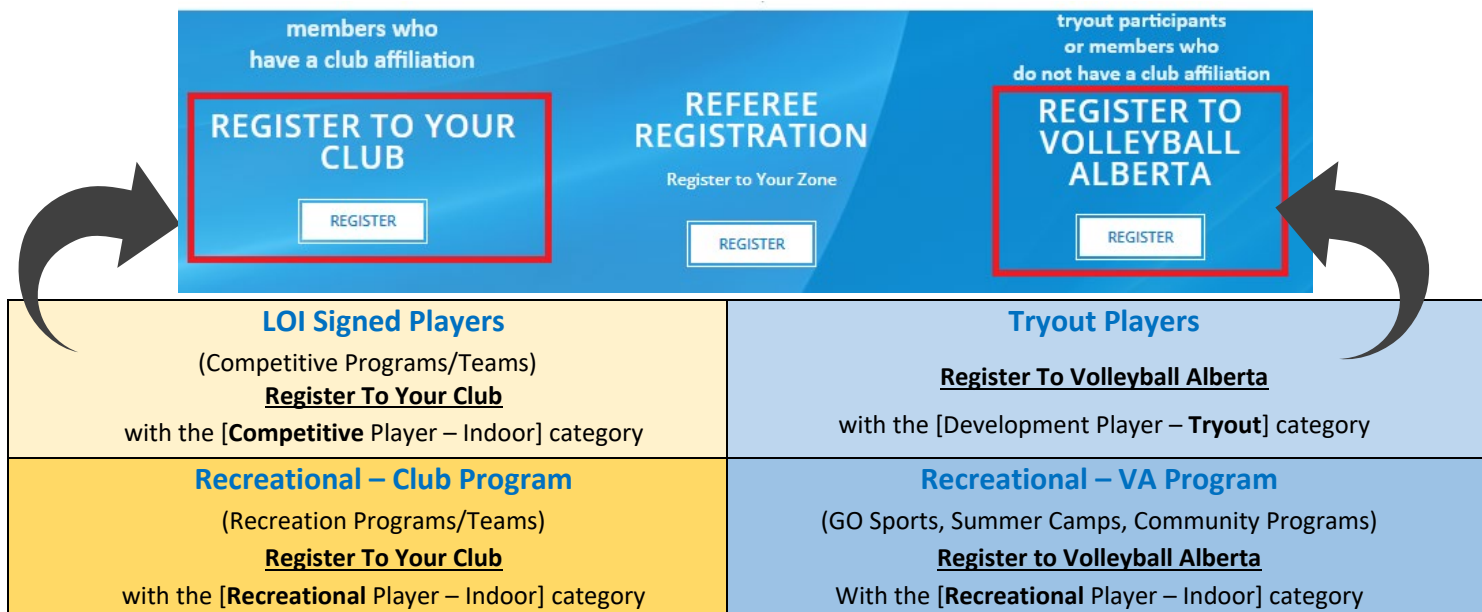
Q&A: I purchased my competitive membership in the Registration Portal for my Club, how do I show my club proof of registration? Your club will be able to see your profile details, signed waivers and registration summary in their Club Portal View Members. To verify that your membership is in their Club Portal, Log in to your [Sportlomo User Account](#) > toggle your account to: CLUB NAME, there you will find your Member Card which should display your Active member status in the current season. If your Active membership is NOT in the club you signed with for the current season, [[DUAL Membership](#)].

Q&A: Why can't I see my Member card or all my memberships in the Volleyball Alberta Membership Toggle? If you registered through your Club Portal, your Member Card and memberships will appear there — but won't show in the Volleyball Alberta Membership toggle. That's normal. Each portal only displays memberships registered or transferred ("dualled") through it. Club level registrations are automatically linked in the backend with Volleyball Alberta and Volleyball Canada for eligibility, even if they aren't visible to you in the VA-Membership toggle.

See Key Support Documents on our How To Register Page: <https://www.volleyballalberta.ca/registration-how-to-register/>

Player Membership Registration Guide

Please start your membership registration on VA's Club Locator Page powered by Sportlomo to
 "Register to your Club" OR "Register to Volleyball Alberta": <https://volleyballalberta.sportlomo.com/>



Fees & Benefits: Are posted on the VA website under Registration > [Fees & Benefits](#), in the **Participant Fee Structure** document.

***PLEASE NOTE:** The **Youth Development Player – Tryout** membership must be purchased by going to the Volleyball Alberta Membership Portal – click to “Register to Volleyball Alberta” as shown in the screenshot above. This membership is for athletes to participate in a tryout. Once selected to a team that will participate in club hosted tournaments, premiers, provincials, or national events, this membership will need to be upgraded to the **Competitive Player** membership and added to their club’s Sportlomo portal for the season. See: [DUAL MEMBERSHIP VIDEO](#)

THE: **Youth Recreational Player – Indoor** membership is for athletes that participate in a recreational program: mini, atomic, league, camp, clinic and does not plan to participate in club hosted tournaments, premiers, provincials, or national events. This membership is for programs & training within a club and does not cover any activities with other clubs/teams.

Individuals need to login or create an account to continue registration on Sportlomo. The Sportlomo account can be created by a parent (parent email, password) or player (player email, password). The email used will become your Primary User Account Email and what you will use to Login to your user account. A Sportlomo account holder can manage their own registrations as well as memberships and registrations of their dependents. ***PLEASE NOTE:** An individual should only have 1 Volleyball Canada ID (formerly Member ID – number starts with 2xxxxxxx). And an account may have multiple Member cards affiliated within it (family managed account).

Answer all the required (bolded) fields on the registration form. Read the waivers, click to accept the waivers, sign, and complete the payment.

Members will receive an email that they can forward to the Club President or Team Main Contact as proof of registration upon request; **Subject:** Member Registration Confirmation **From:** noreply@sportlomo.com

NEW MEMBERS, must check their email inbox/junk for an account activation email; [\[activate account\]](#)

Leader Membership Registration Guide



[All Leaders](#) must complete the Person In Authority (PIA) requirements prior to working with athletes or within a club. A PIA may not participate in volleyball activities until they have completed the following:

Membership	Start your membership registration on the club locator page to [Register To Your Club] or [Register To Your Referee Zone] URL: https://volleyballalberta.sportlomo.com/	annual	See Fees
Criminal Record Checks (CRC)	➔ Login to your Sportlomo Member Account - Locate your Member Card - Click [CREDENTIALS] - Click [UPLOAD CREDENTIAL] - Type: Background Check - Credential Name: Trustii - Click [SAVE] – an email will be sent with a link to complete your Trustii check - Complete your Trustii check – an email with your results will be sent to you.	valid 3 years	• Identity \$2 • Criminal (CA) \$10 • Enhanced verification \$6.99 Total: \$18.99+tx
Safe Sport Training (SST)	➔ Login to your Sportlomo Member Account - Locate your Member Card - Click [VOLLEYBALL CONNECT] - Locate the [Alberta – Development Coach Pathway] - Click [Safe Sport Training] > click [ENROLL] > Click [Start learning now] - This 60 minute eLearning module is offered by the Coaching Association of Canada. Click on the LINK and follow the directions to begin the course and complete the training - If you don't see the [VOLLEYBALL CONNECT] button on your member card in Sportlomo – go directly to the [Coaching Association of Canada – The Locker Login]. ➔ Create an NCCP# or Login to your Coach.ca The Locker account - Click [ELEARNING] - Click [Safe Sport Training] and complete the training - Verify completion by looking in your [PROFILE] > [CERTIFICATIONS].	valid until a new course is created	Free
Screening Disclosure Form (SDF)	- SDF questions are included in the membership registration on Sportlomo	annual	Free

Additional Resources:

Coaches: Know your Coach Eligibility Requirements	https://www.volleyballalberta.ca/leadership/coaches-general-info/
Referees: Know your Referee Eligibility Requirements	https://www.volleyballalberta.ca/leadership/referee-hub/
PIA Checks and the Awaiting Approval process	https://www.volleyballalberta.ca/leadership/persons-in-authority/
Registration Guides & Login Links	https://www.volleyballalberta.ca/registration/registration-how-to-register/

Proof of registration and a copy of your receipt may be downloaded at any time by logging in to your [Sportlomo Member Account](#) > Home > Payments & Refunds > Membership > [view details] to view/download/print/share

NEW MEMBERS must check their email inbox/junk for an account activation email; [activate account]

Club Presidents Registration Guide – Returning Clubs

As Club President, you are responsible for completing your own registration requirements and ensuring your club meets Volleyball Alberta's annual requirements for admission in accordance with the [VA Membership & Registrant Policy](#).

This guide walks you through each step in the order it should be completed.

Registration Checklist

Step 1 — Complete your Person in Authority (PIA) requirements

- Membership Registration, register as Club President
- Criminal Record Check (**CRC**)
- Safe Sport Training (**SST**)
- Screening Disclosure Form (**SDF**)

Step 2 — Complete your Club Approval requirements

- Submit Club Approval Application
- Upload required attachments
- Complete Club Roles

Step 3 — Volleyball Alberta review

- Membership Services reviews application
- Club status issued

Step 4 — Maintain compliance

- Keep Roles updated
- Keep Attachments current
- Complete screening for all Persons in Authority
- Stay current with policies and competition regulations

Step 1 – Membership Registration & Person in Authority (PIA) Requirements

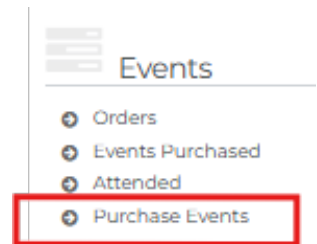
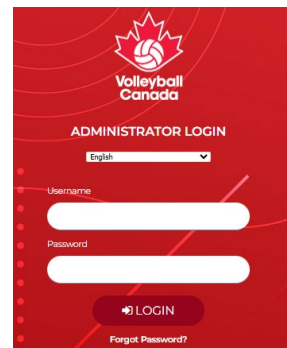
Follow the Leader Membership Registration Guide .

Step 2 – Club Approval

Once your President membership is complete, submit your Club Approval Application through your Sportlomo Club Portal (Administrator Login).

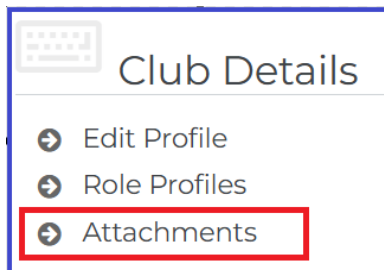
Tip: Always log out of your Member Account before logging in to your Administrator Account. Having both accounts open can cause system errors.

- Login to your [Sportlomo Administrator Account](#)
 - Administrator Login
 - Purchase Events
 - Search Event Name: Club Approval Application



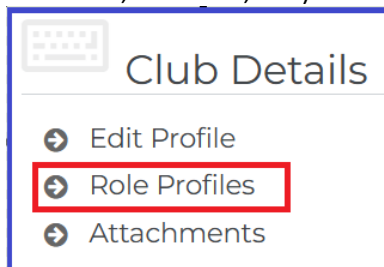
Attachments

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



Club Portal Roles

Review and update your Club Role Profiles, ensuring the President/Owner, Primary Club Portal Administrator, PIA Screening Designate, Coach Educator, Club 3rd Party Liaison, and all governance positions (e.g., Vice-President, Secretary, Treasurer, Directors, etc.) are assigned and current.



Step 3 – Volleyball Alberta Review

Membership Services will review:

- Membership
- PIA requirements
- Club Approval Application
- Club Attachments
- Club Roles

Step 4 – Throughout the Season

Clubs are responsible for:

- Keep Roles updated
- Keep Attachments current
- Complete screening for all Persons in Authority
- Stay current with policies and competition regulations

Club Presidents Registration Guide – New Clubs

As Club President, you are responsible for completing your own registration requirements and ensuring your club meets Volleyball Alberta's annual requirements for admission in accordance with the [VA Membership & Registrant Policy](#).

This guide walks you through each step in the order it should be completed.

Registration Checklist

Step 1 — Complete your Person in Authority (PIA) requirements

- Membership Registration, register as Club President
- Criminal Record Check (CRC)
- Safe Sport Training (SST)
- Screening Disclosure Form (SDF)

Step 2 — Complete your Club Approval requirements

- Submit Club Approval Application
- Upload required attachments
- Complete Club Roles

Step 3 — Volleyball Alberta review

- Membership Services reviews application
- Club status issued

Step 4 — Club onboarding

- Administrator setup
- Club Portal review
- Questions & training

Step 5 — Maintain compliance

- Keep Roles updated
- Keep Attachments current
- Complete screening for all Persons in Authority
- Stay current with policies and competition regulations

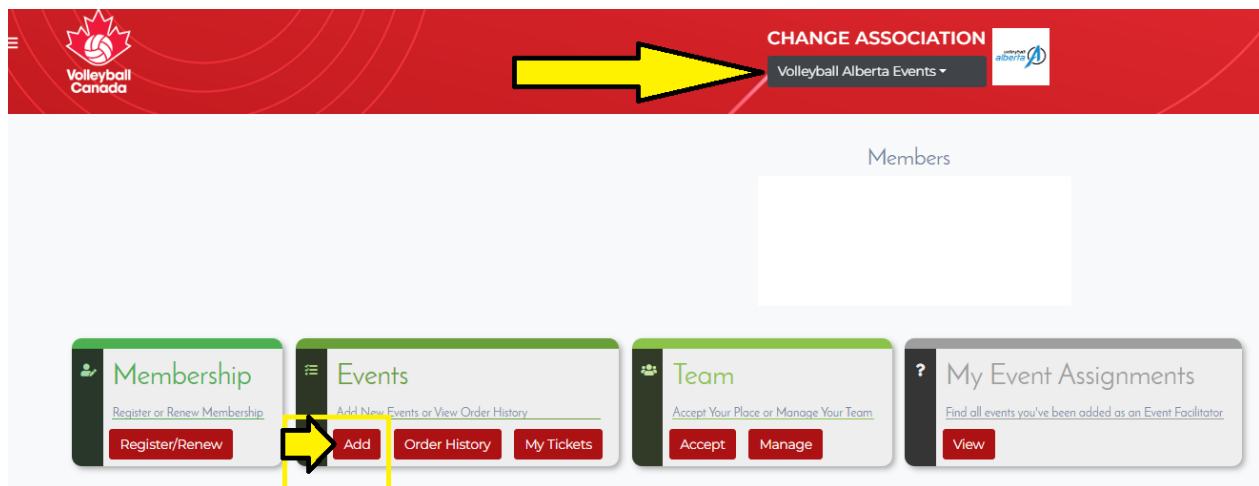
Step 1 – Membership Registration & Person in Authority (PIA) Requirements

Follow the Leader Membership Registration Guide.

Step 2 – Club Approval

Once your President membership is complete, submit your Club Approval Application through Sportlomo.

- Purchase the application through the [Volleyball Alberta Events portal](#)
 - Member Login
 - Change Association to: Volleyball Alberta Events
 - Events Card > Add
 - Search Event Name: Club Approval Application



Attachments & Club Roles

New clubs do not have access to a Club Portal until their Club Approval Application has been reviewed and approved. As part of the application process, new clubs will upload their required attachments and provide their required Club Role Profile information directly within the Club Approval Application. Once approved, a Club Portal will be created, and clubs will be responsible for maintaining their Club Attachments and Club Role Profiles throughout the season.

Step 3 – Volleyball Alberta Review

Membership Services will review:

- Membership
- PIA requirements
- Club Approval Application
- Club Attachments
- Club Roles

If additional information is required, your Club President will be contacted.

Step 4 – New Club Onboarding

Once approved, we'll schedule your onboarding meeting.

Topics include:

- Club Portal
- Membership requirements
- Club resources
- Registration process

Step 5 – Throughout the Season

Clubs are responsible for:

- Keeping Club Roles up to date
- Keeping Attachments current
- Ensuring all Persons in Authority meet screening requirements
- Reviewing updated policies
- Monitoring Volleywire Newsletters and targeted eBlasts
- Following Volleyball Alberta and Volleyball Canada regulations

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

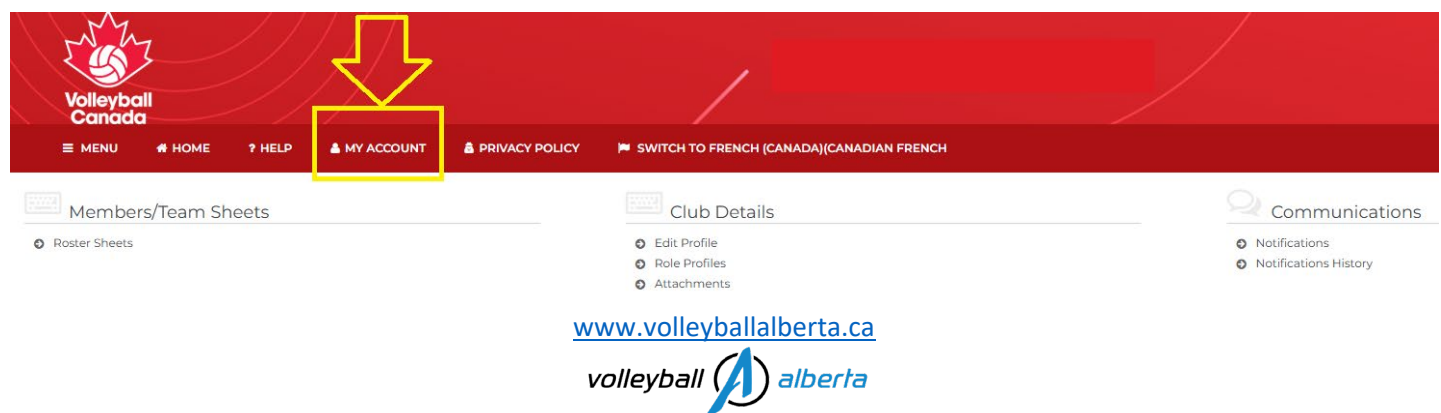
Club Portal administrator login credentials are assigned to an individual user and must never be shared. If additional administrators require access to the Club Portal, they must be granted their own individual account through the **Manage User Accounts** feature. Sharing usernames and passwords is strictly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



[www.volleyballalberta.ca](#)

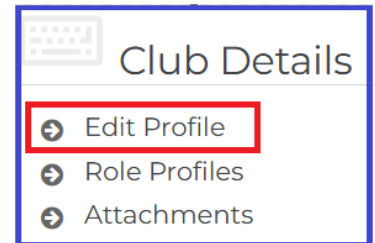


1. Club Information

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

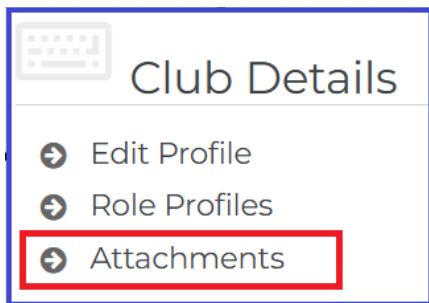
- **Club Details > Edit Profile, enter/edit all required (bold) fields, save.**

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.



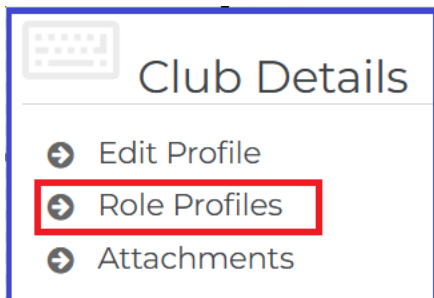
2. Club Details > Attachments

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.

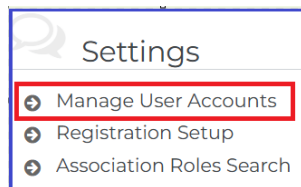
Service Fee (Sportlomo + Stripe Pay): A non-refundable 3.1% + \$0.50 per transaction service fee will be charged directly to the member at the time of purchase.

5. Club Portal Admin Access

Manage Admin Access

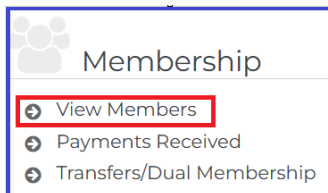
Club Presidents will be able to add/remove additional admins to their club portal if sharing team registration responsibilities with Team Managers or Coaches.

- **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 ...



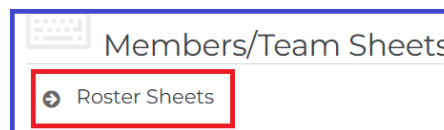
7. Create Roster Sheets and register into an event

- **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.



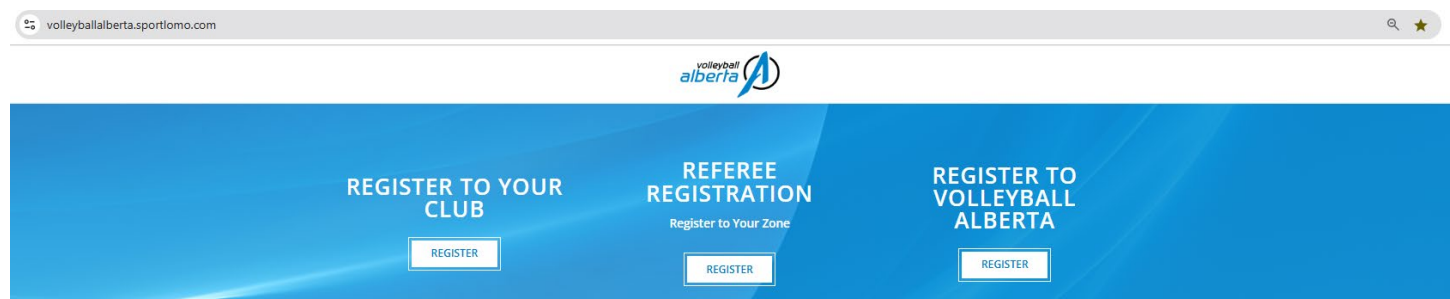
8. Roster Edit

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.

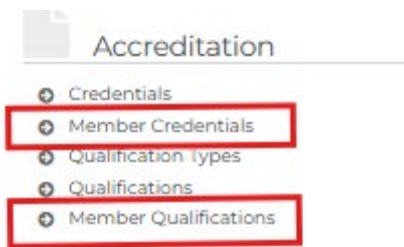
Club	Team	Age	Gender	Competition	Roster	Main	Needs Approval	Players	Roster Coaches	Events	Actions
Volleyball Alberta	Volleyball Alberta	_18U Boys	Male			--	--				     

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.

Beach Registration Guide

Part 1: Beach Membership Registration

Volleyball Alberta's Event Registration Forms have membership prerequisites.

Please start your membership registration on VA's Club Locator Page powered by Sportlomo to
"Register to your Club" OR "Register to Volleyball Alberta": <https://volleyballalberta.sportlomo.com/>



Club-Run Beach Programs (members who have a club affiliation)

Add the beach category by selecting "Register to Your Club" in Sportlomo. This will automatically link your membership with your Club, Volleyball Alberta and Volleyball Canada, ensuring you meet Club/VA/VC event and program eligibility requirements.

Non-Club-Affiliated Players

Select "Register to Volleyball Alberta" if you're joining a VA-run program or competing in Beach Tournaments without a club.

Make sure to upgrade or add one of these Beach Memberships in your Sportlomo account:

- Youth Recreational Player – Beach (**programs/leagues/tryouts**)
- Youth Competitive Player – Beach (**tournaments**)
- Leader - Club/Team Personnel – Beach Coach (**tournaments**)

Recreational Player – Beach

- Upgradable membership type. See [Fees & Benefits](#).
- Current indoor recreational members must add the beach recreational category to their active membership at no cost.
- This membership is intended for athletes who are not wanting to play in Beach Tournaments.
- This is the prerequisite membership to participate in VA-sanctioned beach programs, leagues, and tryouts.

Competitive Player – Beach

- Upgradable membership type. See [Fees & Benefits](#).
- Current indoor competitive members must add the beach competitive category to their active membership at no cost.
- This membership allows athletes to be eligible for all VA Beach Tournaments and Volleyball Canada Beach Nationals.

Leader – Club/Team Personnel - Beach Coach

- Upgradable membership type. See [Fees & Benefits](#).
- Current indoor coaches must add the beach coach category to their active membership at no cost.
- This membership allows coaches to be eligible for all VA Beach Tournaments and Volleyball Canada Beach Nationals.

❖ Beach Coaches are required to have all Mandatory Coach Requirements completed by the Tournament Roster Lock.

Part 1 - PIAs (Person in Authority Requirements)

1. **CRC:** Criminal Record Check via VA's [Sterling myBackCheck](#)
2. **SST:** Safe Sport training [via The Locker](#)
3. **SDF:** Annual Screening Disclosure Form [via Sportlomo](#) answered at time of membership registration

Part 2 - Mandatory HEAD COACH Education Requirements:

4. **MHS:** Making Head Way in Sport [via The Locker](#)
5. **MED:** Making Ethical Decisions [via The Locker](#)
6. **FOV:** Foundations of Volleyball eLearning via the [VC Volleyball Connect](#)

More info on VA website:

www.volleyballalberta.ca/coaches-general-info/

Part 2: Beach Tournament and Beach Program Registration

Once your Sportlomo User Account > Member card > has the required beach membership added to it, proceed to Step 2: registering for tournaments and programs.

- ❖ Register on [Sportlomo – Volleyball Alberta Events](#)
- ❖ Form Type: Team Registration (tournaments) or Individual Registration (programs).
- ❖ **For Beach Tournaments, one of the Players is responsible for registering the team** and adding Player 1, Player 2, (12U Player 3) and a Coach (coach is optional) to the event registration form.
- ❖ Beach Coaches can register their teams for beach tournaments from their Sportlomo User Account (Member Login) and add Player 1, Player 2, (12U Player 3) and roster themselves to the event registration.
- ❖ Club Portal Admins cannot register teams for VA Beach Tournaments.

Please register early! Due to limited space registrations may be limited in some events and age classes.

For more information about Beach Volleyball, visit the Beach Volleyball section of our website:

www.volleyballalberta.ca/beach-volleyball/

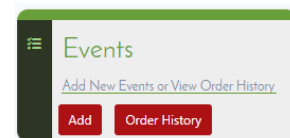
- Beach Registration will open in April.
- **Late entries** (if accepted) will be charged a \$20 late registration fee.
- **Refund Policy:** Please refer to the [Refund Policy](#) page of our website.

All teams 12U-18U are required to have a chaperone (parent/guardian) at the tournament. This does not need to be the registration form Purchase / Main Contact, but can be. A FormStack will be sent to registered teams prior to the tournament to collect chaperone information.

To register the team into VA Beach Tournaments, purchasers will need to log in to their [Sportlomo User Account \(Member Login\)](#) and toggle to the **Volleyball Alberta Events** portal page.

Volleyball Alberta Events ▾

- ☐ [Volleyball Alberta Events ▾]
- ☐ On the Events card, click [Add]
- ☐ Expand the [▾ search/filter options ▾] to help find events
- ☐ Click [Add] to add event(s) to basket. Click [waitlist] if the event is full.
- ☐ **Purchaser / Main Contact:** This can be a parent/guardian, or coach/team administrator.
- ☐ Team Name Format: **(A. Smith / B. Smith)**



Player settings on the event registration form:

Purchasers will not be able to register for beach tournaments without 2 active beach competitive players added to the event registration form.

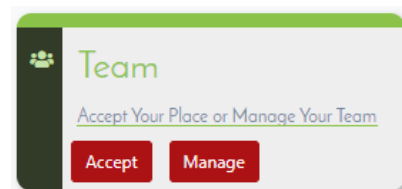
- Membership prerequisite: Beach Competitive Player
- First, Last, Sportlomo email, DOB, phone, Member ID
- 13U-18U: Min. Players: 2 / Max Players: 2
- 12U : Min. Players: 3 / Max Players: 3
- [Volleyball Alberta Beach Age Classes](#)

Coach settings on the event registration form:

- Membership prerequisite: Beach Coach
- First, Last, Sportlomo email, phone, Member ID
- Min. Num. Coaches: 0
- Max. Num. Coaches: 1
- **If the team does not have a coach, leave this section blank on the event registration form.**

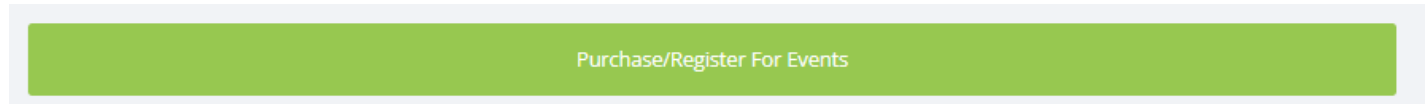
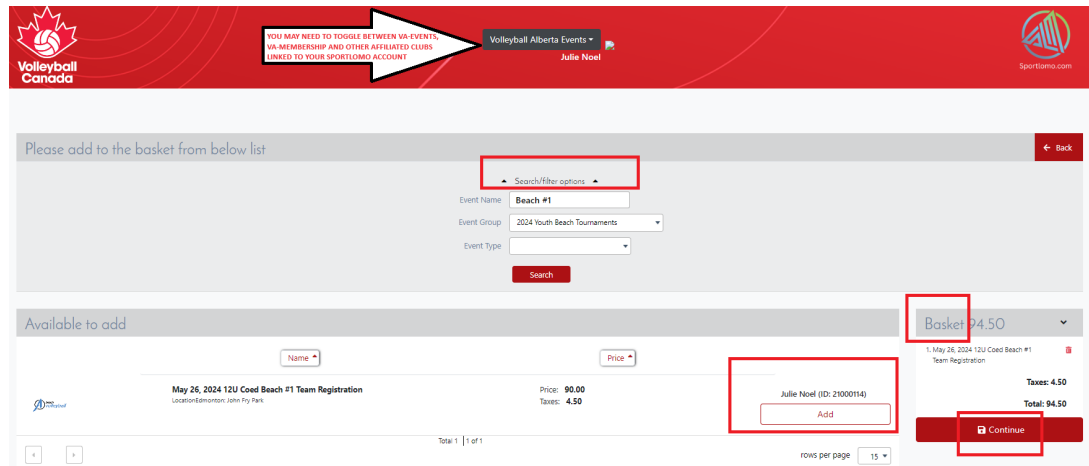
Team Players and Coaches can be edited up to the registration deadline date, which is also the roster lock date, by the rostered coach or the purchaser/main contact.

www.volleyballalberta.ca



STEP 1: SPORTLOMO > VA-EVENTS PORTAL

<https://volleyball.canada.sportsmanager.ie/sportlomo/registration/event-registration/index/12323>

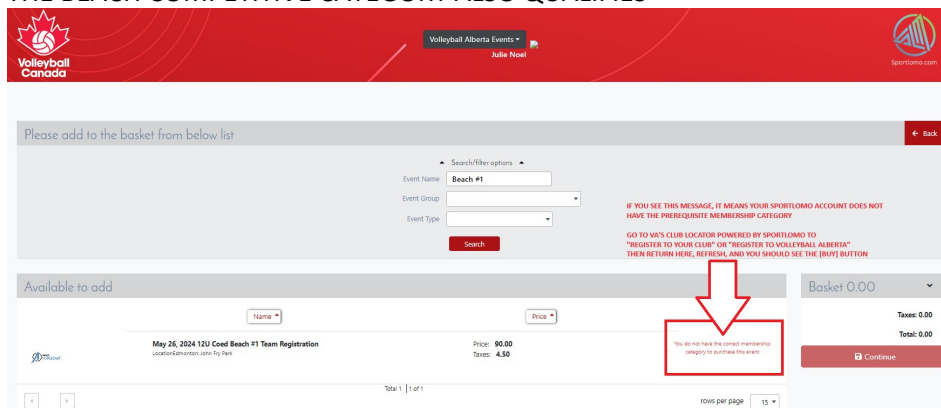
STEP 1.1: MEMBERSHIP PREREQUISITE

TO PURCHASE VA BEACH TOURNAMENTS, THE PURCHASING ACCOUNT MUST HAVE AN ACTIVE

- BEACH COMPETITIVE PLAYER MEMBERSHIP
- BEACH COACH MEMBERSHIP
- ❖ One of the Players is responsible for registering the team for beach tournaments and adding Player 1, Player 2, and a Coach (coach is optional) to the event registration form. Beach Coaches can register their teams for beach tournaments from their Sportlomo User Login and add Player 1, Player 2, (12U Player 3) and roster themselves to the event registration.

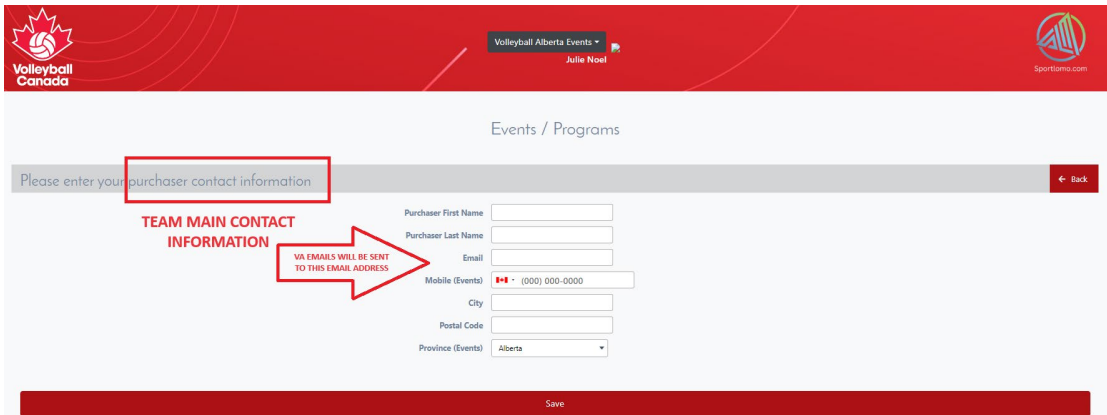
TO PURCHASE VA BEACH PROGRAMS, LEAGUES, TRYOUTS, MEMBERS MUST HAVE AN ACTIVE:

- BEACH RECREATIONAL PLAYER MEMBERSHIP
- THE BEACH COMPETITIVE CATEGORY ALSO QUALIFIES



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STEP 2: TEAM MAIN CONTACT INFO



Volleyball Alberta Events
Julie Noel

Events / Programs

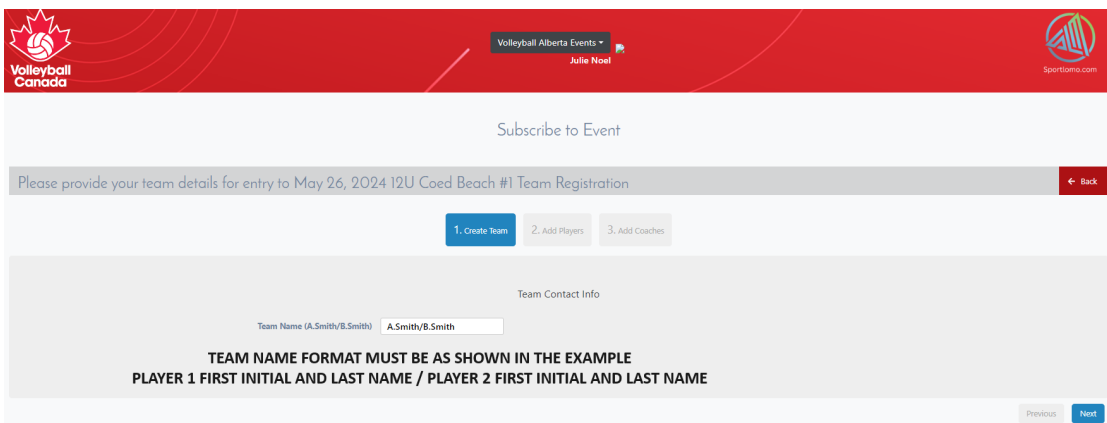
Please enter your purchaser contact information

TEAM MAIN CONTACT INFORMATION
 VIA EMAILS WILL BE SENT TO THIS EMAIL ADDRESS

Purchaser First Name
 Purchaser Last Name
 Email
 Mobile (Events) +1 (000) 000-0000
 City
 Postal Code
 Province (Events) Alberta

Save

STEP 3: TEAM NAME (A.Smith/B.Smith)



Volleyball Alberta Events
Julie Noel

Subscribe to Event

Please provide your team details for entry to May 26, 2024 12U Coed Beach #1 Team Registration

1. Create Team 2. Add Players 3. Add Coaches

Team Contact Info

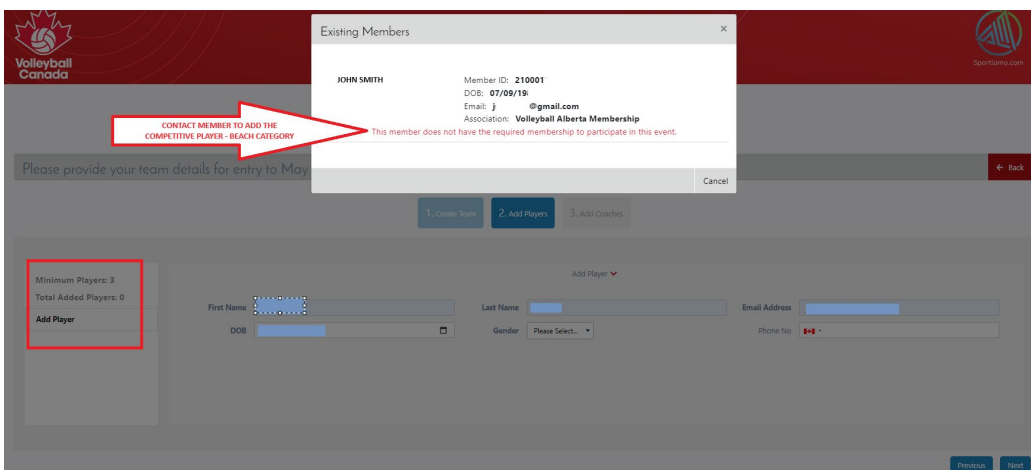
Team Name (A.Smith/B.Smith) A.Smith/B.Smith

TEAM NAME FORMAT MUST BE AS SHOWN IN THE EXAMPLE
PLAYER 1 FIRST INITIAL AND LAST NAME / PLAYER 2 FIRST INITIAL AND LAST NAME

Previous Next

STEP 4: ADD PLAYERS

THE PURCHASER MUST ENSURE PLAYER 1 AND PLAYER 2 HAVE THE BEACH COMPETITIVE MEMBERSHIP ADDED TO THEIR ACCOUNT. PLAYER 3 *12U ONLY.



Volleyball Canada

Existing Members

JOHN SMITH Member ID: 210001
 DOB: 07/09/19
 Email: j@gmail.com
 Association: Volleyball Alberta Membership
 This member does not have the required membership to participate in this event.

CONTACT MEMBER TO ADD THE COMPETITIVE PLAYER - BEACH CATEGORY

Please provide your team details for entry to May 26, 2024 12U Coed Beach #1 Team Registration

1. Create Team 2. Add Players 3. Add Coaches

Minimum Players: 3
 Total Added Players: 0
 Add Player

Add Player

First Name Last Name Email Address
 DOB Gender Phone No

Previous Next

www.volleyballalberta.ca

STEP 5: ADD PLAYERS



Volleyball Alberta Events ▾
Julie Noel



Subscribe to Event

Please provide your team details for entry to May 26, 2024 12U Coed Beach #1 Team Registration ← Back

1. Create Team
2. Add Players
3. Add Coaches

Minimum Players: 3*
Total Added Players: 3/3

PLAYER 1

PLAYER 2

PLAYER 3 * 12U ONLY

Max Players Reached
You have reached the maximum number of players permitted for this event - you may edit or remove any players already added by clicking on their name

Previous
Next

STEP 6: ADD A COACH (OPTIONAL)



Volleyball Alberta Events ▾
Julie Noel



Subscribe to Event

Please provide your team details for entry to May 26, 2024 12U Coed Beach #1 Team Registration ← Back

1. Create Team
2. Add Players
3. Add Coaches

Minimum Coaches: 0
Total Added Coaches: 0/1
Add Coaches
OPTIONAL
IF THE TEAM DOES NOT HAVE A COACH, LEAVE THIS SECTION BLANK AND CLICK "FINISH"

Add Coaches ▾
First Name Last Name Email Address
Phone No 

Save

Previous
Finish

STEP 7: PURCHASE



Volleyball Alberta Events ▾
Julie Noel



Purchase Summary

Receipt:

Order Summary

Event	Price	Processing Fee	Discount Value	Taxes	Line Value
May 26, 2024 12U Coed Beach #1 Team Registration	90.00	0.00	0.00	4.50	94.50
Total Taxes				4.50	
Total (Ex Service Fees)					CA\$94.50

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

What is my CVC / CVV code?

Powered by stripe

Continue

STEP 8: MAKE PAYMENT

Service Fee (Sportlomo + Stripe Pay): 3.1% + \$0.50 per transaction will be directly charged to the purchaser at checkout, and it is non-refundable.



Volleyball Alberta Events ▾
Julie Noel



Purchase Summary

Receipt:

Order Summary

Event	Price	Processing Fee	Discount Value	Taxes	Line Value
May 26, 2024 12U Coed Beach #1 Team Registration	90.00	0.00	0.00	4.50	94.50
Total Taxes				4.50	
Total (Ex Service Fees)					CA\$94.50

Discount Code

Apply

Confirm Payment

Description	Amount
Registration Fee	94.5
Service Fee	3.43
Total charge to card	CA\$97.93

Make Payment

THANK YOU!

Beach tournament inquiries and questions about draws, and competition regulations, please contact:

- Summer Coordinator, Beach Tournaments, beach@volleyballalberta.ca (Summer Staff Term: May-August)
- Coordinator, Age Class & Beach, eventscoordinator@volleyballalberta.ca

Beach programs/leagues at John Fry Park in Edmonton, please contact:

- Summer Coordinator, Beach Leagues, beachleagues@volleyballalberta.ca (Summer Staff Term: May-August)
- Manager, Age Class & Beach, eventsmanager@volleyballalberta.ca

General registration assistance on Sportlomo:

- Coordinator, Membership Services, info@volleyballalberta.ca

www.volleyballalberta.ca

Editing Your Beach Team Roster

Beach Team Players and Coaches can be edited up to the **registration deadline**, which is also the **roster lock date**. Roster changes can only be made by the **rostered coach** or the **purchaser/main contact** associated with the team registration.

Log in to your Sportlomo member account.

→ [Sportlomo User Account \(Member Login\)](#)

- Click the CHANGE ASSOCIATION toggle, select: [Volleyball Alberta Events]
- On the **Team** card, click **Manage**
- If roster changes are still permitted, you will see the **Edit Team** icon.
- If the roster is locked, the **Edit Team** icon will no longer be available.

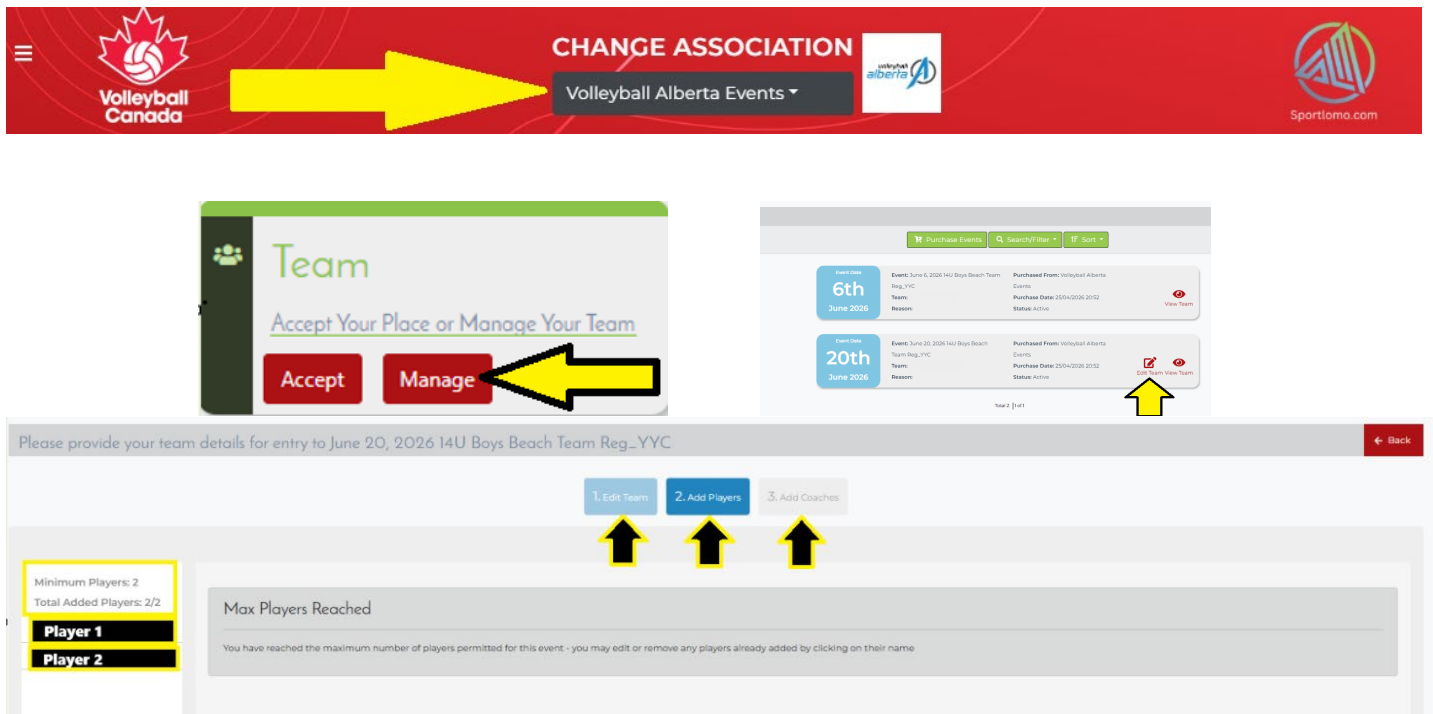
If the event is locked, please email the **Late Roster Edit Request** to the Beach Tournament Summer Coordinators at beach@volleyballalberta.ca

Within **Edit Team**, you can:

- **Edit Team Name**
 - Team names must follow Volleyball Alberta naming requirements.
 - Do not use nicknames, club names, or custom team names.
 - Team names must be entered using the players' names in the following format:
 - Example: **J.Smith/B.Jones**
- **Add or Remove Players, Add or Remove Coaches**

Save and Verify

- Click **Finish** to save your changes.
- Select **View Team** to review and confirm that your roster information is correct.



The image shows a sequence of three screenshots from the Sportlomo website illustrating the process to edit a team roster.

- Top Screenshot:** A red navigation bar with the "CHANGE ASSOCIATION" dropdown menu open, showing "Volleyball Alberta Events" selected. A yellow arrow points to this selection.
- Middle Screenshot:** A "Team" management card with "Accept Your Place or Manage Your Team" text. The "Manage" button is highlighted with a yellow arrow.
- Bottom Screenshot:** The "Edit Team" interface for the "June 20, 2026 14U Boys Beach Team Reg._YYC". It shows a progress bar with three steps: "1. Edit Team", "2. Add Players", and "3. Add Coaches". The "2. Add Players" step is active. Below the progress bar, it indicates "Max Players Reached" and shows a list of players (Player 1, Player 2) with a "Total Added Players: 2/2". A yellow arrow points to the "2. Add Players" step.

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volleyball alberta

Waitlist

If you see the [Waitlist] button, click to add the item to your waitlist basket.

If you no longer wish to remain on a waitlist, please remove the item from your waitlist basket.

We recognize the high demand for events and programs and are actively working to open waitlists where possible. If an event is full, we encourage you to join the waitlist—this helps us assess demand and make adjustments to accommodate additional registrations whenever possible.

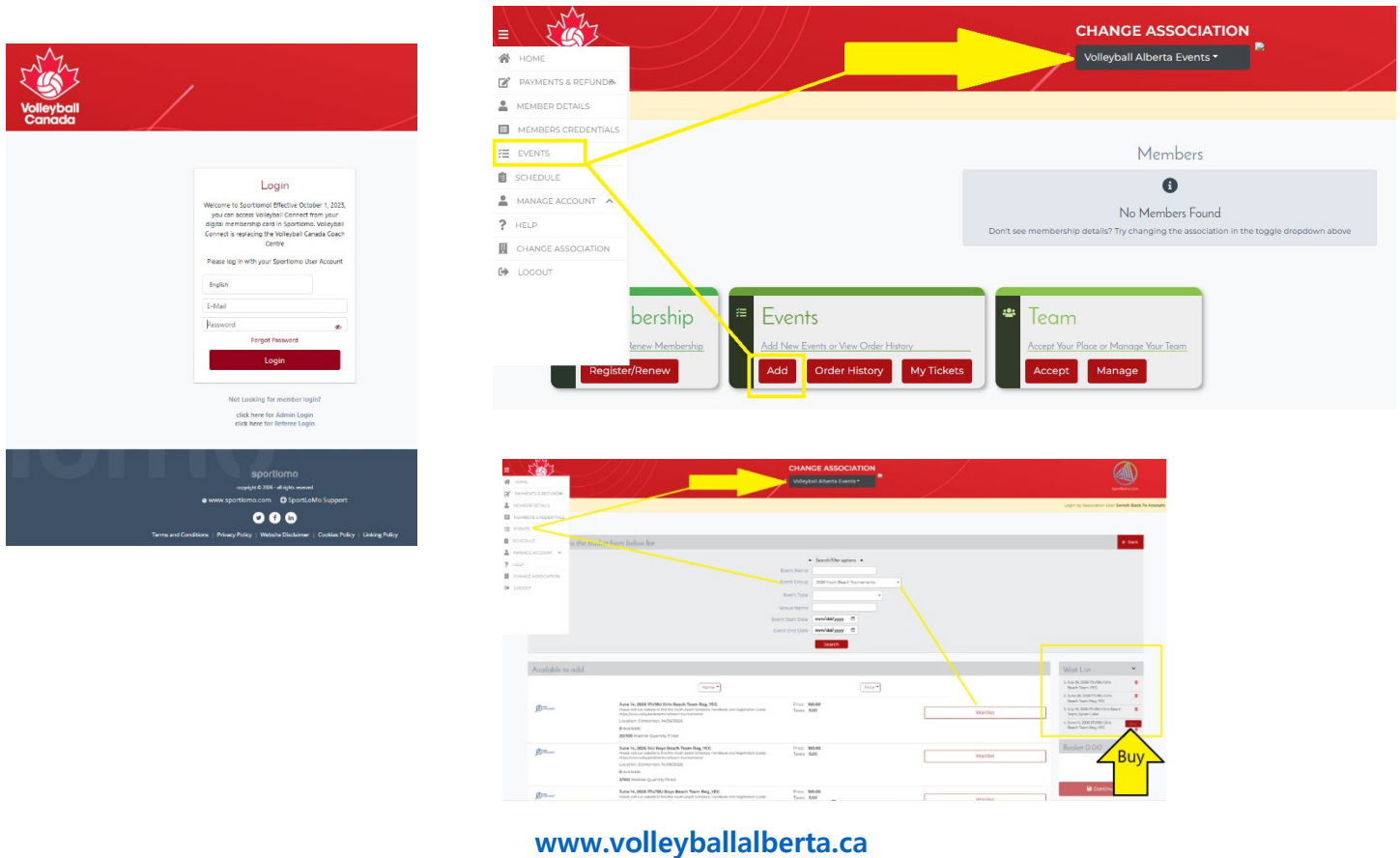
If a spot opens and you are next on the waitlist, you will receive an email letting you know you have been invited. Once invited, you will be able to see the event in your **Sportlomo User Account (Member Login) > [Volleyball Alberta Events] > Events > waitlist basket** with the [Buy] button available.

Waitlist Invites are sent through the system from:

noreply+VolleyballAlberta@sportlomo.com

If you need to follow up regarding a waitlist invite, please contact the Volleyball Alberta staff overseeing that event or program. [Staff Directory](#)

➔ [Sportlomo User Account \(Member Login\)](#)



The image displays two screenshots of the Sportlomo website. The top screenshot shows the login page with a 'Login' button and a 'Forgot Password' link. The bottom screenshot shows the 'Events' page with a 'Waitlist' button and a 'Buy' button. A yellow arrow points from the 'Waitlist' button to the 'Buy' button, indicating the process of adding an item to the waitlist basket.

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Trustii – Individuals (preview)

Volleyball Alberta is transitioning to Trustii as its new background screening provider. For a quick overview of what is changing, why this change was made, and what to expect moving forward, please visit our website's [Persons In Authority \(PIA\)](#) page for more information.

The instructions that follow will guide you through starting your Trustii background check from your Sportlomo Member Account.

➔ Login to your [Sportlomo Member Account](#)

- Locate your Member Card
- Click [CREDENTIALS]
- Click [UPLOAD CREDENTIAL]
 - o Type: Background Check
 - o Credential Name: Trustii
- Click [SAVE] – an email will be sent with a link to complete your Trustii check
- Complete your Trustii check – an email with your results will be sent to you.

After receiving your Trustii results email, log back in to your Sportlomo Member Account.

- Locate your Member Card.
- Click [CREDENTIALS].

Verify that your Trustii Background Check status has changed from In Progress to Approved.

If your status has not updated after you have received your Trustii results email, please contact Volleyball Alberta Membership Services. The integration is automated, and your status should update immediately once Trustii has finalized and emailed your results.

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Volleyball Canada

Login

Welcome to Sportlomo! Effective October 1, 2025, you can access Volleyball Connect from your digital membership card in Sportlomo. Volleyball Connect is replacing the Volleyball Canada Coach Centre

Please log in with your Sportlomo User Account

English

E-Mail

Password

[Forgot Password](#)

Login

Not Looking for member login?
[click here for Admin Login](#)
[click here for Referee Login](#)



Volleyball Canada

CHANGE ASSOCIATION

Volleyball Alberta Membership



Sportlomo.com

Members

Status: Active
Expiry Date: 31/08/2026

[View](#)

[Upgrade / Add Category](#)

[Click here for Volleyball Connect / Appuyez ici pour Volleyball Connect](#)

Details	Qualifications
Credentials	Teams
Events	Dual Membership



CHANGE ASSOCIATION

Volleyball Alberta Membership ▾



Credentials

← Back

▲ Options ▼

+ Upload Credential

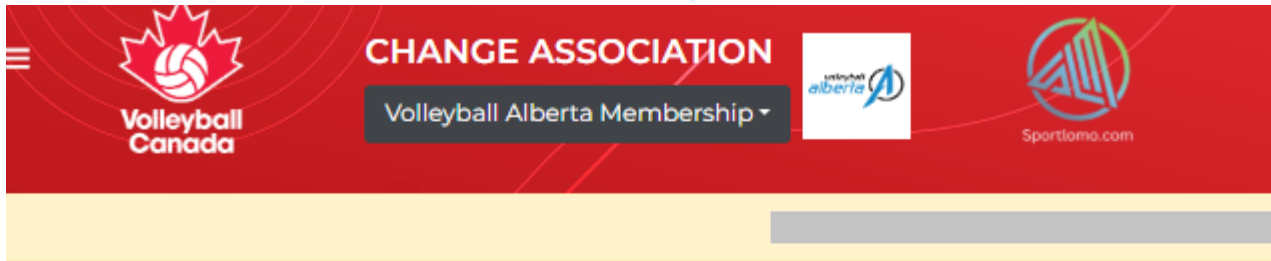
+ Purchased Credentials

▼ Search/filter options ▼

Name ▾	Type ▾	First Name ▾	Last Name ▾	Status ▾	Start Date ▾	Expiry Date ▾	Actions
2021 Screening Disclosure Form	Screening Policy			Expired	21/09/2021	21/09/2024	  
2021 Screening Renewal Form - Appendix C	Screening Policy			Expired	22/09/2021	22/09/2022	  
2022-23 Screening Disclosure Form	Screening Policy			Expired	15/08/2022	15/08/2023	  
2023-24 Screening Disclosure Form	Screening Policy			Expired	30/01/2024	30/08/2024	  
2024/25 Screening Disclosure Form	Screening Policy			Expired	30/01/2024	30/08/2025	  
2025/26 Screening Disclosure Form	Screening Policy			Approved	29/01/2025	31/08/2026	  
Make Ethical Decisions	Make Ethical Decisions			Not Provided 			  
Make Ethical Decisions Online Evaluation	Make Ethical Decisions			Not Provided 			  
Making Headway in Sport	Making Headway in Sport			Not Provided 			  
myBackCheck Date of Completion	Background Check			Approved	30/01/2024	30/01/2027	 
NCCP Make Ethical Decisions	Make Ethical Decisions			Not Provided 			  
SafeSport Training	SafeSport Training			Approved	21/09/2020		 
Sterling Background Check	Background Check			In Progress	19/08/2021		 

Total 13 | 1 of 1

rows per page 15 ▼



Upload Credential [← Back](#)

Details

☒	Type	Background Check
☒	Credential Name	Trustii
☒	Provider	Leave Blank
☒	Provider Identifier	Leave Blank
☒	Start Date	Auto-Filled by the System.
☒	Expiry Date	Auto-Filled by the System.
☒	Additional Info	Leave Blank

Save ☒ Click to initiate your Trustii request

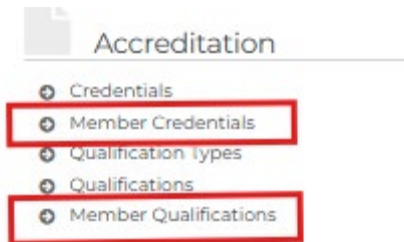
This will trigger an email inviting the member to start their Trustii Background Check.

Trustii – Club Administrator (preview)

Volleyball Alberta is transitioning to Trustii as its new background screening provider. For a quick overview of what is changing, why this change was made, and what to expect moving forward, please visit our website's [Persons In Authority \(PIA\)](#) page for more information.

The instructions that follow will guide you through verifying member credentials and qualifications at the club level.

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:

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- 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/Active 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/>
www.volleyballalberta.ca



Accreditation

- Credentials
- Member Credentials
- Qualification Types
- Qualifications
- Member Qualifications

Members Credentials

Options

Search/filter options

Season2025-2026

TypeBackground Check

NameTrustil

Member First Name

Member Last Name

Expiry Period StatusSelect Status

Club ApplicantType to Search for a club

Search

ID	Name	Type	Credential Creator	First Name	Last Name	Most Recent Club	Status	Start Date	Expiry Date	Actions
total 0 of 1										

rows per page15



Accreditation

- ⌕ Credentials
- ⌕ Member Credentials
- ⌕ Qualification Types
- ⌕ Qualifications
- ⌕ Member Qualifications**

View Member Qualifications

Back

Options

Export

Search/filter options

Season 2025-2026

Type Person In Authority

Qualification Name Trusti

Member First Name

Qualification Status

Membership Category

Member Last Name

Member Status Active

Club Applicant Type to Search for a club

Search

Volleyball Canada ID	First Name	Last Name	Most Recent Club	Member Status	Qualification	Qualification Status	Certification Status	Actions
total 0 of 1								

rows per page 15

Person In Authority Check - Volleyball Alberta Details

[← Back](#)

Name **Person In Authority Check - Volleyball Alberta**

State **Licensed**

Licensed Date

Member ID

Member Name

Member Status **Active**

Attachment(s) No Attachments provided

Prerequisite Qualifications

Qualification Name	Qualification Short Name	Status	Action
No Prerequisite Qualifications Requirements			

Prerequisite Credentials

Credential Name	Credential Short Name	Valid Till	Status	Action
Respect In Sport	RIS		Not Provided	
SafeSport Training	SST		Approved	
myBackCheck Date of Completion	CRC		Not Provided	
Trustii	CRC		Approved	
Screening Disclosure Form	SDF		Approved	

Volleyball Alberta Staff & Board Registration Guide

Person in Authority (PIA) Requirements & Membership Registration

All Staff and Board membership categories are subject to Person in Authority (PIA) checks and must complete the following requirements — CRC, SST, SDF, and Membership Registration — to be approved as a member in good standing with Volleyball Alberta and Volleyball Canada.

Membership	VA Staff & Board Members must “Register To Volleyball Alberta” on Sportlomo ➔ Sportlomo – Member Registration Portal for Volleyball Alberta	annual	Free
Criminal Record Checks (CRC)	➔ Login to your Sportlomo Member Account - Locate your Member Card - Click [CREDENTIALS] - Click [UPLOAD CREDENTIAL] o Type: Background Check o Credential Name: Trustii - Click [SAVE] – an email will be sent with a link to complete your Trustii check - Complete your Trustii check – an email with your results will be sent to you.	valid 3 years	• Identity \$2 • Criminal (CA) \$10 • Enhanced verification \$6.99 Total: \$18.99+tx Submit your receipt to your supervisor for reimbursement.
Safe Sport Training (SST)	➔ Login to your Sportlomo Member Account - Locate your Member Card - Click [VOLLEYBALL CONNECT] - Locate the [Alberta – Development Coach Pathway] - Click [Safe Sport Training] > click [ENROLL] > Click [Start learning now] - This 60 minute eLearning module is offered by the Coaching Association of Canada. Click on the LINK and follow the directions to begin the course. - Complete the training If you don't see the [VOLLEYBALL CONNECT] button on your member card in Sportlomo – go directly to the [Coaching Association of Canada – The Locker Login]. ➔ Create an NCCP# or Login to your Coach.ca The Locker account - Click [ELEARNING] - Click [Safe Sport Training] - Complete the training - Verify completion by looking in your [PROFILE] > [CERTIFICATIONS].	valid until a new course is created	Free
Screening Disclosure Form (SDF)	- SDF questions are included in the membership registration on Sportlomo	annual	Free

You can find more information about PIAs and the Awaiting Approval process on our website:

➔ volleyballalberta.ca/persons-in-authority



STAFF: Register to [Volleyball Alberta Membership](#) with the membership type:

➔ Leader - Volleyball Alberta Staff

BOARD: Register to [Volleyball Alberta Membership](#) with the membership type:

➔ Leader - Volleyball Alberta Board

Copy/paste link to register: <https://volleyball.canada.sportsmanager.ie/sportlomo/registration/member-registration/club/12526>

For more information on How To Register, go to: <https://www.volleyballalberta.ca/registration-how-to-register/>

Staff Directory: <https://www.volleyballalberta.ca/who-we-are-contact-us/>

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