

Self Registration for NEW Registrants Training Guide

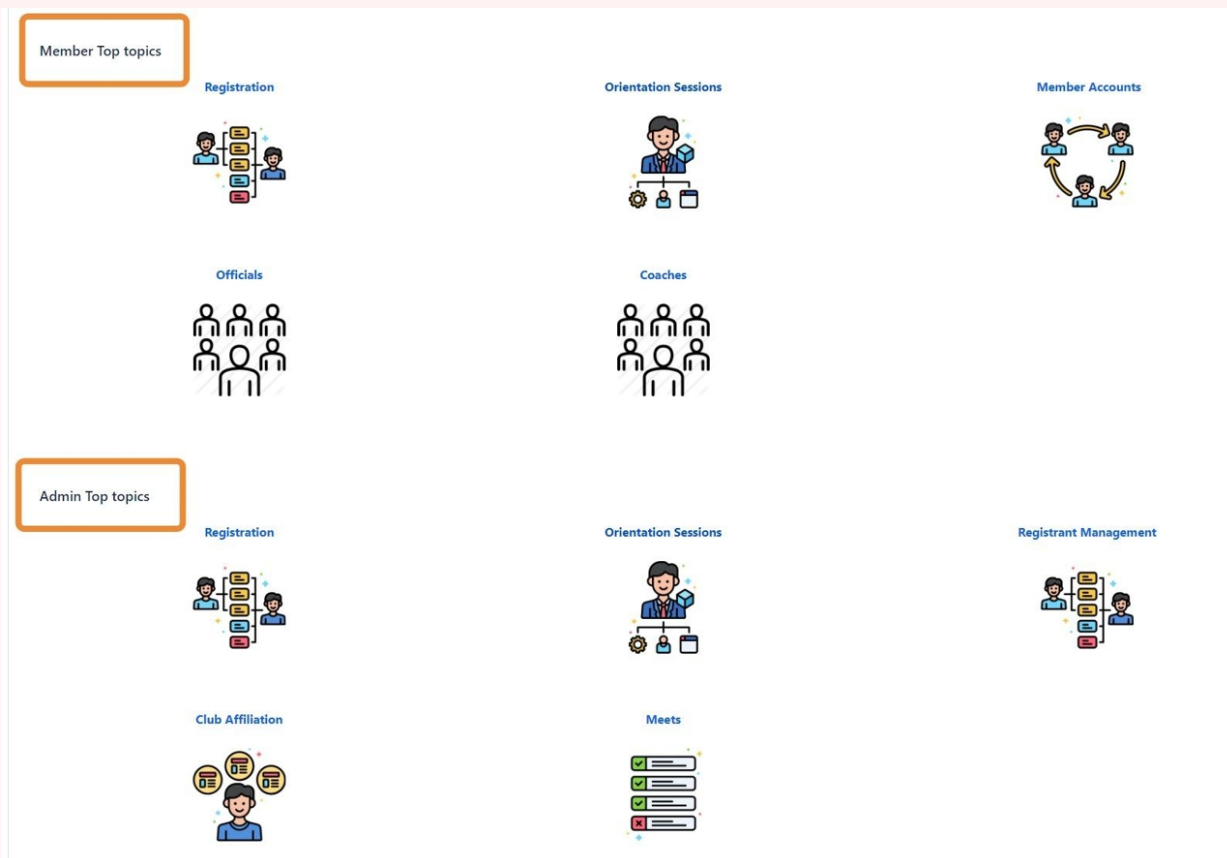
This guide provides step-by-step instructions for NEW REGISTRANTS using Self Registration to register for the new season. A NEW REGISTRANT has never been registered with Swimming Canada in any previous season. 08/17/2024



For support, please go to the REMS Knowledge Base to access FAQs and help guides for Members and Club Admins.

<https://sportlomo.atlassian.net/wiki/spaces/SCS2/overview>

You can also log a ticket with the support desk.



To complete the Self Registration process, you must begin with the link sent to you by either your club or PSO to register for the new season.

Please contact your club or PSO if you have not received a link to proceed with Self Registration.

Select Membership

1

Navigate to the link sent to you by your club or PSO to register for the new season. This will take you to the registration portal for the club you are registering with.

2

Select the Membership to register for. Please follow the instructions of your club or PSO to select the correct membership.

For example, if you are registering as an Official, select "Official". If you are registering as an Independent Masters Swimmer, please select the membership category given to you by your PSO.

Click "Register"

Member Registration Portal
for
Swimming Club Two

Available Membership(s)

Please select the membership(s) you wish to purchase

☐ Coach

☐ Masters

☐ Pre-Competitive

☒ Official

Register

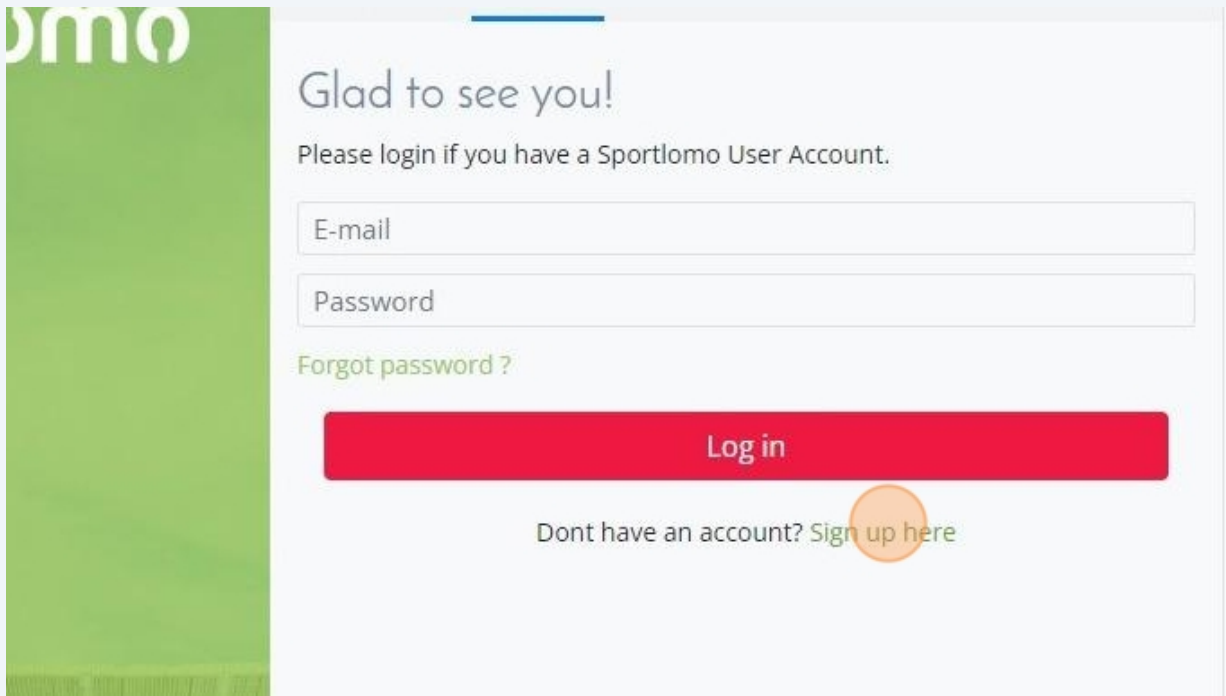


You will need to create a REMS account to continue your registration.

If you have previously registered with Swimming Canada, you should follow the instructions for a returning registrant. See the Self Registration for RETURNING Registrants Training Guide.

Create REMS Account

- 3 Click "Sign up here" to register for a new user account in REMS.

The image shows the Sportlomo login page. On the left is a green vertical banner with the 'sportlomo' logo. The main content area has the heading 'Glad to see you!' followed by the instruction 'Please login if you have a Sportlomo User Account.' Below this are two input fields: 'E-mail' and 'Password'. A link 'Forgot password?' is positioned below the password field. A large red button labeled 'Log in' is centered below the fields. At the bottom, the text 'Dont have an account? Sign up here' is displayed, with 'Sign up here' highlighted by an orange circle.

omo

Glad to see you!

Please login if you have a Sportlomo User Account.

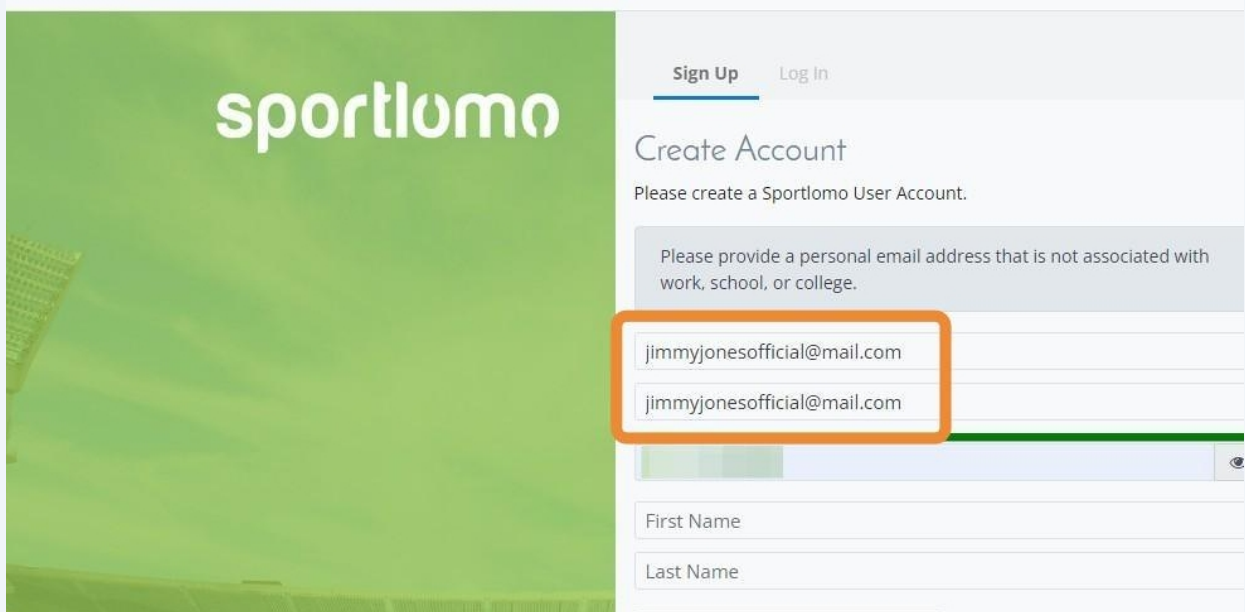
[Forgot password ?](#)

[Log in](#)

Dont have an account? [Sign up here](#)

- 4 Enter and confirm your email address.

u need to login or create a SportLoMo account to continue registration with Swimming Clu

The image shows the Sportlomo sign-up page. On the left is a green vertical banner with the 'sportlomo' logo. The main content area has tabs for 'Sign Up' (selected) and 'Log In'. Below the tabs is the heading 'Create Account' followed by the instruction 'Please create a Sportlomo User Account.' A grey box contains the text: 'Please provide a personal email address that is not associated with work, school, or college.' Below this are two input fields for email, both containing 'jimmyjonesofficial@mail.com', which are highlighted by an orange rectangle. Below the email fields is a password field with a toggle icon. At the bottom are input fields for 'First Name' and 'Last Name'.

sportlomo

[Sign Up](#) [Log In](#)

Create Account

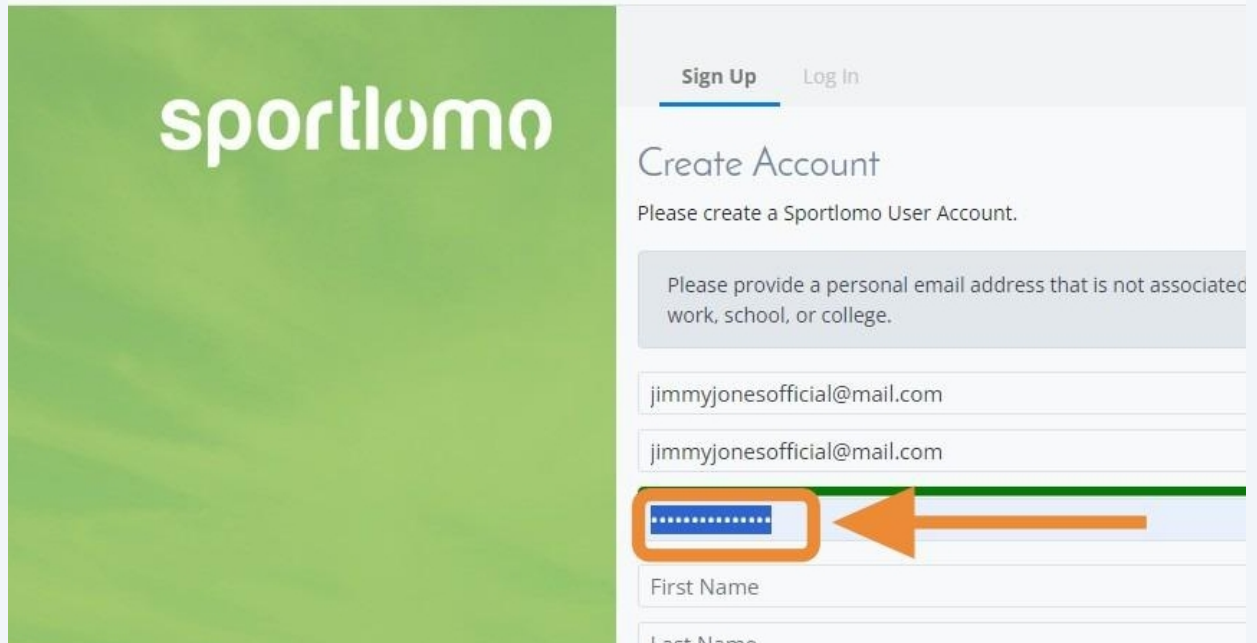
Please create a Sportlomo User Account.

Please provide a personal email address that is not associated with work, school, or college.

[First Name](#)

[Last Name](#)

5 Enter a password for your account.



Sign Up Log In

Create Account

Please create a Sportlomo User Account.

Please provide a personal email address that is not associated with work, school, or college.

jimmyjonesofficial@mail.com

jimmyjonesofficial@mail.com

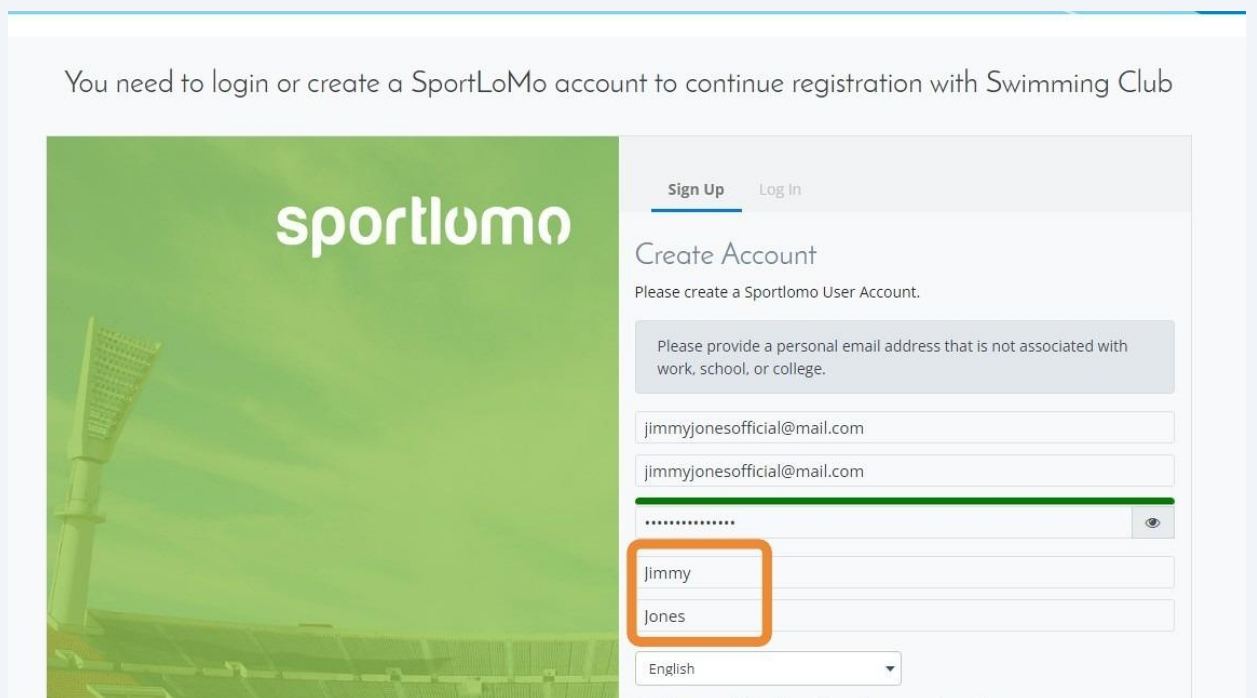
.....

First Name

Last Name

6 Enter your First and Last Names for the official account.

You need to login or create a SportLoMo account to continue registration with Swimming Club



Sign Up Log In

Create Account

Please create a Sportlomo User Account.

Please provide a personal email address that is not associated with work, school, or college.

jimmyjonesofficial@mail.com

jimmyjonesofficial@mail.com

.....

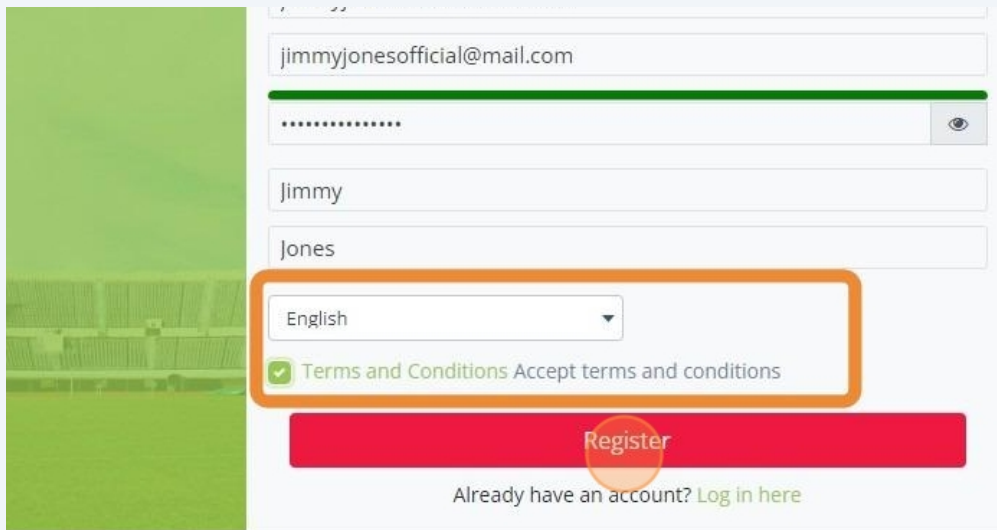
Jimmy

Jones

English

7

Select Language from the dropdown. Click the checkbox to accept the Terms and Conditions. Click "Register"

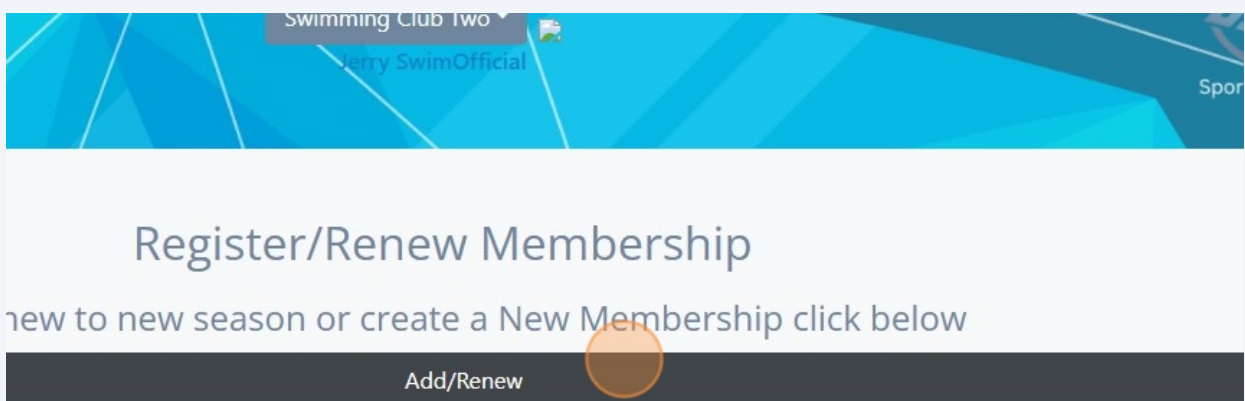


The registration form includes the following elements:

- Email field: jimmyjonesofficial@mail.com
- Password field: masked with dots
- First name field: jimmy
- Last name field: jones
- Language dropdown: English
- Terms and Conditions checkbox: checked, with text "Accept terms and conditions"
- Register button: red with white text
- Link: "Already have an account? Log in here"

8

Click "Add/Renew"



The page features a blue header with the text "Swimming Club Two" and "Jerry SwimOfficial". Below the header, the main heading is "Register/Renew Membership". The text "new to new season or create a New Membership click below" is displayed. At the bottom, there is a dark button labeled "Add/Renew".

9

To complete your registration, make sure that Qty 1 is selected for the category that you are registering in. Click "Continue"

Register/Renew Membership

To Renew to new season or create a New Membership click below

Add/Renew

2023-2024

Name: Summer (May 1-Aug 31)	Price: 53.50	Qty: 0	Total: 0.00
Name: D - Precompetitive, Masters, Triathlon, Summer Club Coach	Price: 94.00	Qty: 0	Total: 0.00
Name: Official	Price: 0.00	Qty: 1	Total: 0.00

Total Cost (Ex Fees): 0.00

Continue

sportlomo
SPORTS MANAGER
copyright © 2024 - all rights reserved
Copyright Notice

www.sportlomo.com
? [Twitter](#) [Facebook](#) [Instagram](#) [LinkedIn](#) [Gmail](#)
[Terms and Conditions](#) [Privacy Policy](#) [Website Disclaimer](#) [Cookies Policy](#) [Linking Policy](#)

10

Click "Please Select..."

Select the Member you want to Re-Register for the season

Select *Add New Member* to create new member

As season, please return Home and click Upgrade/Add Category on your member card to register the Member into a

Package	Member
Official	Please Select...

Please Select...

Add New Member

11 Click "Add New Member"

Select *Add New Member* to create new member
season, please return Home and click Upgrade/Add Category on your member card to register the Member into an

Package	Member
Official	Please Select... Please Select... Add New Member

12 Click "Continue"

Select the Member you want to Re-Register for the season
Select *Add New Member* to create new member
club this season, please return Home and click Upgrade/Add Category on your member card to register the Member

Package	Member
Official	Add New Member

Continue

13 Complete the Personal Data section of the Registration.

Invoice Details

Enter your details ← Back

Selected Membership

OFFICIAL

Official

Personal Data

First Name
Jimmy

Gender
Male

E-mail
|

Address Line 2

Country
Please Select..

Postal Code
|

Last Name
Jones

Date of Birth
1977-06-06

Address Line 1

Town/City

Province

Primary Phone Number
|

14 Complete the declarations required by Swimming Canada and your PSO.

Alternate Phone Number
🇨🇦 (000) 000-0000

Gender Identification
Please Select..

Citizenship *
Please Select..

Emergency Contact Last Name *
|

Impairment Declaration *
Please Select..

D/deaf or Hard of Hearing *
Please Select..

Canadian Indigenous Descent
Please Select..

BIPOC Declaration
Please Select..

Emergency Contact First Name *
|

Emergency Contact Description *
|

Emergency Contact Phone Number *
🇨🇦 (000) 000-0000

15

Read and Click to accept the declarations and consents required by Swimming Canada and your PSO.

Waiver

Privacy Declaration

I hereby acknowledge that I have read, understand that information provided to Swimming Canada will be subject to, and agree to comply with the Swimming Canada Privacy Policy as amended from time to time.

☒ I Accept

Acknowledgement and Consent

I hereby acknowledge that I have read and understood and agree to comply with the [Swimming Canada Code of Conduct](#) and all other [Swimming Canada policies](#), and those of my provincial section, as amended from time to time (collectively, the "Policies"). I further understand and agree that a violation of the Policies may result in disciplinary action and a suspension or revocation of my registration and privileges with Swimming Canada.

☒ I Accept

Email Consent

I would like to receive emails related to commercial activities from Swimming Canada (discounts and promotions from partners), including those related to the Swimming Canada Member Rewards program. I understand that I may unsubscribe from receiving these emails at any time.

☐ I Accept

Receipt

16

Click "REGISTER"

ercial activities from Swimming Canada (discounts and promotions from partners), including those related to the Swimming Canada Member Rewards program. I understand that I may unsubscribe from receiving these emails at any time.

REGISTER

www.sportlomo.com

[?](#) [Twitter](#) [Facebook](#) [Instagram](#) [LinkedIn](#) [Snapchat](#)

[Terms and Conditions](#) | [Privacy Policy](#) | [Website Disclaimer](#) | [Cookies Policy](#) | [Linking Policy](#)

17

You will receive a "Registration Complete" message. If you have registered into an account type that requires approval, your registrant status will be "Awaiting Approval".

Registration Complete

Your registration has been successful, please see details of this below.

Membership Details

Email Address	Registration Date	Total Fee charged
strawberryfields123@mail.com	29/08/2024 00:43	0.0000

Memberships

Membership ID	Name	Membership Type	Status
224978	Strawberry Fields	Official	Awaiting Approval

Activate Account

18

Go to your email account and find the account activation email sent by Sportlomo. Click "Activate Account" to complete the creation of your new account.

sportlomo

SportLomo Account Activation

Dear Jimmy,

You recently started to register with Swimming Club using the SportLoMo Member Management software platform.

To access your receipts and update your membership information, you will need to activate your SportLoMo Account by clicking on the link below.

Please click the following button to activate your SportLomo user account.

Activate Account

SportLoMo provides software to help sports organisations manage their Member Registrations, Events, Competitions, Qualifications, Game Officials, Rosters / Team sheets and Statistics. For more information visit www.sportlomo.com.

Kind Regards,
Sportlomo Team

powered by
sportlomo

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Sportlomo Limited.
If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

19 You will receive a notification that your account has been activated successfully.

If you log in to REMS from this screen by Clicking "Login", you may receive the prompt to add another registration (see next step). You have already completed this step. You can ignore the Add/Renew button and click on the top left menu to go to the main registrant screen.

The screenshot displays the 'User Registration' section of the Sportlomo website, specifically the 'Account Activation' page. A message states, 'Your account has been activated successfully.' Below this is the 'Login' section, which prompts the user to 'please login to your Sportlomo User Account'. The login form includes two input fields: 'email address' with the value 'jerryswimofficial@mail.com' and 'password' with masked characters. A 'forgot password' link is positioned below the password field. A prominent 'Login' button is centered below the form. The footer contains the Sportlomo logo, 'SPORTSMANAGER', copyright information for 2024, and a list of links including 'Terms and Conditions', 'Privacy Policy', 'Website Disclaimer', 'Cookies Policy', and 'Linking Policy'. Social media icons for Twitter, Facebook, and LinkedIn are also present.

User Registration
Account Activation

Your account has been activated successfully.

Login
please login to your Sportlomo User Account

jerryswimofficial@mail.com
email address

password

[forgot password](#)

Login

sportlomo | SPORTSMANAGER
copyright © 2024- all rights reserved
[Copyright Notice](#)

[www.sportlomo.com](#)
[?](#) [Twitter](#) [Facebook](#) [LinkedIn](#)
[Terms and Conditions](#) [Privacy Policy](#) [Website Disclaimer](#) [Cookies Policy](#) [Linking Policy](#)

20

You can see your member information at the bottom of the screen. Click the menu at the top right and Click "HOME" to go to the main registrant screen.

The screenshot shows a web application for registering or renewing a membership. At the top, there is a blue header with a navigation menu on the left containing: HOME, PAYMENTS & REFUNDS, MEMBER DETAILS, MEMBERS CREDENTIALS, EVENTS, SCHEDULE, MANAGE ACCOUNT, HELP, CHANGE ASSOCIATION, and LOGOUT. The main content area is titled 'Register/Renew Membership' and includes a sub-header 'To Renew to new season or create a New Membership click below'. Below this is a red button labeled 'Add/Renew'. A table lists membership options with columns for Price, Qty, and Total. The table has four rows, with the first three having a 'Competitive' label on the left. The last row shows a price of 0.00. Below the table is a pink 'Continue' button. At the bottom, a 'Members' section displays a profile card for 'Jerry SwimOfficial' with details: REMS ID: SC24208934, Member Status: Awaiting Approval, and Member Season: 2023-2024.

	Price:	Qty:	Total:
	134.00	0	0.00
	62.50	0	0.00
Competitive	64.50	0	0.00
	0.00	0	0.00

Total Cost (Ex Fees): 0.00

Members

Jerry SwimOfficial
REMS ID: SC24208934
Member Status: Awaiting Approval
Member Season: 2023-2024

21

Your Member Status will remain "Awaiting Approval" until your club approves your registration.

Members

Jerry SwimOfficial
REMS ID: SC24208934
Member Status: Awaiting Approval
Member Season: 2023-2024

Official - **View**

Expiry Date: 31/08/2024

→ Login to LMS

Details

Qualifications

Certifications

Events

- 22 You may receive a Registration Confirmation email with the details of your registration from Sportlomo or your PSO.

sportlomo

Registration Confirmation

Please find below details of your member registration

To manage the details of your registration, please login to your account [here](#)

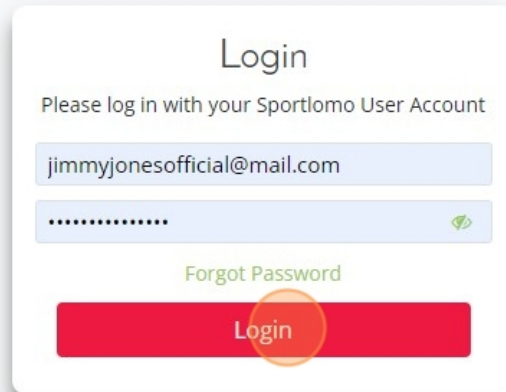
Team Officials / Team Members: Use the Team Manager App (Available with your SportLoMo account) to communicate with team members, track attendance, get live updates of upcoming games, results, League Standings etc. [Click here for more information](#)

Email Address	Registration Date	Registration Type	Total Paid
strawberryfields123@mail.com	28/08/2024 23:28	New Registration	0.00
Memberships			
REMS ID	Name	Membership Type	Status
	Strawberry Fields	Official	Pending Approval

Login to your Registrant Account

- 23 To log in to your officials account, navigate to <https://swimming.canada.sportsmanager.ie/sportlomo/users/login>

- 24 Enter your email address and password. Click "Login".



Not Looking for member login?

[click here](#) for Admin Login

- 25 Click the Details buttons to review your member information.

