

Self Registration for RETURNING Registrants Training Guide

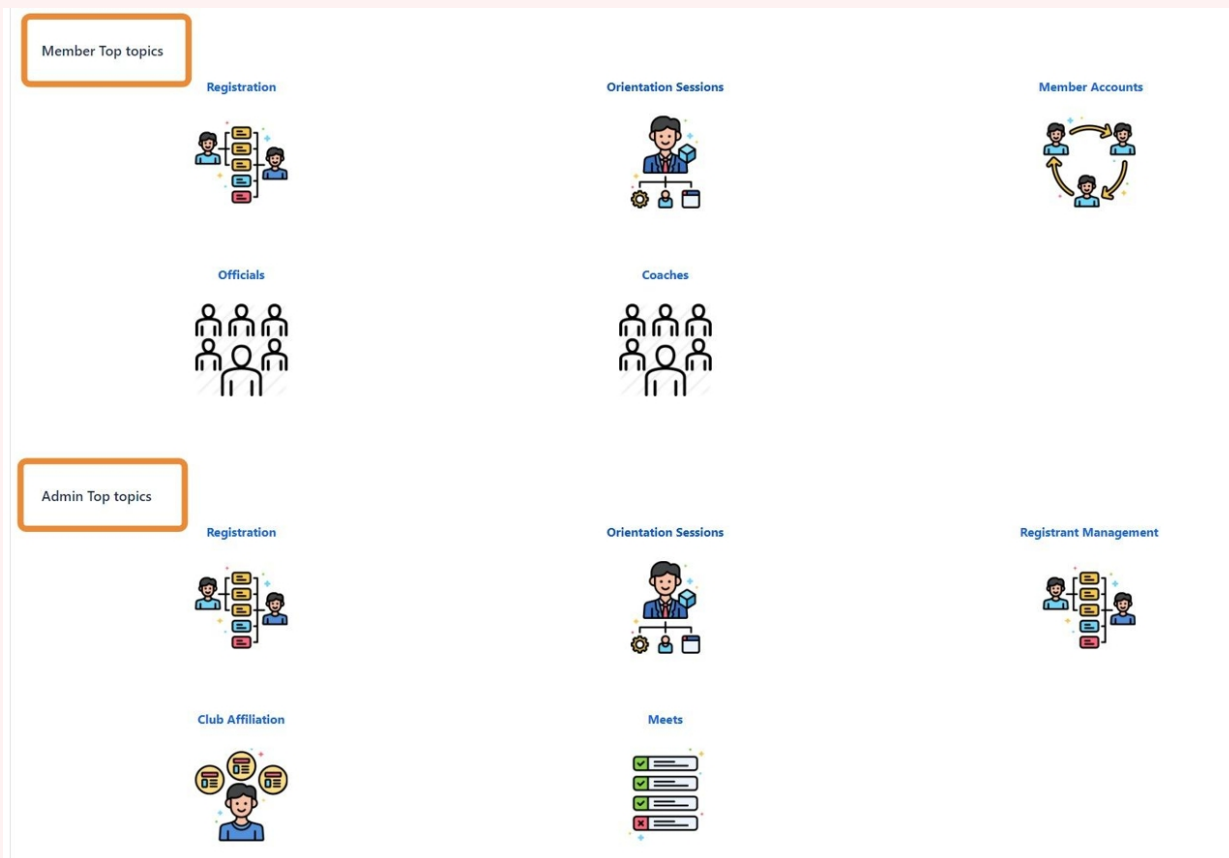
This guide provides step-by-step instructions for RETURNING REGISTRANTS using Self Registration to register for the new season. A RETURNING REGISTRANT has been registered with Swimming Canada in a previous season. 08/31/2024



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.



If you have ever been registered with Swimming Canada in the past, you can register as a RETURNING Registrant.

If you have never been registered with Swimming Canada, you should follow the instructions for a NEW registrant. See the Self Registration for NEW Registrants Training Guide.



To access your existing account in REMS, you must first reset your password and activate your account.

Reset Password in REMS

1

Go to the Member login page in REMS at the following link:
<https://swimming.canada.sportsmanager.ie/sportlomo/users/login>

Click the "Forgot Password" link.

Not Looking for member login?

[click here](#) for Admin Login

2

Enter the email address associated with your previous Swimming Canada account in the RTR.

If you can't remember the email that you used in previous seasons, please contact your club.

Click "Submit"

Forgot Password

You can reset your password by submitting your email and a password reset option will be sent to your email address.

Login

Submit



3

If the email address you entered matches one in REMS, a password reset link will be sent to that email address.

Forgot Password

You can reset your password by submitting your email and a password reset option will be sent to your email address.

A link to reset your password has been sent to your email address.

4

If the email address you entered does not match any in REMS, please double-check the email address you provided or contact your club for assistance.

Please ensure you have used the same email address that was used when creating your user account.
If your email is stored as a public user in the SportLoMo DB, an email will now be sent to reset your password.
If you do not receive one shortly then please check spam folder and if it's not there then please submit a ticket from this page [Click Here](#)

Forgot Password

You can reset your password by submitting your email and a password reset option will be sent to your email address.

[Login](#)

Submit

5

Go to your email account and click the link to reset your password.

sportlomo

Dear Jerry,

You recently requested to reset your password for your SportLoMo account. Click the link below to reset it:

<https://swimming.canada.sportsmanager.ie/sportlomo/users/change-reset-password/7119?token=7f640c5a86f1c6fe8b>

If you did not request this password change please ignore this email or contact us at [Sportlomo Support](#) to let us know.

Yours,
The 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.

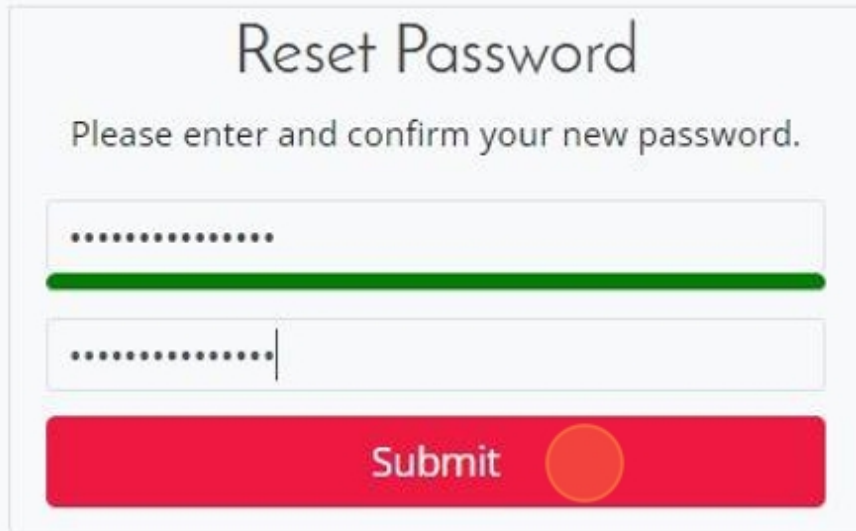
Please contact the sender if you believe you have received this email in error.

Non-binding language if applicable: The above terms reflect a potential business arrangement, are provided solely as a basis for further discussion, and are not intended to be and do not constitute a legally binding obligation. No legally binding obligations will be created, implied, or inferred until an agreement in final form is executed in writing by all parties involved.

TAKE A GREEN STEP TODAY. THINK BEFORE YOU PRINT.

Please consider the environment before printing this email.

- 6 Enter the new password and Click "Submit"



Reset Password

Please enter and confirm your new password.

.....

.....

Submit

The image shows a 'Reset Password' form. It has a title 'Reset Password' and a subtitle 'Please enter and confirm your new password.' Below the subtitle are two input fields for passwords, each containing a series of dots. A green progress bar is positioned between the two input fields. At the bottom of the form is a red button labeled 'Submit' with an orange circular icon to its right.

Account Activation

7

If you receive a message that your account has not been activated, Click the "Resend Activation Email" link to activate your REMS account.

Login

Please log in with your Sportlomo User Account

jerryswimofficial@mail.com

.....

[Forgot Password](#)

[Resend Activation Email](#)

This account has not been activated. On registration an email was sent to your account with an activation link - you must activate your account to continue

Login

8

You will receive the following message.

User Account Activation

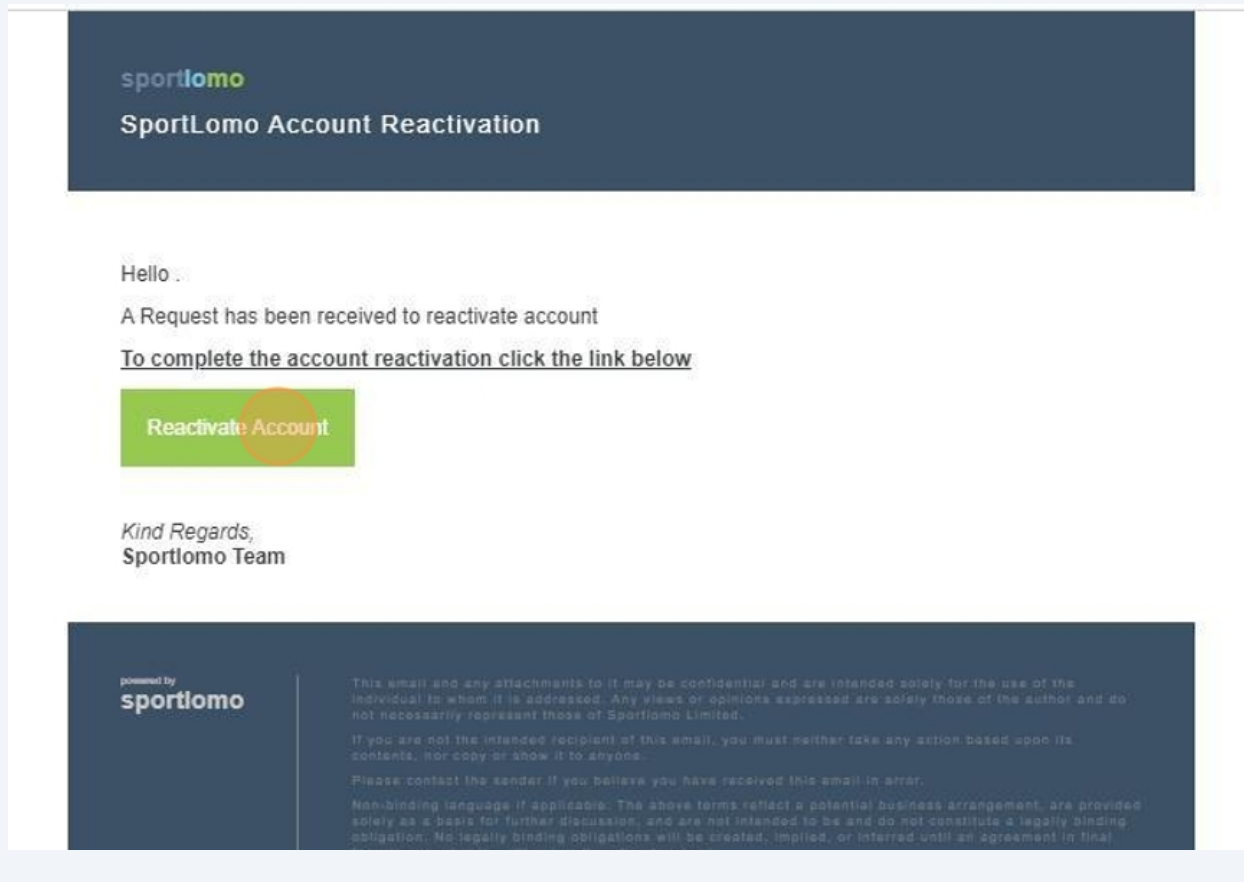
Resend Activation Key

An activation email has been sent to your account - please check your email

Login

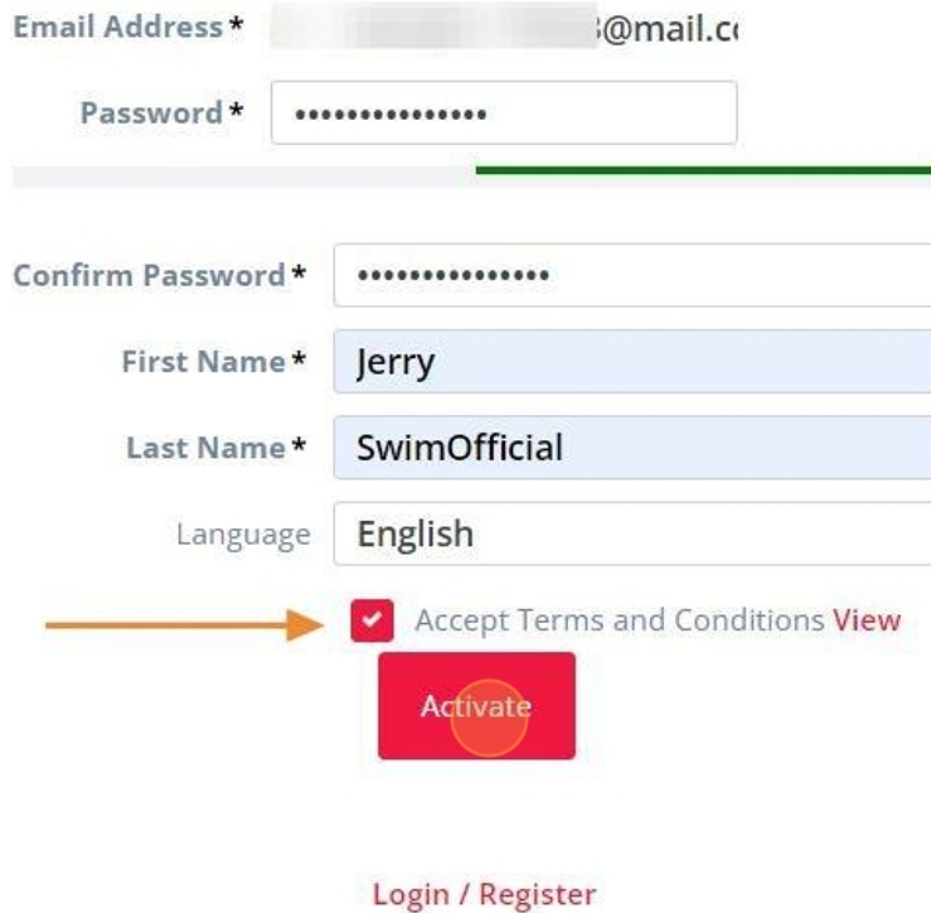
9

Click the "Reactivate Account" link in your email.



10

Enter and confirm your password, your First and Last Name, and your language preference. Click the check box to Accept Terms and Conditions and Click "Activate"



The image shows a registration form with the following fields and elements:

- Email Address ***: A text input field containing a blurred email address ending in "@mail.co".
- Password ***: A text input field with masked characters (dots).
- Confirm Password ***: A text input field with masked characters (dots).
- First Name ***: A text input field containing "Jerry".
- Last Name ***: A text input field containing "SwimOfficial".
- Language**: A text input field containing "English".
- Accept Terms and Conditions**: A checkbox with a red checkmark, followed by the text "Accept Terms and Conditions" and a red "View" link.
- Activate**: A red button with white text.
- Login / Register**: A red link at the bottom.

An orange arrow points from the left towards the "Accept Terms and Conditions" checkbox.

Register for Membership



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

11

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

12

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

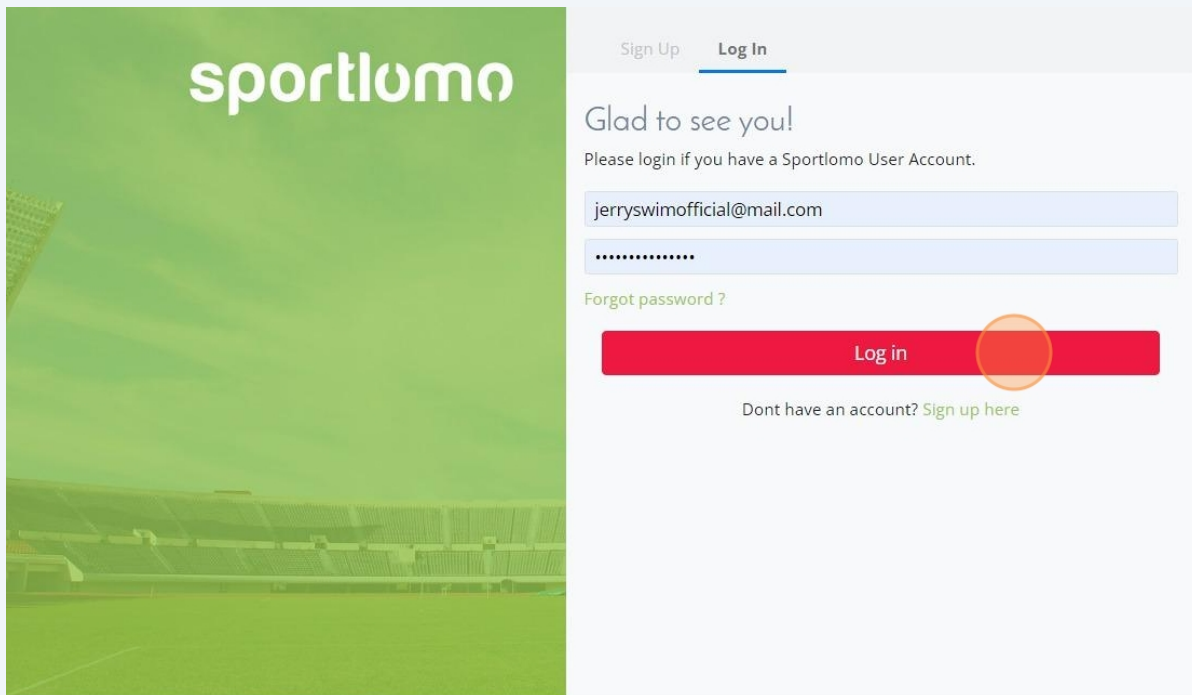
Available Membership(s)
Please select the membership(s) you wish to purchase

- ☐ Coach
- ☐ Masters
- ☐ Pre-Competitive
- ☒ Official

Register

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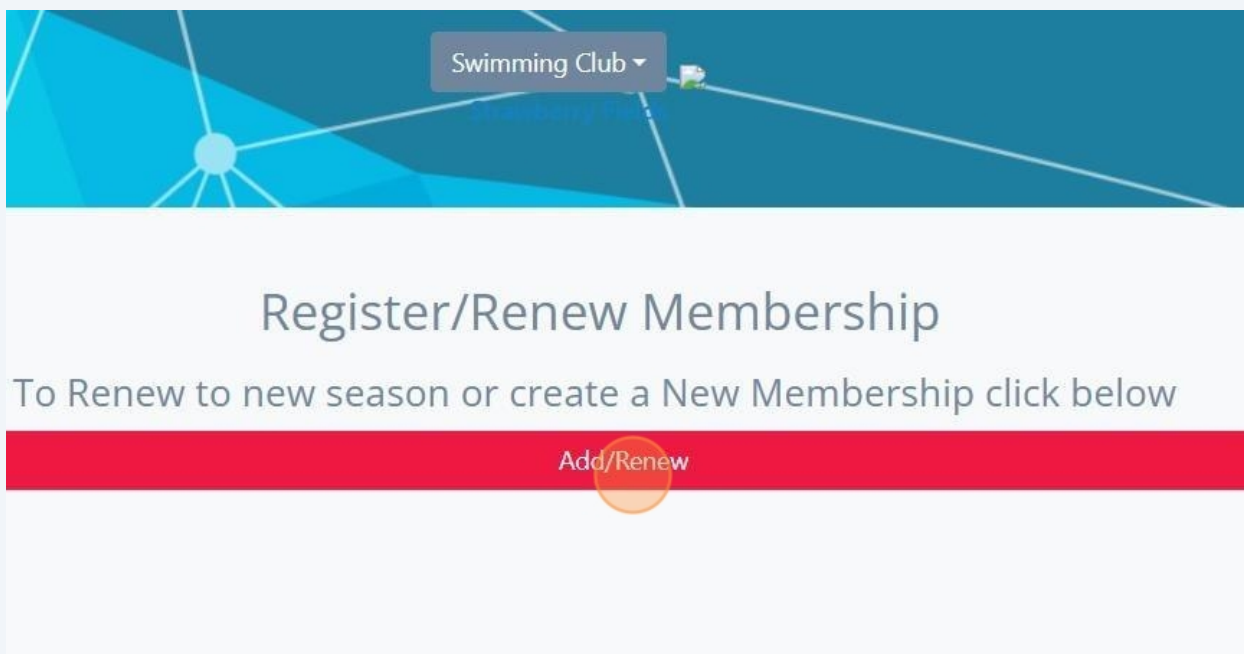
Login to your Sportlomo account. Enter your email and the new password that you created in Step 6. Click "Enter"



The image shows the Sportlomo login page. On the left is a green-tinted background image of a swimming pool. The 'sportlomo' logo is in the top left. On the right, there are tabs for 'Sign Up' and 'Log In', with 'Log In' selected. Below the tabs, it says 'Glad to see you!' and 'Please login if you have a Sportlomo User Account.' There are two input fields: the first contains 'jerryswimofficial@mail.com' and the second contains masked characters. A 'Forgot password?' link is below the password field. A red 'Log in' button is highlighted with an orange circle. Below the button is a link that says 'Dont have an account? Sign up here'.

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Click "Add/Renew"



The image shows the Sportlomo membership registration/renewal page. At the top, there is a blue header with a 'Swimming Club' dropdown menu. Below the header, the main heading is 'Register/Renew Membership'. Underneath, it says 'To Renew to new season or create a New Membership click below'. A large red button labeled 'Add/Renew' is highlighted with an orange circle.

15

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

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16

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

17 Select the existing member that you are registering for the season.

Pay Membership

new or create Members [← Back](#)

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

Select *Add New Member* to create new member

Member is already active in the club this season, please return Home and click Upgrade/Add Category on your member card to register the Member into an additional category. [Home](#)

Package	Member
Official	Jerry SwimOfficial (SC242089... ▲
	Please Select...
	Jerry SwimOfficial (SC24208934)
	Add New Member

18 Click "Continue"

Members

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

Select *Add New Member* to create new member

Member is already active in the club this season, please return Home and click Upgrade/Add Category on your member card to register the Member into an additional category. [Home](#)

Package	Member
Official	Jerry SwimOfficial (SC242089... ▼

[Continue](#)

19 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

20 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

21

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

22

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](#)

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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

24

You may receive a Registration Confirmation email from Sportlomo or from 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

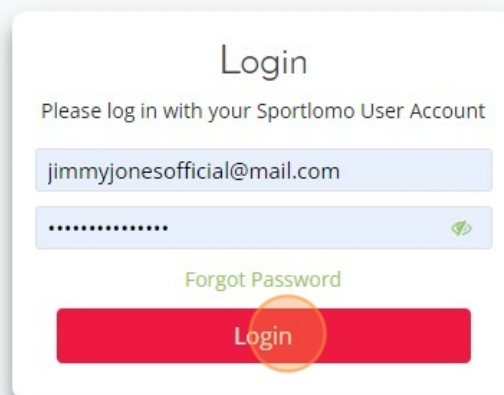
Login to your Registrant Account

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

26

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

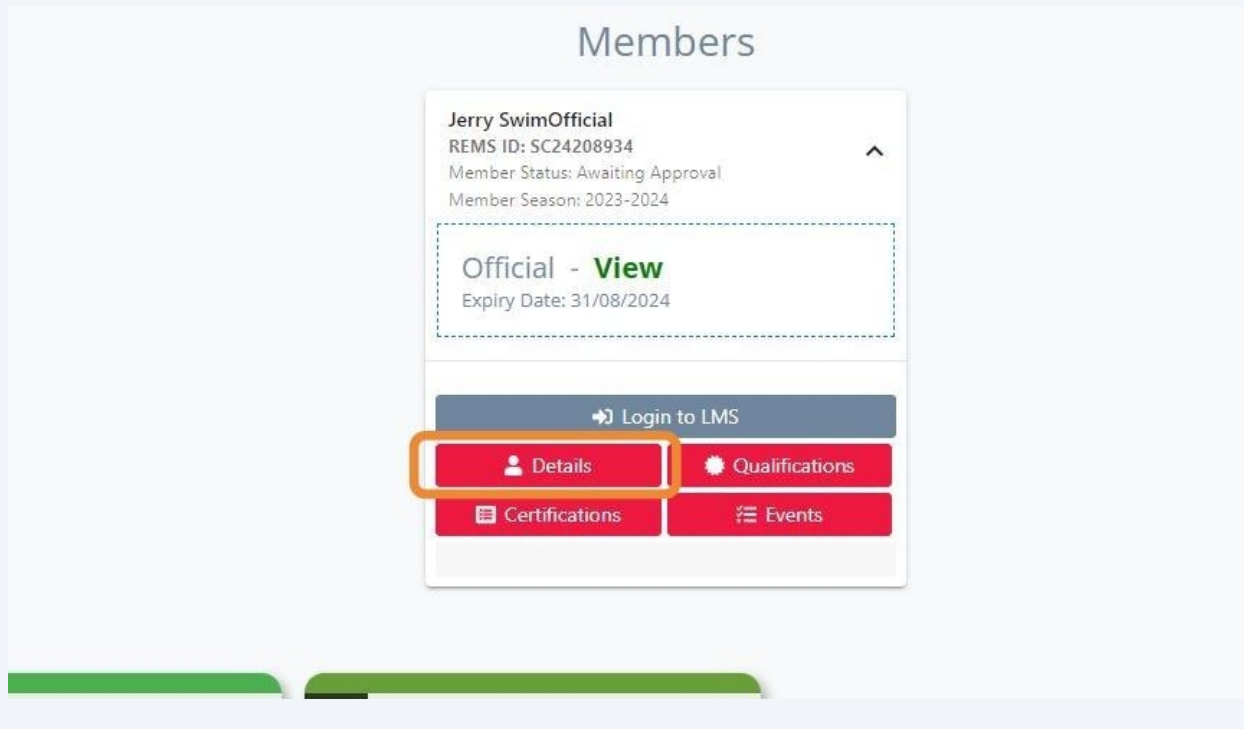


The screenshot shows a login form titled "Login". Below the title is the instruction "Please log in with your Sportlomo User Account". There are two input fields: the first contains the email address "jimmyjonesofficial@mail.com", and the second contains a masked password "*****" with a green eye icon to its right. Below the password field is a green link that says "Forgot Password". At the bottom of the form is a red button with the word "Login" in white text. An orange circle is drawn around the "Login" button.

Not Looking for member login?

[click here](#) for Admin Login

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



- 28 View and update your member details.

