

Update Registrant Public User Account Email Address - Club

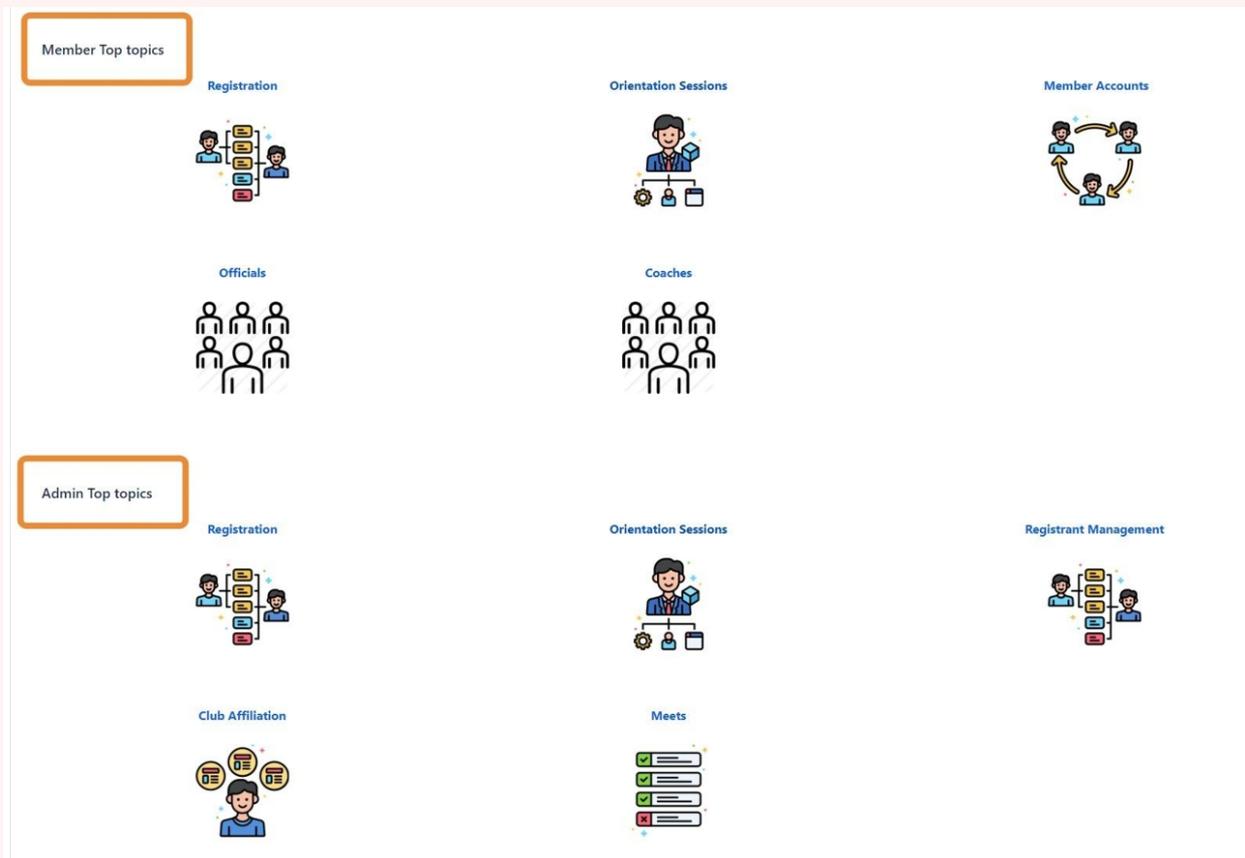
This guide provides step-by-step instructions for club registrars/COAs to update the public user account email address for a registrant in REMS. 11/13/2024



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>

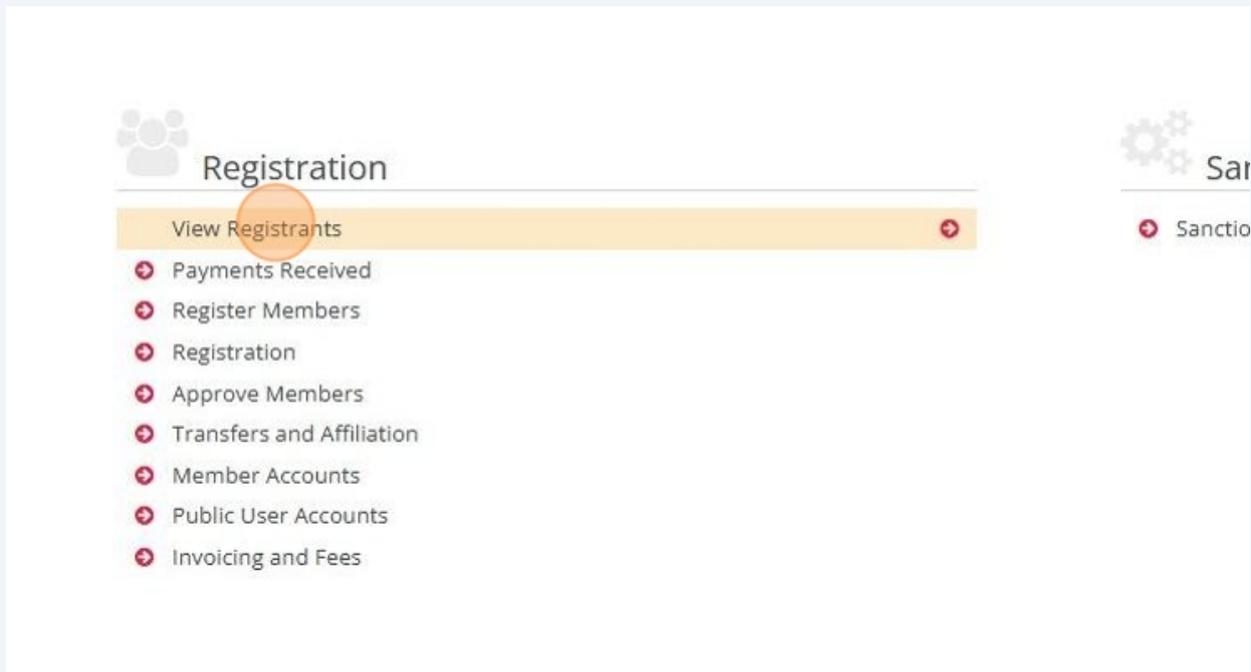
You can also log a ticket with the support desk.



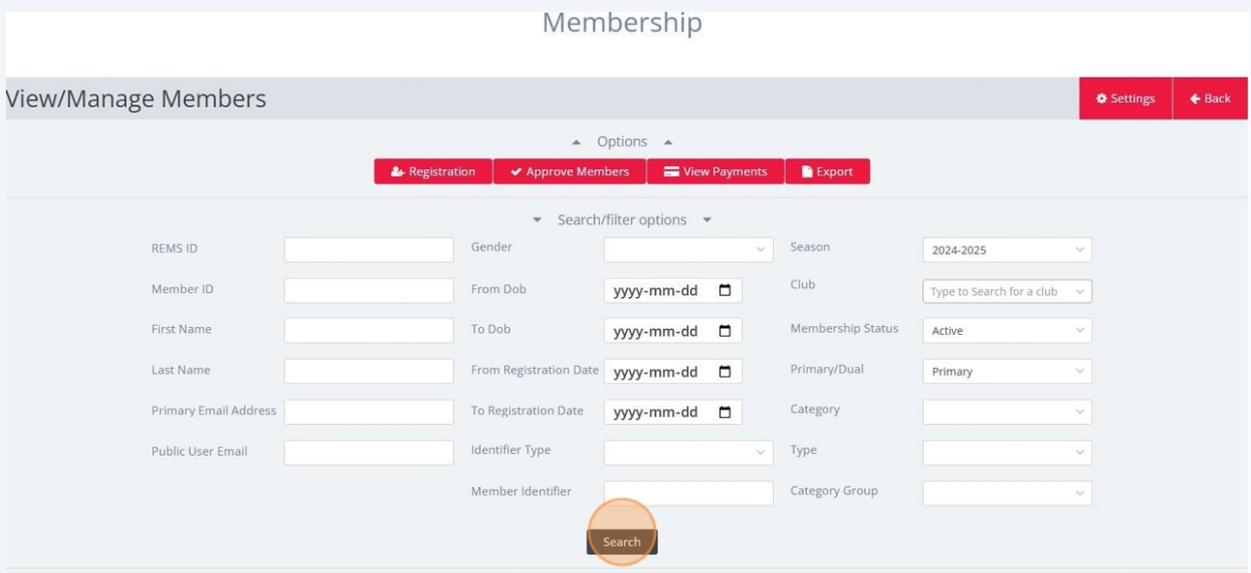
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Navigate to <https://swimming.canada.sportsmanager.ie/maint.php> and log in to your Club Registrar or COA admin account.

2 Click "View Registrants"



3 Enter your search criteria in the Search/filter options and Click "Search"



4 Click "i" in the Actions column for the Registrant to view the Member Details

Form fields for registration details:

- Last Name:
- From registration date:
- Primary User:
- Primary Email Address:
- To Registration Date:
- Category:
- Public User Email:
- Identifier Type:
- Type:
- Member Identifier:
- Category Group:

[Search](#)

	First Name	Last Name	DOB	Active	Official	Teamsheets	Registration Date	Start Date	Expiry	Season	Primary/Dual	Actions
'066	Andrea	Apple	08/09/1970	✔	⊘	⊘	24/09/2024 00:17	01/09/2024	31/08/2025	2024-2025	Primary	
i662	Jimmy	Jones	06/06/1977	✔	⊘	⊘	23/09/2024 23:37	01/09/2024	31/08/2025	2024-2025	Primary	
'451	Test	Support-Staff	01/11/2005	✔	⊘	⊘	13/11/2024 14:13	13/11/2024	31/08/2025	2024-2025	Primary	

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rows per page:

5 To edit the Public User Account email address, Click "Update Account"

Management

[← Back](#)

Actions

- [View Playing History](#)
- [Member Signed Acceptances](#)
- [Update Account](#)

Membership Types

Registration Category	Type	Start Date	Expiry Date	Source	Actions
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- 6 Click the "User Name" field to edit the Public User Account email address

Update Public User Account

Public User Account

First Name

Last Name

User Name

[Reset Password](#)

- 7 Enter the new email address and Click "Update Public User Account"

First Name

Last Name

User Name

[Reset Password](#)

Last Name

Select All

Jones



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Click "Continue" to confirm the update

The screenshot shows a web interface for the 'WIMMING PROVINCE SWIMMING CLUB)'. A modal dialog box is open, asking for a 'Public user name for this member?'. The dialog has a close button (X) in the top right corner. Below the text input field, there are two buttons: 'Continue' (highlighted with a red circle) and 'Cancel'. In the background, the website header includes 'Sportlomo.com' and a 'BACK TO YOURS ACCOUNT' link. A 'Back' button is also visible in the bottom right of the background page. The main content area of the background page shows three 'Name' labels with corresponding input fields containing 'Jimmy', 'Jones', and 'tsportlomo+jjones@gmail.com'.

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View the Registrant to confirm that the Public User Account email address has been changed.

Member Details

Association

Swimming Club

Parent Association

Swimming Province

REMS ID

SC24165662

Public User Account

tsportlomo+jjones@gmail.com

Member First Name

Jimmy

Me

Re;
Cal

Re
Tra

Me

clu

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The registrant will receive an email confirmation to let them know that their Public User Account email address has been updated.

sportlomo

Your Account Updated

Hello Jimmy Jones.

Your user name has been updated from [redacted].com to [redacted]@gmail.com

Kind Regards,
Sportlomo Team

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sportlomo

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