

HOW TO SPORTLOMO - VERSION 1 OF ??

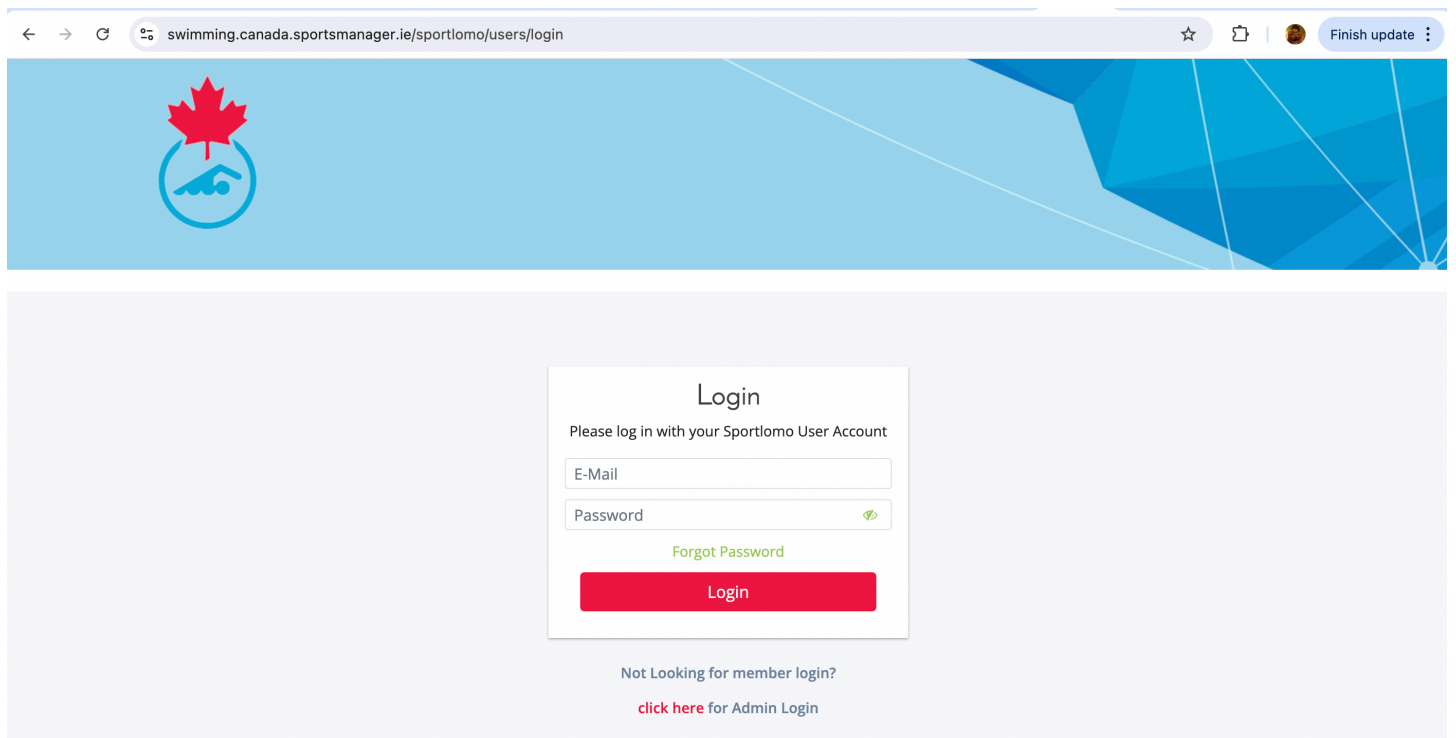


Thank you to everyone for their work at getting their swimmers and officials (themselves!) registered! Below is a quick explanation on how to make sure your swimmer is registered correctly and also a quick snapshot on how to register yourself as an official if you haven't done so already!

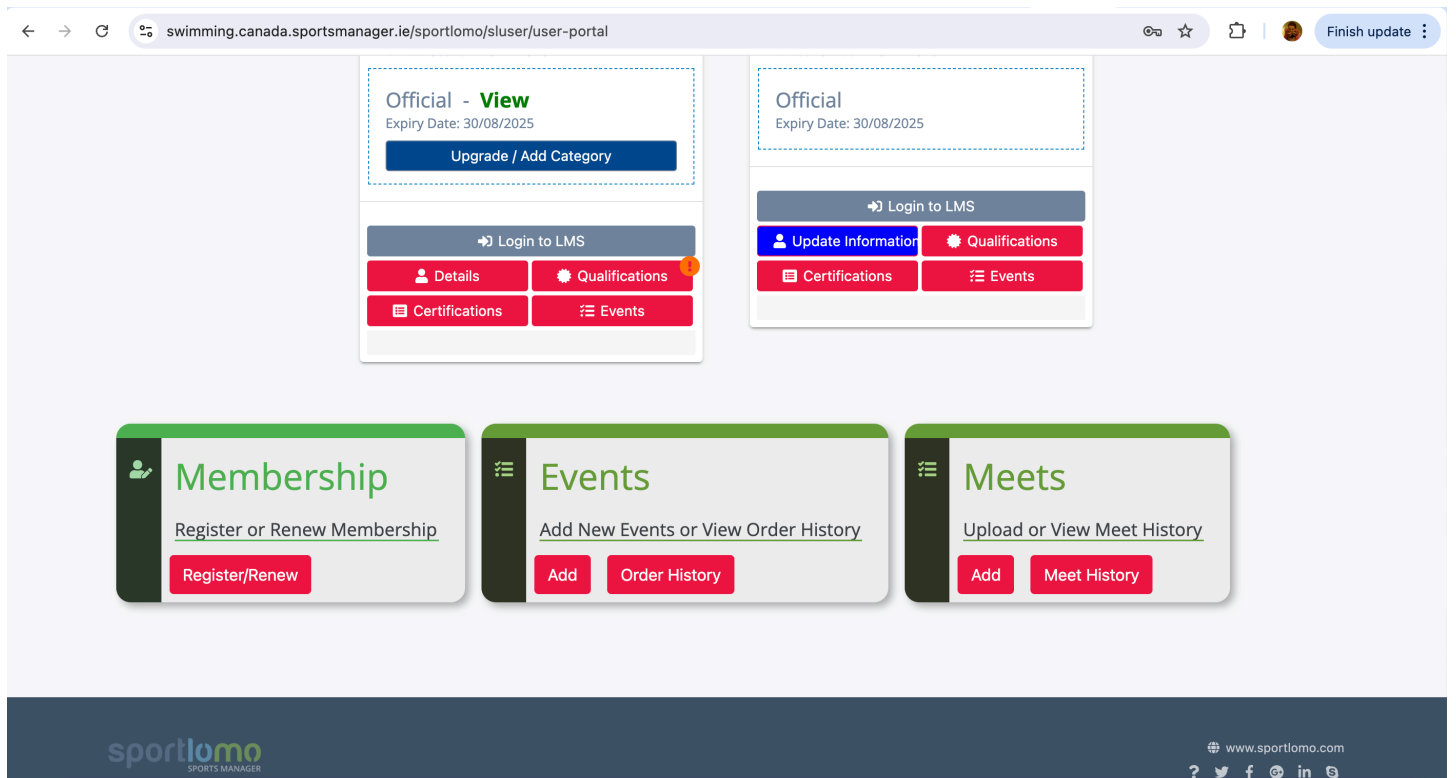
As we are sure you all know, getting used to a new system takes time and a little bit of work! UCSC is working to be up on all aspects of the new system, but may need to take some questions away to find out the best way to complete the task or answer the question. Thank you in advance for your patience and understanding! Hopefully this document will be updated as we find solutions to any questions that may come up!

First off, you will need to log into your SportLoMo (REMS) account. You can do so by going to the [website](https://swimming.canada.sportsmanager.ie/sportlomo/users/login/home) (<https://swimming.canada.sportsmanager.ie/sportlomo/users/login/home>)

When you reach this page it should look like this:



Ideally all members should have their log in email and password all set up. If you do not know your password, please click on “forgot password” to set up a new one. If you are registered in the system, it will send a reset password link to your email. If your email is not recognized, please contact our office and we can look into it.



You're logged in, what next? If everything went well, you should see a page that looks similar to the photo above. You will likely have a swimmer (or maybe more than one swimmer!) listed there as well. For your swimmer, please make sure that their information is up to date. If it is not up to date, that button will be in blue. Please be

sure to go in and update the information and sign the agreements to complete registration for your swimmer if it is blue. This will need to be complete for them to be able to participate in any swim meet.

If you (or someone else) is listed as an official but it says “expired” please click on “register/renew” under “Membership” to renew yourself. Or, if you are missing, or haven’t added yourself, you can also add officials this way!

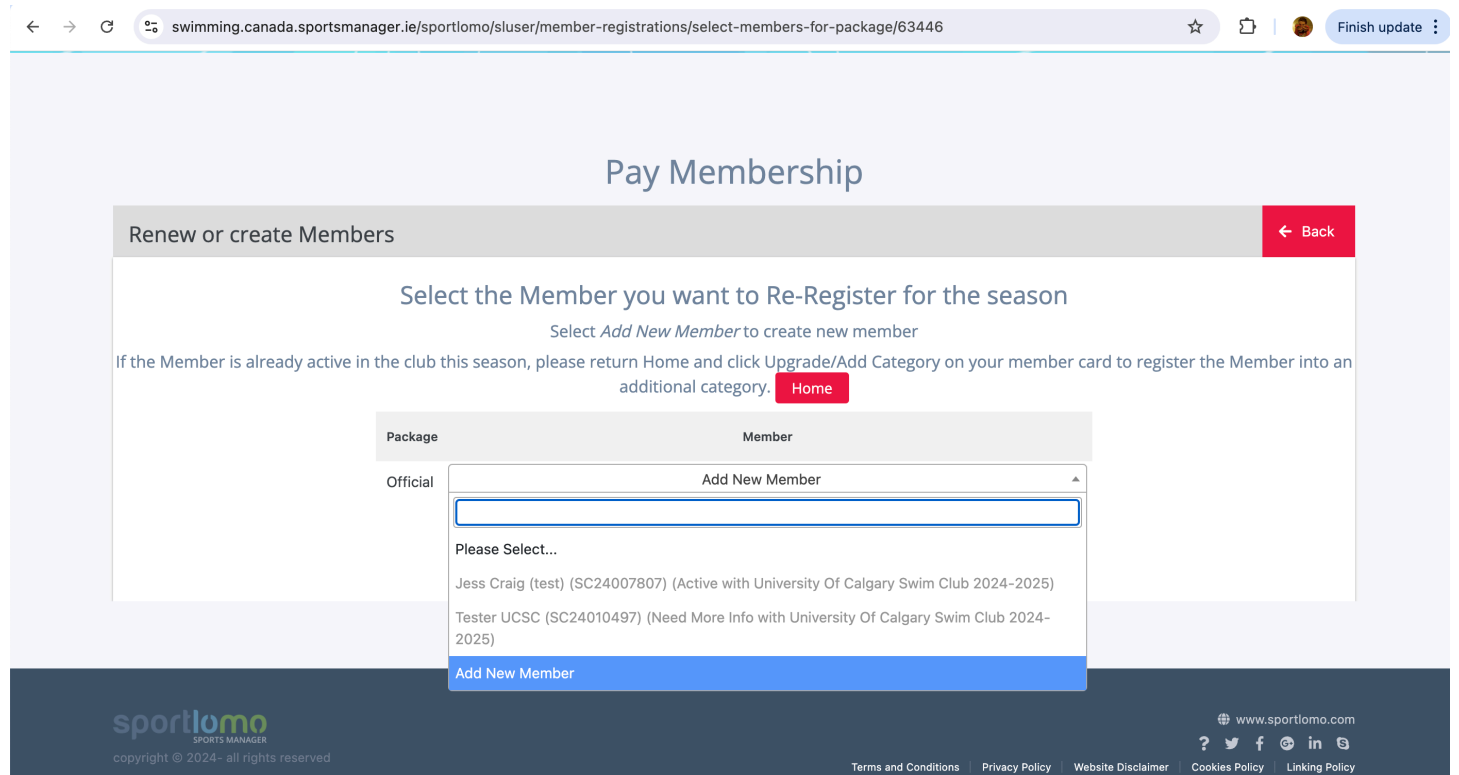
Regardless as to whether or not you show on the homepage, everyone will go through this first step to update their profiles, or to create a profile. Once you click “register/renew”, everyone will need to “add” one official (use the arrows to update the numbers) and then click “add/renew” to go to the next step. ****Please note: you will not need to register your swimmer this way. The only registration you will do here is for being an official. Please do not register or create new swimmers this way. Parents/guardians do not need to pay for any registration through SportLoMo with the way UCSC has the system set up. UCSC is not able to disable the other options, so please do not click or choose them. Fingers crossed we can soon so it isn’t accidentally done!**

The screenshot shows a web browser window with the URL swimming.canada.sportsmanager.ie/sportlomo/sluser/member-registrations/select-membership-groups. The page title is "Add/Renew". Below the title, there is a blue button labeled "2024-2025". The main content is a table with the following rows:

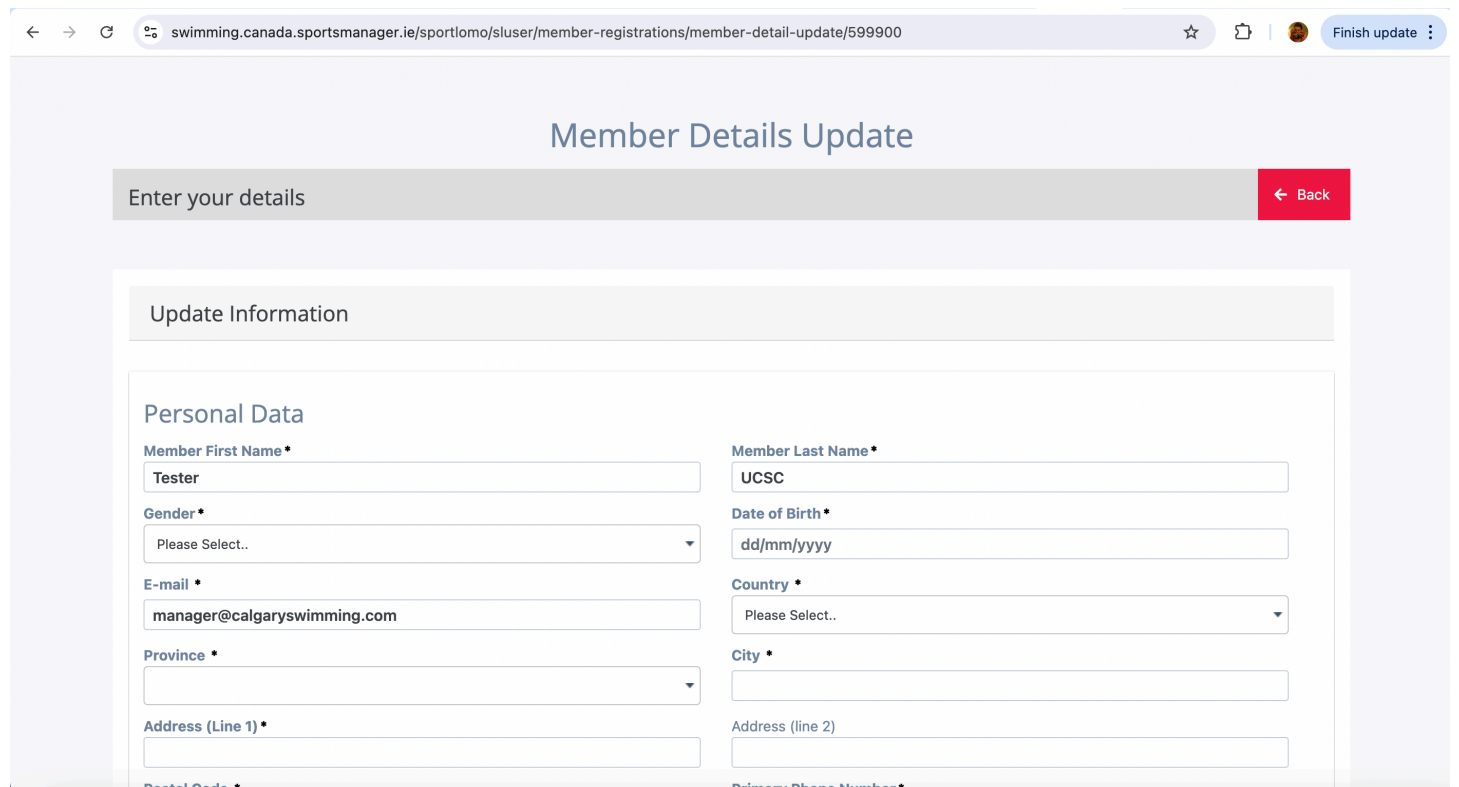
Name	Price	Qty	Total
Pre-Competitive	34.25	0	0.00
Competitive	201.00	0	0.00
Assistant Coach - Provincial	140.75	0	0.00
Assistant Coach - National	270.75	0	0.00
Pre-Competitive, Masters, Summer Club Coach	120.75	0	0.00
Sessional - Fall	18.25	0	0.00
Official	0.00	1	0.00
Registrant Transfer	0.00	0	0.00

At the bottom right of the table, there is a summary: "Total Cost (Ex Fees): 0.00".

After adding an official to the amount, the next step is easy! If you are needing to complete your information, the system will tell you that (see Tester UCSC in the screenshot below who needs more info). If you are in this situation, you can go back to the homepage screen to complete that. If you are already active, you will be greyed out as well (see Jess Craig (test) as an example).



The screen to update your info will look like the shot below. Once that is complete you will be able to select that person go through the steps again to register them as an official. If you are adding a new person, please click on “add new member” and follow the steps (your screen will look like the screenshot below, but the information will be blank). After agreeing to the waivers and completing the info, you will click “register” at the very bottom.



Everything will be up to date at that point and you are good to go as an official! Your swimmer will be complete once the four buttons at the bottom of their profile are red. If you are a returning member with certifications, they will show up under the certifications option under each person's name. If you believe you are missing some certifications, please let us know!

The screenshot displays the 'Members' section of the SportLoMo user portal. It features three member profiles:

- Jess Craig (test)**: REMS ID: SC24007807, Member Status: Active, Member Season: 2024-2025. Official - View (Expiry Date: 30/08/2025). Buttons: Upgrade / Add Category, Login to LMS, Details, Qualifications, Certifications, Events.
- Tester UCSC**: REMS ID: SC24010497, Member Status: Need More Info, Member Season: 2024-2025. Official (Expiry Date: 30/08/2025). Buttons: Login to LMS, Update Information, Qualifications, Certifications, Events.
- Tester #2 UCSC**: REMS ID: SC24010514, Member Status: Active, Member Season: 2024-2025. Official - View (Expiry Date: 30/08/2025). Buttons: Upgrade / Add Category, Login to LMS, Details, Qualifications, Certifications, Events.

Below the profiles are three main navigation cards:

- Membership**: Register or Renew Membership. Buttons: Register/Renew.
- Events**: Add New Events or View Order History. Buttons: Add, Order History.
- Meets**: Upload or View Meet History. Buttons: Add, Meet History.

**UCSC is currently working on how to register for courses through the LMS system. In theory you would be logged into SportLoMo and click on "login to LMS" and join a clinic from there, but the system seems to be down. As soon as more info is known the Club will update this document and let members know! We apologize for any frustrations it has caused so far!

