Administrative Registration Guide

1. Review BC Rugby Dues Summary to see the new Rugby Canada dues structure.
2. Finalize Club dues for the season.
3. Log in to the SportLomo Administration site: https://admin.sportsmanager.ie/maint/php
4. Membership Types:
    a. Click Membership Types under the Membership Setup Heading.
    b. Once BC Rugby publishes your membership categories, the Membership Types are automatically published for each category.
    c. To edit a membership type, click the pencil and make the necessary changes applicable to the Club. You can add registration questions that the club wants to ask of their members.
    d. To create a new membership type, click Add.
5. Create Club Membership Packages for members to purchase
    a. Click Begin Selling under the Membership Setup Heading
    b. Click New to create a new package to sell. Name the package and write a brief description to help members select the correct package.
    c. Select the current season that the membership will be available for. Set the dates that the membership will be available for purchase.
    d. Choose the Membership Types to include in the package. Choosing multiple types allows members to register in multiple roles for the Club. https://www.loom.com/share/7a7b054d2666405ab0b59582e0d7b623
    e. Enter Club dues. If there are no Club dues, enter ZERO in the field.
    f. Click SAVE
6. Set up email notifications for new registrations, upgrades, refunds and transfers.
    a. Click Email Notifications under the Membership Setup Heading and customize accordingly.

Important Notes:
1. Clubs can set up discount codes to discount Club dues **only**.
2. Clubs have the option to customize registrations to include additional questions. https://www.loom.com/share/3d73ea8f33dd4da4936f52b094f67fde
    a. In Membership Types, click Custom Fields at the top of the page.
    b. Click Add. Create the custom field. The Fieldname must be in **lowercase and underscores only, no spaces (ie. jersey_size or jerseysize).**
    c. Once created, go back to Membership Types and select the Membership Type to add the custom field to.
    d. From the "All Fields" column (left side), click Member Season Custom Fields and drag the custom question to the "Visible Fields" column (right side). There are other questions in the "All Fields" column (Member Meta Data, Member Attachments, etc.) that can be included to the "Visible Fields" column.
    e. In the "Visible Fields" column, there is the option to make questions required by checking the "Required" box.