

# DATE APPROVED: JUNE 12, 2020

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rugby.ca

info@rugby.ca

Canada 🚺





1. Log into Sportlomo (https://rugbycanada.sportsmanager.ie/maint.php)

RUGBY CANADA - CLUB PORTAL	
Username	
+) LOGIN	
Forgotten Password Powered by	
www.sportlomo.com	

2. Under the Membership header click 'Refunds'

PHUN	TER@RUGBY.CA	(CANADA RUGB)	() SPO	prileme.com
# HOME ? HELP 💩 M		🗯 SWITCH TO FRANÇAIS (FRENCH)		🗘 LOGOUT
<ul> <li>Membership</li> <li>View Members</li> <li>Seduction Neuronal</li> <li>Refunds</li> <li>Register Members</li> <li>Register Discount Requests</li> <li>Transfers/Dual Membership</li> </ul>	Membership Setup      Payment Methods     Additional Fees/Taxes     Occupations     Email Notifications     Ethnic Origins     Discount Codes     Membership Categories     Membership Membership Types     Publish Packages     Membership Scheduled Tasks	Documents     Ocument Templates	Workflow Rulesets Workflow Rules Workflow Rules Workflow Rule Actions	<ul> <li>Sanctioning Application Forms</li> <li>Sanctioned Events</li> </ul>
Accreditation Certification Types Certifications Member Certifications Accreditation Types Accreditations Member Accreditations Tutor/Coaches	<ul> <li>Events</li> <li>Orders</li> <li>Refunds Issued</li> <li>Events Waiting in Basket</li> </ul>	Electronic Game Management • Electronic Team Sheets	Cames Management • Came Editor • Came Editor - Referee Admin • Referee Management • Create Games • Input Result • Edit Games by Date	<ul> <li>User Reports</li> <li>Activity Report</li> <li>System Reports</li> </ul>

3. Click on 'Search/Filter Options'



4. Click on Our Refund Status and a dropdown will appear

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#### Refunds

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Province/Union 🖨 Ass	ociation       Ociation      Email Address	Overall Status 🖨	Our Status	Requested Date <del>\$</del>	Last Update	Submitted Automatically Refunded Manually Refunded To Card Manually Refunded Partially Refunded Declined	Action

5. Select 'Awaiting Approval' in the dropdown option

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6. Select 'Requested Date' to sort the refunds by oldest first

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7. Under the action's column click the arrow icon

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8. Select refund status and a drop down will appear

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- 9. Choose from of the following options:
  - Approved You are approving an **online** refund
  - Manually Refunded You are approving an offline refund
  - Rejected You are rejecting a refund

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# 10. Select 'Refund Through'

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## 11. From the drop-down menu select 'Sportlomo (PaySafe)'

### 12. Click on 'Save'

