



Membership Payments Manual

Revision 2, November 2017

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Contents

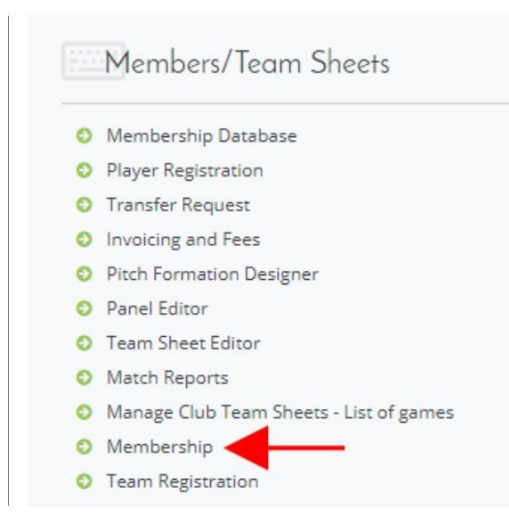
1.0 Introduction	3
2.0 Membership Setup	4
3.0 Setup your Club Membership Types.....	10
4.0. Begin Selling	13
5.0. User Registration POV	16
6.0 Events	20
7.0 Discount Codes.....	26
8.0 Orders (Events).....	30
9.0 Transfers	33
10.0 Upgrades.....	36
11.0 Custom Fields	41

1.0 Introduction

In this manual you will be taken through the steps in setting up your club account to take membership payments.

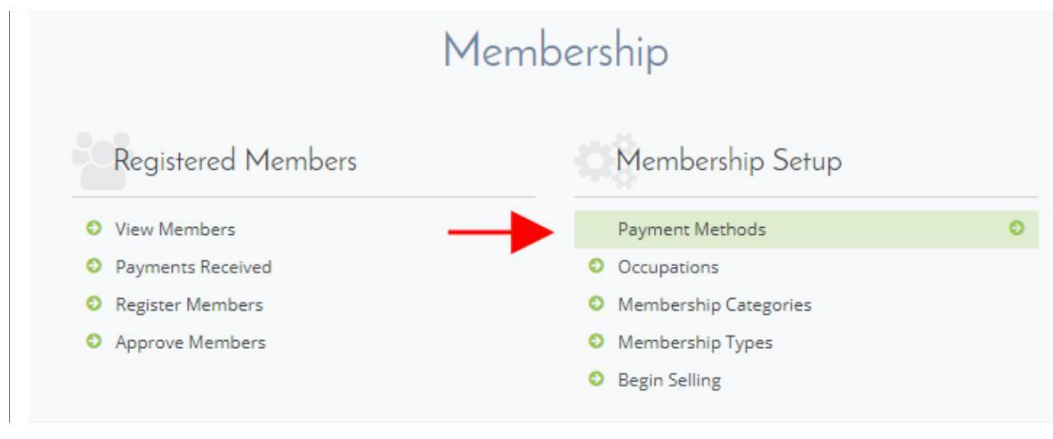
FOR THE PURPOSE OF THIS MANUAL “Ontario Rugby Aurora Barbarians” WILL BE USED

- Using this link, Log in to Sportlomo as a Club Administrator by entering your username and password – <https://sportsmanager.ie/maint.php>
- You will be brought to the Sportlomo Administration panel (dashboard). Now click '**Membership**' which will take you to the Membership screen.



2.0 Membership Setup

To begin click on 'Payment Methods'.

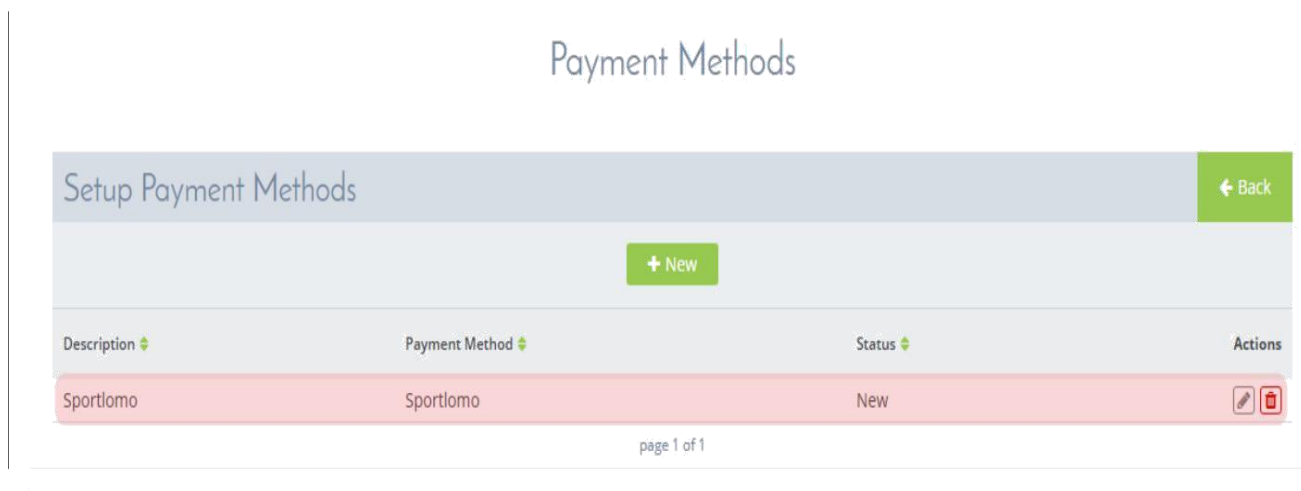


Payment Methods

To accept online payments, you will start by activating your SportLoMo payment option.

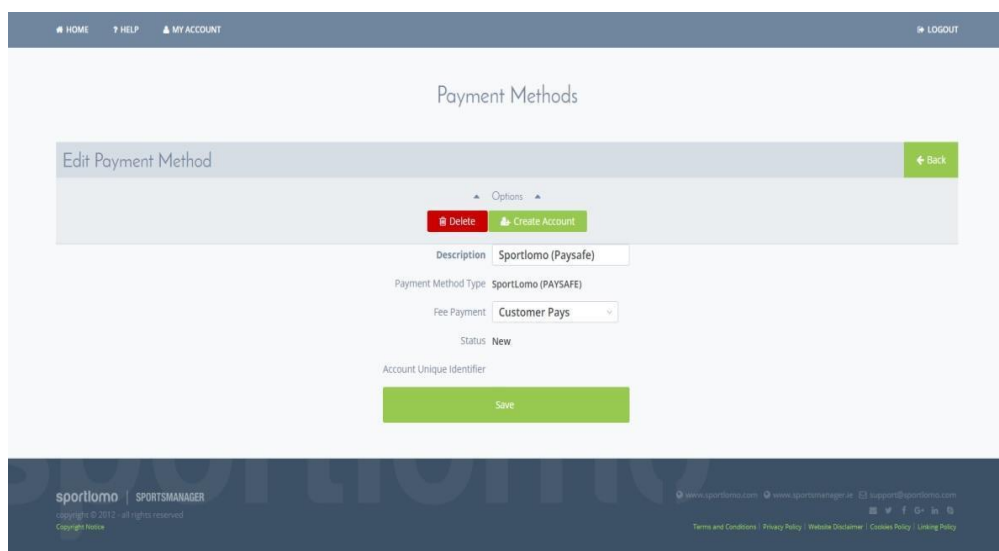
This will require you to enter some information about your club, and about the person authorised to manage payments for your club.

Remember at no point does SportLoMo or the club see or store any credit card details.



Step 1 - To start click the 'Edit icon' (Pen and Paper icon on left side under "Actions".

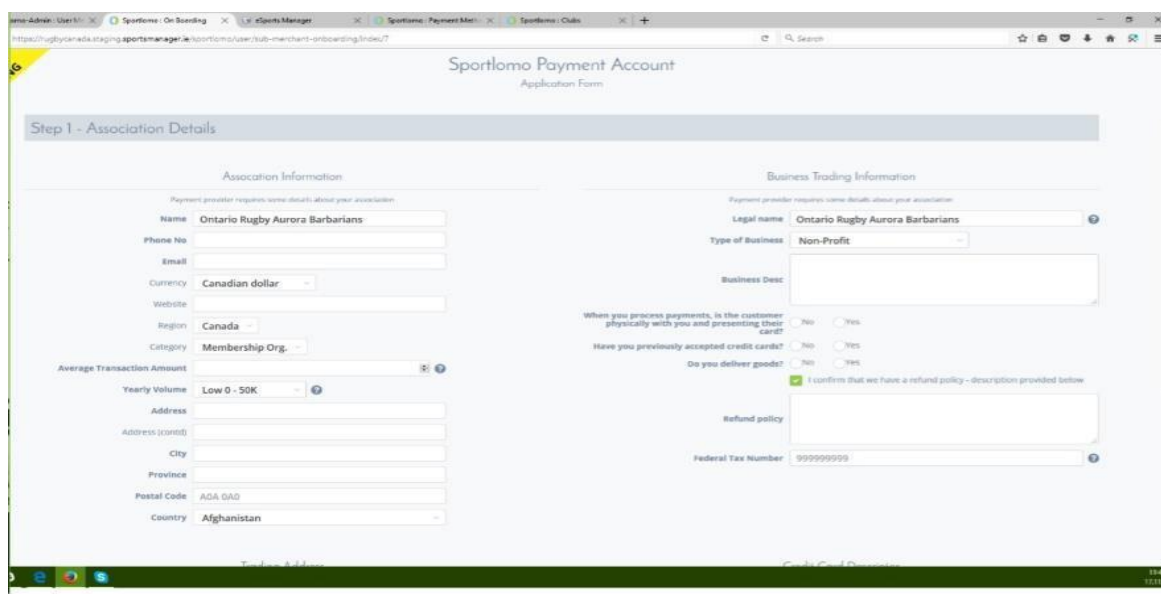
- As you can see our Status is **NEW**. In this instance, our Payment Provider is PAYSAFE. SportLoMo has partnered with this provider to ensure no bank details will be stored in the SportLoMo platform. This payment service is provided by a specialist payment provider.



- We now create an account to start accepting payments for memberships. Click 'create account' under the heading 'options'.

Step 2

- Fill in all fields required here, this information is needed for the payment provider. Some categories are required and some not required.
- Fields here are for Association information as well as business trading information. This should be filled in by your Club's Signing Officer – Authorized User
- When complete click "Submit"



Step 3 –

- Next we fill out the “Sportlomo Payment Account Application form” Firstly you fill the fields to create a user account to login to the PAYSAFE system.

STAGING

Details

Payment provider requires some personal details of the individual authorized to manage the club payments

Country: Canada

First Name:

Middle Name:

Last Name:

Dob: 20 November 1999

Job Title:

SIN/SSN:

Driving License Number:

Driving License Province:

Phone No:

Email:

Num Years At Residence:

Residential Address:

Residential Address (cont):

City:

Province:

Postal Code: A0A 0A0

Previous Address:

Previous Address (cont):

Previous City:

Previous Postal Code:

Banking Details

Provide the details that the money will be lodged into

Transit Number:

Institution:

Bank Account Number:

- When you complete these fields move on to the “Details” section underneath, this is some personal information needed by PAYSAFE belong to the individual authorized to manage this account, you will also be asked for the account details of the bank account attached to the club.

STAGING

Sportlomo Payment Account
Application Form

Step 3 - Create Business Owner

Create User account

Create a user account to have a login to the Paysafe system

User Name:

Email:

Password:

Confirm Password:

Question Id: What is the name of your oldest sibling?

Answer:

Details

Payment provider requires some personal details of the individual authorized to manage the club payments

Country: Canada

First Name:

Middle Name:

Banking Details

Provide the details that the money will be lodged into

Transit Number:

Institution:

Bank Account:

Step 4-

- You must now accept terms and conditions to your merchant account as seen in screenshot below, tick box and click “Submit

STAGING

Residential Address
Residential Address (cont)
City
Province
Postal Code A0A 0A0
Previous Address
Previous Address (cont)
Previous City
Previous Postal Code
Country Afghanistan
Num Years At Residence

Step 4 - Accept Terms and Conditions

Merchant Terms and Conditions

Accept the terms and conditions below to continue your application

☐ I agree to the Merchant Terms and Conditions [View](#)

Submit

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- Upon the creation of your merchant account with Sportlomo/Paysafe, we deposit a small 8
- Validation Amount between \$0.01 and \$0.99 in the bank account entered during the application process. In order to verify the banking information through the Paysafe Back Office, take note of this amount.
- Then, login to your Sportlomo account with your user name and password, go to “Membership” and then click on “Payment Methods” where you will see “Verify Bank Account”.

HOME HELP MY ACCOUNT LOGOUT

Payment Methods

Edit Payment Method Back

Options

Delete Verify Bank Account

Description Sportlomo (Paysafe)

Payment Method Type Sportlomo (PAYSAFE)

Fee Payment Customer Pays

Status Activation Request Sent

Account Unique Identifier 1001171090

Save

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HOME HELP MY ACCOUNT LOGOUT

Sportlomo Payment Account

Verify Bank Account Back

Lodgement Amount 0

Submit

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- Once completed, your funds will be released on the next scheduled payment date.

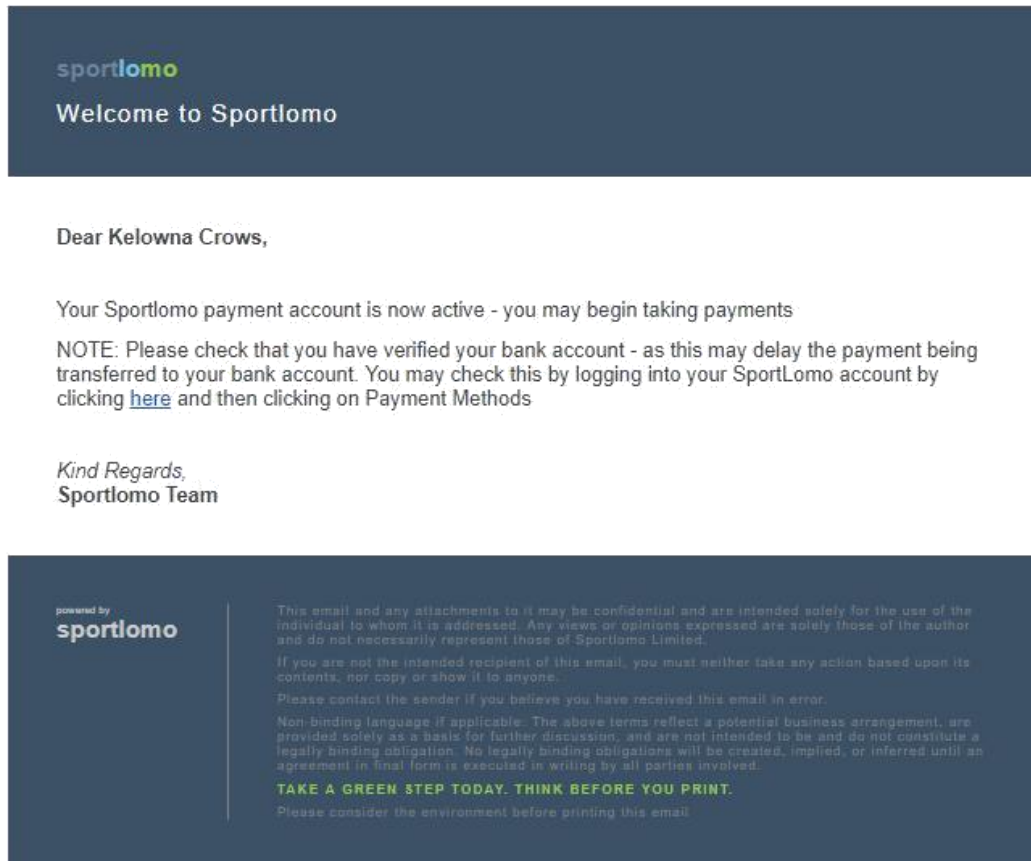
Important!

- ❓ In certain instances, the micro deposit and/or the verification amount does not get posted to the bank account given during the application process. When this occurs, Paysafe must verify the banking information manually. In order to complete this process please send one of the following in response to this email to salesupport@paysafe.com:
 - A voided cheque with the full legal name of your company printed on it. Please note that the legal name cannot be hand written on the cheque. A picture of your void check is acceptable.
 - A bank letter indicating the full company legal name and banking information. This letter must be typed on official bank letterhead and must be signed and stamped by a bank official.
 - Once Paysafe receives the voided check or bank letter, this information will be verified within 24-48 hours and the funds will be released on the next scheduled payment date.

Step 5-

Following Approval

- You will receive an approval email welcoming you to Sportlomo as seen in screenshot below.



3.0 Setup your Club Membership Types

This section allows us to name “Types” of members that can existing in your club. For example, you may have an “Under 16” membership type, an “Under 14” Membership type or an “Adult” Membership type.

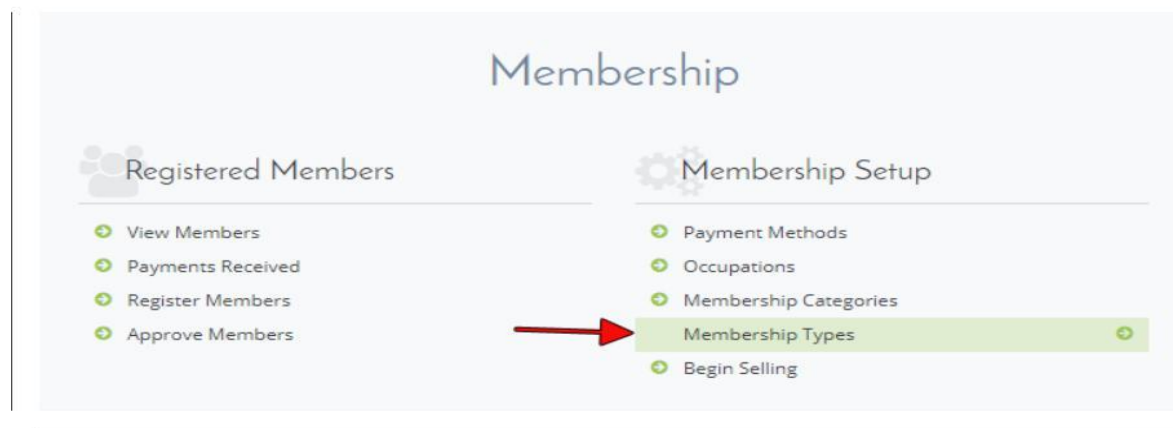
These types will be attached / linked to a higher-level Membership “Category”. For Example, U16 and U14 membership Types may both be grouped under a category called “Minor”. The Categories will be defined by your Provincial body and your National Sports Body. Giving the club the ability to create different “Types” allows the club more flexibility to sub-divide and classify its membership.

When you create a membership Type, you can also define what information you want to collect for this specific member Type. You are in effect creating the form they will complete when they register. You can also specify if each field on the form is “optional” or “required”.

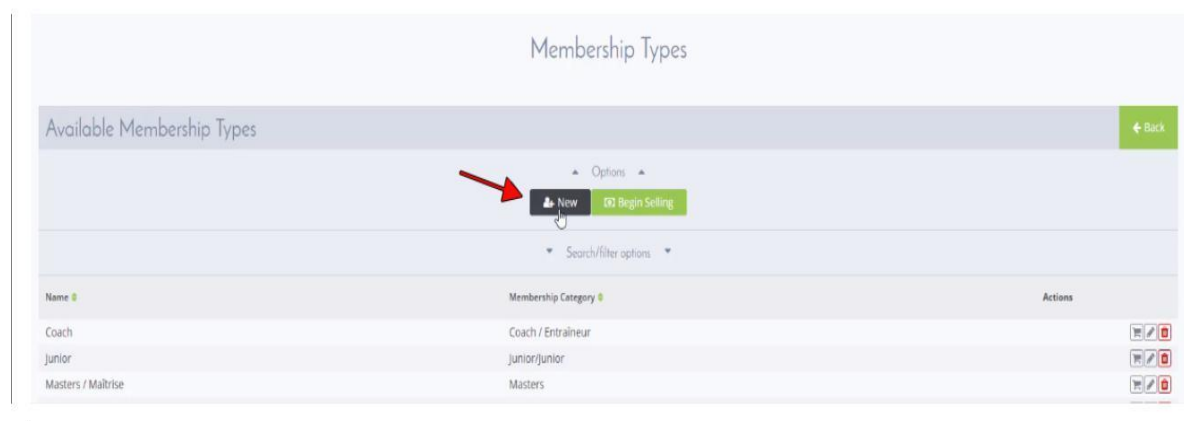
e.g. you may stipulate that DOB is a required field for underage players but optional for Adult players. You may have an optional field for work phone number for an adult player etc.

To create Membership Types:

1. Go back to the main Membership Page and click ‘**Membership types**’



2. Click NEW



3. Add a name for the membership you wish to create. i.e. Adult, U16, U14 etc.
4. On the membership category field click on the dropdown arrow and select which category this membership falls under. These categories will be set by your parent organisation. (E.g. Add U14 to the “Minor” category etc)
5. Set a date of birth range if required. This step allows you to specify the minimum age a player must be or the Maximum age a player must be to register to this membership Type. **This is an optional setting.**
6. Click SAVE

Membership Types

Name **Demo User**

Membership Category **Junior/Junior**

☐ DOB Required

Minimum DOB

Maximum DOB

Save

Member Details

You can now decide what information is required from a potential member as they sign up. **Each item is called a 'Field'.** (example: Player number, Passport number).

You can....

- Make the field **visible** or **hidden**
- Make the field required (member must fill it in).
- Change the **description** that will appear on the registration form
- You can move the order of the fields up and down with the arrows on the right. This determines the order / sequence of each field on the form.

The first four fields have to be visible and are required. These are already set by SportLoMo.

When finished click SAVE

We have now set up a new Membership Types.

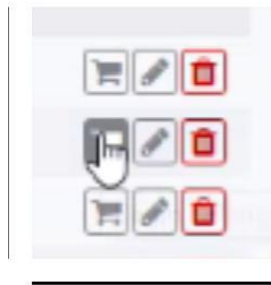
You have the option to “Edit” this form at any time.

Field Name	Visible	Required	Description	Move
First Name	Yes	Yes	First Name	→
Last Name	Yes	Yes	Last Name	→
E-mail	Yes	Yes	E-mail	→
DOB	Yes	Yes	DOB	→
Gender	No	No	Gender	→
Photo	No	No	Photo	→
General Attachment	No	No	General Attachment	→
Signature	No	No	Signature	→
ID Copy	No	No	ID Copy	→
Parent Waiver Form	No	No	Parent Waiver Form	→
Membership ID	No	No	Membership ID	→
PPN	No	No	PPN	→
Player No	No	No	Player No	→
Custom Identifier 3	No	No	Custom Identifier 3	→
custom no 4	No	No	custom no 4	→
custom no 5	No	No	custom no 5	→
Passport Number	No	No	Passport Number	→

4.0. Begin Selling

You are now ready to make your membership available for Sale to the public. This step allows you to give different memberships a 'public' name (visible to the general public on your website), assign a price, and set dates to offer/close a membership offer.

1. Click 'Begin Selling'.



2. Give the membership a name*
AND REMEMBER THIS IS THE NAME A USER WILL SEE WHEN PURCHASING
3. You can also give a description or leave it blank.
4. Enter the season for the membership you are selling.

5. Optional: Choose to make a particular membership **'feature'** or **'stand out'** on the public main membership registration page by ticking **'Featured'** tick box.

6. You can set the dates the membership is effective from and to. This is Used if you wish to have a membership available for sale for a certain period of time such as a special offer or early bird. Once the date expires, the membership will automatically be removed from sale

1 Package Details Fill in package details

Name
Demo User

Description
User created for demonstration purposes.

Season: 2016-2017

☒ Featured

Selling From: 2017-06-13

Selling To:

June 2017

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

7. You can also sell your Memberships in Packages (i.e. Family), Just add multiple membership types to the category you are offering for sale.

2 Membership Types Select membership types to add

+ Senior/Supérieur + Junior + Coach + Referee

+ Add Membership + Minor / Mineur + U6 - Summer Program

+ U8 Summer Program + Demo User

8. Then enter the price you plan to sell this membership at.

3 Membership(s) in Package
Membership types included in this package

Type	Union Price	Club Price	Total	Fees	User Pays	Options
Demo User	144	50	194	8.31	202..	<input type="checkbox"/>
Senior/Supérieur	109.5	100	209.	8.81	218..	<input type="checkbox"/> Delete

9. The Fees charged to the member will include the fees assigned to the Category by the Province and by the National Governing Body. The Club Fees are added to these fees.
10. You can also choose the final selling price, and the system will calculate how much the Club will collect.
11. Card fees and transaction fees are all calculated automatically and will be displayed / will be transparent to the member when purchasing the membership.
12. When finished click SAVE
13. Note. If a member chooses to register for more than one category e.g. an Adult Player, a Coach and a Referee, the system will only charge one price (The highest) but will register the player for all three roles in your Database

Final Check before you begin selling

The above steps can be completed while your club is waiting to have its bank merchant account set up. However, you will receive a warning to inform you that “one of your Payment Methods is not fully active” if your merchant bank account is still pending approval. You will need to complete that process before the membership will be made available for sale on the public website.

5.0. User Registration POV

We will now take a look at what the member who wants to purchase membership will see.

Please note: Members will be asked for some personal details by the Payment Provider ie: bank branch/type of account/phone provider etc. This information is used to verify your identity, and is taken for routine security precaution. Reminder: All financial information is confidential and is not shared with SportLomo or Clubs.

JOIN CANADA RUGBY

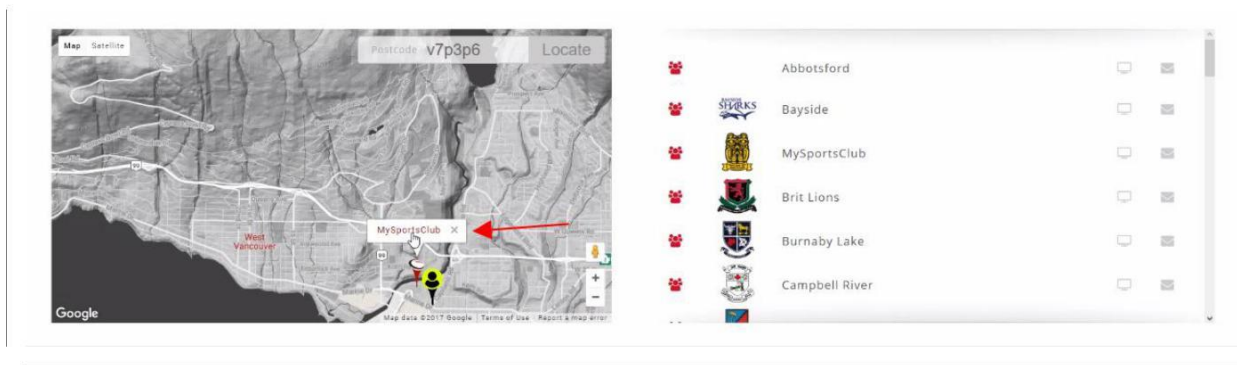


How a new member registers with a Club

Link: <https://reg.sportlomo.com/rugbycanada>

This is where a potential new member would begin to register. Here we have an interactive map with the provinces in Canada. Your club will be provided with a link which you can promote on your club website, send out to existing members in an email or add to your club Facebook account.

To find your nearest club you can click on your province or enter your postcode, or just select from the list provided if you already have a club in mind.



1. I select the club I wish to Join
1. The member will be brought to the list of memberships for sale for that club
2. The member will select the Membership(s) they wish to purchase
3. This will bring them to a create account or login screen.

The screenshot shows a 'Create Account' form with the following fields and elements:

- Header: 'Create Account' and a sub-header 'please create a Sportlomo User Account'.
- Input fields: 'email address', 'confirm email address', 'password', 'confirm password', 'first name', and 'last name'.
- Language selection: A dropdown menu with options 'English', 'português (Portuguese)', and 'French (français)'.
- Captcha: A checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo.
- Submit button: A green button labeled 'Register'.

4. If you (the member) do not already a SportLoMo account you will fill in your information in the fields provided, choose your language, read the Terms and Conditions, accept the Terms and Conditions and then tick the Captcha and register.
5. Once you are signed in, you can review any choices you have made before continuing.
6. When done click continue.

Select and Confirm currency: CAD

Name	Price	Quantity	Total
Adult Member / Membre adulte		<input type="text"/>	0.00
Minor / Mineur	74.5	<input type="text"/>	0.00
U6 - Summer Program	174.5	<input type="text"/>	0.00
Demo User	194	<input type="text" value="1"/>	194.00
Total Cost (Ex Fees)			194.00

[Continue](#)

7. The new member will be asked to complete the forms with the required fields (as set up / configured by the club administrator)
8. When done click “Register”

E-mail

DOB

Gender

Photo

Signature

Parent Waiver Form

Parent Address

Address 1

Guardian First Name

Guardian Secondname

Guardian Phone

Receipt

Receipt will be emailed to

[Register](#)

9. You will be then given a Purchase Summary before proceeding with payment.
10. Once reviewed click “Proceed with Payment”.


Purchase Summary

Receipt: ray.lane@sportlomo.com

[Proceed With Payment](#)

Membership	Quantity	Price
Demo User	1	194
Total (Ex Card Fees)		194

11. Here you can enter your credit card information.
12. This information is then transmitted securely through HTTPS encryption to the payment provider.
No Credit Card details will be stored by SportLoMo
13. SportLoMo has no access what so ever to this information nor is it ever stored.


Rugby Canada Demo

Registration Overview

Reference
173


Quantity	Item	Unit	Price
1	Demo User	CAD 194.00	CAD 194.00
1	Fees	CAD 8.31	CAD 8.31
Total			CAD 202.31

[« Return to Rugby Canada Demo](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number




Expiry Date(MMY)

[Pay With Your Credit Card](#)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

Secure Payment provided by [E-xact Transactions Ltd.](#)

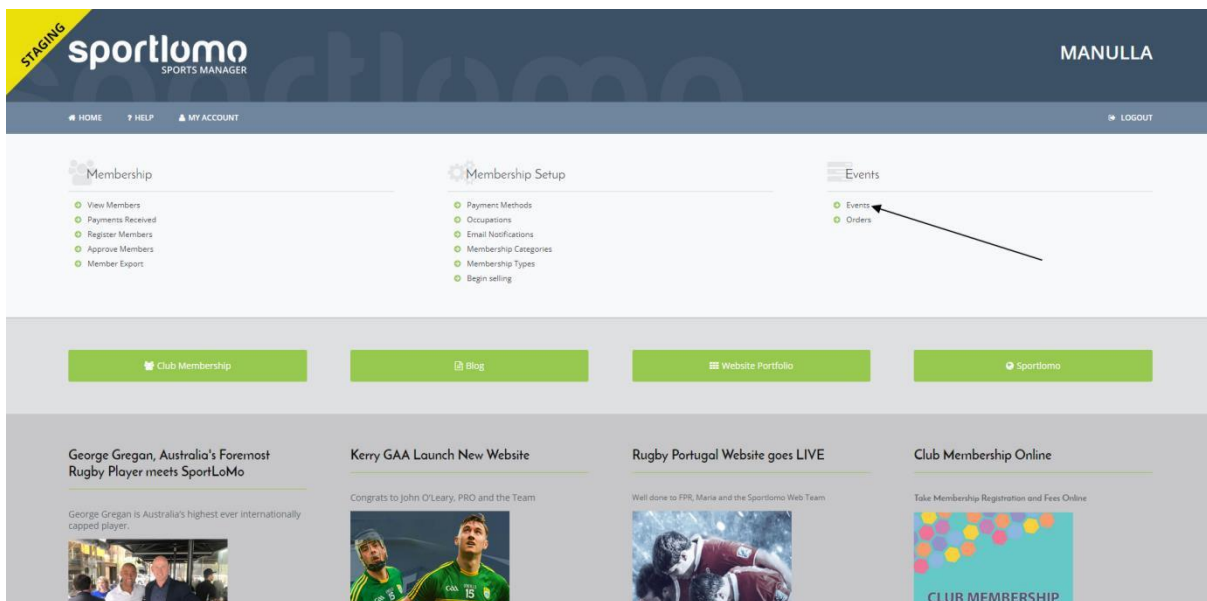


6.0 Events

This is where a club or province can set up an event to sell tickets, coaching courses, tournament entries etc and take payments for them directly online separately from your membership database which eliminates possible duplicates.

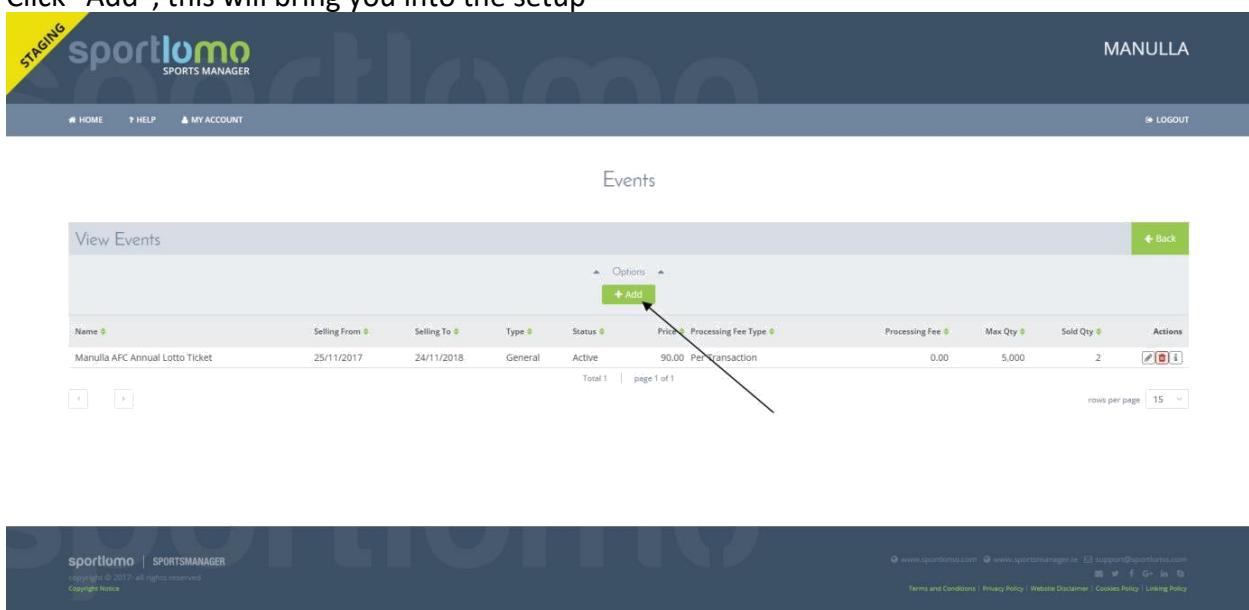
Step 1

Click “Events” on your administration panel



Step 2

Click “Add”, this will bring you into the setup



Step 3:

You now need to fill each field with the event details, firstly give it a name.

STAGING sportlomo SPORTS MANAGER MANULLA

HOME HELP MY ACCOUNT LOGOUT

Events

Add New Event Back

Event Name

Description

Event Image Choose file

Selling From Date

Selling To Date

Event Type Membership

Price

Processing Fee Type None

Processing Fee

Max Qty

Max Per User Qty

Next give your event a description that customers will see before they purchase.

STAGING sportlomo SPORTS MANAGER MANULLA

HOME HELP MY ACCOUNT LOGOUT

Events

Add New Event Back

Event Name

Description

Event Image Choose file

Selling From Date

Selling To Date

Event Type Membership

Price

Processing Fee Type None

Processing Fee

Max Qty

Max Per User Qty

In the next field you may attach an image to your events.

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HOME HELP MY ACCOUNT LOGOUT

Events

Add New Event [Back](#)

Event Name

Description

Event image Choose file

Selling From Date

Selling To Date

Event Type Membership

Price

Processing Fee Type None

Processing Fee

Max Qty

Max Per User Qty

You then must set a date range that the ticket is available to purchase.

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HOME HELP MY ACCOUNT LOGOUT

Events

Add New Event [Back](#)

Event Name

Description

Event image Choose file

Selling From Date

Selling To Date

Event Type Membership

Price

Processing Fee Type None

Processing Fee

Max Qty

Max Per User Qty

Next select whether the event tickets are to be made available to the General (Public), or Membership (Your registered members), you can choose to only select certain membership categories for tickets to be available if needs be.

Events

Add New Event

Back

Event Name

Description

Event image

Choose file

Selling From Date

Selling To Date

Event Type

Membership

Price

Processing Fee Type

None

Processing Fee

Max Qty

Max Per User Qty

Next you set your price per ticket, followed by processing fee “Type” which is per item or per transaction. Next you will be asked to attach a processing fee; this is added by you, if you wish, to the already existing processing fee. If you do not want to add a fee on just assign “0” to the value.

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SPORTS MANAGER

MANULLA

HOME

HELP

MY ACCOUNT

LOGOUT

Events

Add New Event

Back

Event Name

Description

Event image

Choose file

Selling From Date

Selling To Date

Event Type

Membership

Price

Processing Fee Type

None

Processing Fee

Max Qty

Max Per User Qty

Next you assign the maximum quantity of tickets allocated for the event and also how many tickets can be purchased per user.

Events

Add New Event

Back

Event Name

Description

Event image

Choose file

Selling From Date

Selling To Date

Event Type

Membership

Price

Processing Fee Type

None

Processing Fee

Max Qty

Max Per User Qty

Below you can see the “Adult” membership category available for selection when “Membership” is selected as the event type as referred to previously.

STAGING

HOME

HELP

MY ACCOUNT

LOGOUT

Events

Add New Event

Back

Event Name

Description

Event image

Choose file

Selling From Date

Selling To Date

Event Type

Membership

Price

Processing Fee Type

None

Processing Fee

Max Qty

Max Per User Qty

Membership Categories

Please select the categories that this event applies to

Adult

Save

Below is the fully completed “Event” setup, click “save” and the event setup is complete.

STAGING

Events

Add New Event Back

Event Name: Annual Club Dinner Dance

Description: dinner dance, proceeds this year will go to extending the gym hall for next season

Event Image: Choose file

Selling From Date: 01/12/2017

Selling To Date: 31/03/2018

Event Type: General

Price: 100

Processing Fee Type: Per Transaction

Processing Fee:

Max Qty: 500

Max Per User Qty: 10

Save

Event Name: Annual Club Dinner Dance

Description: dinner dance, proceeds this year will go to extending the gym hall for next season

Event Image: Choose file

Selling From Date: 01/12/2017

Selling To Date: 31/03/2018

Event Type: General

Price: 100

Processing Fee Type: Per Transaction

Processing Fee:

Max Qty: 500

Max Per User Qty: 10

Save

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Here is the Event setup in your events admin panel

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Events

View Events Back

Options
Add

Name	Selling From	Selling To	Type	Status	Price	Processing Fee Type	Processing Fee	Max Qty	Sold Qty	Actions
Manulla AFC Annual Lotto Ticket	25/11/2017	24/11/2018	General	Active	90.00	Per Transaction	0.00	5,000	2	Edit Delete
Annual Club Dinner Dance	01/12/2017	31/03/2018	General	Active	100.00	Per Transaction	0.00	500	0	Edit Delete

Total 2 | page 1 of 1

rows per page: 15

Here is the event itself that customers will see and be able to select for purchase.

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Event Registration Portal
for
manulla

Available Events

Select Events below which would you like to sign-up for

Manulla AFC Annual Lotto Ticket

90.00

Test your name and four yearly numbers, from 1 to 32 to (87) 614 5745

Annual Club Dinner Dance

100.00

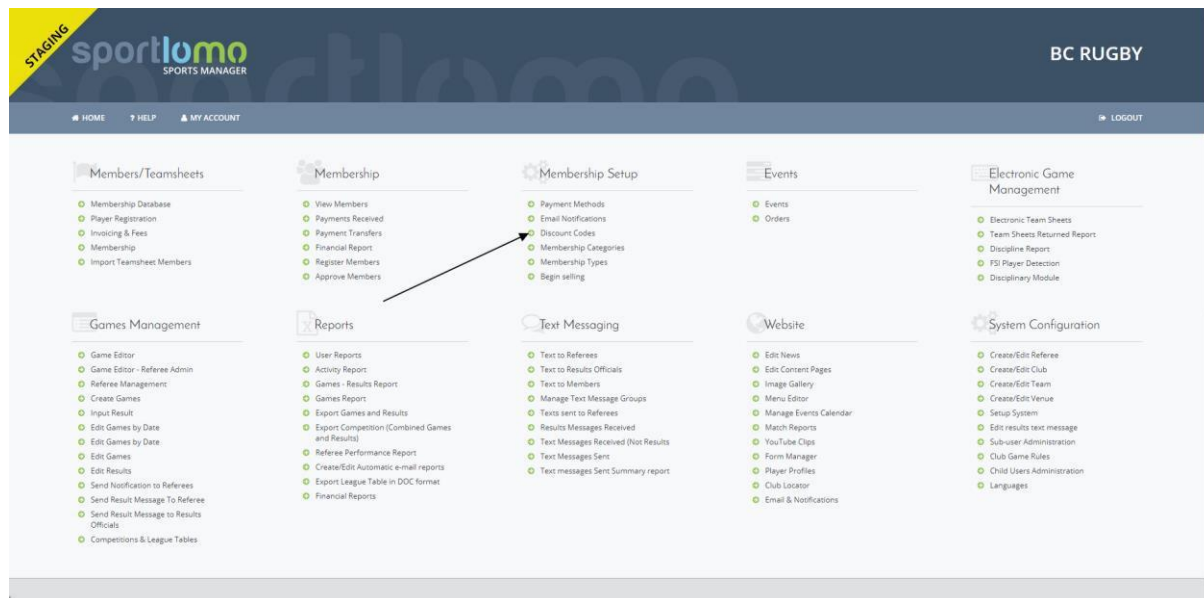
Tickets are now on sale for this years club dinner dance, proceeds this year will go to extending the gym hall for next season

Purchase Events

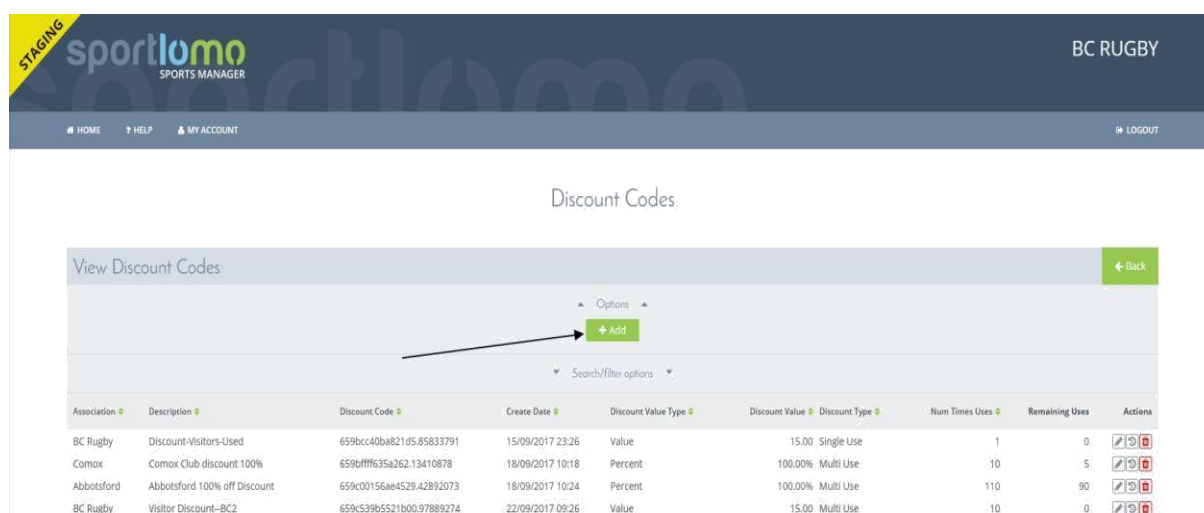
7.0 Discount Codes

This is where a club or province can attach discount codes to be applied to certain memberships and event ticket purchases.

First go to your admin panel and click “Discount codes”



You can see below codes setup can be seen on this page, next click “Add” to setup a new code.



You can now fill in the fields supplied.
First select club/association for the code to be applied to.

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HOME HELP MY ACCOUNT LOGOUT

Discount Codes

Add New Discount Code [Back](#)

Association: **BC Rugby**

Description:

Discount Value Type:

Discount Value:

Discount Type:

Num Times Uses:

Please select:

2017-18 Senior Player born in or before 1998	2017-18 Minor	2017-18 Junior	2017-18 Masters
2017-18 Referee (Born before 1999)	Coach	2017-2018 Team Manager or Administrator	2017-2018 Board or Officer Member
2017-2018 BC Volunteer	2017-18 Supporter	2017-2018 BC Medical Staff	2017-2018 BC Temporary Junior Player
2017-18 Referee (Born in or after 1999)	2017-18 Coach (born before 1999)	2017-18 Coach (born in or after 1999)	2017-18 BC Temporary Senior Player
2017-18 Senior Player born in 1999	2017-18 U18	2017-18 U17	2017-18 U16
2017-18 U15	2017-18 U14	2017-18 U13	Test Support

Next you can give the code a description

STAGING sportlomo SPORTS MANAGER BC RUGBY

HOME HELP MY ACCOUNT LOGOUT

Discount Codes

Add New Discount Code [Back](#)

Association: **BC Rugby**

Description:

Discount Value Type:

Discount Value:

Discount Type:

Num Times Uses:

Membership Categories

Please select the categories that will be eligible for this discount

2017-18 Senior Player born in or before 1998	2017-18 Minor	2017-18 Junior	2017-18 Masters
2017-18 Referee (Born before 1999)	Coach	2017-2018 Team Manager or Administrator	2017-2018 Board or Officer Member
2017-2018 BC Volunteer	2017-18 Supporter	2017-2018 BC Medical Staff	2017-2018 BC Temporary Junior Player
2017-18 Referee (Born in or after 1999)	2017-18 Coach (born before 1999)	2017-18 Coach (born in or after 1999)	2017-18 BC Temporary Senior Player
2017-18 Senior Player born in 1999	2017-18 U18	2017-18 U17	2017-18 U16
2017-18 U15	2017-18 U14	2017-18 U13	Test Support

Next choose the discount value type you wish to take, be it a value or percentage discount.

STAGING

Discount Codes

Add New Discount Code [← Back](#)

Association: BC Rugby

Description:

Discount Value Type: ☐ Value ☐ Percent

Discount Value:

Discount Type: ☐ Single Use ☐ Multi Use

Num Times Uses:

Membership Categories

Please select the categories that will be eligible for this discount

2017-18 Senior Player born in or before 1998	2017-18 Minor	2017-18 Junior	2017-18 Masters
2017-18 Referee (Born before 1999)	Coach	2017-2018 Team Manager or Administrator	2017-2018 Board or Officer Member
2017-2018 BC Volunteer	2017-18 Supporter	2017-2018 BC Medical Staff	2017-2018 BC Temporary Junior Player
2017-18 Referee (Born in or after 1999)	2017-18 Coach (born before 1999)	2017-18 Coach (born in or after 1999)	2017-18 BC Temporary Senior Player
2017-18 Senior Player born in 1999	2017-18 U18	2017-18 U17	2017-18 U16
2017-18 U15	2017-18 U14	2017-18 U13	Test Support

You can then assign the maximum number of times the value can be applied.

STAGING

Discount Codes

Add New Discount Code [← Back](#)

Association: BC Rugby

Description:

Discount Value Type: ☐ Value ☐ Percent

Discount Value:

Discount Type: ☐ Single Use ☐ Multi Use

Num Times Uses:

Membership Categories

Please select the categories that will be eligible for this discount

2017-18 Senior Player born in or before 1998	2017-18 Minor	2017-18 Junior	2017-18 Masters
2017-18 Referee (Born before 1999)	Coach	2017-2018 Team Manager or Administrator	2017-2018 Board or Officer Member
2017-2018 BC Volunteer	2017-18 Supporter	2017-2018 BC Medical Staff	2017-2018 BC Temporary Junior Player
2017-18 Referee (Born in or after 1999)	2017-18 Coach (born before 1999)	2017-18 Coach (born in or after 1999)	2017-18 BC Temporary Senior Player
2017-18 Senior Player born in 1999	2017-18 U18	2017-18 U17	2017-18 U16
2017-18 U15	2017-18 U14	2017-18 U13	Test Support

As seen below you may select which “Membership Categories” the discount will apply too. Click “Save” and Discount code will save.

STAGING

Discount Codes

Add New Discount Code ← Back

Association:

Description:

Discount Value Type: ☐ Value ☐ Percent

Discount Value:

Discount Type: ☐ Single Use ☐ Multi Use

Num Times Uses:

Membership Categories

Please select the categories that will be eligible for this discount

2017-18 Senior Player born in or before 1998	2017-18 Minor	2017-18 Junior	2017-18 Masters
2017-18 Referee (Born before 1999)	Coach	2017-2018 Team Manager or Administrator	2017-2018 Board or Officer Member
2017-2018 BC Volunteer	2017-18 Supporter	2017-2018 BC Medical Staff	2017-2018 BC Temporary Junior Player
2017-18 Referee (Born in or after 1999)	2017-18 Coach (born before 1999)	2017-18 Coach (born in or after 1999)	2017-18 BC Temporary Senior Player
2017-18 Senior Player born in 1999	2017-18 U18	2017-18 U17	2017-18 U16
2017-18 U15	2017-18 U14	2017-18 U13	Test Support

Click the “i” icon on the discount codes admin panel where you will see the fully setup discount code, as you can see a discount code has been randomly generated and is now available to view.

Provinces/Clubs can now send this code to members to use and input when purchasing memberships/event tickets

STAGING

Edit Discount Code

Options ← Back

View Uses Delete

Association:

Description:

Discount Code: 659bffff635a262.13410878

Discount Value Type: ☐ Value ☒ Percent

Discount Value:

Discount Type: ☐ Single Use ☒ Multi Use

Num Times Uses:

Times Used: 5

Remaining Uses: 5

Membership Categories


Please select the categories that will be eligible for this discount

2017-18 Senior Player born in or before 1998	2017-18 Minor	2017-18 Junior	2017-18 Masters
2017-18 Referee (Born before 1999)	Coach	2017-2018 Team Manager or Administrator	2017-2018 Board or Officer Member
2017-2018 BC Volunteer	2017-18 Supporter	2017-2018 BC Medical Staff	2017-2018 BC Temporary Junior Player
2017-18 Referee (Born in or after 1999)	2017-18 Coach (born before 1999)	2017-18 Coach (born in or after 1999)	2017-18 BC Temporary Senior Player
2017-18 Senior Player born in 1999	2017-18 U18	2017-18 U17	2017-18 U16

When the member receives their discount code from the Province/Club they will input it when purchasing as can be seen in below screenshot. It will automatically apply the discount for the member to see and confirm purchase.

Purchase Summary
Receipt: ronan.keane@sportlomo.com

Item	Quantity	Price
2017-18 Senior Player	1	434.50
Total (Ex Card Fees)		434.50
Card Fees		16.12
Discount Code		<input type="text"/>
		<input type="button" value="Apply"/>
Total to Pay		450.62



8.0 Orders (Events)

This is where a club or province that has set up the “Event” can monitor all purchases independently of their membership database.

Step 1

Click “Orders”

STAGING sportlomo SPORTS MANAGER BC RUGBY

HOME ? HELP MY ACCOUNT LOGOUT

Members/Teamsheets

- Membership Database
- Player Registration
- Invoicing & Fees
- Membership
- Import Teamsheet Members

Membership

- View Members
- Payments Received
- Payment Transfers
- Financial Report
- Register Members
- Approve Members

Membership Setup

- Payment Methods
- Email Notifications
- Discount Codes
- Membership Categories
- Membership Types
- Begin selling

Events

- Events
- Orders

Electronic Game Management

- Electronic Team Sheets
- Team Sheets Returned Report
- Discipline Report
- FSI Player Detection
- Disciplinary Module

Games Management

- Game Editor
- Game Editor - Referee Admin
- Referee Management
- Create Games
- Input Result
- Edit Games by Date
- Edit Games by Date
- Edit Games
- Edit Results
- Send Notification to Referees
- Send Result Message To Referee
- Send Result Message to Results Officials
- Competitions & League Tables

Reports

- User Reports
- Activity Report
- Games - Results Report
- Games Report
- Export Games and Results
- Export Competition (Combined Games and Results)
- Referee Performance Report
- Create/Edit Automatic e-mail reports
- Export League Table in DOC format
- Financial Reports

Text Messaging


- Text to Referees
- Text to Results Officials
- Text to Members
- Manage Text Message Groups
- Results Messages Received
- Text Messages Received (Not Results)
- Text Messages Sent
- Text messages Sent Summary report

Website

- Edit News
- Edit Content Pages
- Image Gallery
- Menu Editor
- Manage Events Calendar
- Match Reports
- YouTube Clips
- Form Manager
- Player Profiles
- Club Locator
- Email & Notifications

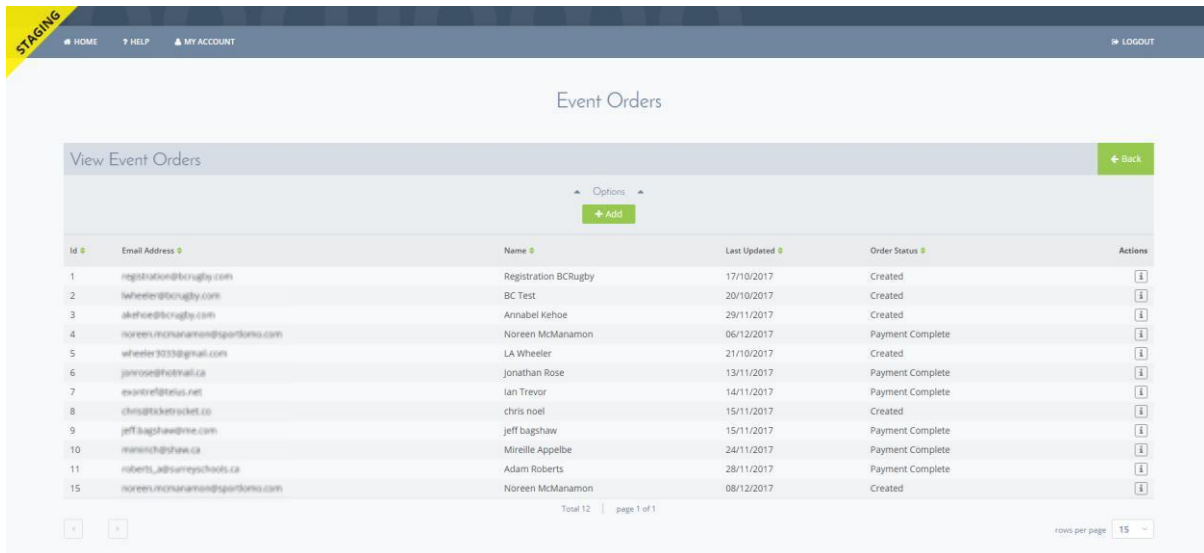
System Configuration

- Create/Edit Referee
- Create/Edit Club
- Create/Edit Team
- Create/Edit Venue
- Setup System
- Edit results text message
- Sub-user Administration
- Club Game Rules
- Child Users Administration
- Languages



Step 2

Here you can monitor who has bought event tickets and at what stage the payment is at, along with details of said purchaser.



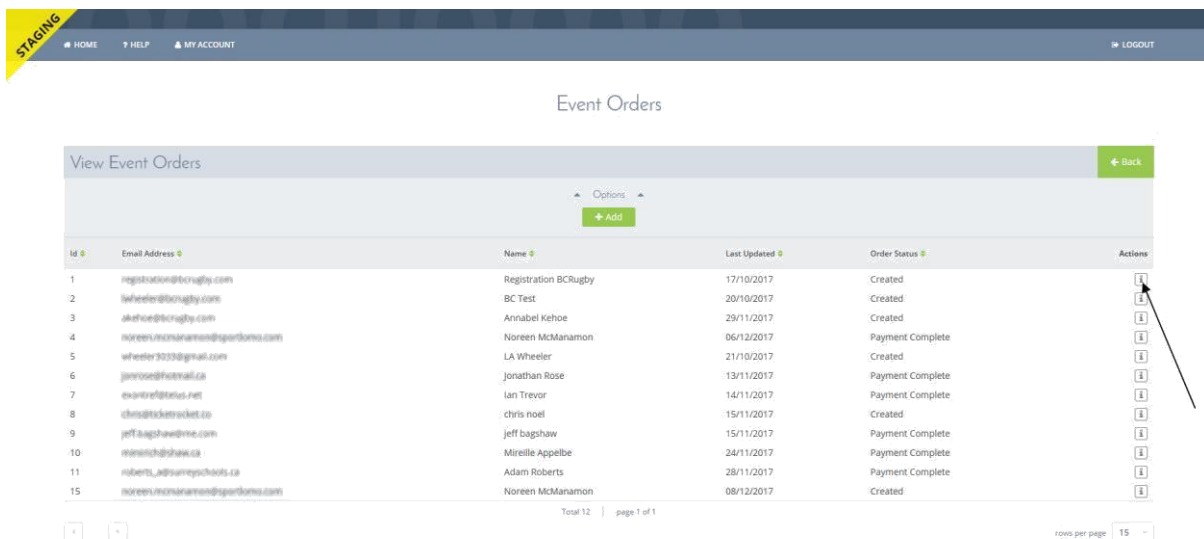
Id	Email Address	Name	Last Updated	Order Status	Actions
1	registration@bcrugby.com	Registration BCRugby	17/10/2017	Created	i
2	lwheeler@bcrugby.com	BC Test	20/10/2017	Created	i
3	akheoe@bcrugby.com	Annabel Kehoe	29/11/2017	Created	i
4	noreen.mcmamanon@gardens.com	Noreen McManamon	06/12/2017	Payment Complete	i
5	wheeler3033@gmail.com	LA Wheeler	21/10/2017	Created	i
6	jonrose@hotmail.co	Jonathan Rose	13/11/2017	Payment Complete	i
7	evanref@telus.net	Ian Trevor	14/11/2017	Payment Complete	i
8	chris@ticketrocket.co	chris noel	15/11/2017	Created	i
9	jeff@agshawdine.com	jeff bagshaw	15/11/2017	Payment Complete	i
10	mireille@shaw.ca	Mireille Appelbe	24/11/2017	Payment Complete	i
11	roberts_ad@sunriseschools.ca	Adam Roberts	28/11/2017	Payment Complete	i
15	noreen.mcmamanon@gardens.com	Noreen McManamon	08/12/2017	Created	i

Total 12 | page 1 of 1

rows per page 15

Step 3

Click the “i” icon



Id	Email Address	Name	Last Updated	Order Status	Actions
1	registration@bcrugby.com	Registration BCRugby	17/10/2017	Created	i
2	lwheeler@bcrugby.com	BC Test	20/10/2017	Created	i
3	akheoe@bcrugby.com	Annabel Kehoe	29/11/2017	Created	i
4	noreen.mcmamanon@gardens.com	Noreen McManamon	06/12/2017	Payment Complete	i
5	wheeler3033@gmail.com	LA Wheeler	21/10/2017	Created	i
6	jonrose@hotmail.co	Jonathan Rose	13/11/2017	Payment Complete	i
7	evanref@telus.net	Ian Trevor	14/11/2017	Payment Complete	i
8	chris@ticketrocket.co	chris noel	15/11/2017	Created	i
9	jeff@agshawdine.com	jeff bagshaw	15/11/2017	Payment Complete	i
10	mireille@shaw.ca	Mireille Appelbe	24/11/2017	Payment Complete	i
11	roberts_ad@sunriseschools.ca	Adam Roberts	28/11/2017	Payment Complete	i
15	noreen.mcmamanon@gardens.com	Noreen McManamon	08/12/2017	Created	i

Total 12 | page 1 of 1

rows per page 15

You can now view all the purchasers detail in more detail

STAGING[HOME](#)[HELP](#)[MY ACCOUNT](#)[LOGOUT](#)

Event Order Details

Event Order

Back

Options

ID	Email Address	Name	Last Updated	Order Status
4	noreen@sportlomo.com	Test Sportlomo	06/12/2017	Payment Complete

Events

ID	Event Name	Price	Qty	Processing Fee	Line Value
6	HSBC Canada Sevens - Youth Tournament Ticket	57.00	1	2.00	59.00

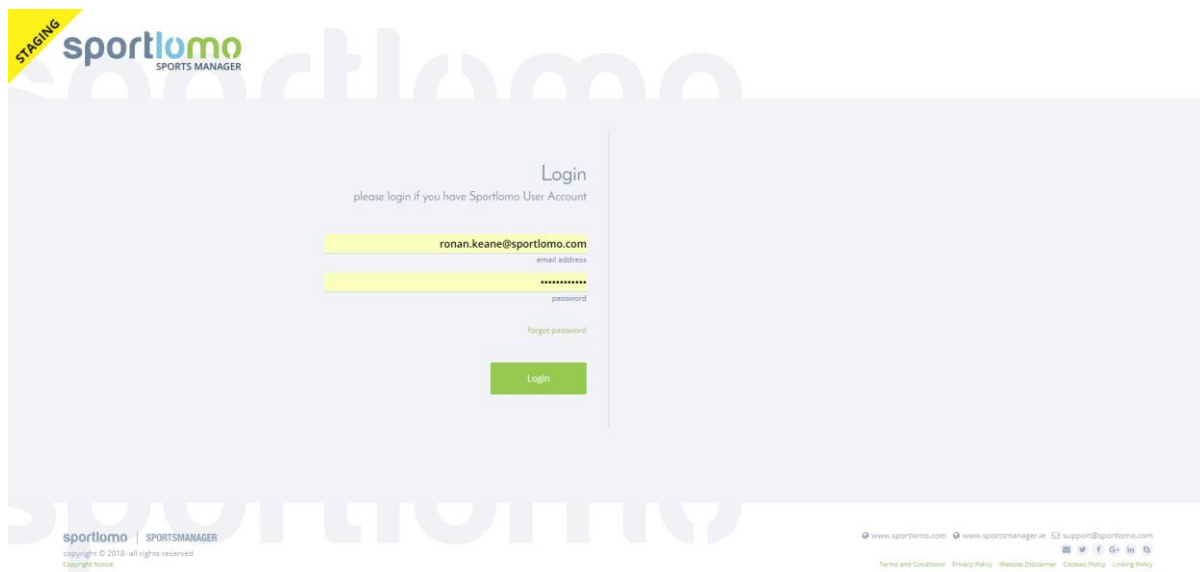
Payments

Date	Status	Transaction Code	Payment Amount	Fees	Payment Amount Total
06/12/2017	Payment Received	1990f3cd-68eb-4a12-8eb6-ddc207659c98	59.00	3.92	62.92

9.0 Transfers

This is where members can transfer from club to club, province to province.

Log in to your Sportlomo account.



The image shows a web browser window displaying the Sportlomo Sports Manager login page. The page has a light blue background with a large, faint 'Sportlomo' watermark. In the top left corner, there is a yellow banner with the word 'STAGING' in black. Below this is the Sportlomo logo, which consists of the word 'sportlomo' in a stylized font with a green 'o', and 'SPORTS MANAGER' in a smaller, black, sans-serif font below it. The main content area is a white box with a light blue border. Inside this box, the word 'Login' is centered at the top. Below it, the text 'please login if you have Sportlomo User Account' is displayed. There are two input fields: the first is for the email address, containing 'ronan.keane@sportlomo.com', and the second is for the password, containing a series of dots. Below the password field is a link that says 'forgot password'. At the bottom of the input fields is a green button with the word 'Login' in white. At the bottom of the page, there is a footer. On the left, it says 'sportlomo | SPORTSMANAGER' and 'copyright © 2018 - all rights reserved'. On the right, there are several links: 'www.sportlomo.com', 'www.sportmanager.ie', 'support@sportlomo.com', and a row of social media icons (Twitter, Facebook, Google+, LinkedIn, YouTube). Below these links are the words 'Terms and Conditions', 'Privacy Policy', 'Website Disclaimer', 'Cookies Policy', and 'Linking Policy'.

STAGING sportlomo SPORTS MANAGER

Login

please login if you have Sportlomo User Account

ronan.keane@sportlomo.com
email address

password

forgot password

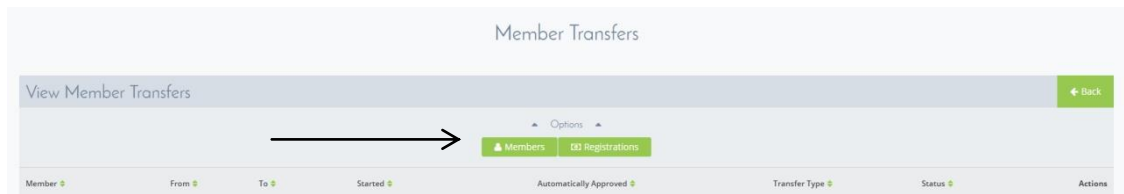
Login

sportlomo | SPORTSMANAGER
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Terms and Conditions Privacy Policy Website Disclaimer Cookies Policy Linking Policy

Step 1

Click “Members” on your admin panel



Select your club and the club you are transferring to,

Give reason for transfer and click “request transfer”

The screenshot shows the 'Request Transfer' form in the sports manager interface. The form is titled 'Request Transfer' and has a 'Back' button. It contains the following fields:

- Member Name: Ronan Keane
- Transfer Reason: A text area for providing the reason for the transfer.
- From Club: Bayside
- To Province: BC Rugby
- To Club: Bayside

Below these fields is a green 'Request Transfer' button. Arrows point to the 'Transfer Reason', 'From Club', and 'To Club' fields. The footer of the page includes the sportslogo SPORTSMANAGER logo, copyright information, and links to Terms and Conditions, Privacy Policy, Website Disclaimer, Cookies Policy, and Linking Policy.

You will see the breakdown of your transfer request

You will also see who has to approve the transfer, in this case Bayside and BC Rugby

Member Transfers

View Transfer Back

Options

Member: Ronan Keane

From: BC Rugby - Bayside

To: BC Rugby - Capilano

Created: 26/01/2018 07:50

Automatically Approve on: 31/01/2018 07:50

Status: Created

Reason: Test

Approvals

Name	Status	Date
Bayside	Created	
BC Rugby	Created	

Step 3

Once approved you will receive a confirmation email

You can then sign back into your Sportlomo account

Click Arrow under actions, then you can select the membership you wish to purchase in your new club

Member Transfers

View Member Transfers Settings Back

Options

Add

Member	From	To	Started	Automatically Approved	Status	Actions
James Logan	Bayside	Abbotsford	16/01/2018 01:58	21/01/2018 01:58	Complete	
Ronan Keane	Bayside	Capilano	26/01/2018 07:50	31/01/2018 07:50	Created	

Total 2 | page 1 of 1

rows per page: 15

Provincial fees are excluded as they have already been paid.

10.0 Upgrades

Step 1

Login to your SportLoMo account with your email address and password

sportlomo
SPORTS MANAGER

Login

please login if you have Sportlomo User Account

ronan.keane@sportlomo.com
email address

password

forgot password

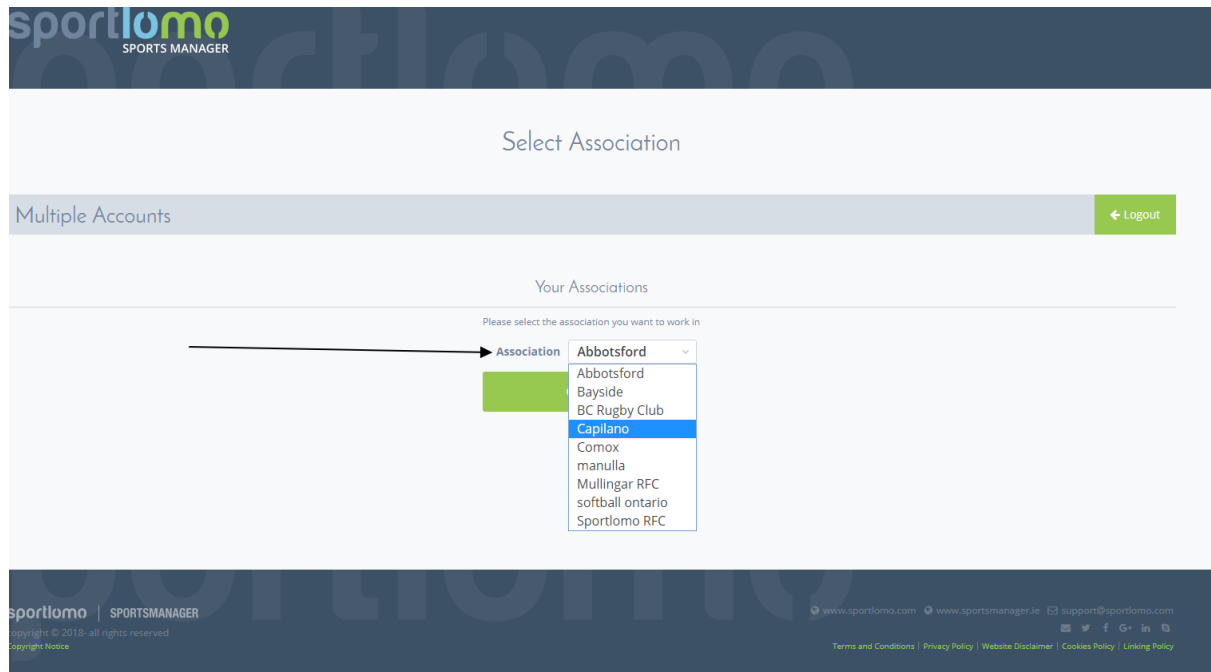
Login

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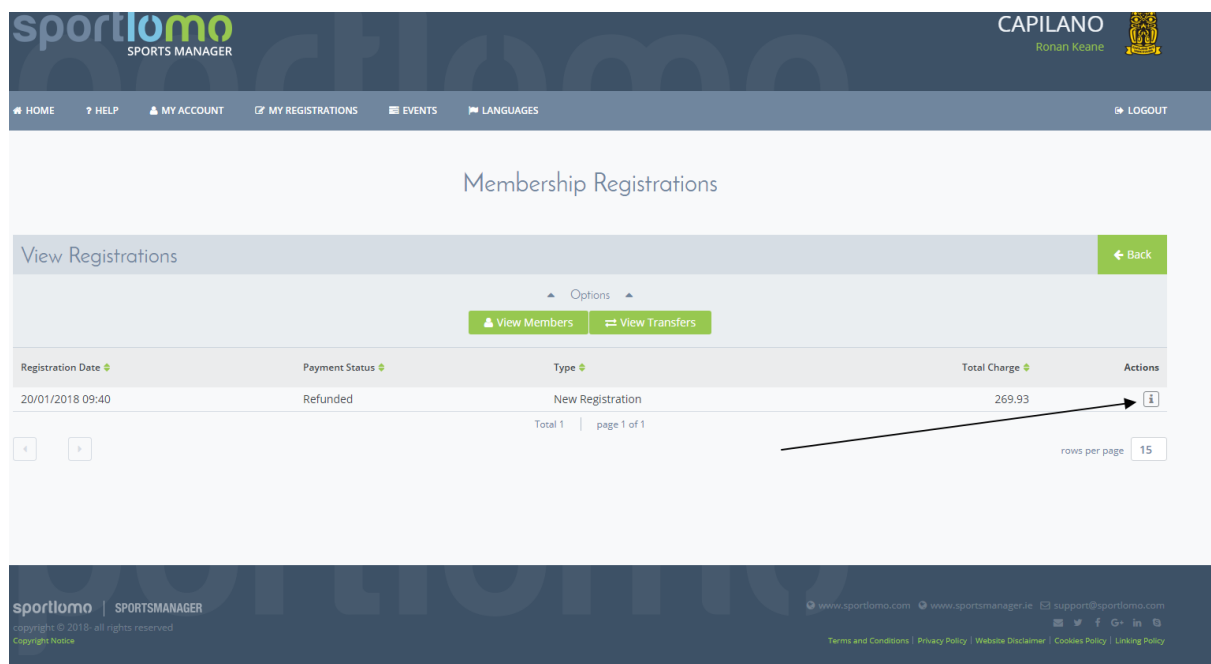
Step 2

Choose your club from the drop down menu



Step 3

When you've selected your club, click on the "i" icon



Step 4

Scroll down to “Members”, Click arrow icon underneath “Actions”

Registration Detail

Email Address	Registration Date	Registration Amount	Tax	Card Fees	Total Fee charged
ronan.keane@sportlomo.com	20/01/2018 09:40	259.5	0	10.43	269.93

Members

Name	Level	Status	Identifier	Actions
Ronan Keane	2017-18 Senior Player born in or before 1998	Refunded	1076934	

Payment Breakdown

Association	Membership Type	Payment Amount	Discount Value	Tax	Total	Refunded
Capilano	2017-18 Senior Player born in or before 1998	150.00	0.00	0.00	150.00	150.00

Step 5

Select the membership category you wish to add on (Upgrade) to your membership.

Upgrade Membership

Select the package you wish to upgrade to

Email:

Select and Confirm currency: CAD

Choose category you wish to upgrade to:	Price	Upgrade Discount	Total
	0	0	0.00
Total Cost (Ex Fees)			0.00

Team Manager or Administrator
Board or Club Director
Therapist Only
Coach
Player/Coach
test

Step 6

If your new upgraded membership is lower in price than your initial membership, then there will be no added charge, we incorporate “pay highest only” into the system.

SPORTLOMO SPORTS MANAGER

CAPILANO Ronan Keane

HOME HELP MY ACCOUNT MY REGISTRATIONS EVENTS LANGUAGES LOGOUT

Upgrade Membership

Select the package you wish to upgrade to [Back](#)

Email
ronan.keane@sportlomo.com

Select and Confirm currency: CAD

Choose category you wish to upgrade to:	Price	Upgrade Discount	Total
<input type="text" value="Coach"/>	109.50	109.50	0.00
Total Cost (Ex Fees)			0.00

[Continue](#)

SPORTLOMO | SPORTSMANAGER

www.sportlomo.com www.sportsmanager.ie support@sportlomo.com

Step 7

In your Sportlomo account you can now view the upgrade on you membership.

SPORTLOMO SPORTS MANAGER

CAPILANO Ronan Keane

HOME HELP MY ACCOUNT MY REGISTRATIONS EVENTS LANGUAGES LOGOUT

Payment Success

Your upgrade has been successful, please see details of this below.

Membership Payments Received

Email Address	Upgrade Date	Total Fee charged
ronan.keane@sportlomo.com	25/01/2018 04:16	0

Membership Categories

You now have the following categories associated with your membership

Category	Type
2017-18 Senior Player born in or before 1998	Senior Player born 1998 or later
2017-18 Coach (born before 1999)	Coach

Payment Breakdown

Step 8

When the upgrade is completed you will receive a receipt outlining any charges you incurred and what membership you're now subscribed to.

sportlomo
Membership Upgrade Payment Received

Dear Ronan Keane

Please find below details of your membership upgrade

Email Address	Registration Date	Registration Type	Total Paid
ronan.keane@sportlomo.com	25/01/2018 04:16	Upgrade	0

Payment Breakdown		
Association	Category	Amount
Capilano	2017-18 Coach (born before 1999)	0.00
BC Rugby	2017-18 Coach (born before 1999)	0.00
Rugby Canada	2017-2018 BC Coach	0.00
Provider Fees		0.00

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sportlomo

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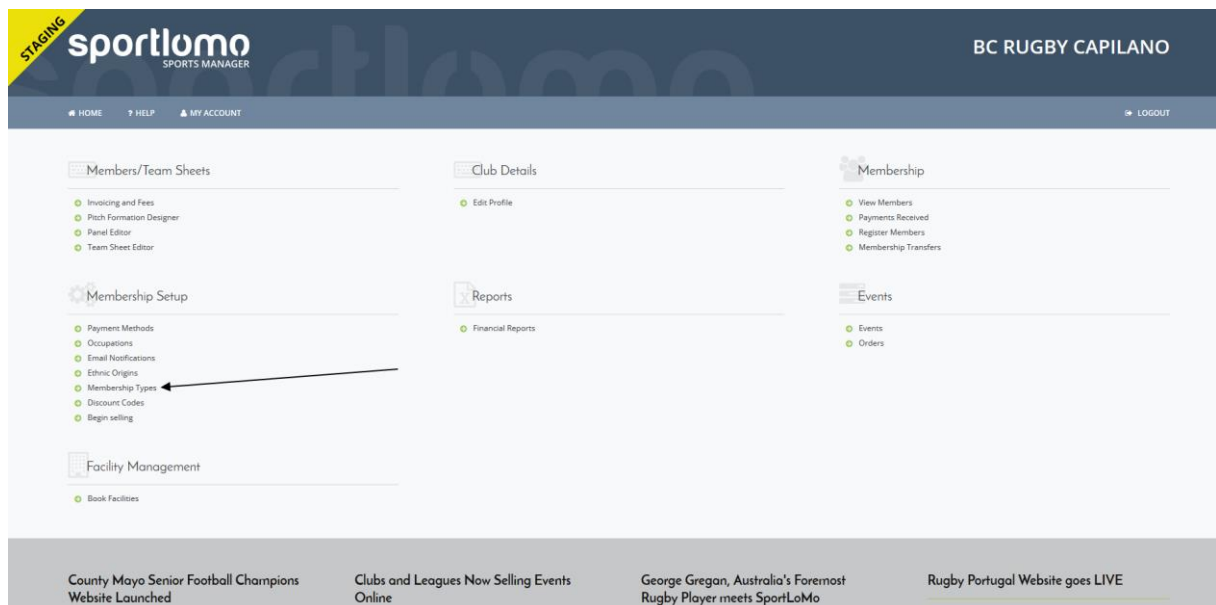
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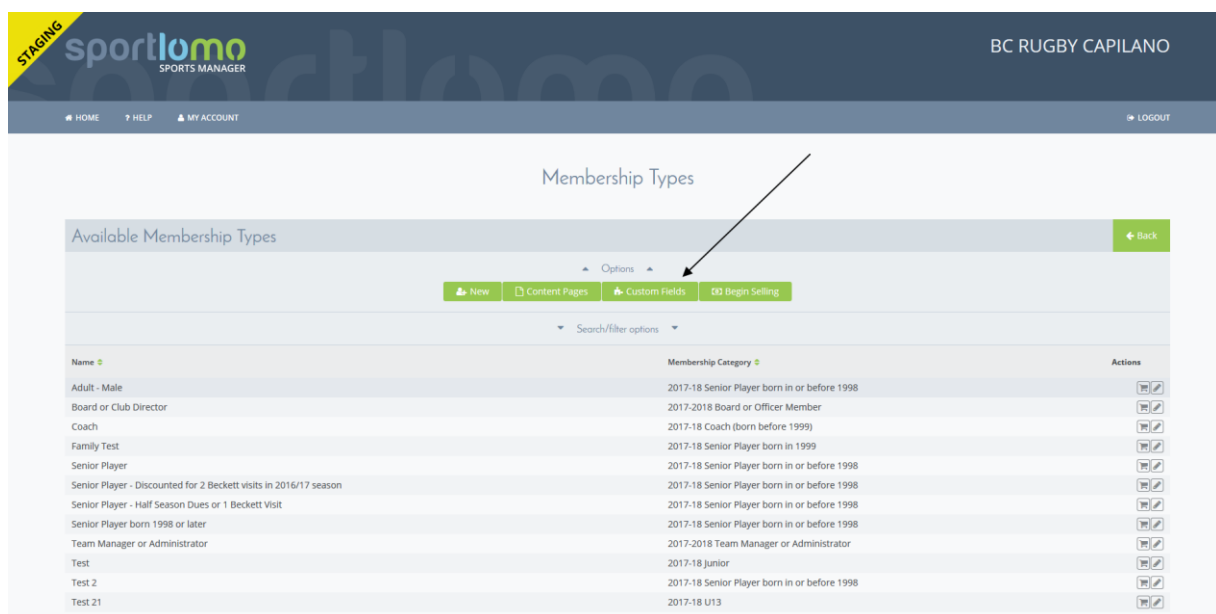
11.0 Custom Fields

Here clubs have the ability to create their own custom fields in membership types.

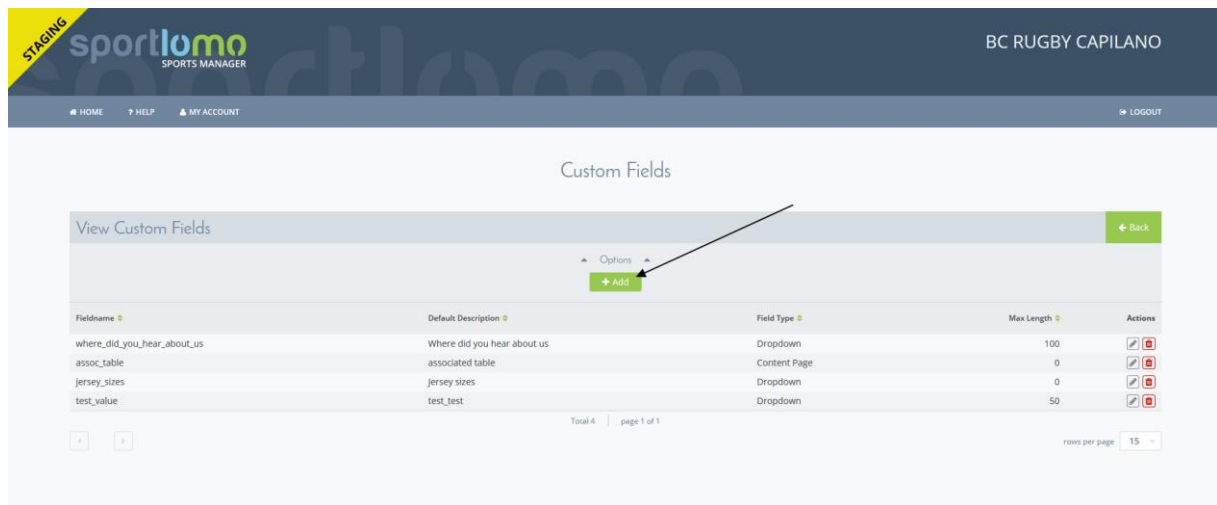
Step 1 – Click Membership Types on your admin panel



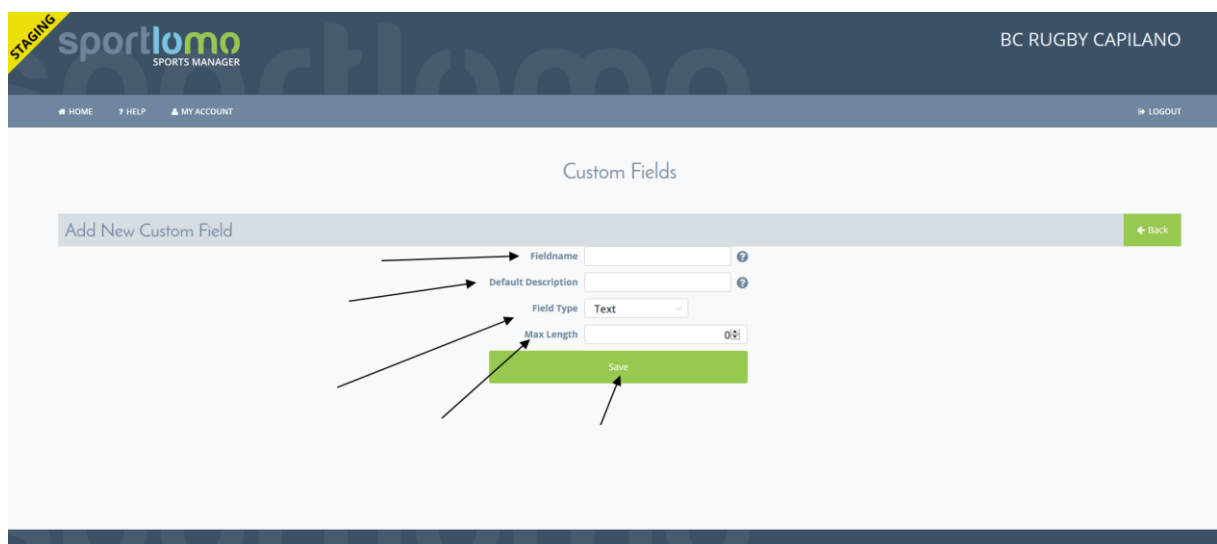
Step 2 – Click Custom fields



Step 3 – Click “Add” to create a new field



Step 4 – Fill in details for new field.



You can see that there is a dropdown with a number of options for you to select, this is telling us what type of field it will be ie: Dropdown, number, text etc

Once save you can view/edit/delete from your admin panel.

Fieldname	Default Description	Field Type	Max Length	Actions
where_did_you_hear_about_us	Where did you hear about us	Dropdown	100	[Edit] [Delete]
assoc_table	associated table	Content Page	0	[Edit] [Delete]
jersey_sizes	Jersey sizes	Dropdown	0	[Edit] [Delete]
test_value	test_test	Dropdown	50	[Edit] [Delete]

Feel free to contact us through our website, live chat, and email or by phone if you have any questions:

Website - sportlomo.com/contact/

Email - support@sportlomo.com

Telephone - +353 94 9026663



