

ASSA/Swim Alberta Affiliation Guide



This guide provides step-by-step instructions on how to affiliate your club with ASSA/Swim Alberta. Version: 04/23/2024

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Below you 'll find all the resources you'll need to help you in affiliating your clubs in the new SportLoMo platform.

Frequently Asked Questions (FAQ): [Click here](#) for answers to some of the common questions we've received to date during the pilot phase.

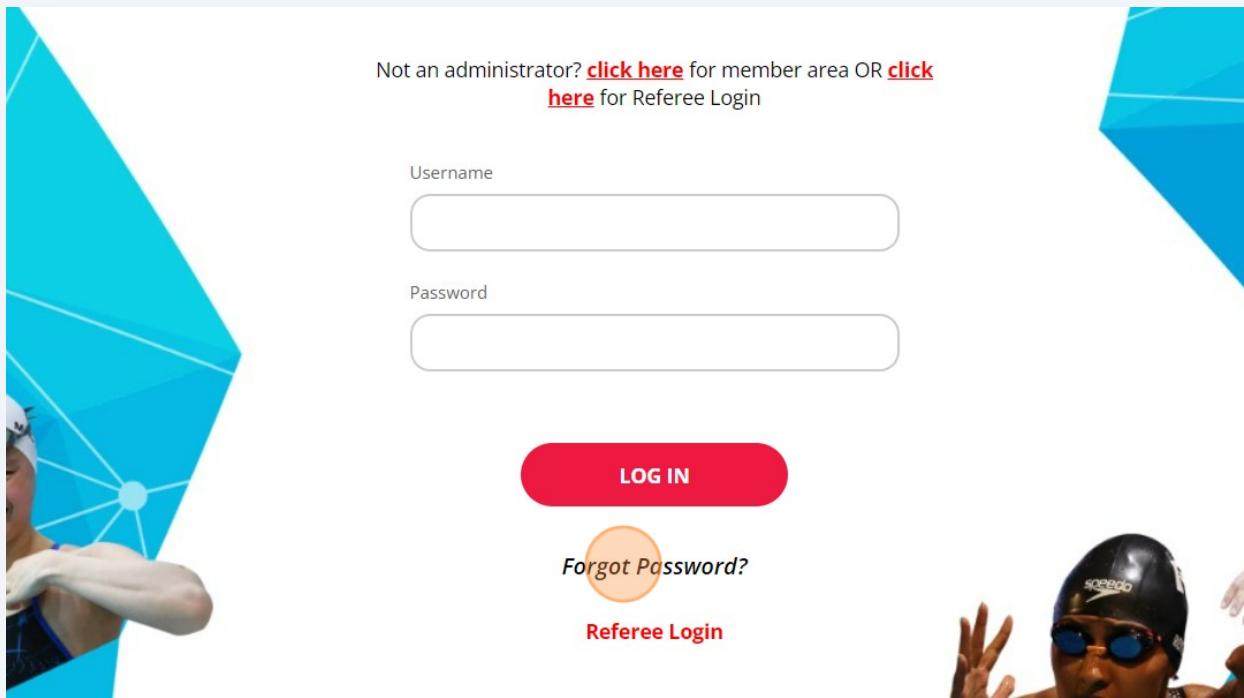
Accessing Support:

We have several support channels available to you and your teams during the pilot. Please do not hesitate to reach out using the provided support options if you require assistance. [Click here](#) to learn more.

2

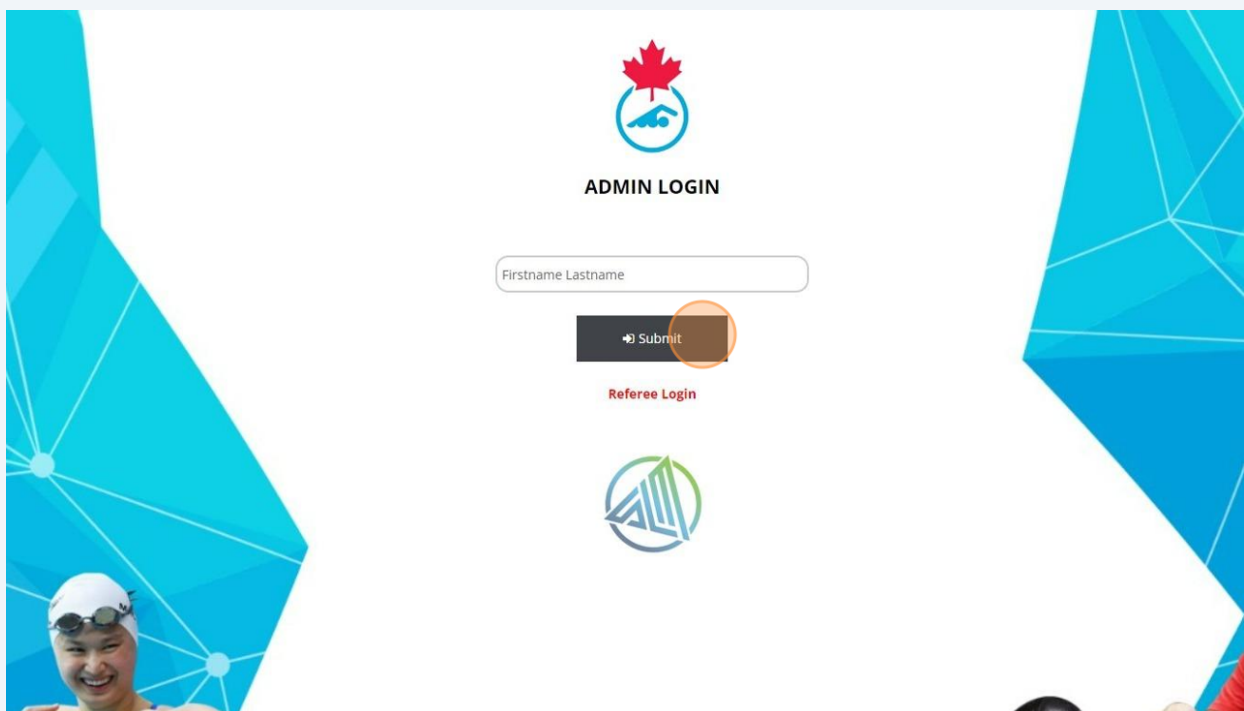
Navigate to <https://swimming.canada.sportsmanager.ie/>

3 Click "Forgot Password?"



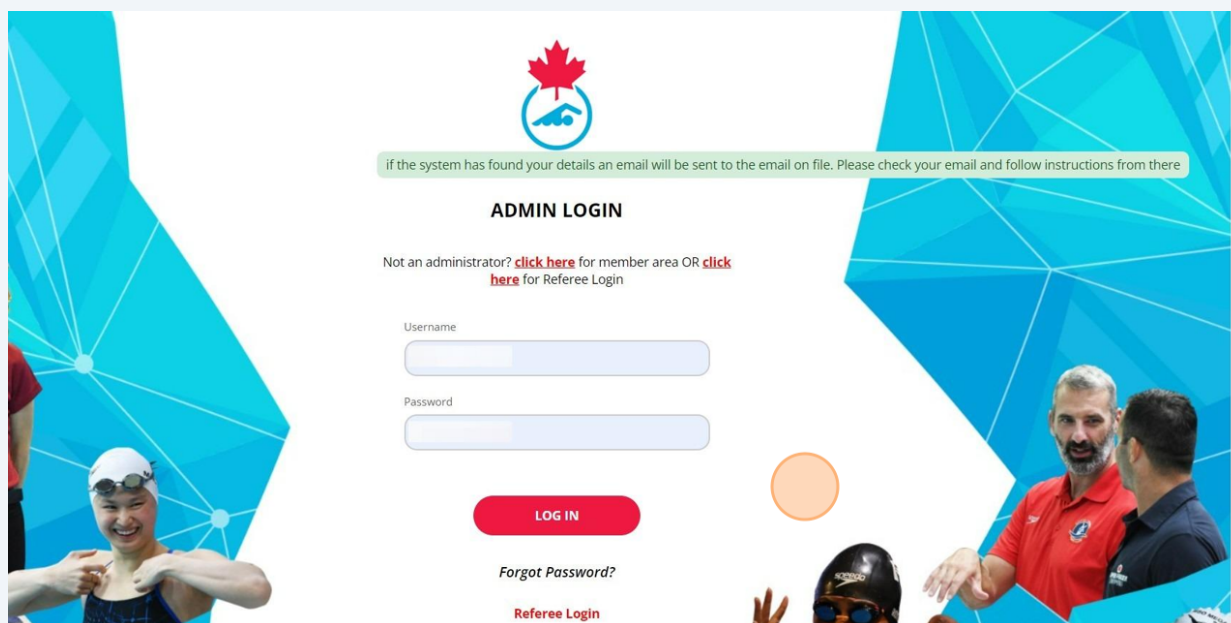
4 Enter "Firstname Lastname" for the Admin user on record with ASSA and Swim Alberta (names are not case sensitive; there is a space between Firstname and Lastname).

Click "Submit". If you are not sure of the name that the account is registered under, please contact ASSA - info@assa.ca



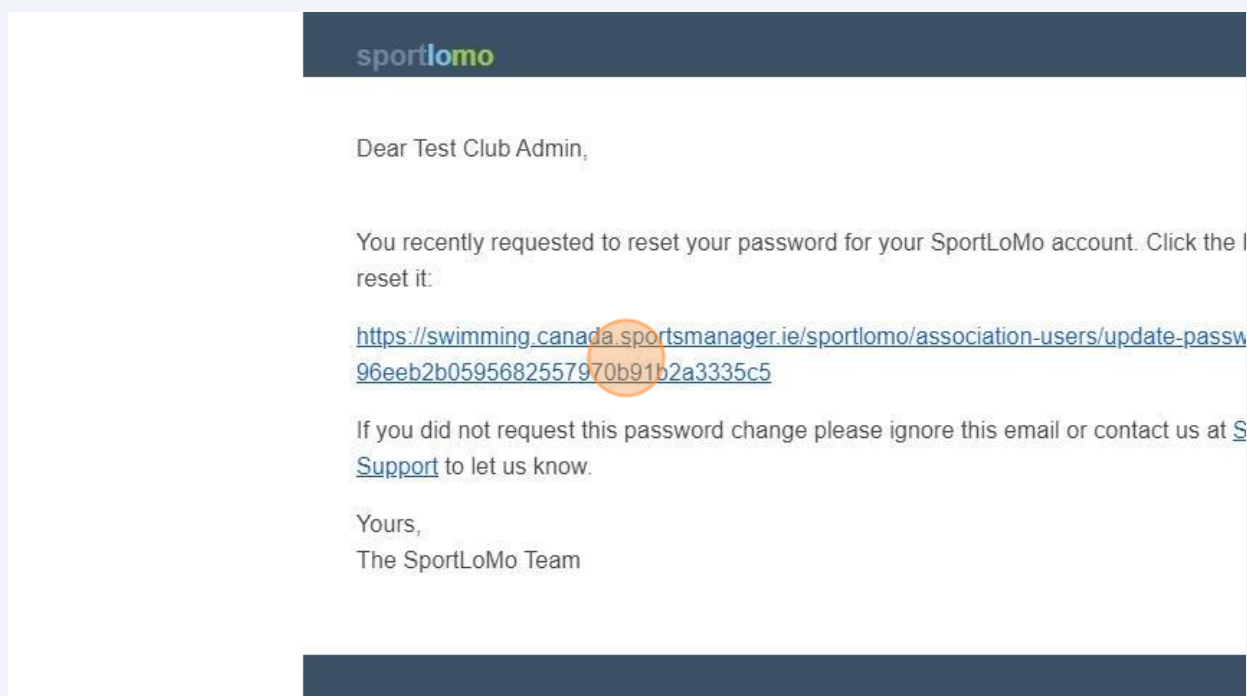
5

A password reset link will be sent to the email address associated with the user account.

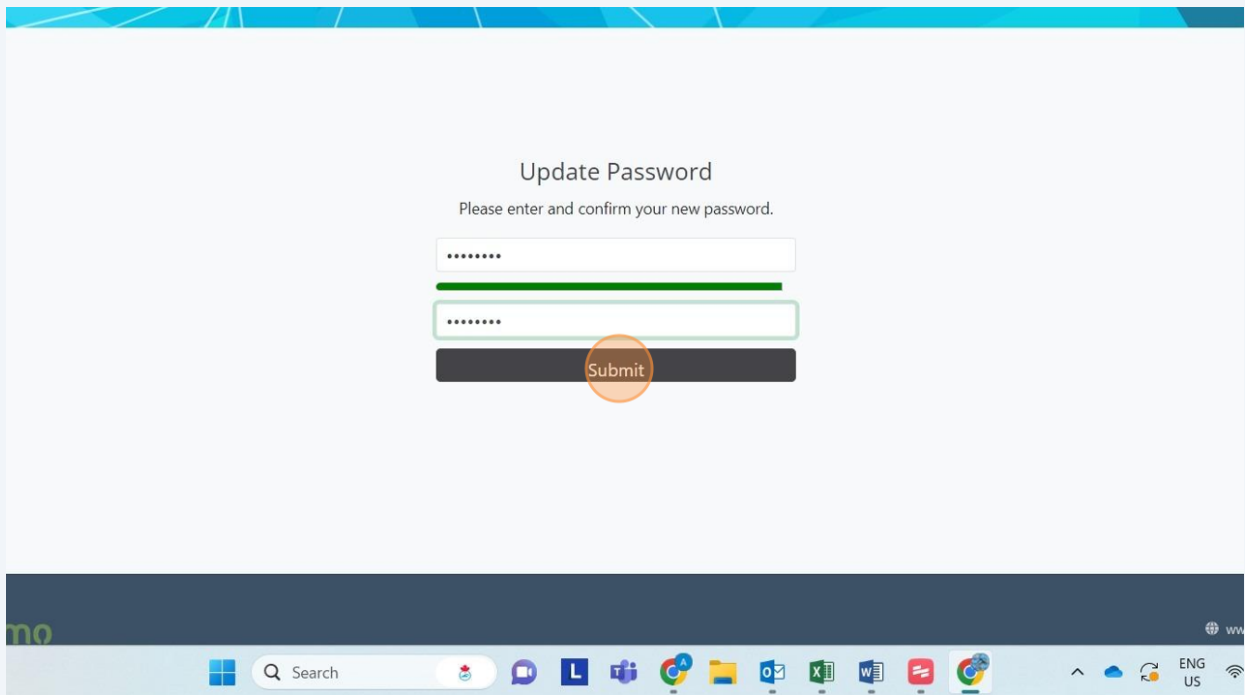


6

Click the password reset link in your email



7 Enter and confirm your new password. Click "Submit"



Update Password

Please enter and confirm your new password.

Submit

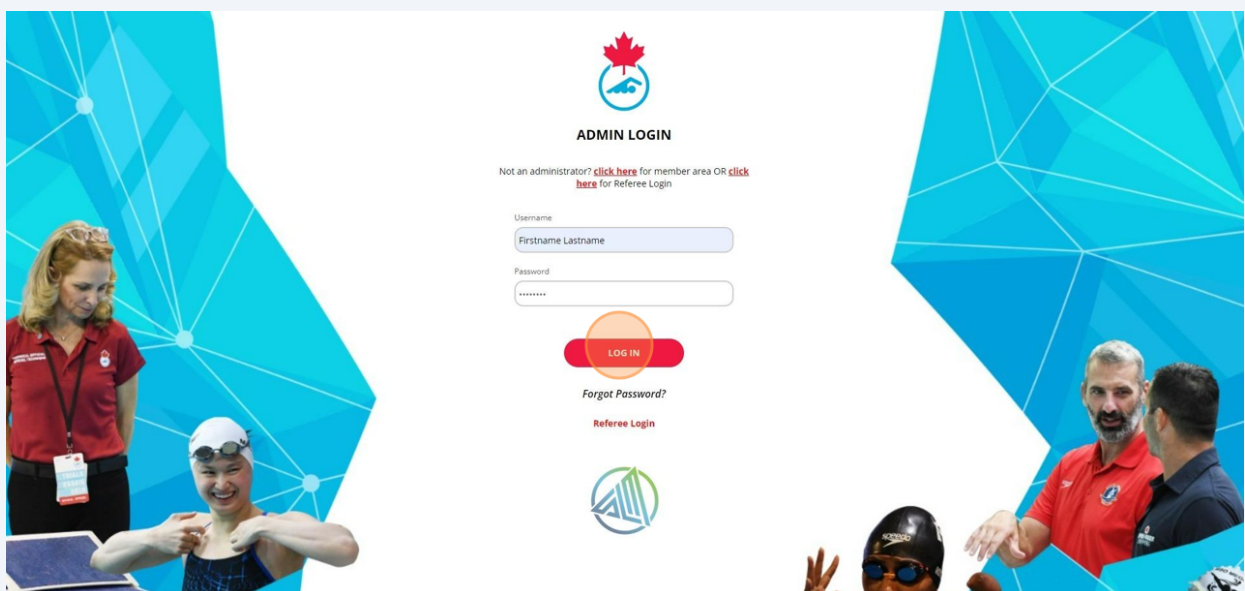
no


Search

ENG US

8 Login to your account.

Enter your Username and new Password. Click "Login".





ADMIN LOGIN

Not an administrator? [click here](#) for member area OR [click here](#) for Referee Login

Username


Firstname Lastname

Password

LOG IN

[Forgot Password?](#)

[Referee Login](#)



9

The first time that you log in to the Admin account for your club, you will need to enter the Club Registrar Information. This includes only the First Name, Last Name, and email address.

The screenshot shows the 'Details' section of the admin interface. At the top, there are two red buttons: 'Profiles' and 'Registration Config'. Below them is a form titled 'Club Registrar Information' which is highlighted with an orange border. The form contains the following fields: 'First Name', 'Last Name', 'email', 'Verify Email', and 'Phone No'. Below the form is a section titled 'Club Information'.

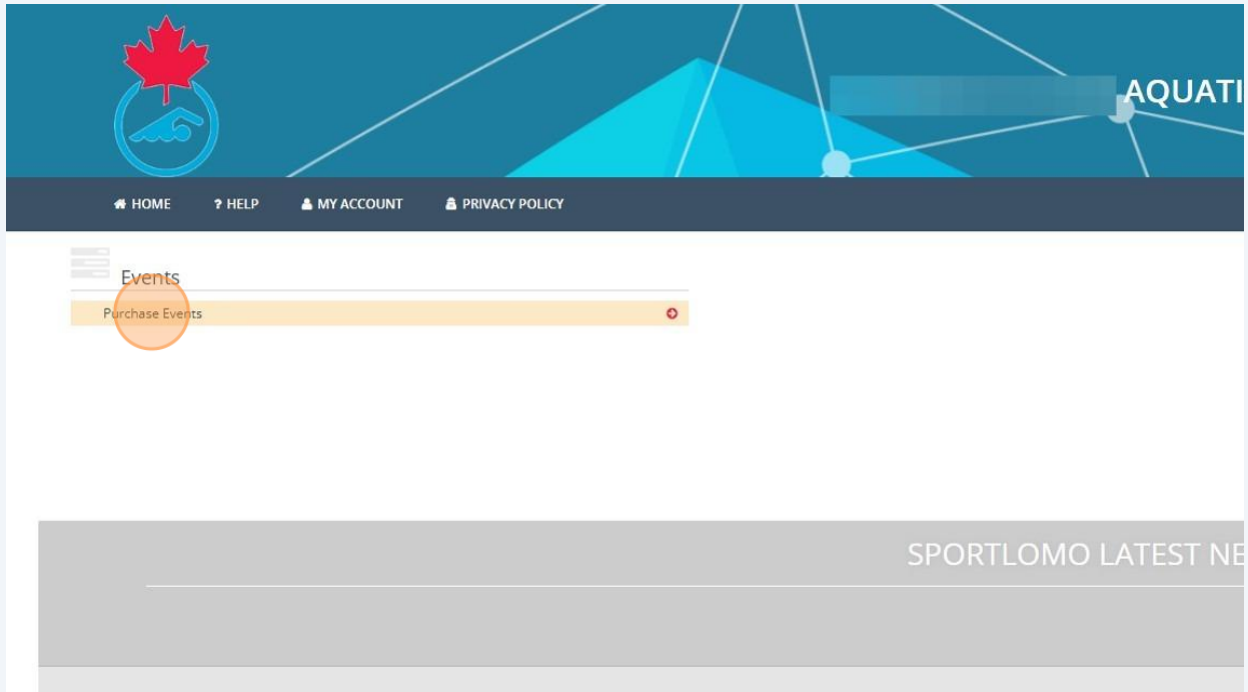
10

Scroll down to the bottom of the form and Click "Save" to continue.

The screenshot shows the bottom portion of the form. It includes a 'Vision Statement' text area, an 'Address' section with fields for Latitude (0.00000), Longitude (0.00000), Address 1, Address 2, Address 3, Postcode & City, Postcode, Country (free type), Country (dropdown), and Country Province (dropdown). Below the address section is a 'Social Media' section with fields for Facebook, Twitter, Snapchat, and Instagram. At the bottom of the form is a red 'Save' button, which is highlighted with an orange circle. The footer of the page contains the Sportlomo logo and copyright information, along with links for Terms and Conditions, Privacy Policy, Website Disclaimer, Cookies Policy, and Linking Policy.

11

Click "Purchase Events"



12

Click "Add" to select the Offline Payment (cheque) option **OR** Credit Card Payment option. Please choose **ONE** option based on how you will pay for the Affiliation Application.

Note that if you choose Credit Card payment, a service fee will be applied at the end of the payment process. Whether you pay by cheque or credit card, the **service fee is the same**.

Credit card payments will be applied immediately and will not delay the processing of your affiliation. If you choose to pay by cheque, processing of your affiliation will be delayed until the cheque is received and deposited by Swim Alberta.

Please add to the basket from below list [← Back](#)

Search/filter options

Available to add

Name	Group	Price	Processing Fee	Taxes	Quantity	Actions
ASSA/Swim Alberta Club Affiliation-Offline Pay Select this option if you are paying the affiliation fee via cheque.		80.00	3.22	0.00		Add
ASSA/Swim Alberta Club Affiliation-Credit Card Pay Select this option if you are paying the affiliation fee via credit card.		80.00	0.00	0.00		Add

Total 2 | 1 of 1

rows per page 15

Waitlist

Basket 0.00

Taxes: 0.00
Total: 0.00

[Continue](#)

13 Click "Continue" to proceed with the Affiliation process.

Processing Fee	Taxes	Quantity	Actions
3.22	0.00		<input type="button" value="Add"/>
0.00	0.00		<input type="button" value="Add"/>

rows per page

Basket 83.22

ASSA/Swim Alberta Club Affiliation- Offline Pay 1

Taxes: 0.00

Total: 83.22

14 Enter your contact information for the Affiliation Form confirmation. Click "Save"

MY ACCOUNT

Events / Programs

r purchaser contact information

Event Profile First Name

Event Profile Last Name

Email (Events)

15 Choose Swim Alberta as the Primary Approving Body and Click "Continue".

Sportlomo.com

MY ACCOUNT SWITCH TO FRENCH (CANADA)/CANADIAN FRENCH BACK TO YOURS ACCOUNT

Subscribe to Event

your additional information ← Back

ASSA/Swim Alberta Club Affiliation-Offline Pay

Primary Approving Body

Continue

16 Begin filling in the Affiliation form. Make sure you have all documents ready - you must complete the form in one step. You cannot save and restart.

ADMIN (SWIM ALBERTA) AQUATIC CLUB

HOME ? HELP MY ACCOUNT LOGOUT

2023 ASSA/Swim Alberta Club Affiliation Application

Before starting your club affiliation application, please ensure that you have downloaded and signed all relevant forms.

- Club Registrar Compliance Declaration - Completed and signed (Required)
- Club Officials Administrator - Registration System Access Compliance Declaration - Completed and signed (Required)
- Treasurer - Registration System Access Compliance Declaration - Completed and signed (Optional)
- Board of Directors List - needed Full Name, Position, email, phone
- Bylaws - if changed from 2021 submission
- Proof of Filing
- AGM Minutes
- Financial Statements

****Affiliation form must be completed in one sitting. Saving and returning is currently unavailable.**

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17 Agree to the Terms & Conditions and Click "Next"

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MY ACCOUNT LOGOUT

SWIM ALBERTA **ASSA** ALBERTA SUMMER SWIMMING

2023 ASSA/Swim Alberta Club Affiliation Application

Understand that by completing the affiliation application the club agrees to abide by the bylaws, policies and all regulations of Swim Alberta and the Alberta Summer Swimming Association. *

I Agree

Understand that Swim Alberta accident insurance is provided to fully registered members of the Association. *

I Agree

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18 Complete the Club Information and Click "Next"

This information will be used for general correspondence. Club email and website will be posted in the Club Directory on the Swim Alberta website.
Do not use a personal email address for your club's email as it will be posted online.

Club Name *
Club

Mailing Address *
Address

City *
City

Postal Code *
ADA ADA

Club Phone *

Club Email *
club@email.com

Club Website

Training Facility *
facility name

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Previous Next

sportlomo sports business
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19 Complete the Incorporation information and Click "Next"

The screenshot shows a web form titled "Incorporation information" on the SportTomo.com website. The form is on page 4 of 9. It contains several sections with radio button options and a text input field. The "Next" button is highlighted with an orange circle.

Is your club an incorporated not for profit? *

Yes
 No

Has your incorporation status changed? *

Yes
 No

What is your incorporation status? *

Registered Society (Alberta Societies Act)
 National Not for Profit (Corporation Act - Canada)

Society/Incorporation Number *

123456

Did your bylaws change from your last submission in 2021? *

Yes
 No

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[Previous](#) [Next](#)

20 Complete the AGM information and Click "Next". If you have not done your annual Societies/Incorporation filing for 2024, please upload your most recent filing.

The screenshot shows a web form titled "AGM information" on the SportTomo.com website. The form is on page 5 of 9. It contains several sections with text input fields, radio button options, and file upload fields. The "Next" button is highlighted with an orange circle.

Annual General Meeting

What was the date of the club's last Annual General Meeting? *

'03/31/2024'

Please provide a copy of your current Annual General Meeting minutes. Swim Alberta requires a copy to be kept on file at all times. *

Upload AGM minutes here *

[Choose File](#) | No file chosen

[Clear](#)

test file.pdf
Remove this file

Proof of Filing

Have you done your annual Societies/Incorporation filing for 2024? *

Yes
 No

Please provide a copy of your most recent filed Proof of Filing. Swim Alberta requires a copy to be kept on file at all times. *

Upload most recent Proof of Filing here *

[Choose File](#) | No file chosen

Financials

What was the date of the club's fiscal year end? *

Does your club present reviewed or audited financial statements at your AGM? *

Yes
 No

Please provide a copy of your current reviewed or audited Financial Statements. Swim Alberta requires a copy to be kept on file at all times. *

Upload Financials here *

[Choose File](#) | No file chosen

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21

Complete the Board of Directors information and Click "Next". If you have multiple Board members to add, Click "Yes" on the question "Do you have additional members on your Board of Directors?".

You can add up to 12 Board members. If you have more than 12 members, you can include a file with the additional Board member details.

Board of Directors

List all Directors. Only listed club directors are covered by the Swim Alberta Directors and Officers Liability Insurance. Any changes to these positions must be submitted to Swim Alberta.

Name *

Position *

Personal Email *

Club Email *

Phone *

Do you have additional members on your Board of Directors? *

Yes

No

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22

Complete the Directors & Officers Liability information and Click "Next"

Director & Officers Liability Insurance Coverage

In order to maintain the Director & Officers Liability Insurance Coverage, the following information is required.

Is your club currently in arrears in payments to Canada Revenue Agency? *

Yes

No

Does the club have any employment-related claims or administrative, criminal, or regulatory proceedings, charges, hearings, demands, or lawsuits made against it currently or during the past three (3) years? *

Yes

No

Does your club have written guidelines, policies, or procedures on Human Resources? *

Yes

No

In the next 12 months, is the club contemplating, or during the past 24 months has the club completed or been in the process of completing, the following:

Any changes in nature of operations, sources of revenue or operational status? *

Yes

No

Any layoffs or termination of staff? *

Yes

No

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Previous Next

23 Complete the Staffing information and Click "Next"

The screenshot shows the 'Employees' section of the Marlin Admin interface. The header includes a logo with a red maple leaf and the text 'MARLINS ADMIN (SWIM ALBERTA ALBERTA MARLIN AQUATIC CLUB)' and 'Sportlomo.com'. The navigation bar contains 'HOME', 'HELP', 'MY ACCOUNT', and 'LOGOUT'. The form contains four input fields: 'How many full time coaches do you employ? *' (value: 1), 'How many part time coaches do you employ? **' (value: 2), 'How many full time office staff do you employ? *' (value: 1), and 'How many part time office staff do you employ? *' (value: 0). Below the form is a 'Page 8 of 9' indicator and two buttons: 'Previous' and 'Next'. The 'Next' button is circled in orange. The footer includes the 'sportlomo' logo, copyright information, and social media links.

24 Complete the Club Registrar information. If you have an additional Registrar, Click "Yes" and enter their information.

The screenshot shows the 'Club Registrar - Required' section of the form. It includes the following fields: 'Name *' (Registrar Name), 'Email *' (registrar@email.com), and 'Phone *' (1231231234). Below these is a file upload section for a signed Registrar Waiver form, with a 'Choose File' button, a 'Clean' button, and a preview of a 'Test file.pdf' with a 'Remove this file' button. The question 'Do you have an additional Club Registrar? *' has two radio button options: 'Yes' and 'No'. The 'Yes' radio button is circled in orange. Below this is the 'Club Officials Administrator (COA) - Required' section, which starts with a 'Name *' field.

25

Complete the COA information. If you have an additional COA, Click "Yes" and enter their information.

The screenshot shows a web form with the following sections:

- Radio buttons for "Yes" and "No", with "No" selected.
- Section: **Club Officials Administrator (COA) - Required**
- Form fields: Name *, COA Name, Email *, Phone *, and Upload signed COA Waiver form here *.
- File upload controls: "Choose File" (No file chosen), "Clean", and "Test file.docx" (Remove this file).
- Section: **Do you have an additional COA?**
- Radio buttons for "Yes" and "No", with "No" selected.
- Section: **Treasurer - Required**
- Form fields: Name * and Email *.

A red circle highlights the "No" radio button in the "Do you have an additional COA?" section.

26

Complete the Treasurer information. When you are done, Click "Complete" to submit your application.

The screenshot shows a web form with the following sections:

- Radio buttons for "Yes" and "No", with "No" selected.
- Section: **Treasurer - Required**
- Form fields: Name *, Treasurer Name, Email *, Phone *, and Upload signed Treasurer Waiver form here - Required *.
- File upload controls: "Choose File" (No file chosen), "Clean", and "Test file.docx" (Remove this file).
- Page 9 of 9
- Navigation buttons: "Previous" and "Complete".

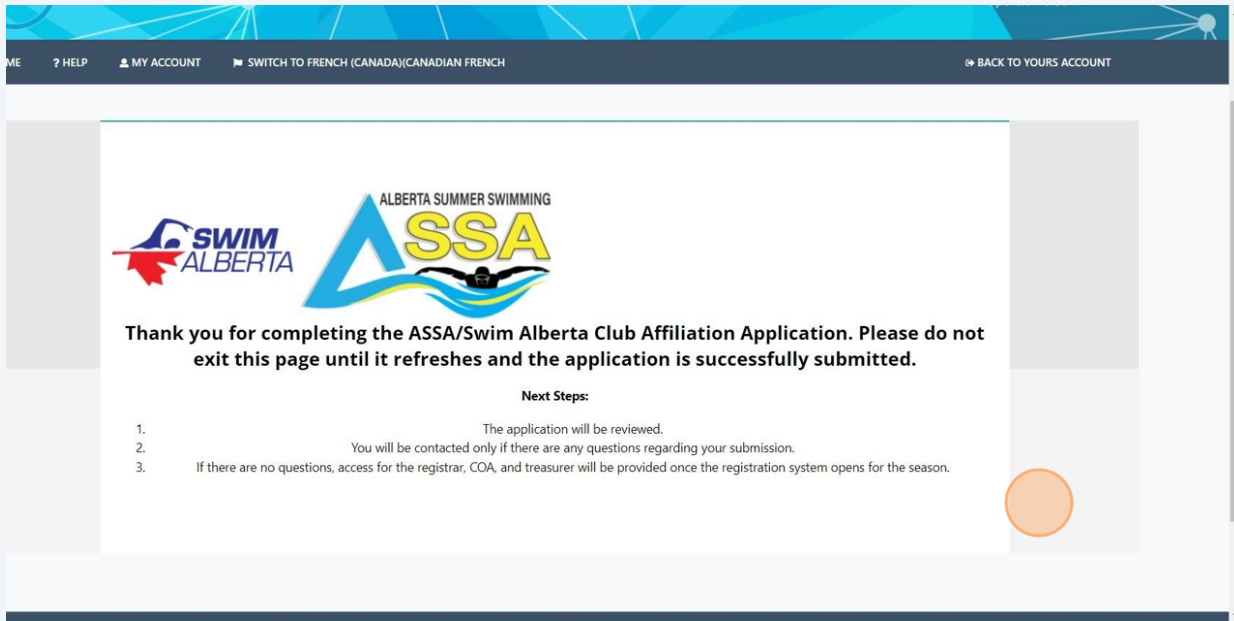
A red circle highlights the "Complete" button at the bottom right of the form.

27

Once you click "Compete", you will see the following message on the screen. Do not exit this page until it refreshes and the application is submitted.

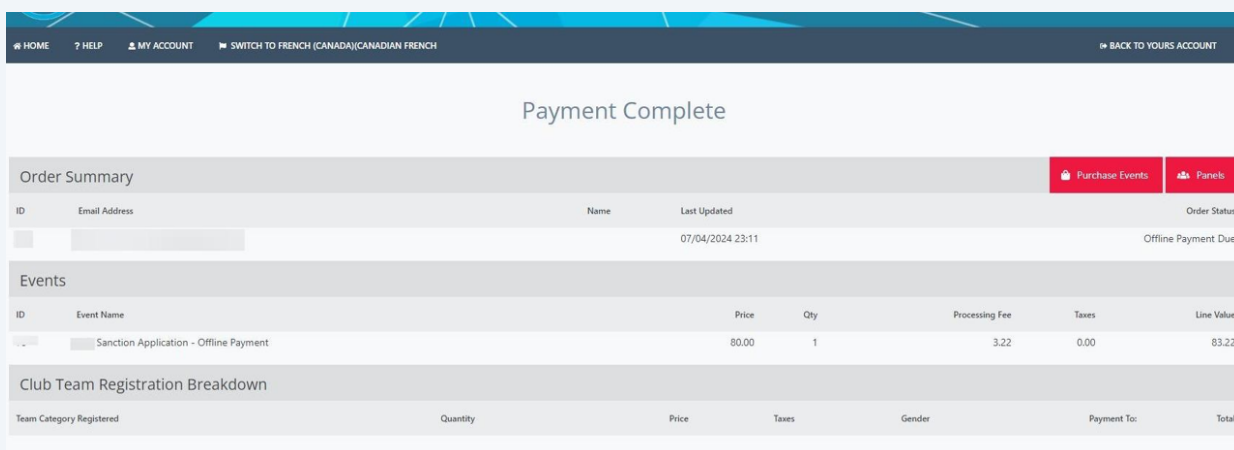
If you do not proceed past this screen, please contact ASSA at info@assa.ca for next steps.

Swim Alberta will contact you if there are problems with your affiliation application. Otherwise you will receive access to the registration system for the COA, registrar and treasurer once the season opens.



28

If you selected Offline Payment, you will receive a notification that your payment is complete. However, as per the instructions in your confirmation email, you will still need to send your cheque to Swim Alberta to pay for your club affiliation.



29

If you selected Credit Card Payment, enter your credit card details. Click "Continue"

Receipt:

Order Summary

Item	Price	Processing Fee	Discount Value	Taxes	Line Value
Sanction Application	100.00	0.00	0.00	0.00	100.00
Total (Ex Service Fees)					100.00

Discount Code [Apply](#)

Card Details

You will have an opportunity to review and confirm your payment before payment is taken.

Your payment will be processed using Stripe, one of the world's leading Payment Processors. No financial information is disclosed to SportLomo or your Club.

Please enter your card details

Credit or debit card

VISA [Save with link](#)

Powered by **stripe** What is my CVC / CVV code?

[Continue](#)

30

Click "Make Payment". A receipt will be sent to your email address confirming the purchase.

Purchase Summary

Receipt:

Order Summary

Item	Price	Processing Fee	Discount Value	Taxes	Line Value
Sanction Application	100.00	0.00	0.00	0.00	100.00
Total (Ex Service Fees)					100.00

Discount Code [Apply](#)

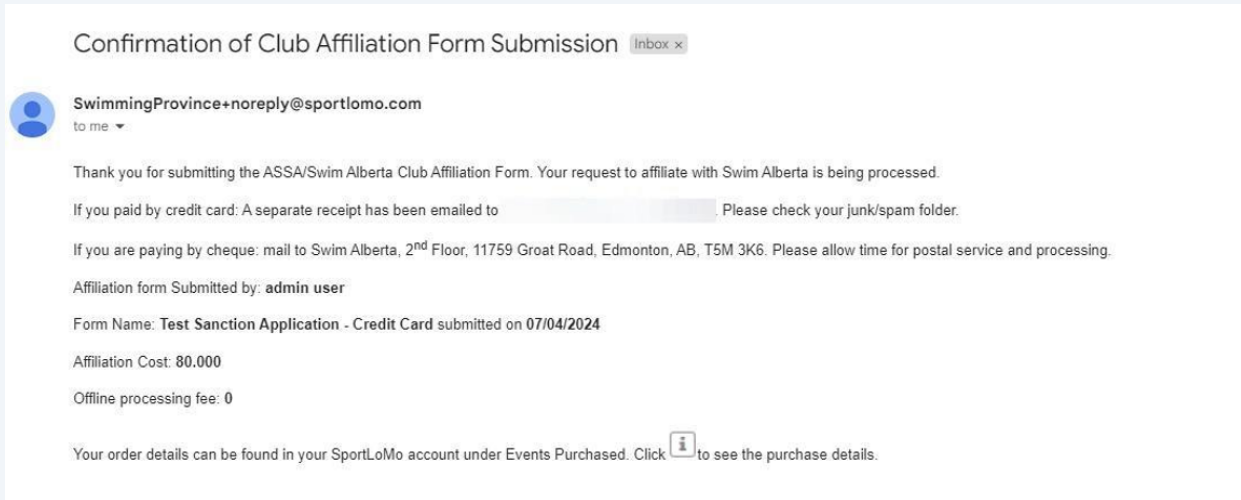
Confirm Payment

Description	Amount
Registration Fee	100
Service Fee	3.90
Total charge to card	103.9

[Make Payment](#)

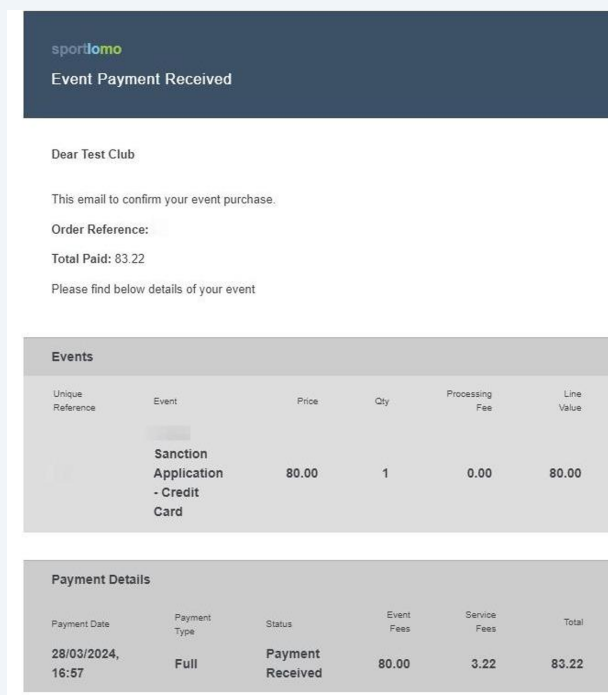
31

You will receive a confirmation in your email that the Affiliation Application has been submitted.



32

If you paid with credit card, you will also receive a payment confirmation in your email.



33

Your club will be activated once your submission has been reviewed and the season is opened. You will receive information on how to log in to your Club Registrar, COA and Meet Manager accounts the week of April 22nd.

Please [click here](#) for support options if you need help completing your club affiliation.