

# Logging into your Admin Account - Resetting your Admin Account Password for ASSA Pilot



This guide provides step-by-step instructions for logging into your admin account on the Sportlomo platform. See Step 1 for frequently asked questions and support options. 04/26/2024

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**Below you'll find all the resources you'll need to help you log in to the 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.

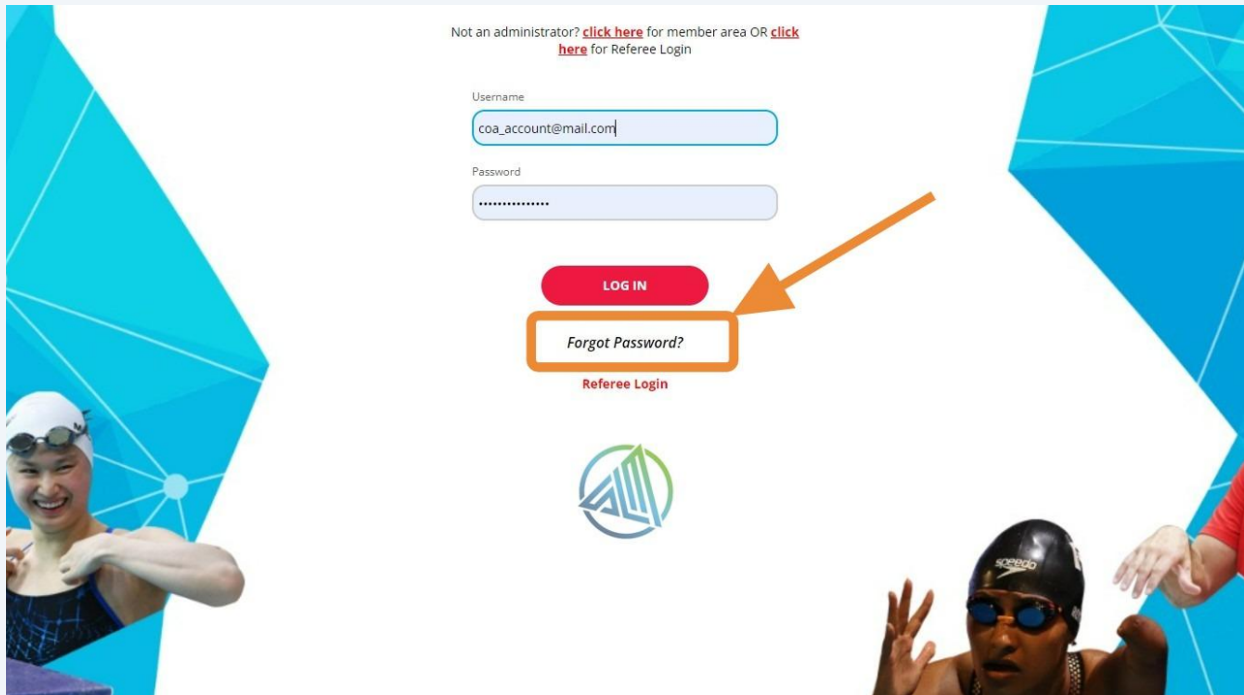
2

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

3

Enter your Username and Password. Your Admin Username will be your "Firstname Lastname" (the field is not case sensitive so "firstname lastname" also works). Note that there is a space between Firstname and Lastname). In the Username field, you can also enter your email address.

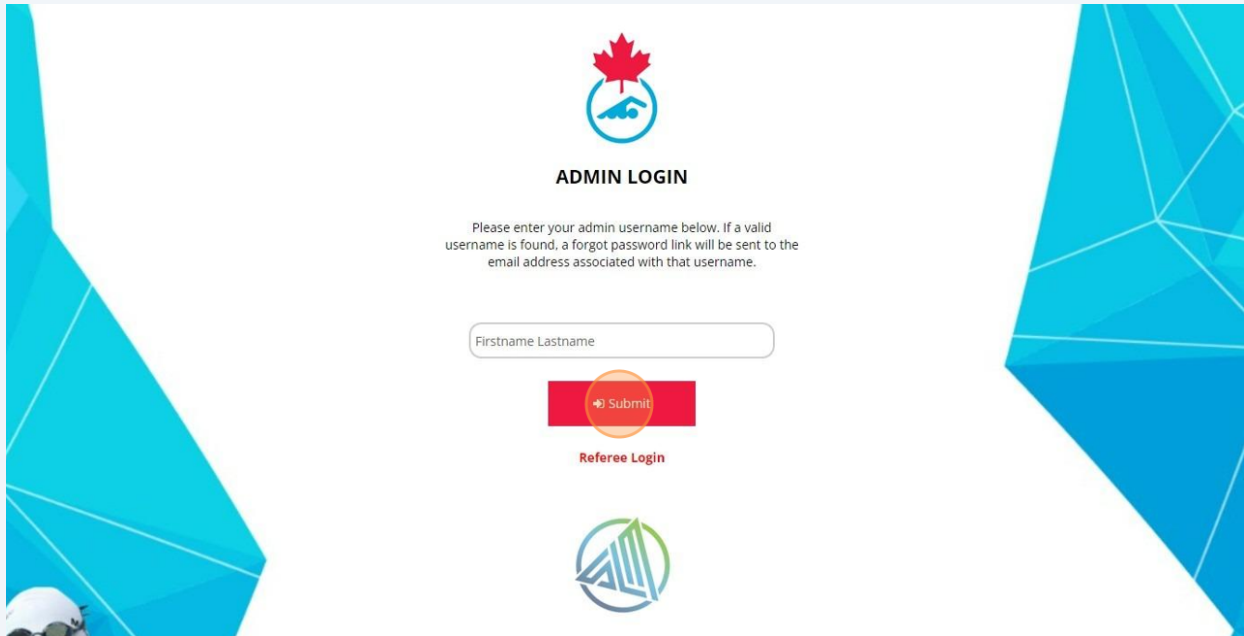
If this is the first time logging in to the system (and you did not receive a reset password email) Click "Forgot Password".



4

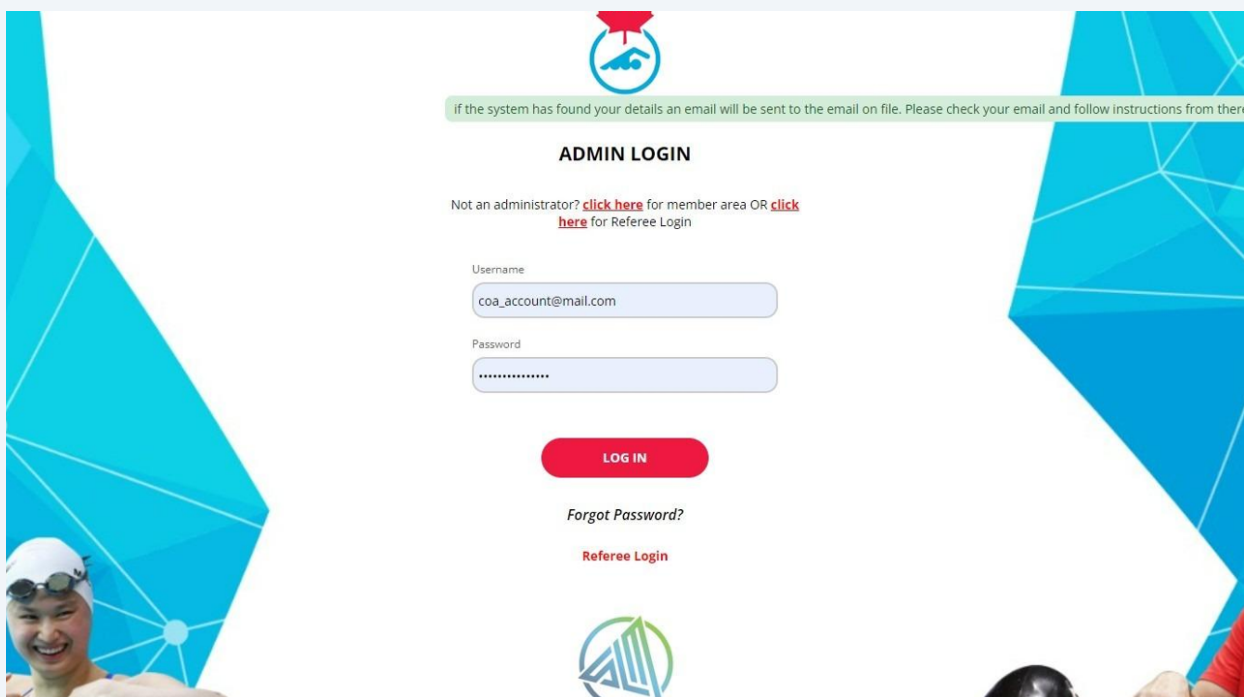
Enter "Firstname Lastname" for your Admin account (names are not case sensitive; there is a space between Firstname and Lastname). Note: email address will not work for the Forgot Password function.

Click "Submit". If you are not sure of the name that the account is registered under, please contact ASSA at [info@assa.ca](mailto:info@assa.ca)



5

If the system finds your information in the system, 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

noreply@sportlomo.com  
to me ▾

10:32 PM (11 minutes)

sportlomo

Dear Test Club Admin,

You recently requested to reset your password for your SportLoMo account. Click the link below to reset it:

<https://swimming.canada.sportsmanager.ie/sportlomo/association-users/update-password/child-user/96eeb2b0595682557970b91b2a3335c5>

If you did not request this password change please ignore this email or contact us at [Sportlomo Support](#) to let us know.

Yours,  
The SportLoMo Team

powered by  
sportlomo

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Sportlomo Limited.

If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

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



### Update Password

Please enter and confirm your new password.

sportlomo

www.sportlomo.com



8

Login to your account.

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

