

Swimmer Registration Guide for ASSA Pilot



This guide provides step-by-step instructions for registering swimmers for the ASSA Pilot program. The first step outlines access to FAQs and support options. 04/26/2024

1

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.



Please use the link below to log in to the Sportlomo system.

2

Navigate to https://swimming.canada.sportsmanager.ie/club_home.php



Swimmer Registration

3 Click "Registration"



Members/Team Sheets

- Invoicing and Fees



Registration

- View Registrants
- Payments Received
- Registration
- Approve Members
- Transfers and Affiliation
- Import Members



Meet Management

- Manage My Meets



Club Information

- Edit Club Information



Membership Setup

- Generate Registration Link



Settings

- Manage User Accounts

4 Enter the Club Registrar email address and Select your payment method.

If your province allows credit card payments, you can select "Stripe" as a payment method. If your province only allows Offline payment (eg. cheque) you can only choose Offline payment.

The Membership status will be set to Needs More Info when you register swimmers. When the swimmer logs in to their account for the first time, they will need to complete the required waivers, etc.

Group Registration

Options

Registration History

Registration

Club Registrar Email: coa_account@mail.com

Payment Method: Offline Invoice

Membership Status: Need More Info

Email Template

Member Name	DOB	Membership Type	Price	Upgrade Discount	Amount Due
<input type="text" value="Search member"/>		<input type="text" value="Select Membership"/>			

Add Member

Next

Customize Registration email.

5 To customize the email that is sent to your Registrants, Click "Email Template"

Options

Registration History

Registration

Club Registrar Email: coa_account@mail.com

Payment Method: Offline Invoice

Membership Status: Need More Info

Email Template

DOB	Membership Type	Price	Upgrade Discount
09/04/2001	Official	0.00	0.00

Select Membership

6 You can customize the content of the email. The terms in are variables that will select the name/club of the current registrant.

Options

Registration History

Registration

Club Registrar Email: coa_account@mail.com

Payment Method: Offline Invoice

Membership Status: Need More Info

Email Template

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Image, Video, Table, Link, Unlink, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Image, Video, Table, Link, Unlink.

HTML content:

Hi **{{Member First Name}}**

You have been registered in **{{Club Name}}** for this season.

To complete the registration process you will need to login at **{{Login Url}}** and complete the registration forms.

Test Club

Powered by Froala



Search for existing swimmers.

7

Registration:

To search for swimmers that were previously registered with Swimming Canada, Click the "Search member" field.

The screenshot shows a registration form with the following fields and options:

- Club Registrar Email: coa_account@mail.com
- Payment Method: Offline Invoice
- Membership Status: Need More Info
- Email Template: (dropdown menu)
- Member ID: (empty field)
- Member Name: Search member (highlighted with an orange circle)
- DOB: (empty field)
- Membership Type: Select Membership (dropdown menu)
- Add Member (red button)
- Next (red button)

At the bottom of the form, the Sportlomo logo and text "SPORTS MANAGER" and "copyright © 2024- all rights reserved" are visible.

8

Begin typing some part of the swimmer's name.

9

Names matching your search characters will be shown below the search field. Click on the swimmer name that you want to register.

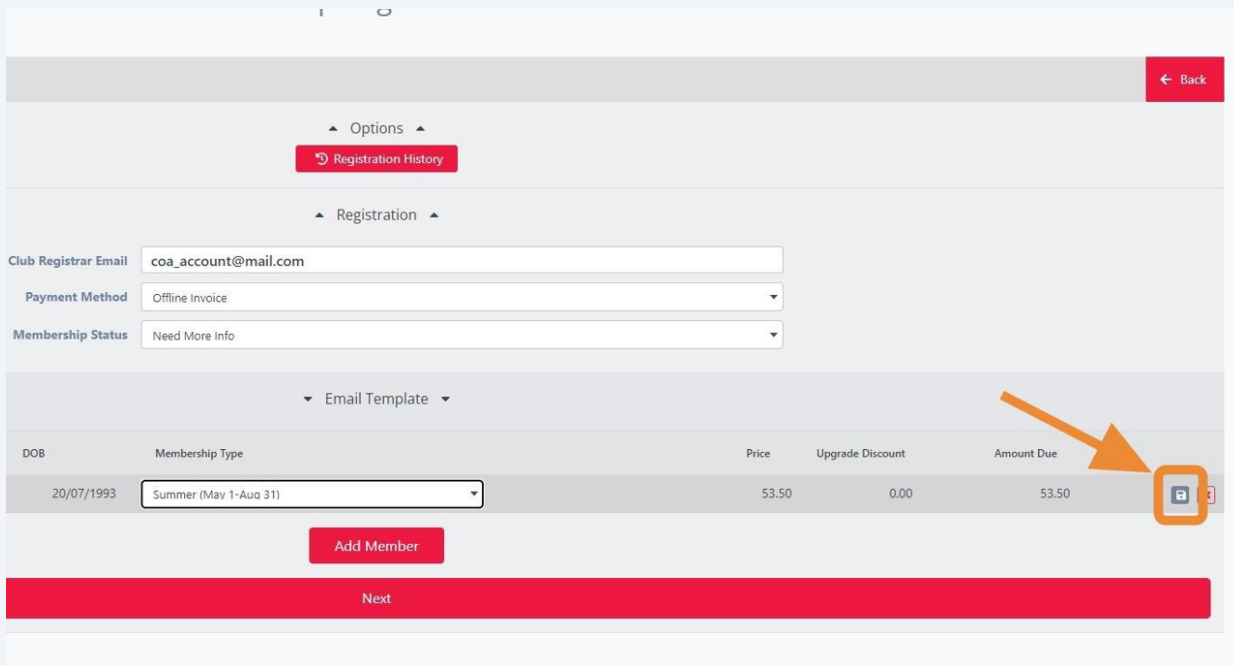
The screenshot shows a registration form with the following fields: Club Registrar Email (coa_account@mail.com), Payment Method (Offline Invoice), and Membership Status (Need More Info). Below these is an Email Template dropdown. A search field contains 'sus', and a dropdown menu shows two results: 'Susie Smith () in 2023-2024' and 'Susan Swimmer (SC2443597) in 2023-2024'. An orange circle highlights the second result. Below the search results is an 'Add Member' button and a red 'Next' button.

10

Select the Membership Type from the dropdown list.

The screenshot shows the registration form with the Club Registrar Email (coa_account@mail.com), Payment Method (Offline Invoice), and Membership Status (Need More Info) fields. Below these is an Email Template dropdown. The Membership Type dropdown is highlighted with an orange circle, showing a list of options. Below the dropdown is an 'Add Member' button and a red 'Next' button.

11 Click the "Save" button. You will be reminded to click save if you forget.



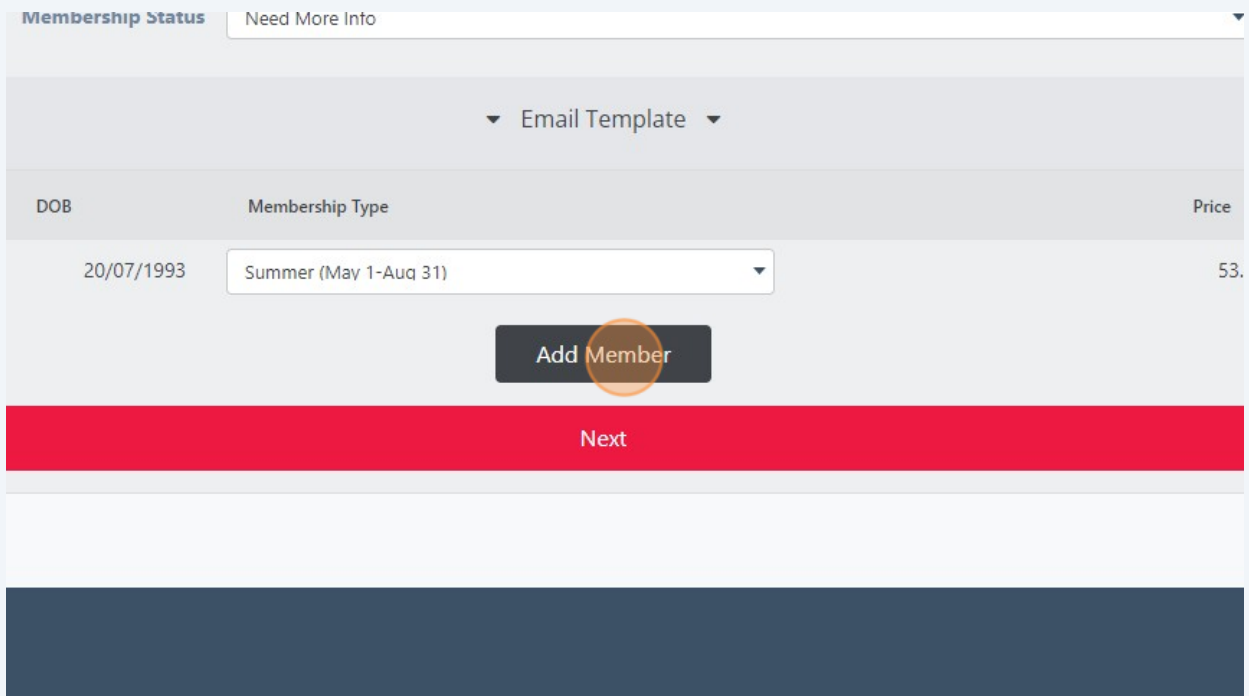
The screenshot shows a registration form with the following fields and options:

- Club Registrar Email:
- Payment Method:
- Membership Status:
- Email Template:

DOB	Membership Type	Price	Upgrade Discount	Amount Due
20/07/1993	<input type="text" value="Summer (May 1-Aug 31)"/>	53.50	0.00	53.50

Buttons: (highlighted with an orange box and arrow), (red bar)

12 Click "Add Member" to register another swimmer.




The screenshot shows a registration form with the following fields and options:

- Membership Status:
- Email Template:

DOB	Membership Type	Price
20/07/1993	<input type="text" value="Summer (May 1-Aug 31)"/>	53.

Buttons: (highlighted with an orange circle), (red bar)

 Register new swimmers.

13

To register a **new** swimmer, click the "plus" beside the Search field.

Member ID	Member Name	DOB	Membership Type
	Oscar Official () in 2023-20	20/07/1993	Summer (May 1-
SC2443586	Allie Gater (SC2443586) in	21/02/2001	D - Precompetiti
	Search member		Select Membersh

14

Enter the swimmer name, date of birth, and email address.

Group Registration

Registration

Options

Registration History

Registration

Club Registrar Email: coa_account@mail.com

Payment Method: Offline Invoice

Membership Status: Need More Info

Email Template

Member ID	Member Name	DOB	Membership Type
	Oscar Official () in 2023-20	20/07/1993	Summer (May 1-Aug 31)
SC2443586	Allie Gater (SC2443586) in	21/02/2001	D - Precompetitive, Masters, Triathlon, Summer Club Coach

Search member Id

Johnny

Joseph

DOB

johnnyjoseph@mail.com

Select Membership

Add Member

15 Select the Membership Type.

Group Registration

Registration

Options

Registration History

Registration

Club Registrar Email: coa_account@mail.com

Payment Method: Offline Invoice

Membership Status: Need More Info

Email Template

Member ID	Member Name	DOB	Membership Type	Price	Upgrade Discount	Amount
	Oscar Official () in 2023-20	20/07/1993	Summer (May 1-Aug 31)	53.50	0.00	
SC2443586	Allie Gater (SC2443586) in	21/02/2001	D - Precompetitive, Masters, Triathlon, Summer Club Coach	74.00	23.50	

Search member Id

Johnny

Joseph

DOB

johnnyjoseph@mail.com

Select Membership

Add Member

16 Click the "Save" button. You will be reminded to click save if you forget.

Back

Options

Registration History

Registration

Registrar Email: coa_account@mail.com

Payment Method: Offline Invoice

Membership Status: Need More Info

Email Template

Membership Type	Price	Upgrade Discount	Amount Due	
20/07/1993 Summer (May 1-Aug 31)	53.50	0.00	53.50	✓ ✕
21/02/2001 D - Precompetitive, Masters, Triathlon, Summer Club Coach	74.00	23.50	70.50	✓ ✕
Summer (May 1-Aug 31)	53.50		53.50	✕

Save



Duplicate swimmers warning

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If you try to add a swimmer that already exists in the system, a warning will be displayed when you click the Select Membership dropdown.

The screenshot shows a registration form with the following fields: Club Registrar Email (coa_account@gmail.com), Payment Method (Offline Invoice), and Membership Status (Need More Info). Below these fields is an Email Template dropdown. A table lists existing members:

Member ID	Member Name	DOB	Membership Type	Price	Upgra
45235	Susie Smith	09/04/2001	Official	0.00	

Below the table are input fields for Search member Id (Sophie), Swimmer, DOB (06/07/2011), and Email (sophieswimmer@mail.com). A Select Membership dropdown is highlighted with an orange circle. Below the form is an Add Member button and a red bar with a Next button.

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To continue registering with the existing swimmer, Click on the swimmer information. If you want to proceed with creating a new swimmer, Click the "Continue as a New Member" button.

The screenshot shows a duplicate swimmer warning dialog box with the following text: "We have found following members with similar data. Please select one to avoid duplicates." Below this text is a table with the following data:

Member ID	Name	DOB	Email	Membership Category	Registration Status	Association
SC2443602	Sophie Swimmer	06/07/2011	sophieswimmer@mail.com	Summer (May 1-Aug 31)	Need More Info	Swimming Club

The dialog box has a red "Continue as a New Member" button. The background shows the registration form with a Club Registrar Email field (coa_account@gmail.com) and an Options dropdown menu.

19 Select your Membership Type and Click "Save".

COA ACCOUNT (SWIMMING PROVINCE SWIMMING CLUB)

Registration

Options

Registration History

Registration

Club Registrar Email: coa_account@gmail.com

Payment Method: Offline Invoice

Membership Status: Need More Info

Email Template

Member ID	Member Name	DOB	Membership Type	Price	Upgrade Discount	Amount Due
45235	Susie Smith	09/04/2001	Official	0.00	0.00	0.00
SC2443602	Sophie Swimmer (SC24436)	06/07/2011	D - Precompetitive, Masters, Triathlon, Summer Club Coach	74.00	23.50	70.50

Add Member

Next

20 When you are done adding swimmers, Click "Next".

Club Registrar Email: coa_account@mail.com

Payment Method: Offline Invoice

Membership Status: Need More Info

Email Template

DOB	Membership Type	Price	Upgrade Discount	Amount Due
20/07/1993	Summer (May 1-Aug 31)	53.50	0.00	53.50
21/02/2001	D - Precompetitive, Masters, Triathlon, Summer Club Coach	74.00	23.50	70.50
	Summer (May 1-Aug 31)	53.50		53.50

Add Member

Next



Finishing steps

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If you selected Offline Payment, your receipt will be displayed.

The screenshot shows the 'COA ACCOUNT (SWIMMING PROVINCE SWIMMING CLUB)' page on Sportlomo.com. The page title is 'Registration'. Below the title, there is a section 'View Registration Invoices' with a 'Back' button. A table displays registration details for ID 1137904, dated 26/04/2024 09:10, with a status of 'Invoices Pending' and a total payment amount of \$3.50. Below this, a detailed invoice table lists two invoices: one for \$3.50 from Swimming Canada and another for \$50.00 from Swimming Province, both dated 26/04/2024 09:10. The footer includes the Sportlomo logo, copyright information, and various policy links.

Registration Id	Registration Date	Status	Total Payment Amount	Actions
1137904	26/04/2024 09:10	Invoices Pending	\$3.50	Back

Invoice No	Association	Description	Invoice Date	Status	Total	Paid	Outstanding	Actions
3494	Swimming Canada	Invoice for registration 1137904	26/04/2024 09:10	New Invoice	3.50	0.00	3.50	Print
3495	Swimming Province	Invoice for registration 1137904	26/04/2024 09:10	New Invoice	50.00	0.00	50.00	Print

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If you selected credit card payment, you will go to a payment screen. You can see the invoice details on the left part of the screen.

COA ACCOUNT (SWIMMING PROVINCE SWIMMING CLUB)

sportlomo.com

HOME HELP MY ACCOUNT LOGOUT

Invoices

Make Payment Back

Options View All

Line No.	Description	Quantity	Unit Price	Tax	Total
1	Summer (May 1-Aug 31)	2	50.00	0.00	100.00
2	D - Precompetitive, Masters, Triathlon, Summer Club Coach	1	20.00	0.00	0.00
				Invoice Amount	100.00
				Tax	0.00
				Invoice Total	100.00

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

Card number Autofill

Powered by stripe What is my CVC / CVV code?

Proceed to Payment

sportlomo.com
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Terms and Conditions Privacy Policy Website Disclaimer Contact Policy Linking Policy

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Enter your credit card information and Click "Proceed to Payment". You can complete the payment on the next screen.

Purchase Summary

Receipt:coa_account@mail.com

Price
54.50
54.50
0.00
54.50

Amount Due

00	3.50
00	51.00
00	0.00

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

Card number MM / YY CVC

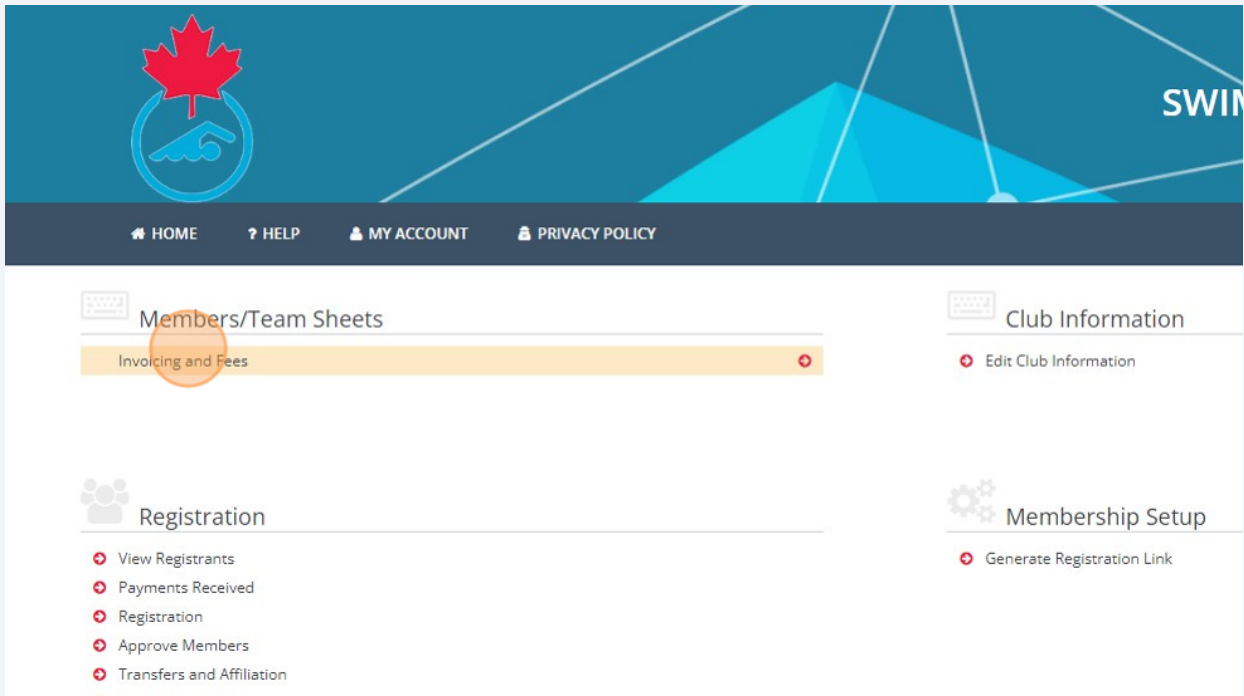
Powered by stripe What is my CVC / CVV code?

Continue

Invoices

24 Invoices

To view the Invoice associated with a Swimmer Registration, Click "Invoicing and Fees"



The screenshot shows a web application interface with a dark blue header and a light blue sidebar. The header features a red maple leaf logo and the word "SWIM" in white. Below the header is a dark blue navigation bar with links for HOME, HELP, MY ACCOUNT, and PRIVACY POLICY. The main content area is divided into four sections: Members/Team Sheets, Club Information, Registration, and Membership Setup. The "Invoicing and Fees" link under "Members/Team Sheets" is highlighted with a yellow background and a red circle.

Members/Team Sheets

- Invoicing and Fees

Club Information

- Edit Club Information

Registration

- View Registrants
- Payments Received
- Registration
- Approve Members
- Transfers and Affiliation

Membership Setup

- Generate Registration Link

25 Find the Invoice that you would like to view and Click the "Payment" icon.

Description	Invoice Ref	Creation Date	Inv Status	Invoice Total	Paid	Outstanding	Actions
Invoice for registration 1137900	INV-1137900	26/04/2024, 02:54	New Invoice	37.50	0.00	37.50	
Invoice for registration 1137900	INV-1137900	26/04/2024, 02:54	New Invoice	100.00	0.00	100.00	
Invoice for registration 1137900	INV-1137900	26/04/2024, 02:54	New Invoice	40.00	0.00	40.00	
Invoice for registration 1137899	INV-1137899	26/04/2024, 02:48	New Invoice	34.00	0.00	34.00	
Invoice for registration 1137899	INV-1137899	26/04/2024, 02:48	New Invoice	40.00	0.00	40.00	
Invoice for registration 1137899	INV-1137899	26/04/2024, 02:48	New Invoice	20.00	0.00	20.00	
Invoice for registration 1137897	INV-1137897	24/04/2024, 15:14	New Invoice	3.50	0.00	3.50	
Invoice for registration 1137897	INV-1137897	24/04/2024, 15:14	Paid	50.00	50.00	0.00	

26 To see the details of the Registration Invoice, Click the "Information" icon.

SWIMMING CLUB

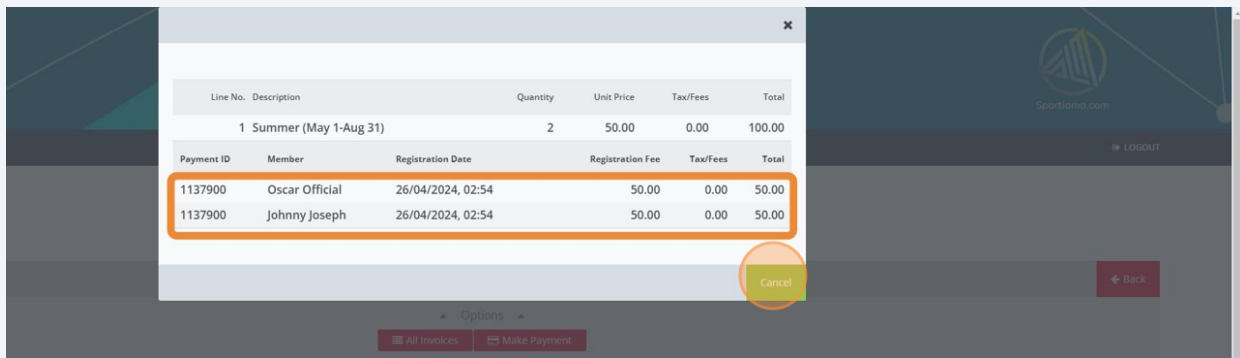
Description	Invoice No	Email	Status	Date
Invoice for registration 1137900	3488	coa_account@mail.com	New Invoice	26/04/2024, 02:54

Line No.	Description	Quantity	Unit Price	Tax/Fees	Total	Action
1	Summer (May 1-Aug 31)	2	50.00	0.00	100.00	
2	D – Precompetitive, Masters, Triathlon, Summer Club Coach	1	20.00	0.00	0.00	

Tax/Fees	0.00
Total Payments	0.00
Invoice Total	100.00
Total Outstanding	100.00

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You can see the names of the swimmers on the invoice. Click "Cancel" to go back to the invoice.



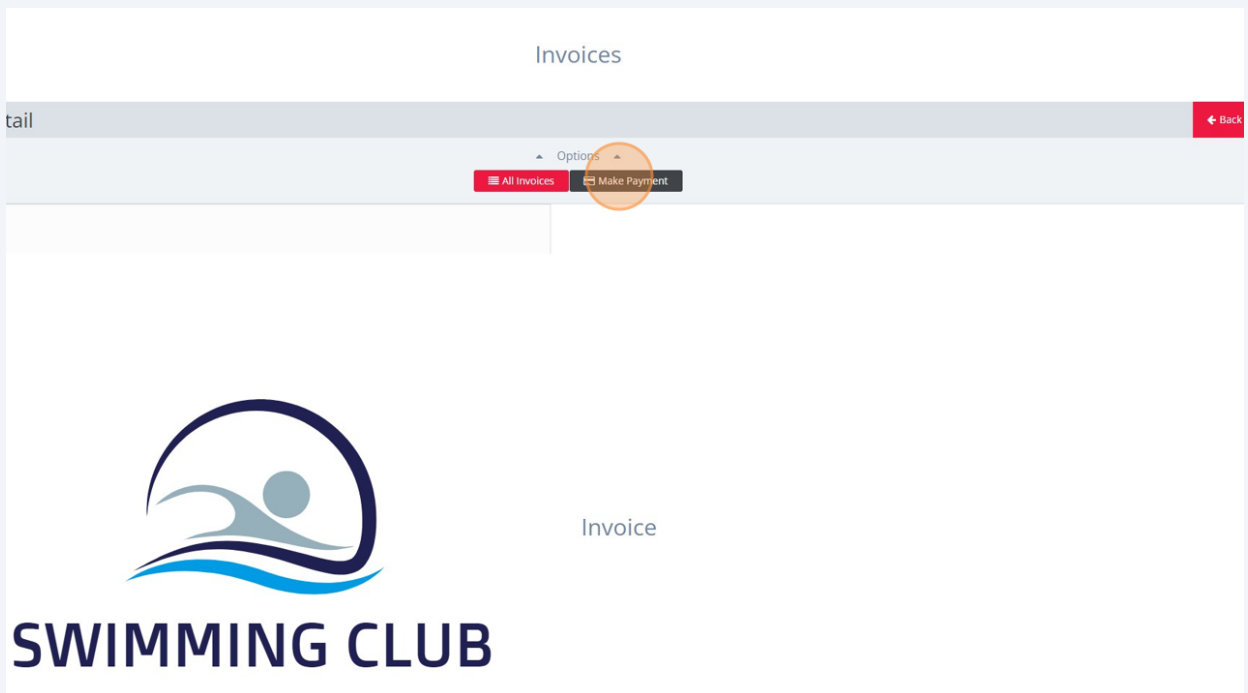
The screenshot shows a modal window with a table of invoice items. The table has columns for Line No., Description, Quantity, Unit Price, Tax/Fees, and Total. Below this is another table with columns for Payment ID, Member, Registration Date, Registration Fee, Tax/Fees, and Total. An orange box highlights the two rows in the second table. A green 'Cancel' button is circled in orange at the bottom right of the modal.

Line No.	Description	Quantity	Unit Price	Tax/Fees	Total
1	Summer (May 1-Aug 31)	2	50.00	0.00	100.00

Payment ID	Member	Registration Date	Registration Fee	Tax/Fees	Total
1137900	Oscar Official	26/04/2024, 02:54	50.00	0.00	50.00
1137900	Johnny Joseph	26/04/2024, 02:54	50.00	0.00	50.00

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You can make a credit card payment from here, or pay your province as per the provincial process if you selected Offline payment.



The screenshot shows the 'Invoices' page. At the top, there is a header with the word 'Invoices' and a 'Back' button. Below the header, there is a navigation bar with 'All Invoices' and 'Make Payment' buttons. The main content area features the 'SWIMMING CLUB' logo on the left and the word 'Invoice' on the right.