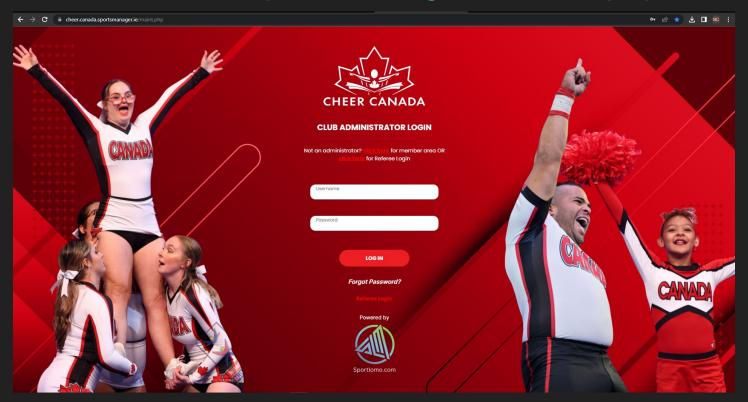
## Sport Lomo Group Registration Process

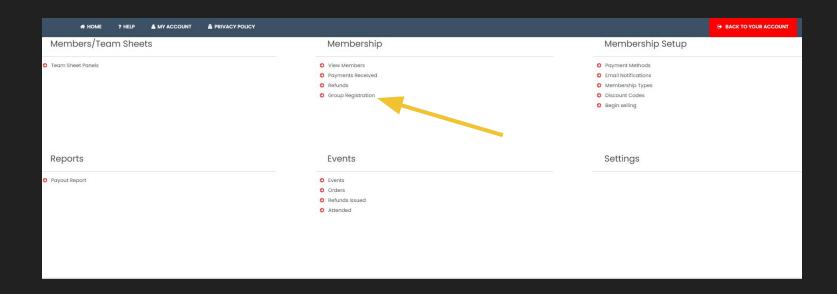
Registering	coaches	.2
Registering	athletes	.9

# How to group register your coaches in Sport Lomo

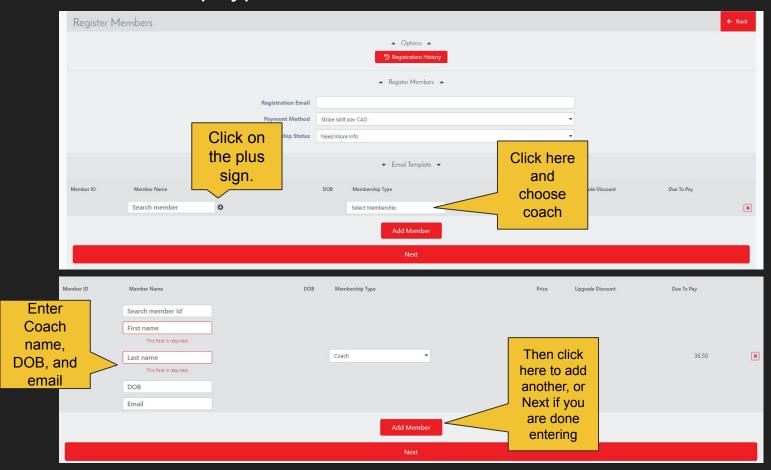
### Admins- log in to the admin portal with details provided by BCSC <a href="https://cheer.canada.sportsmanager.ie/maint.php">https://cheer.canada.sportsmanager.ie/maint.php</a>



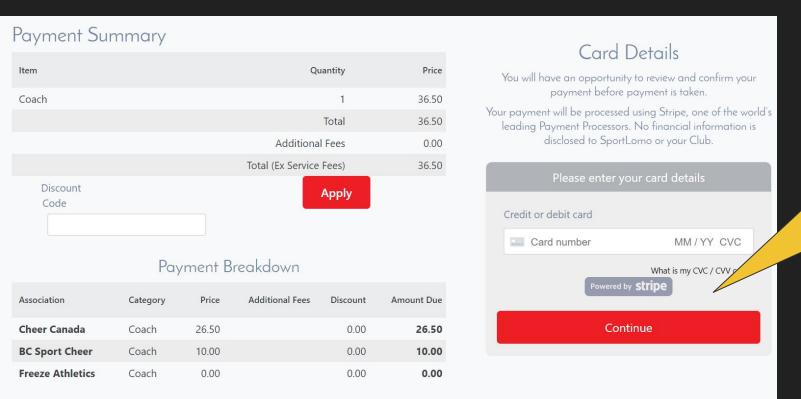
## On the home page, select Group Registration, under Membership



#### Select membership type, and choose Coach, then click next

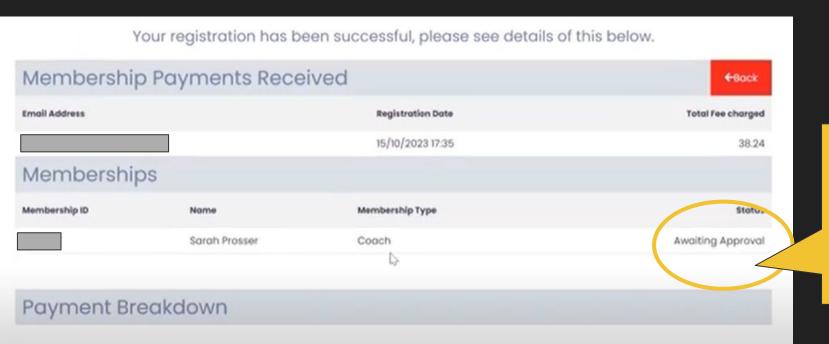


This is the payment screen- you will see how much is paid to each group- \$26.50 to Cheer Canada, \$10.00 to BCSC, and \$0 to the program.



Enter your credit card details here and press continue.

You will then get a payment success page outlining your payment. It is at this point you will see the additional \$1.74 service fee which is added from Stripe/Sport Lomo.

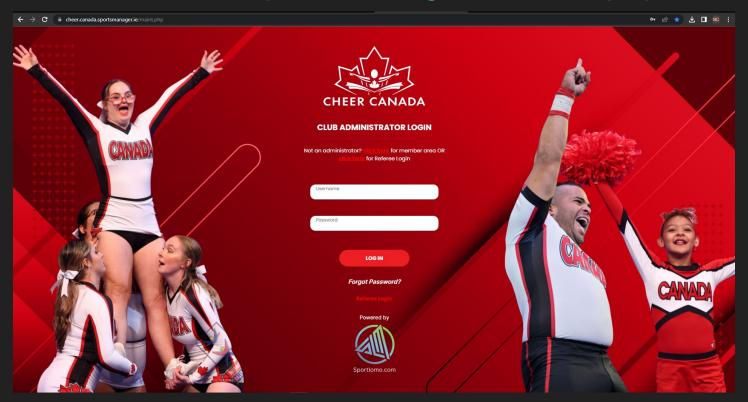


An email will now be sent to coaches to complete their registration. Coaches should now follow the Coach registration guide (skipping the payment step):

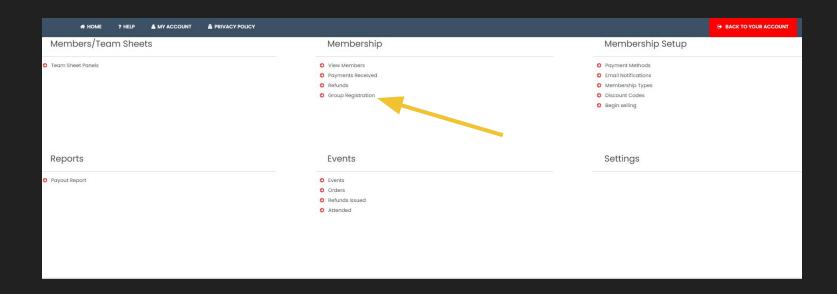
https://bcsportcheer.ca/sport-lomo

## How to group register your athletes in Sport Lomo

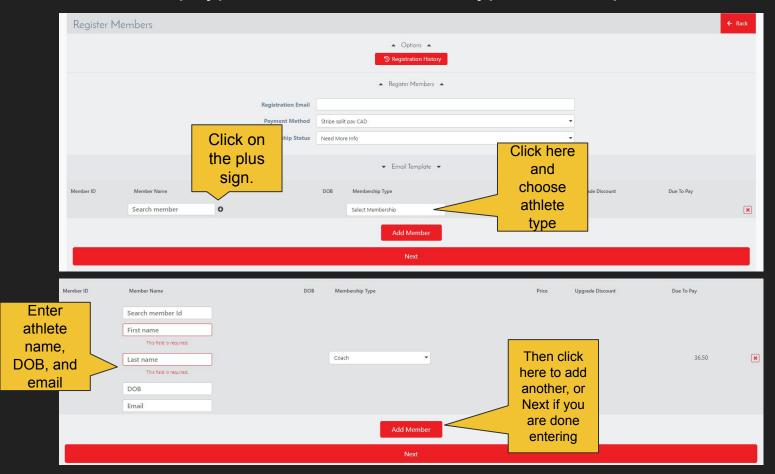
### Admins- log in to the admin portal with details provided by BCSC <a href="https://cheer.canada.sportsmanager.ie/maint.php">https://cheer.canada.sportsmanager.ie/maint.php</a>



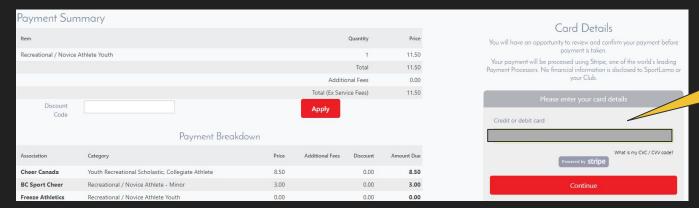
## On the home page, select Group Registration, under Membership



#### Select membership type, and choose athlete type from dropdown, then click next



This is the payment screen- you will see how much is paid to each group (in the case of Novice- \$8.50 to Cheer Canada, \$3.00 to BCSC, and \$0 to the program. Athlete costs vary (All Star, Prep, Novice/Rec).



Payment Summary Quantity Description Recreational / Novice Athlete Youth 11.50 Registration Fee Total 11.50 Service Fee Additional Fees 0.00 Total charge to card Total (Ex Service Fees) 11.50 Apply Code Payment Breakdown

Confirm Payment

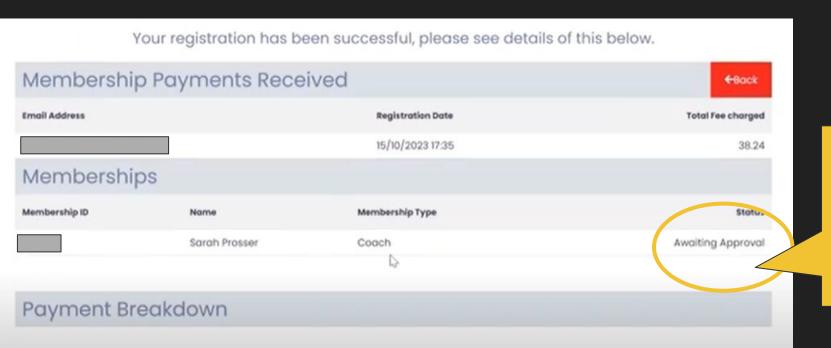
Amount
11.5
0.89

The right
side will
update.
Click Make
Payment.

Make Payment

Enter your credit card details here and press continue.

You will then get a payment success page outlining your payment. It is at this point you will see the additional \$1.74 service fee which is added from Stripe/Sport Lomo.



An email will now be sent to families to complete their registration. Families should now follow the Sport Lomo Registration Guide - for Families registration guide (skipping the payment step):

https://bcsportcheer.ca/sport-lomo