

# Sport Lomo Group Registration Process

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# How to group register your coaches in Sport Lomo

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



← → ↻ cheer.canada.sportsmanager.ie/maint.php

  
CHEER CANADA

**CLUB ADMINISTRATOR LOGIN**

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

Username

Password

**LOG IN**

[Forgot Password?](#)

[Referee Login](#)

Powered by

  
Sportlomo.com

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

The screenshot displays a web application interface with a dark blue header. The header contains navigation links: HOME, HELP, MY ACCOUNT, and PRIVACY POLICY. A red button labeled 'BACK TO YOUR ACCOUNT' is positioned in the top right corner. The main content area is divided into three columns:

- Members/Team Sheets:** Contains a link for 'Team Sheet Panels'.
- Membership:** Contains a list of links: 'View Members', 'Payments Received', 'Refunds', and 'Group Registration'. A yellow arrow points to 'Group Registration'.
- Membership Setup:** Contains a list of links: 'Payment Methods', 'Email Notifications', 'Membership Types', 'Discount Codes', and 'Begin selling'.

Below these columns are two additional sections:

- Reports:** Contains a link for 'Payout Report'.
- Events:** Contains a list of links: 'Events', 'Orders', 'Refunds Issued', and 'Attended'.

The 'Membership' section is highlighted with a light blue background, and the 'Group Registration' link is the focus of the instruction.

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

Register Members ← Back

Options

Registration History

Register Members

Registration Email

Payment Method

Membership Status

Email Template

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

**Click on the plus sign.**

**Click here and choose coach**

Member ID	Member Name	DOB	Membership Type	Price	Upgrade Discount	Due To Pay
<input type="text" value="Search member Id"/>	<input type="text" value="First name"/> <small>This field is required.</small>		<input type="text" value="Coach"/>			
	<input type="text" value="Last name"/> <small>This field is required.</small>					36.50
	<input type="text" value="DOB"/>					
	<input type="text" value="Email"/>					

**Enter Coach name, DOB, and email**

**Then click here to add another, or Next if you are done entering**

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.

## Payment Summary

Item	Quantity	Price
Coach	1	36.50
Total		36.50
Additional Fees		0.00
Total (Ex Service Fees)		36.50

Discount Code

Apply

## Payment Breakdown

Association	Category	Price	Additional Fees	Discount	Amount Due
<b>Cheer Canada</b>	Coach	26.50		0.00	<b>26.50</b>
<b>BC Sport Cheer</b>	Coach	10.00		0.00	<b>10.00</b>
<b>Freeze Athletics</b>	Coach	0.00		0.00	<b>0.00</b>

## 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

What is my CVC / CVV #

Powered by **stripe**

Continue

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.

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

## Membership Payments Received

[←Back](#)

Email Address	Registration Date	Total Fee charged
[REDACTED]	15/10/2023 17:35	38.24

## Memberships

Membership ID	Name	Membership Type	Status
[REDACTED]	Sarah Prosser	Coach	Awaiting Approval

## Payment Breakdown

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

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<https://cheer.canada.sportsmanager.ie/maint.php>

← → ↻ cheer.canada.sportsmanager.ie/maint.php

  
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Username

Password

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[Forgot Password?](#)

[Referee Login](#)

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Sportlomo.com

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

The screenshot displays a web application interface with a dark blue header and a white main content area. The header contains navigation links: HOME, HELP, MY ACCOUNT, and PRIVACY POLICY. A red button labeled 'BACK TO YOUR ACCOUNT' is located in the top right corner. The main content area is divided into six sections:

- Members/Team Sheets**: Contains a link for 'Team Sheet Panels'.
- Membership**: Contains links for 'View Members', 'Payments Received', 'Refunds', and 'Group Registration'. A yellow arrow points to 'Group Registration'.
- Membership Setup**: Contains links for 'Payment Methods', 'Email Notifications', 'Membership Types', 'Discount Codes', and 'Begin selling'.
- Reports**: Contains a link for 'Payout Report'.
- Events**: Contains links for 'Events', 'Orders', 'Refunds Issued', and 'Attended'.
- Settings**: This section is currently empty.

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

Register Members ← Back

Options

Registration History

Register Members

Registration Email

Payment Method Stripe split.pav.CAD

Membership Status Need More Info

Email Template

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

**Add Member**

Next

**Click on the plus sign.**

**Click here and choose athlete type**

Member ID	Member Name	DOB	Membership Type	Price	Upgrade Discount	Due To Pay
<input type="text" value="Search member Id"/>	<input type="text" value="First name"/> <small>This field is required.</small>		<input type="text" value="Last name"/> <small>This field is required.</small>	Coach		36.50
	<input type="text" value="DOB"/>					
	<input type="text" value="Email"/>					

**Add Member**

Next

**Enter athlete name, DOB, and email**

**Then click here to add another, or Next if you are done entering**

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

Item	Quantity	Price
Recreational / Novice Athlete Youth	1	11.50
	Total	11.50
	Additional Fees	0.00
	Total (Ex Service Fees)	11.50

Discount Code  [Apply](#)

Payment Breakdown

Association	Category	Price	Additional Fees	Discount	Amount Due
<b>Cheer Canada</b>	Youth Recreational Scholastic, Collegiate Athlete	8.50		0.00	<b>8.50</b>
<b>BC Sport Cheer</b>	Recreational / Novice Athlete - Minor	3.00		0.00	<b>3.00</b>
<b>Freeze Athletics</b>	Recreational / Novice Athlete Youth	0.00		0.00	<b>0.00</b>

Card Details

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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

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

[Continue](#)

Enter your credit card details here and press continue.

Payment Summary

Item	Quantity	Price
Recreational / Novice Athlete Youth	1	11.50
	Total	11.50
	Additional Fees	0.00
	Total (Ex Service Fees)	11.50

Discount Code  [Apply](#)

Payment Breakdown

Confirm Payment

Description	Amount
Registration Fee	11.5
Service Fee	0.89
<b>Total charge to card</b>	<b>12.39</b>

[Make Payment](#)

The right side will update. Click Make Payment.

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.

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

## Membership Payments Received

[←Back](#)

Email Address	Registration Date	Total Fee charged
[REDACTED]	15/10/2023 17:35	38.24

## Memberships

Membership ID	Name	Membership Type	Status
[REDACTED]	Sarah Prosser	Coach	Awaiting Approval

## Payment Breakdown

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>