

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 target of a yellow arrow.

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
Cheer Canada	Coach	26.50		0.00	26.50
BC Sport Cheer	Coach	10.00		0.00	10.00
Freeze Athletics	Coach	0.00		0.00	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

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>