



Entering a Team into an Event

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1.0 Introduction

In this manual you will be taken through the steps to enter a team of your choice into an event.

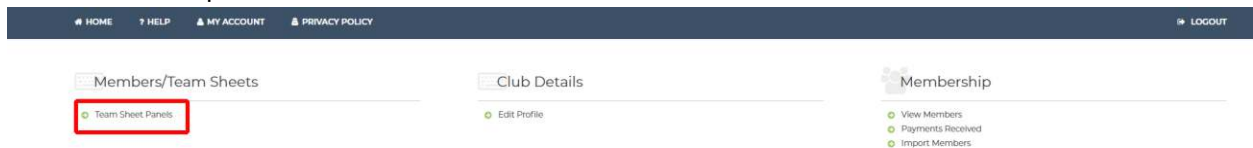
1.1

Using this link, Log in to Sportlomo as a Club Administrator by entering your username and password – <https://volleyballbc.sportsmanager.ie/>

You will be brought to the Sportlomo Administration panel (dashboard).

2.0 Creating a new Team Sheet Panel

To begin, click on 'Team Sheet Panels' under the Members/Team Sheets heading in the Administration panel.



2.1

Click the basket icon to the right of the team you wish to enter into an event.



2.2

Click 'Buy' on the event you would like to enter, then click the 'continue' button under your basket. Please note you will only see competitions specific to the Age Grade and gender that you have selected on the previous screen

Events / Programs

Please select the events/programs you want to enter U18 - A into ← Back

▼ Search/filter options ▼

Name	Group	Price	Processing Fee	Taxes	Actions
test team entry		100.00	0.00	0.00	<input type="button" value="Buy"/>

Total 1 | page 1 of 1

rows per page 15

Wait List ▼

Basket 100.00 ▼

1. test team entry

Taxes: 0.00

Total: 100.00

2.3

Enter your information that the competition requires

Please enter your purchaser contact information ← Back

First Name

Last Name

Email

Address

City

Province

Phone Phone number is not valid for selected country

Click the 'Save' button.

2.4

Enter your payment details

Purchase Summary

Receipt:

Order Summary

Event	Quantity	Price	Processing Fee	Taxes
test team entry	1	100.00	0.00	0.00

Total

Discount Code Apply

Card Details

Your payment will be processed using Paysafe, one of the world's leading Payment Processors. No financial information is disclosed to SportLomo or your Club.

Powered by **Paysafe**

VISA

Card Holder First Name

Card Holder Last Name

Billing Address

Billing Address 2

Billing City

Billing Country

Billing Province

Billing Postal code

Card Number

Expiry Date

CVV

Save

2.4

You should then be brought to a payment confirmation page

Payment Complete

ID	Email Address	Name	Last Updated	Order Status
17285	Volleyball BC Action Volleyball Club		13/01/2020	Payment Complete

Events					
ID	Event Name	Price	Qty	Processing Fee	Line Value
14145	test team entry	100.00	1	0.00	100.00

Payments						
Date	Type	Status	Transaction Code	Payment Amount	Service Fees	Payment Amount Total
13/01/2020	Full	Payment Received	83e4ec57-19cf-4a17-bca9-95cc3a8a61a1	100.00	0.00	100.00

If you are unsure about anything in the above manual or would like some technical support, please contact us on support@sportlomo.com.

