



Instruction to register and renew referees' Licences

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SportLoMo Ltd.

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Content

Guide for referees to register on SportLomo.....	3
I. Club referee.....	3
II. FSR referees (not member in a club).....	5
Renew existing membership for the new season on SportLomo, if you already had a valid SportLomo licence in 2020-2021	6
I. Club referee.....	6
II. FSR referees.....	7
Upgrade Membership: if you already have a licence for 2021-2022, but need to add another role or category	8

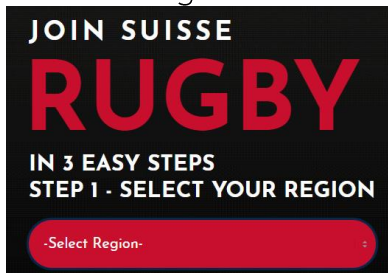
For questions or problems:

Please contact fsr@suisserugby.com.

Guide for referees to register on SportLomo

I. Club referee

1. Go to www.suisserugby.com, click on "Register / S'Inscrire"
2. This will take you to the page <https://fsr.sportlomo.com/>, this is the page for member registration (for creating a license).
3. Select the region

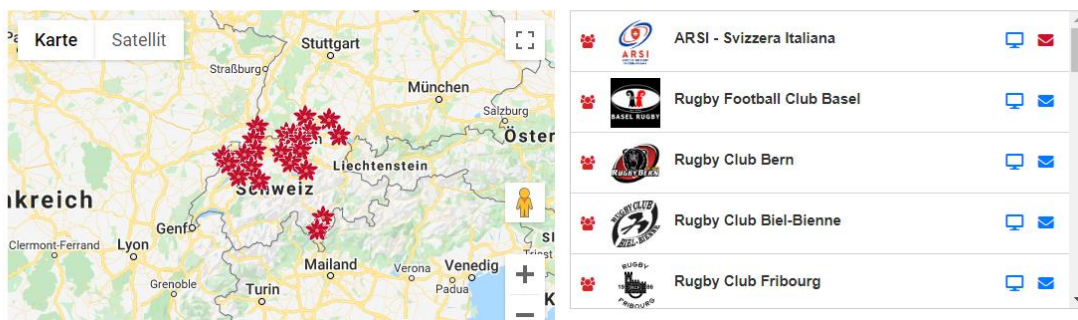


4. Select the club

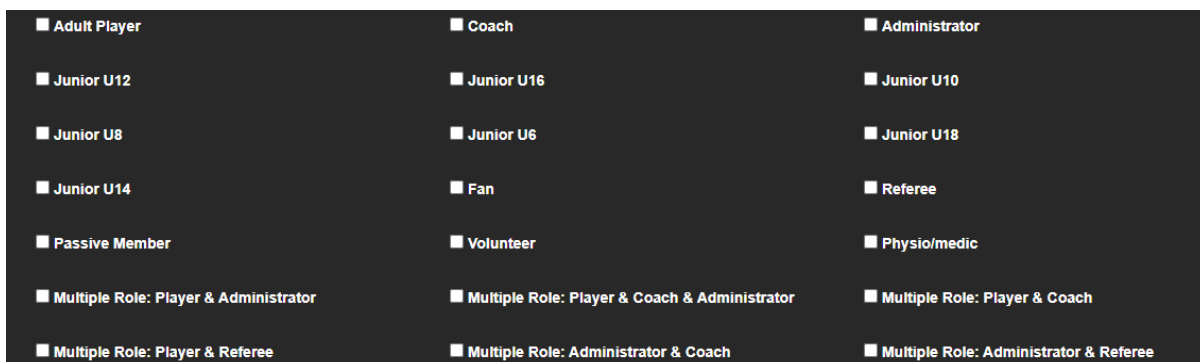
| **NSRV- NORD-, OST-, ZENTRALSCHWEIZ & TICINO** |  

STEP 2 - SELECT YOUR CLUB

CLICK ON THE MAP BELOW OR SELECT FROM THE FOLLOWING LIST



5. Select the category of the license: referee
If you have several roles in the club: Select the **Multiple Role**. It is not possible to register several times as in the old system. Any additional registrations will be deleted. If you want to add another role later, you can upgrade the existing membership with another role. You can find the instructions in this manual under "Upgrade a membership".



6. Select: "Register now!"
7. Create a user account (attention: this is not the same login as the administrator login you received for Sportlomo for your designations and matches)

The screenshot shows a web form titled "Create Account" with a "Sign Up" link and a "Log In" link. The form includes the following fields and elements:

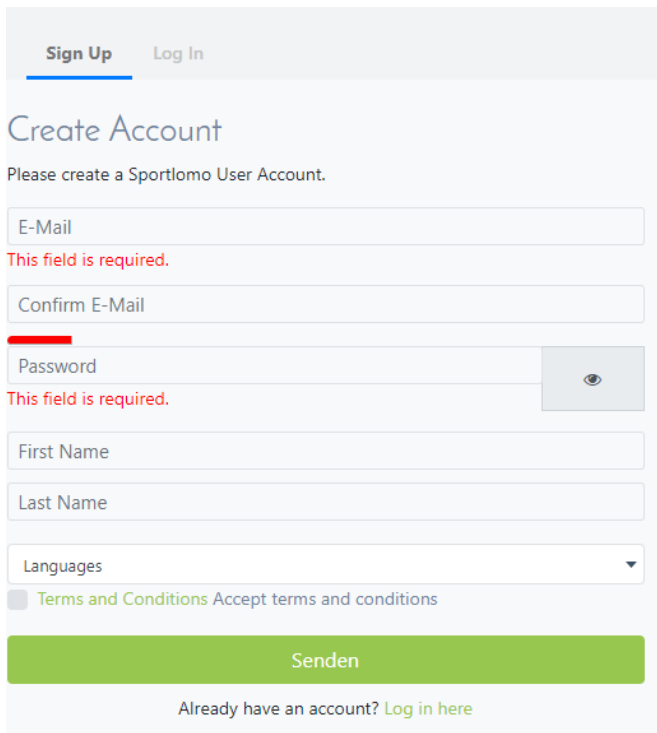
- E-Mail:** A text input field with a red error message below it: "This field is required."
- Confirm E-Mail:** A text input field.
- Password:** A text input field with a red error message below it: "This field is required." and a toggle icon to the right.
- First Name:** A text input field.
- Last Name:** A text input field.
- Languages:** A dropdown menu.
- Terms and Conditions:** A checkbox labeled "Accept terms and conditions".
- Buttons:** A green "Senden" button and a "Log in here" link.

8. Log in with the user account you have just created.
9. Enter all information
 - When everything is filled in and sent, the license registration is finished.
 - Now the club must accept the registration.

Once the club accepts the license, the FSR (Sonja from the office) will then check if everything is ok and in that case the license is approved. If something is not in order, she will inform the member or the club (if a document is missing or other).

II. FSR referees (not member in a club)

1. Go to <https://reg.sportlomo.com/club/swissrugby/suisserugbyunion>,
2. Choose "Referee"
3. Click on "Register"
4. Create a user account (attention: this is not the same login as the administrator login you received for Sportlomo for your designations and matches)



The screenshot shows a web form titled "Create Account" with the following elements:

- Navigation links: "Sign Up" (underlined) and "Log In".
- Section title: "Create Account".
- Instruction: "Please create a Sportlomo User Account."
- Form fields:
 - "E-Mail" with a red error message "This field is required."
 - "Confirm E-Mail"
 - "Password" with a red error message "This field is required." and a toggle icon for visibility.
 - "First Name"
 - "Last Name"
 - "Languages" dropdown menu.
- Checkbox: "Terms and Conditions Accept terms and conditions".
- Submit button: "Senden" (green).
- Footer: "Already have an account? [Log in here](#)".

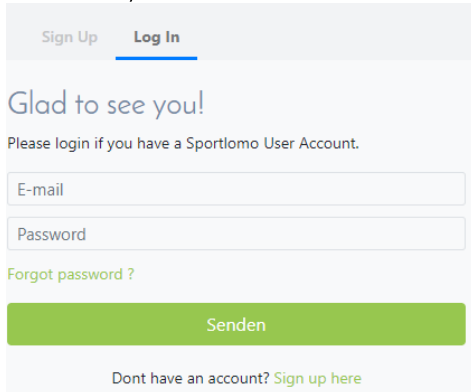
5. Log in with the user account you have just created.
 6. Enter all information
- When everything is filled in and sent, the license registration is finished.

Now the FSR (Sonja from the office) will then check if everything is ok and in that case the license is approved. If something is not in order, she will inform the member (if a document is missing or other).

Renew existing membership for the new season on SportLomo, if you already had a valid SportLomo licence in 2020-2021

I. Club referee

1. Log in here <https://fsr.sportsmanager.ie/sportlomo/users/login> with the user account you created last season



Sign Up **Log In**

Glad to see you!

Please login if you have a Sportlomo User Account.

E-mail

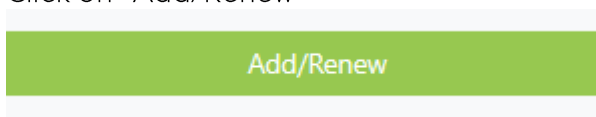
Password

[Forgot password ?](#)

Senden

Dont have an account? [Sign up here](#)

2. Click on "Add/Renew"



Add/Renew

3. Select the category

Name	Price	Quantity	Total (CHF)
Adult Player	50.00	1	50.00
Coach	0.00		0.00
Administrator	0.00		0.00

4. Control and fill in all the information required.

5. Click on "Register".

- When everything is filled in and sent, the license registration is finished.

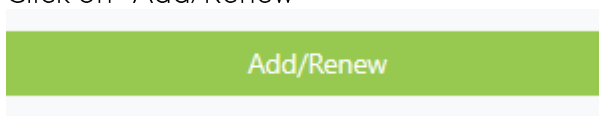
Now the club must accept the registration.

Once the club accepts the license, the FSR (Sonja from the office) will then check if everything is ok and in that case the license is approved. If something is not in order, she will inform the member or the club (if a document is missing or other).

II. FSR referees

1. Log in here <https://fsr.sportsmanager.ie/sportlomo/users/login> with the user account you created last season

2. Click on "Add/Renew"



3. Select the category referee.

Name	Price	Quantity	Total (CHF)
Adult Player	50.00	<input type="text" value="1"/>	50.00
Coach	0.00	<input type="text"/>	0.00
Administrator	0.00	<input type="text"/>	0.00

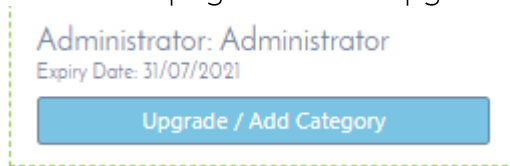
4. Click "Continue" below. This will take you to the existing member profile where you can check and correct all info.
5. There you can also see the photo and ID you have uploaded before. If you want to keep the same photo and ID, simply check the box "Use Existing Attachment" underneath the photo and under the ID.
6. At the end click "Register" at the bottom.

- When everything is filled in and sent the license renewal is finished.

Now the FSR (Sonja from the office) will then check if everything is ok and in that case the license is approved. If something is not in order, she will inform the member or the club (if a document is missing or other).

Upgrade Membership: if you already have a licence for 2021-2022, but need to add another role or category

1. Go to <https://sportsmanager.ie/sportlomo/users/login> and log in with your account on SportLomo
2. On the start page: Click on "Upgrade/Add Category"



3. Select the Category you want to add
4. Control all personal data
5. Click on "Register"