



## **Instruction to register and renew players**

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**SportLoMo Ltd.**

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For questions or problems: Please contact [fsr@suisserugby.com](mailto:fsr@suisserugby.com).

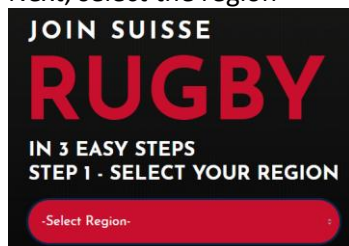
## Guide for clubs to register new players on SportLomo

### I. Members who register themselves

1. Go to [www.suisserugby.com](http://www.suisserugby.com), click on «Register» in the upper right corner.



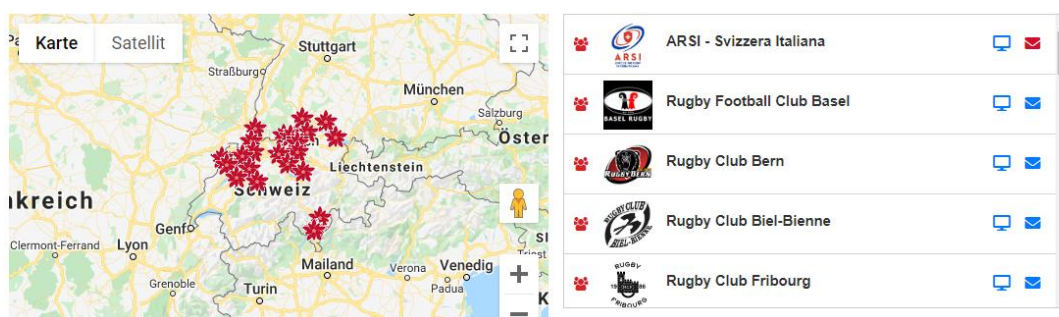
2. This will take you to the page <https://fsr.sportlomo.com/>, this is the page for member registration (for creating a license).
3. Next, select the region



4. Then select the club

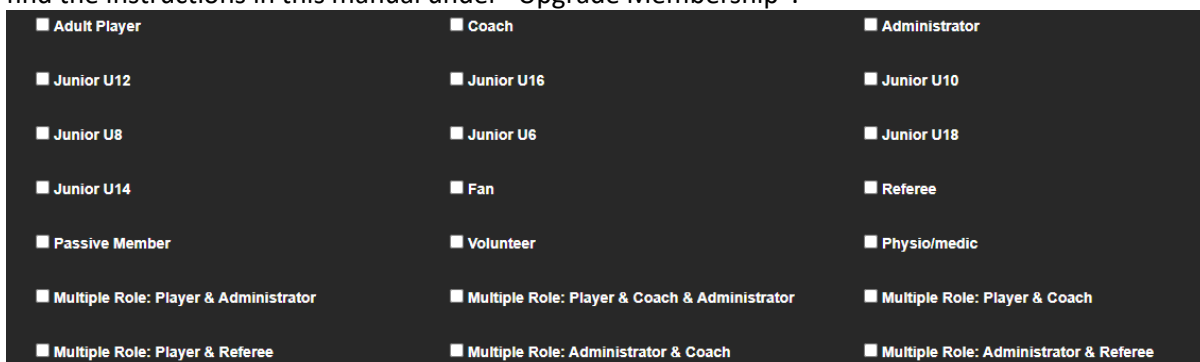
| NSRV- NORD-, OST-, ZENTRALSCHWEIZ & TICINO |  

STEP 2 - SELECT YOUR CLUB  
CLICK ON THE MAP BELOW OR SELECT FROM THE FOLLOWING LIST



5. Select the category of the license: adult player, junior, coach, administrator, etc.  
If you have several roles in the club: Select the **Multiple Role**. It is not possible to register multiple accounts for one person. 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 Membership”.



6. Select: "Register now!"

7. Create a user account.

A screenshot of a web form titled "Create Account". At the top, there are two tabs: "Sign Up" (which is active) and "Log In". Below the title, it says "Please create a Sportlomo User Account." The form contains several input 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 for visibility), "First Name", "Last Name", and a "Languages" dropdown menu. Below these fields is a checkbox labeled "Terms and Conditions Accept terms and conditions". At the bottom of the form is a large green "Senden" button. Below the button, it says "Already have an account? [Log in here](#)".

8. Log in with the user account you have just created.

9. Enter all information

At the last step: If you want to pay the license directly online with credit card, you can do this here.

If you do not want to pay with credit card, you can enter the discount code you received from your club on the left side. Click on Apply. The club will then receive a collective invoice for all members which have not paid by credit card.

### Payment Summary

Item	Quantity	Price
Adult Player	1	50.00
Total		50.00
Additional Fees		0.00
Total (Ex Service Fees)		50.00

Discount Code  Apply

### Payment Breakdown

Association	Category	Price	Additional Fees	Discount	Amount Due
Swiss Rugby	Adult Player	50.00	0.00	0.00	50.00
NSRV- Nord-, Ost-, Zentralschweiz & Ticino	Adult Player	0.00	0.00	0.00	0.00
Winterthur	Adult Player	0.00	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

Card Number

Expiry

CVV

What is my CVV code?

Powered by **stripe**

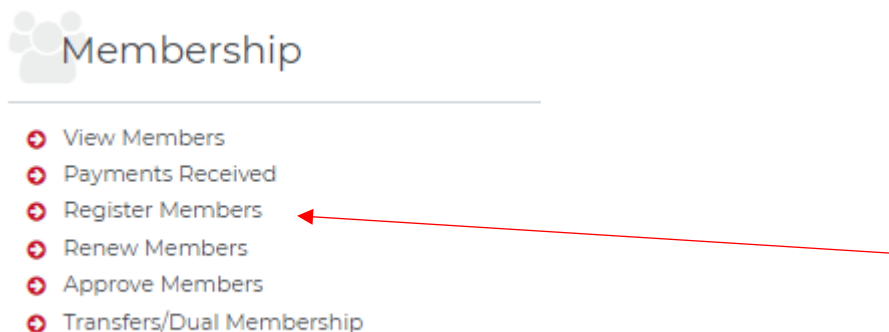
Continue

- When everything is filled in and sent, the license registration is finished. You will receive a confirmation by e-mail.
- The club accepts the license, the FSR will then check if everything is ok and in that case the license is approved. If something is not in order, if a document is missing or other, the FSR secretariat will inform the member & club.

**Attention:** If a player wants to play on Saturday, his/her licence must be online for approval **latest by Wednesday at 12:00 noon.**

## II. Clubs, if they want to register new members centrally

1. log in here with the club administrator login: <https://fsr.sportsmanager.ie>
2. Click on "Register members" in the "Membership" section.



3. Select the number per category.  
If the members have several roles in the club: Select the **Multiple Role**. Only one user account per person is admissible. Multiple 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 Membership".

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

4. Choose whether the license should be paid by invoice to the FSR ("Offline-Payment") or by credit card ("Stripe").

**Payment Method**

**Member Status**

5. Fill in all the information.
6. Select "Register".

WE STRONGLY ADVISE YOU TO ASK EACH PLAYER (OR THEIR PARENTS) TO REGISTER THEMSELVES. THIS WILL SAVE YOU A LOT OF WORK, NOW AND IN THE FUTURE.

- When everything is filled in and sent, the license registration is finished.
- Now the club must accept the registration.

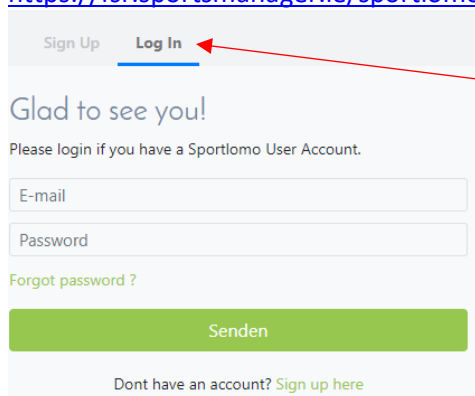
The FSR will then check if everything is ok and in that case the license is approved. If something is not in order, for example if a document is missing, the FSR secretariat will inform the member or the club.

Attention: If a player wants to play on Saturday, his/ her licence must be online for approval **latest by Wednesday at 12:00 noon.**

## Renew existing members for the new season on SportLomo

### I. Members who renew themselves

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



Sign Up **Log In**

Glad to see you!

Please login if you have a Sportlomo User Account.

E-mail

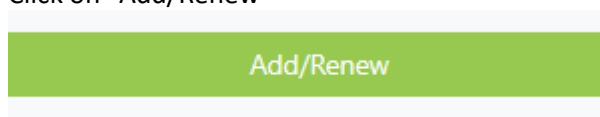
Password

[Forgot password ?](#)

Senden

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

2. Click on "Add/Renew"

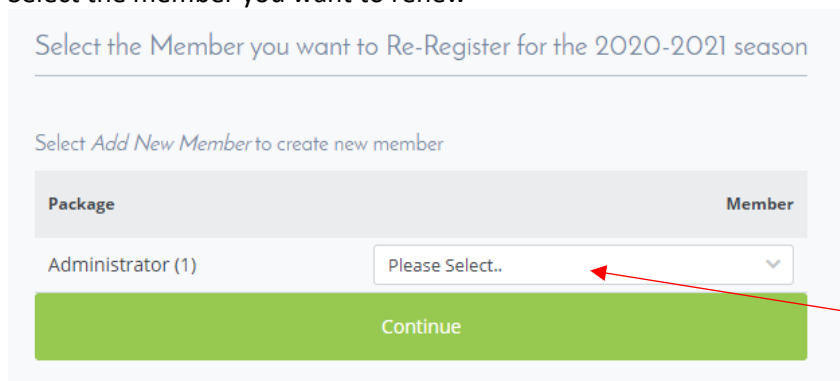


Add/Renew

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. Select the member you want to renew



Select the Member you want to Re-Register for the 2020-2021 season

Select *Add New Member* to create new member

Package	Member
Administrator (1)	Please Select..

Continue

5. Control and fill in all the information required.
6. Click on "Register".
7. At the last step: If you want to pay the license directly online with credit card, you can do this here.

If you do not want to pay with credit card, you can enter the discount code you received from your club on the left side. Click on Apply. The club will then receive a collective invoice for all members which have not paid by credit card.



### Payment Summary

Item	Quantity	Price
Adult Player	1	50.00
Total		50.00
Additional Fees		0.00
Total (Ex Service Fees)		50.00

Discount Code  Apply

### Payment Breakdown

Association	Category	Price	Additional Fees	Discount	Amount Due
Swiss Rugby	Adult Player	50.00		0.00	50.00
NSRV- Nord-, Ost-, Zentralschweiz & Ticino	Adult Player	0.00		0.00	0.00
Winterthur	Adult Player	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

Card Number

Expiry

CVV

What is my CVV code?

Powered by stripe

Continue

- When everything is filled in and sent, the license registration is finished. You will receive a confirmation e-mail.

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).

Attention: If a player wants to play on Saturday, his/ her licence must be online for approval **latest by Wednesday at 12:00 noon**.

## II. Clubs, if they want to renew members for the next season centrally

1. Log in here with the club administrator login: <https://fsr.sportsmanager.ie>
2. Click on “Renew Members” in the “Membership” section.

### Membership

- View Members
- Payments Received
- Register Members
- Renew Members
- Approve Members
- Transfers/Dual Membership

3. Then, at the top click on “Search / Filter options” and select the correct season, as well as the Membership Status “All”. There you will see all members registered to your club for that season.

Search/filter options

Member ID

From Dob

Season

First Name

To Dob

Membership St...

Last Name

From Registrati...

Primary/Dual

Gender

To Registration ...

Category

Email Address

Type

Search

4. To renew a member: click the arrow at the right side next to the member you want to renew.

Active	Official	Teamsheets	Registration Date	Start Date	Expiry	Season	Type	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	23/08/2019 14:30	23/08/2019	31/07/2020 23:59	2019- 2020	Primary	

5. Under “Select Package for Member”, you can choose Payment Method “offline payment” if you want to pay this licence by invoice to the FSR. If you choose “Stripe”, the payment must be made via credit card on SportLomo.

### Select Package for Member

Full Name

Payment Method

Member Status

Package

Continue

6. You can leave the selection "Awaiting Approval" as member status. This means the club needs to approve the member once the renewal is made.

As "Package", please select the membership package you want.

If the member has several roles in the club: Select **Multiple Role**. Multiple registrations per person are not allowed 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 Membership".

Select Package for Member

Full Name

Payment Method

Member Status

Package  ←

Continue

7. Click "Continue" below. This will take you to the existing member profile of this member where you can check and correct all info.
8. There you can also see the person's photo and ID they 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.
9. At the end click "Register" at the bottom.

WE STRONGLY ADVISE YOU TO ASK EACH PLAYER (OR THEIR PARENTS) TO RENEW THEMSELVES. THIS WILL SAVE YOU A LOT OF WORK, NOW AND IN THE FUTURE.

- When everything is filled in and sent the license renewal is finished.
- Now the club must accept the registration.

The FSR will then check if everything is ok and in that case the license is approved. If something is not in order, for example if a document is missing, the FSR secretariat will inform the member or the club.

Attention: If a player wants to play on Saturday, his licence must be online for approval **latest by Wednesday at 12:00 noon.**

## Member Approval Setting

### Approval Setting your requirements on user registration

Under Membership Setup, you will find **Member Approval Settings**.

This link allows you to create a registration/renewal path for your members

You can choose an approval process for new members and a separate process for renewing members from the previous season

#### Club Details

[Edit Profile](#)

#### Membership Setup

[Payment Methods](#)

[Additional Fees/Taxes](#)

[Email Notifications](#)

[Member Approval Settings](#)

[Membership Categories](#)

[Membership Types](#)


[Discount Codes](#)

[Begin selling](#)

## Member Approval Settings

[+ Add](#)

[Manage Sort Order](#)

Sort Order 

Total 0 | page 1 of 1

To create a new approval setting click add in the member approval settings area

Member Approval Settings

Add New Approval Setting ← Back

Description  **Name of setting**

---

Season  **Approval Season**  
Select the Season the member is registering to

Status to assign Member  **Approval Status**

---

Membership Categories  **Category(s) approval will be applied to**  
Select Categories the member is registering to

---

Previous Membership Status  **Member Status - eg Suspended**  
Select Most recent Membership Status

---

Is New Member  **if ticked only applies to new members**  
Check to apply to new members

Save

**Description** = Name of approval Setting

**Season** = What season this setting will apply to – it will default to active season

**Status to assign member**

- Active – No approval process
- Awaiting Approval – Needs approval from admin
- Pre-approval - This is where members go through a matching process first before then going to awaiting approval. (note: this will only be used if your organisation goes through a member matching process)

**Membership Categories** = pressing shift or ctrl key while selecting will allow you to select multiple membership categories.

**Member Status** = Certain member status can be set to go through an approval process, eg a member registering/renewing that has a suspended status on his account. Pressing shift or ctrl key while selecting will allow you to select multiple member status options.

When happy with your settings click save – you can edit or delete these settings at any time by clicking the edit button to the right of the approval setting

**Sort Order:** Shows the order of approval rules before applying them.

## Approving your members

Go to "Approve Members" in your membership section to view a list of your members awaiting your approval.

Membership

- View Members
- Payments Received
- Register Members
- Renew Members
- Approve Members
- Transfers/Dual Membership

Approve Members ← Back

Options

Register Members View Members

Search/filter options

Association	Registration Date	ID	Name	Dob	Season	Last Active Season	Actions
	07/08/2020 07:04				2020-2021		
	14/09/2020 17:20				2020-2021		

Select the "i" icon to the right of Actions. Check the member information and when you are satisfied, scroll down and select Approve or click on the green tick.

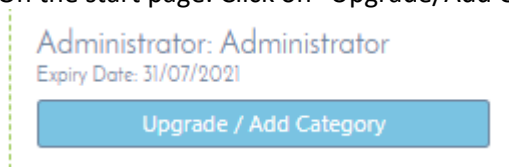
To reject a member, click on the red cross icon. ATTENTION: If a member is rejected, this cannot be undone. So, if only one document is missing or the name is misspelled, do not reject this member, but please send an email to [fsr@suisserugby.com](mailto:fsr@suisserugby.com)!

Last Active Season: If a member has renewed his membership, the year of his/ her last active season is shown here.

## Upgrade Membership

### I. Members who want to upgrade their membership

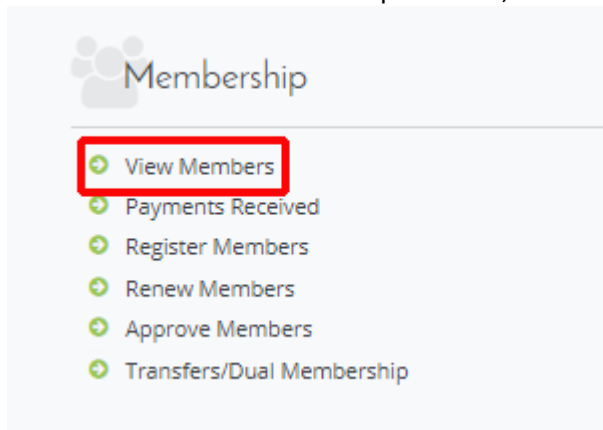
1. Go to <https://sportsmanager.ie/sportlomo/users/login> and log in with your account on SportLomo
2. On the start page: Click on "Upgrade/Add Category"




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

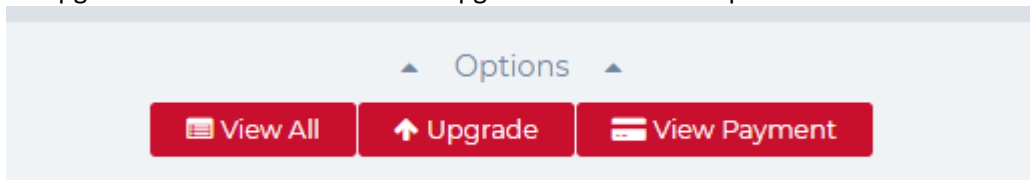
## II. Clubs, if they want to upgrade a membership

1. Log in here with the club administrator login: <https://fsr.sportsmanager.ie>
2. Under the "Membership" Section, click on "View Members".

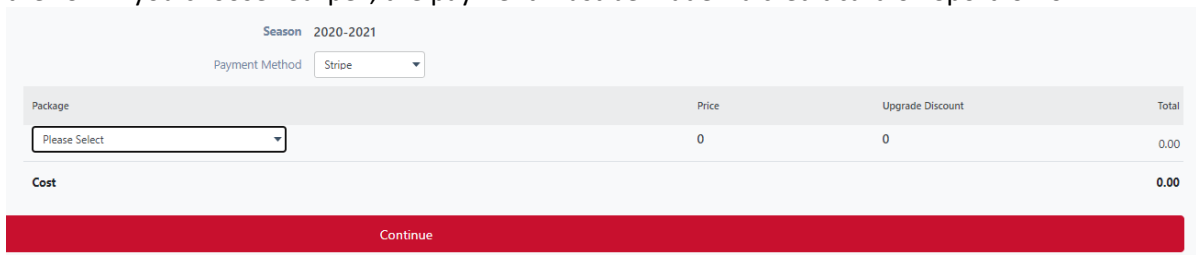


3. Then, at the top click on "Search / Filter options" and search the member you want to upgrade.

4. Click on the "i"  at the right side next to the member you want to upgrade.
5. To upgrade a member: click on the "Upgrade" field on the top



6. Under Payment Method select "offline payment" if you want to pay this licence by invoice to the FSR. If you choose "Stripe", the payment must be made via credit card on SportLomo.

A screenshot of the payment method selection form. At the top, it says 'Season 2020-2021'. Below that, 'Payment Method' is set to 'Stripe'. There is a table with columns: 'Package', 'Price', 'Upgrade Discount', and 'Total'. The 'Package' column has a dropdown menu with 'Please Select' selected. The 'Price' and 'Upgrade Discount' columns both show '0'. The 'Total' column shows '0.00'. Below the table, there is a red 'Continue' button.

7. Please choose the category you want to add.  
Note: Swiss Rugby will have rules around this – ie a Junior U18 player will not be able to upgrade to a Junior U8 player etc.
8. Click on "continue"
9. Control and fill out all personal data



10. Click on "Register"

11. If you have selected Stripe as payment method, you will be brought to the payment page, on the left you will see the details for this purchase and if you have a discount code available you can enter this here. Enter your card details and select purchase. The system will add on the transaction fees and you can select make payment.

The screenshot shows a payment interface with three main sections:

- Payment Summary:** A table listing items for purchase.
 

Item	Quantity	Price
Multiple Role: Player & Coach & Referee	1	50.00
		<b>Total</b>
		50.00
		<b>Additional Fees</b>
		0.00
		<b>Total (Ex Service Fees)</b>
		50.00

 Below this is a "Discount Code" input field and an "Apply" button.
- Card Details:** A section for entering payment information.
 

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 to SportLomo or your Club.

Please enter your card details

Card Number:

Expiry:

CVV:  What is my CVV code?

Powered by stripe

Continue
- Payment Breakdown:** A table showing the cost breakdown by association.
 

Association	Category	Price	Additional Fees	Discount	Amount Due
Swiss Rugby	Adult Player	50.00	0.00	0.00	<b>50.00</b>
NSRV- Nord-, Ost-, Zentralschweiz & Ticino	Adult Player	0.00	0.00	0.00	<b>0.00</b>
Winterthur	Adult Player	0.00	0.00	0.00	<b>0.00</b>

12. Once you register you will see the registration confirmation of the member and that member will be approved as a member within the club unless it is an adult player who will need further approval by Swiss rugby.

The screenshot shows a registration confirmation page with the following sections:

- Upgrade Complete:** A green banner with the message "The membership has been upgraded successfully, please see details of this below." and a "Back" button.
- Current Membership Categories & Types:** A table showing the user's current membership.
 

Email Address	Upgrade Date	Total Fee charged
john.lee@sportlomo.com	23/06/2020 12:22	53.50
- Current Membership Categories & Types:** A table showing the user's current membership categories.
 

Category	Type	Start Date	Expiry Date
Junior U16	Junior U16	27/08/2019	
Adult Player	Adult Player	23/06/2020	01/07/2020
- Payment Breakdown:** A table showing the payment details for the upgrade.
 

Association	Membership Type	Payment Amount	Discount Value	Additional Fees	Total to Pay	Outstanding Amount	Refunded
Swiss Rugby	Adult Player	50.00	0.00	50.00	0.00	0.00	
NSRV- Nord-, Ost-, Zentralschweiz & Ticino	Adult Player	0.00	0.00	0.00	0.00	0.00	
Winterthur	Adult Player	0.00	0.00	0.00	0.00	0.00	

## Download Licence as PDF

1. Log in on the following page: <https://fsr.sportsmanager.ie/sportlomo/users/login>
2. The start screen then displays the licenses that have been created with this user.
3. The license can now be downloaded as a PDF by clicking on the red symbol.



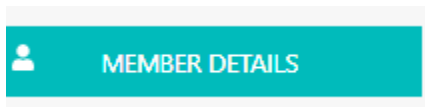
Please note that the download takes a few seconds!

## Adding member email address

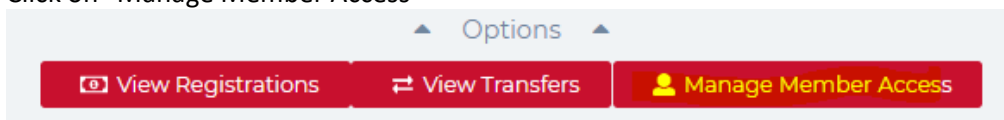
Clubs can give members who have no public account access to the account (i.e. the club registered them all under one email address). Some functions:

- Parents can allow kids to take over account
- Clubs can grant access to the members accounts or hand them completely over to the member
- For separated parents it allows both parents to be able to manage their kids accounts

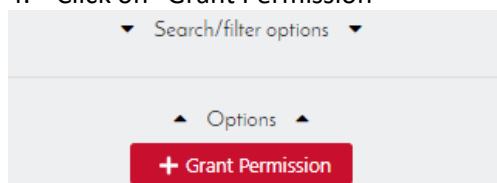
1. Log in on the following page: <https://fsr.sportsmanager.ie/sportlomo/users/login>
2. Go to "Member Details" on the left side.



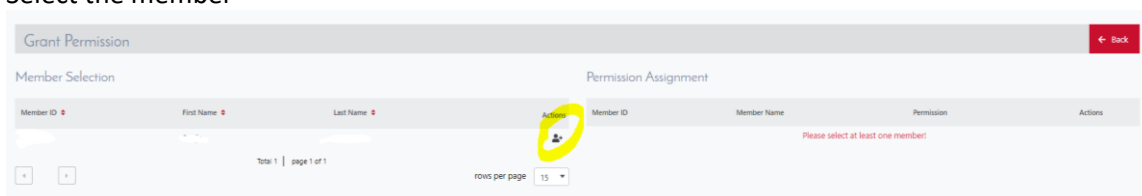
3. Click on "Manage Member Access"



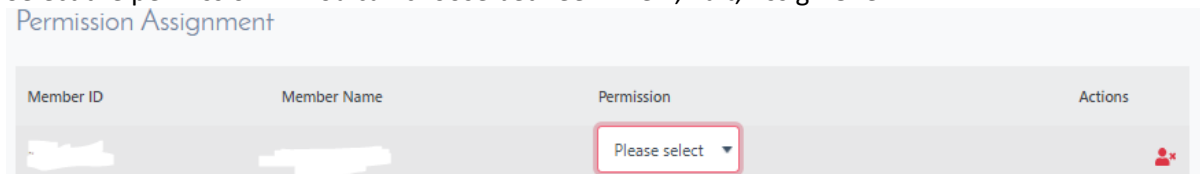
4. Click on "Grant Permission"



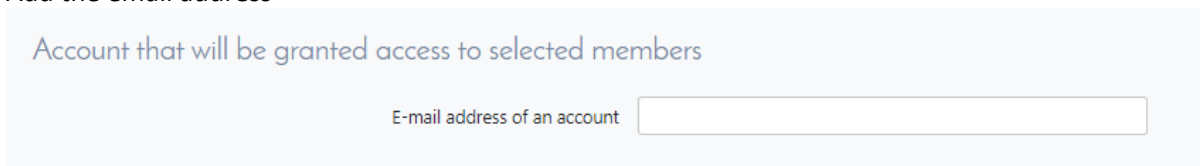
5. Select the member



6. Select the permission → You can choose between: View, Edit, Assign Over



7. Add the email address



8. Click on "Grant Permissions"