

## Club Management



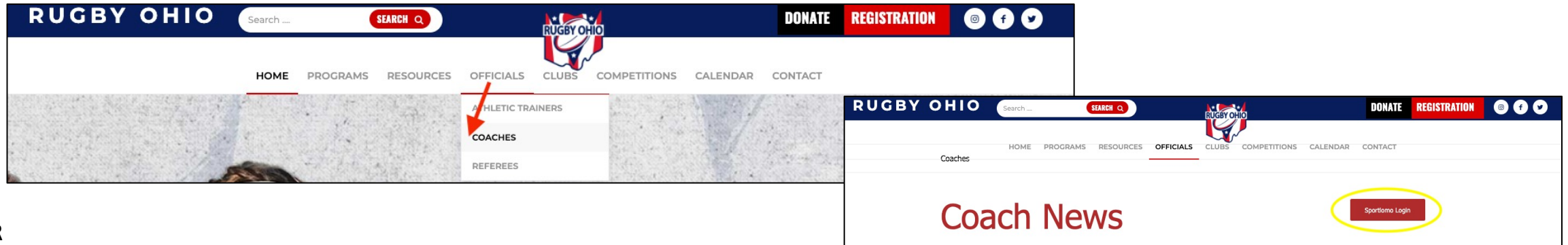
# Logging into your club account

There are multiple ways to get to the right place to manage your club. Remember – this is not the same place you login as a member.

- Bookmark the site: <https://sportsmanager.ie/maint.php>

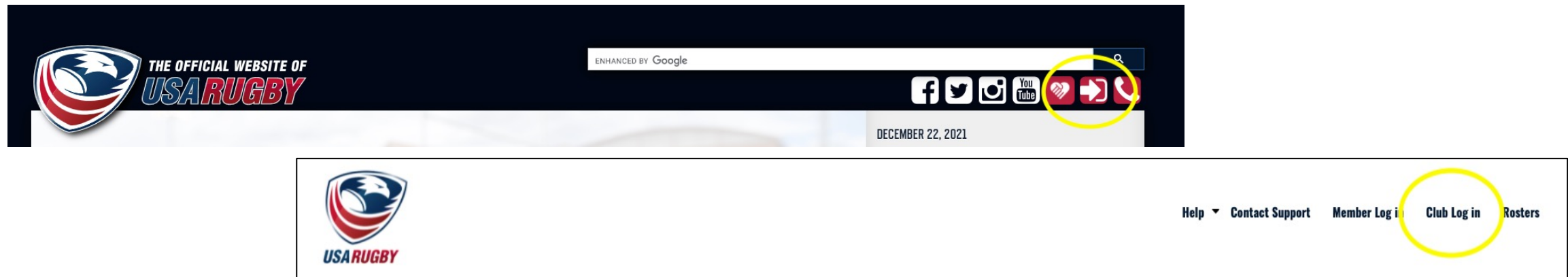
OR

- From the Rugby Ohio website, go to Officials/Coaches and there is a button for Sportlomo Club Login at the top right corner of the page



OR

- From the USA Rugby website, click on the red arrow and then Club Login.



# Club Management

When you login, this is what your club area will look like.

The screenshot displays the Sportlomo Sports Manager dashboard for Rugby Ohio Amherst. The interface features a dark blue header with the Sportlomo logo and navigation links for Home, Help, My Account, and Privacy Policy. A red button labeled "BACK TO YOUR ACCOUNT" is positioned in the top right corner. A central notification banner for Ronan @Sportlomo, accompanied by a USA Rugby logo, states: "Collect Club Registration fees for free. [More Info](#)".

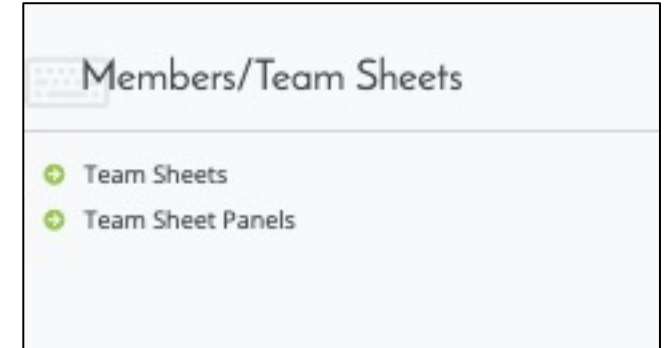
The dashboard is organized into several functional sections:

- Members/Team Sheets:** Includes links for Team Sheets and Team Sheet Panels.
- Membership Setup:** Includes links for Payment Methods, Email Notifications, Membership Types, Discount Codes, and Begin selling.
- Settings:** Includes links for Manage User Accounts and Registration Setup.
- Club Details:** Includes a link for Edit Profile.
- Reports:** Includes links for System Reports and Payout Report.
- Membership:** Includes links for View Members, Payments Received, Refunds, and Transfers/Dual Membership.
- Events:** Includes links for Events, Orders, Events Purchased, Attended, and Purchase Events.

# Members/Team Sheets

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In this section, you'll create your Team Sheets (game day rosters) and your Team Sheet Panel (full team roster)



## Team Sheets:

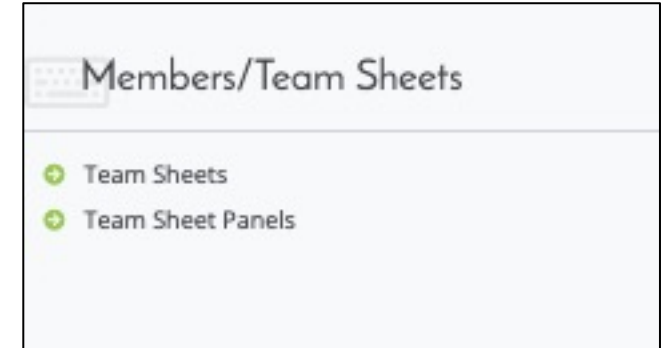
- Use Search/filter options to change the date range
- Click on the game you want to work on
- Click players button at bottom
- Click +Add button



## Team Sheet Panel:

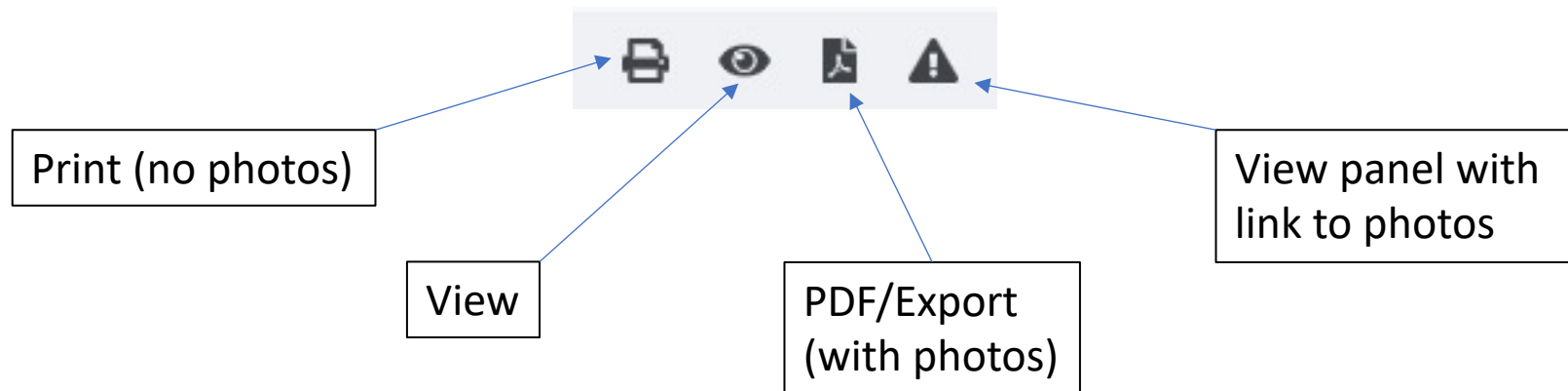
- Click green +Add button
- Name & save the roster
- Click green players button at bottom
- Click +Add button

# Team Sheets

In this section, you'll create your Team Sheets (game day rosters) and your Team Sheet Panel (full team roster)

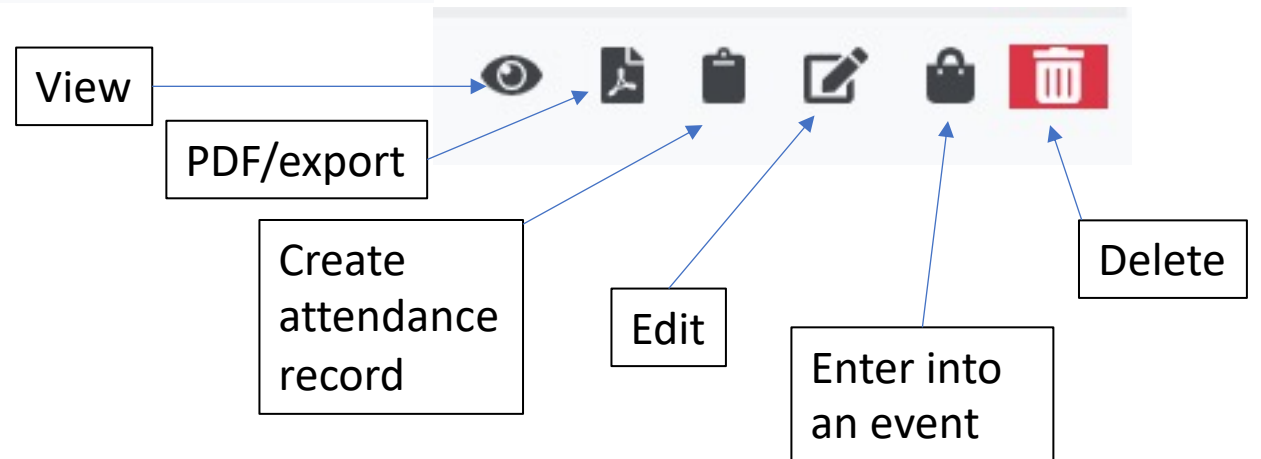
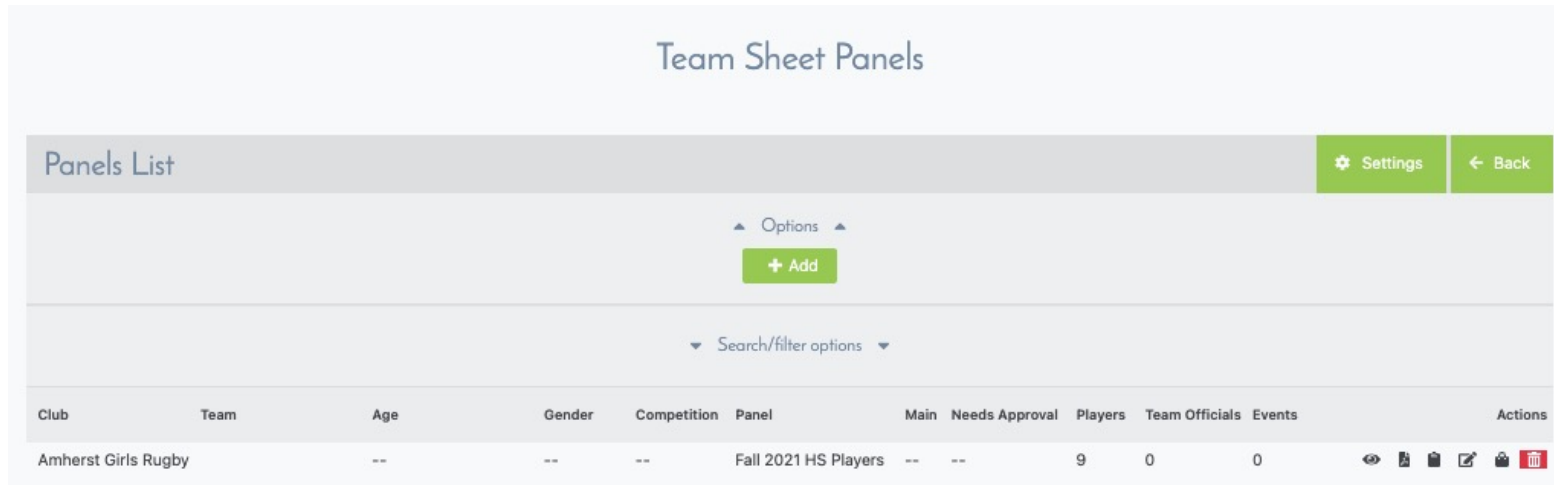
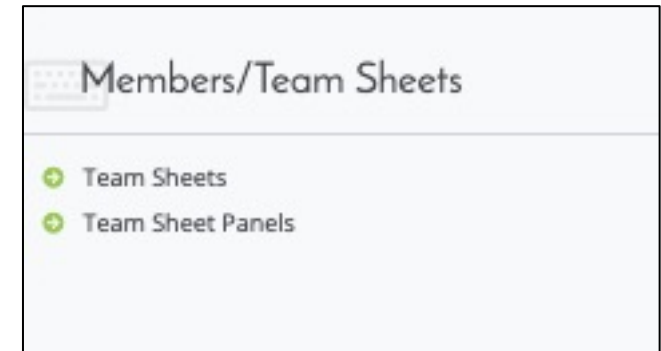


Season	Competition	Date	Time	Team 1	Players	Officials	Team 2	Players	Officials	
Fall 2021	Girls HS Fall 7s	10/03/2021	11:00	Brunswick Valkyries Girls Rugby Club Festival 1 (B)	12	--	Amherst Girls Rugby Festival 1	7	1	   
Fall 2021	Girls HS Fall 7s	10/03/2021	12:40	Amherst Girls Rugby Festival 1	9	1	Highland Rugby Club Festival 1 (B)	10	2	   
Fall 2021	Girls HS Fall 7s	10/03/2021	14:00	Perrysburg RFC Festival 1 (A)	8	2	Amherst Girls Rugby Festival 1	15	1	   



# Team Sheet Panels

These are useful when traveling out of state or if you need to send your full roster to someone.



# Membership Setup

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## Payment Methods:

- If you want to collect your team fees through Sportlomo, this is where to set up your banking information
- First notify [info@rugbyohio.com](mailto:info@rugbyohio.com) so that Sportlomo can turn this feature on for you

## Email Notifications:

- You can use this feature to communicate with registered players

## Membership Types:

- Create subsets of registration options
- This is all setup for teams so you do not need to do anything here
- Contact [info@rugbyohio.com](mailto:info@rugbyohio.com) if you'd like more help in this area

## Discount Codes:

- Create codes to give discounts off of your team fees

## Begin Selling:

- If you add team fees to registration, this is where you attach them to Membership Types

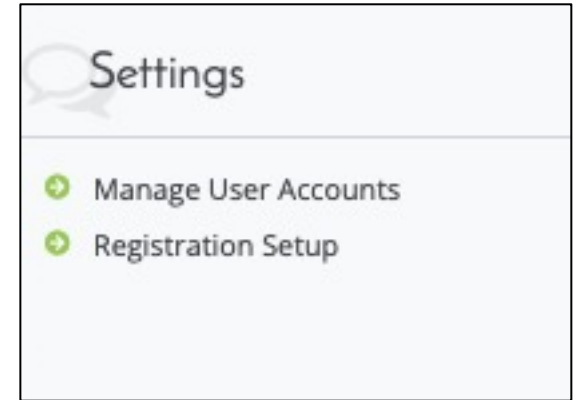


## Membership Setup

- ➔ Payment Methods
- ➔ Email Notifications
- ➔ Membership Types
- ➔ Discount Codes
- ➔ Begin selling

# Settings

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## Manage User Accounts:

- The head coach of each club is given access to manage the club in Sportlomo
- Credentials can be shared with other registered, current coaches
- User Accounts can also be created to provide access
  - These accounts can each have different levels of access to suit the needs of the team

## Registration Setup:

- This is where you'll find your direct registration link and direct event link



# Manage User Accounts

Settings

- Manage User Accounts
- Registration Setup

User Accounts ← Back

**Create new user**

Name	Password	Password re-typed	Parent
<input type="text"/>	<input type="password"/>	<input type="password"/>	Rugby Ohio Amherst

Update

Child name:  Parent: Rugby Ohio Amherst Search

- Use a person's name or a role – John Smith or Assistant Coach or Bookkeeper – whatever works for you
- Set a password

id	Name	Parent	Action
21694	Pretend Coach	Rugby Ohio Amherst	  

Edit user

Customize access

# Manage User Accounts

- Select areas for the user to have access to in Sportlomo & save

### Options for Pretend Coach

← Back

<h4>System Configuration</h4> <ul style="list-style-type: none"><li><input type="checkbox"/> Child Users Administration</li><li><input type="checkbox"/> Child User Menu Options</li><li><input type="checkbox"/> Associations</li></ul>	<h4>Edit Club Profile</h4> <ul style="list-style-type: none"><li><input type="checkbox"/> Edit Club Info</li></ul>	<h4>Membership</h4> <ul style="list-style-type: none"><li><input type="checkbox"/> View Members</li><li><input type="checkbox"/> Payments Received</li><li><input type="checkbox"/> Content Pages</li><li><input type="checkbox"/> Membership Refunds</li><li><input type="checkbox"/> Member Transfers</li><li><input type="checkbox"/> memberTransferSettings</li><li><input type="checkbox"/> Membership Settings</li></ul>
<h4>Membership Setup</h4> <ul style="list-style-type: none"><li><input type="checkbox"/> Payment Methods</li><li><input type="checkbox"/> Membership Types</li><li><input type="checkbox"/> Begin selling</li><li><input type="checkbox"/> Email Notifications</li><li><input type="checkbox"/> Discount Codes</li><li><input type="checkbox"/> Custom Fields</li></ul>	<h4>Items not On home page</h4> <ul style="list-style-type: none"><li><input type="checkbox"/> Club Profile Types</li><li><input type="checkbox"/> Sub Merchant On Boarding</li><li><input type="checkbox"/> Club Profiles</li><li><input type="checkbox"/> Member Credentials</li></ul>	<h4>Reports</h4> <ul style="list-style-type: none"><li><input type="checkbox"/> Financial Reports</li><li><input type="checkbox"/> Payout Report</li></ul>
<h4>Events</h4> <ul style="list-style-type: none"><li><input type="checkbox"/> Event Orders</li><li><input type="checkbox"/> Events</li><li><input type="checkbox"/> Event Profiles</li><li><input type="checkbox"/> Event Groups</li><li><input type="checkbox"/> Purchase Events</li><li><input type="checkbox"/> Event Purchases</li></ul>	<h4>Notifications</h4> <ul style="list-style-type: none"><li><input type="checkbox"/> Notifications</li><li><input type="checkbox"/> Member Communications</li></ul>	<h4>Email Configuration</h4> <ul style="list-style-type: none"><li><input type="checkbox"/> emailConfiguration</li><li><input type="checkbox"/> notificationsHistory</li></ul>
<h4>Members/Teamsheets</h4> <ul style="list-style-type: none"><li><input type="checkbox"/> TeamSheetPanels</li></ul>	<h4>Electronic Game Management</h4> <ul style="list-style-type: none"><li><input type="checkbox"/> Team Sheets Rosters</li><li><input type="checkbox"/> New Team Sheets</li></ul>	<h4>Member Attendance</h4> <ul style="list-style-type: none"><li><input type="checkbox"/> Member Attendance</li><li><input type="checkbox"/> Panel Attendance Details</li></ul>

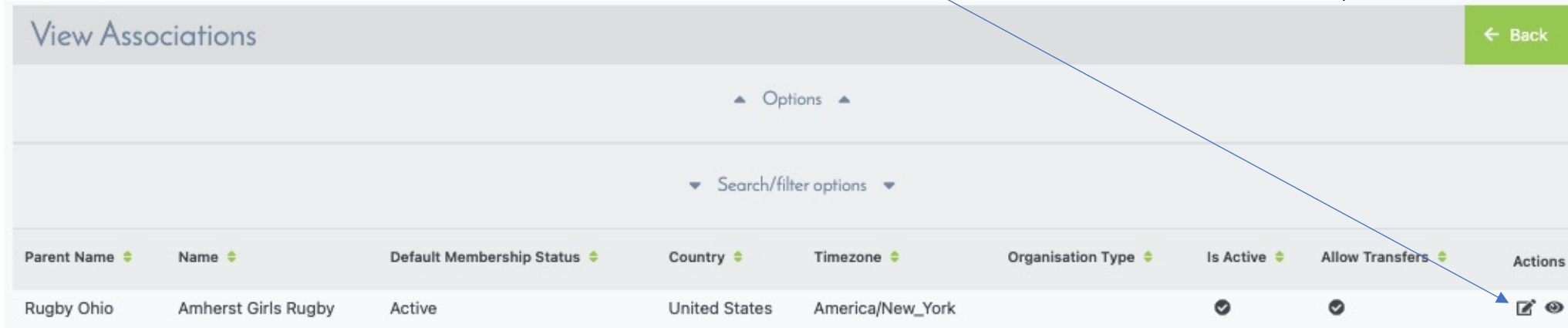
Save

### Settings

- Manage User Accounts
- Registration Setup

# Registration Setup



- Click on pencil 'edit' icon to the right of the club name



View Associations ← Back

Options

Search/filter options

Parent Name	Name	Default Membership Status	Country	Timezone	Organisation Type	Is Active	Allow Transfers	Actions
Rugby Ohio	Amherst Girls Rugby	Active	United States	America/New_York		✓	✓	 

## Settings

- Manage User Accounts
- Registration Setup

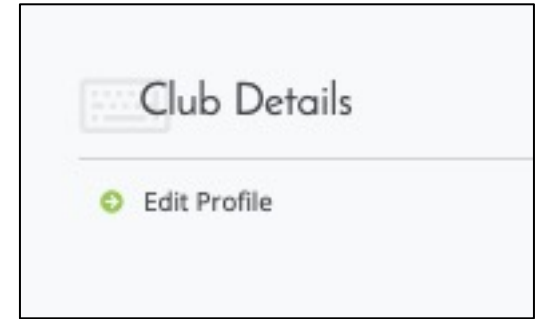
- Direct players to register for your team through your team specific link as this helps avoid error and confusion
- If you sell any events in Sportlomo, this is the link for your players & parents to find those events
- Do not make other changes on this screen

Name	Amherst Girls Rugby
Registration Link	<a href="https://reg.sportlomo.com/club/usarugby/usayouthandhs/rugbyohio/amherst">https://reg.sportlomo.com/club/usarugby/usayouthandhs/rugbyohio/amherst</a>
Events Portal Link	<a href="https://sportsmanager.ie/sportlomo/registration/event-registration/index/9698">https://sportsmanager.ie/sportlomo/registration/event-registration/index/9698</a>

# Club Details

## Edit Profile:

- There are 3 profile sections for you to edit
- RO has filled in basic information
- Do not change the latitude & longitude settings



### General

**Name** Amherst Girls Rugby

Alternate Name

Alternate Name 2

Description **Ladies of Steele**

Home Venue Amherst Girls

Web Address **http://**

Organisation email **jyanosko@roadrunner.com**

Verify Email **jyanosko@roadrunner.com**

Phone No **2164965303**

Club Logo **Amherst\_Rugby.jpg**

Home Colours **green & gold**

Alternate Colours

Mission Statement

Vision Statement

### Address

Latitude **41.43292**

Longitude **-82.2203**

**First Name**

**Family Name**

Address 1

Address 2

Address 3

Postcode & City **44053**

Postcode **44053**

Country (free type) **United States**

Country United States

Country Province Ohio

### Social Media

Facebook **https://www.facebook.c**

Twitter

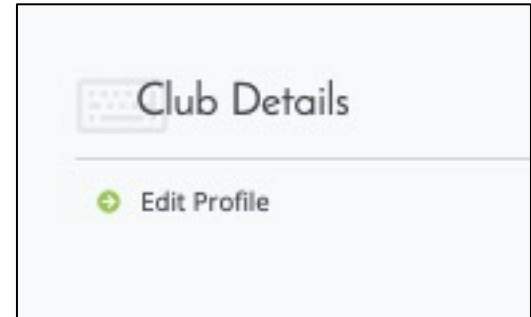
Snapchat





Instagram

**Save**

# Club Details

Information from the Club Profile is used to populate the Club Finder on the RO website



	<b>Amherst Girls Rugby</b>	<b>More info</b>	
	<a href="http://">http://</a>	<a href="mailto:jyanosko@roadrunner.com">jyanosko@roadrunner.com</a>	
	 Amherst Girls green & gold	 44053 United States	

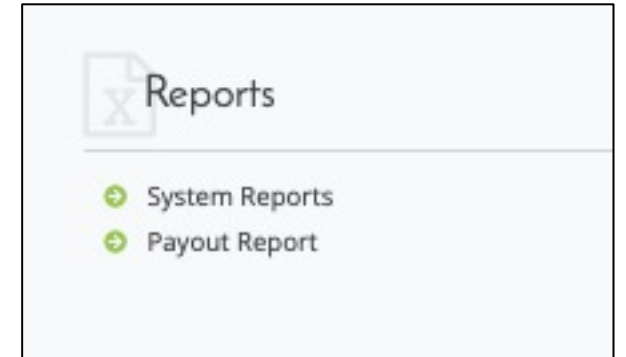
# Reports

## System Reports:

- This feature is not setup for use

## Payout Report:

- If you collect team fees through Sportlomo, deposit information is provided in report form through this feature
- Select the date range you want and search
- Reports can be exported for account reconciliation



View Payouts ← Back

Options

[Export](#)

Search/filter options

Gov Body Paym...  From Date

Max Num Payouts  To Date

[Search](#)

Payout Date	Amount	Actions
04/15/2021 00:00	210.00	<a href="#">i</a> <a href="#">d</a>
04/12/2021 00:00	75.00	<a href="#">i</a> <a href="#">d</a>
04/07/2021 00:00	75.00	<a href="#">i</a> <a href="#">d</a>
04/02/2021 00:00	150.00	<a href="#">i</a> <a href="#">d</a>

Information

Download

# Membership

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## View Members:

- Manage players
- Find player information

## Payments Received:

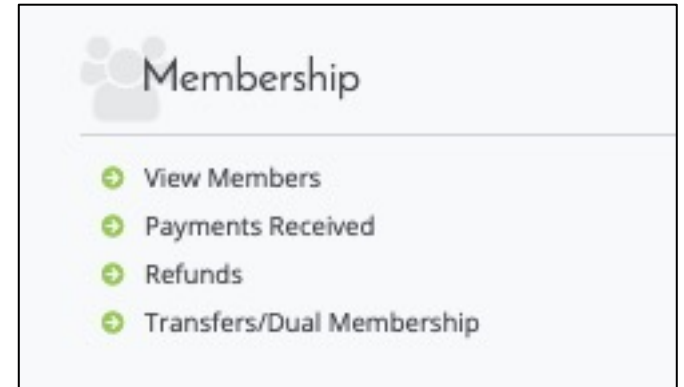
- Displays player name, registration type, registration date, payment status, fee paid, outstanding amount & an information button

## Refunds:

- If you collect team fees through Sportlomo, you can make them refundable
- Refund requests or refunds processed will display here

## \*Transfers/Dual Membership:

- All transfers to and from your team will be shown here
- Request type, status and actions are shown




## Transfers:

- The transfer process is a four-step process
  1. Transfer initiated by coach or player
  2. Sending team approval
  3. Receiving team approval
  4. Re-registration by player
- Only the player/parent can complete step 4. This is necessary because personal and medical information is provided again. There may be consent forms or fees that are specific to the new club so this step has to be done in order for the transfer to be approved & complete.

# View Members

- Anyone currently registered to your club is automatically displayed
- Use Search/filter options to refine your list
  - Change Season to see past registrants (you'll also need to change Status from Active to All)
  - Filter by Category to view coaches, players, etc
  - Active & Teamsheets have green checks if players are eligible for competition
  - Click on 'i' next to player name for more information
  - Export lists to view complete registration information



## Membership

- ➔ View Members
- ➔ Payments Received
- ➔ Refunds
- ➔ Transfers/Dual Membership

### View/Manage Members

Settings Field Settings Back

Options

View Payments Export

Search/filter options

Member ID	<input type="text"/>	From Dob	<input type="text"/>	Season	2020-2021
First Name	<input type="text"/>	To Dob	<input type="text"/>	Club	Type to Search for a club
Last Name	<input type="text"/>	From Registratio...	<input type="text"/>	Association	
Gender	<input type="text"/>	To Registration ...	<input type="text"/>	Membership Sta...	All
Email Address	<input type="text"/>	Member Identifier	<input type="text"/>	Primary/Dual	All
Identifier Type	<input type="text"/>	Category	<input type="text"/>	Type	
		Category Group	<input type="text"/>		

Search



# Events

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## Events:

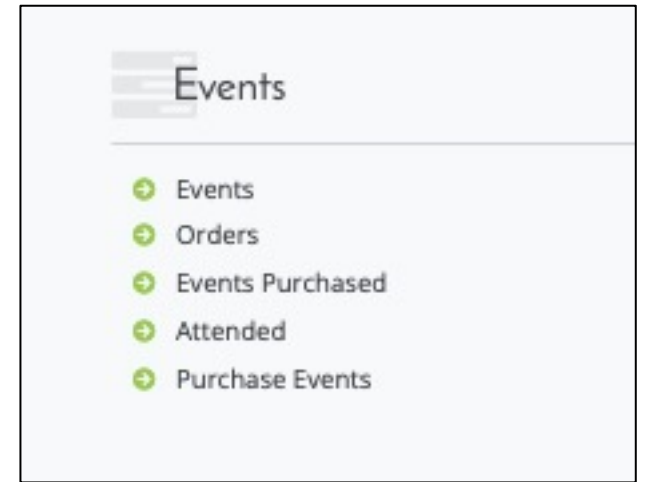
- Sell/offer sign-ups for camps, team dinners, kit sales, retreats

## Orders:

- Review orders placed for events
- Data can be exported and saved

## Not used:

- Events Purchased
- Attended
- Purchase Events



## Events:

- If you'd like to try using the Events feature, reach out to [info@rugbyohio.com](mailto:info@rugbyohio.com) to set up a training session