

USA Rugby - Sportlomo

How to Complete Team Registration

[To register your team\(s\) for the new season](#)

1. Login to your Sportlomo account from the USA Rugby Website Club Login page:
<https://usarugby.sportsmanager.ie/maint.php>
2. Under Events, select "Purchase Events"

The screenshot shows the top navigation bar with links for HOME, HELP, MY ACCOUNT, and PRIVACY POLICY, and a LOGOUT button. Below the navigation bar are several menu categories: Members/Teamsheets, Membership (with sub-items: View Members, Payments Received, Refunds, Transfers/Dual Membership), Membership Setup (with sub-items: Payment Methods, Email Notifications, Discount Codes, Membership Categories, Membership Types, Publish Packages, Begin selling, Membership Scheduled Tasks), Accreditation (with sub-items: Credential Types, Credentials, Member Credentials, Member Credentials List, Qualification Types, Qualifications, Member Qualifications, Tutor/Coaches), Events (with sub-items: Events, Orders, Events Purchased, Purchase Events), Electronic Game Management, Games Management, Reports (with sub-item: User Reports), Communications (with sub-item: Notifications), and System Configuration.

3. Select "Buy" next to USA Rugby Team Registration Fees"
 - Ignore any non-applicable options on this page, click Continue

The screenshot shows the 'Purchase Events' page. At the top, there is a header 'Please select the events/programs you wish to purchase' with a 'Back' button. Below the header is a search/filter options dropdown. The main content area is divided into two sections: 'Available For Sale' and 'Basket 0.00'. The 'Available For Sale' section contains a table with the following items:

Name	Group	Price	Processing Fee	Taxes	Actions
Background Screening	Certification	0.00	0.00	0.00	Buy
SafeSport Full <small>The complete SafeSport course. Required every four years.</small>	Certification	0.00	0.00	0.00	Buy
SafeSport Refresher <small>A shorter refresher SafeSport course. Required every year between the full courses.</small>	Certification	0.00	0.00	0.00	Buy
2020-2021 LRO Registered Referee Discount <small>\$15 off for those who registered with LROs in 2019-2020</small>		0.00	0.00	0.00	Buy
USA Rugby Team Registration Fees		0.00	0.00	0.00	Buy

The 'Basket 0.00' section shows a list of items in the basket, currently containing '1. USA Rugby Team Registration Fees'. Below the list, it displays 'Taxes: 0.00' and 'Total: 0.00'. A 'Continue' button is located at the bottom of the basket section.

4. Enter in your information, and select Save

Events / Programs

Please enter your purchaser contact information ← Back

First Name*

Last Name*

Email*

Mobile*

Save

5. Enter in the quantities for each team you are registering (\$50/team, plus any applicable SGB/Union fees) and select Calculate Cost, then Continue at the bottom

Select Categories to register teams ← Back

Category	Gender	Price	Quantity	Total Cost
Youth Player (Male) is not currently setup for team registration				
Youth Player (Female) is not currently setup for team registration				
High School Player 2021 (Male) is not currently setup for team registration				
High School Player 2021 (Female) is not currently setup for team registration				
College Player 2021 (Male) is not currently setup for team registration				
College Player 2021 (Female) is not currently setup for team registration				
Senior Player 2021	Male	50	<input type="text" value="1"/>	50
Senior Player 2021	Female	50	<input type="text"/>	

Calculate Cost

6. Enter in your team's name, making sure to add 2021-2022 at the end for THIS season's team registration