

# How-To Complete Team Registration

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

1. [Login](#) to your Sportlomo account
2. Under “Events,” select “Purchase Events”

The screenshot shows the Sportlomo dashboard with a dark blue header containing navigation links: HOME, HELP, MY ACCOUNT, PRIVACY POLICY, and LOGOUT. The main content area is divided into six sections: Members/Team Sheets, Membership, Membership Setup, Reports, Events, and Settings. The 'Events' section is highlighted, and 'Purchase Events' is selected within it.

- Members/Team Sheets
  - Team Sheet Panels
- Membership
  - View Members
  - Payments Received
- Membership Setup
  - Payment Methods
  - Email Notifications
  - Membership Types
  - Begin selling
- Reports
  - System Reports
- Events
  - Events
  - Orders
  - Events Purchased
  - Attended
  - Purchase Events**
- Settings
  - Manage User Accounts
  - Registration Setup

3. Select “Buy,” next to USA Rugby Team Affiliation Fees and then Continue (this will show as a \$0 fee)
  - Ignore any non-applicable options on this page

The screenshot shows the 'Events / Programs' page with a dark blue header containing navigation links: HOME, HELP, MY ACCOUNT, and LOGOUT. The main content area is titled 'Events / Programs' and contains a search bar with the text 'Please select the events/programs you wish to purchase' and a 'Back' button. Below the search bar is a 'Search/filter options' dropdown. The main content is divided into two sections: 'Available For Sale' and 'Waitlist'. The 'Available For Sale' section contains a table with two rows of items. The first row is highlighted in yellow and has a 'Buy' button. The 'Waitlist' section contains a 'Basket 0.00' dropdown and a list of items. The 'Total' is 0.00. A 'Continue' button is at the bottom right.

Name	Group	Price	Processing Fee	Taxes	Actions
USA Rugby Team Affiliation Fees		0.00	0.00	0.00	<a href="#">Buy</a>
USA Rugby SGB Bulk Team Affiliation Fee		750.00	0.00	0.00	<a href="#">Buy</a>

Total 2 | page 1 of 1

rows per page 15

[Continue](#)

#### 4. Enter in your information, and select Save

HOME HELP MY ACCOUNT LOGOUT

### 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

HOME HELP MY ACCOUNT LOGOUT

### Register Club Teams

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 (Male) is not currently setup for team registration				
High School Player (Female) is not currently setup for team registration				
College Player (Male) is not currently setup for team registration				
College Player (Female) is not currently setup for team registration				
Senior Player	Male	150	<input type="text"/>	
Senior Player	Female	150	<input type="text" value="1"/>	150

[Calculate Cost](#)

#### 6. Enter in your teams name, and select Save

HOME HELP MY ACCOUNT LOGOUT

### Register Club Teams

Fill in team names [← Back](#)

Category	Gender	Season	Team Name
Senior Player	Female	2020-2021	<input type="text" value="At Large Colorado Team"/>

[Save](#)

7. Complete your billing details, and select Save

- Under order summary, you will have an option that says "Team Breakdown Below," which when selected will show you a breakdown of the team registration cost.

HOME HELP MY ACCOUNT LOGOUT

### Purchase Summary

Receipt:

#### Order Summary

Event	Quantity	Price	Processing Fee	Taxes	Discount Value	Line Value
USA Rugby Team Affiliation Fees	1	0.00	0.00	0.00	0.00	0.00
Team Registrations	0					150.00
<b>Total (Ex Service Fees)</b>						<b>150.00</b>
<b>Service Fees</b>						<b>4.85</b>
<b>Total to Pay</b>						<b>154.85</b>

Discount Code  Apply

#### Club Team Registration Breakdown

Team Category Registered	Quantity	Price	Gender	Payment To:	Total
Senior Player	1	100	Female	At Large	100
Senior Player		50		USA Rugby	50
<b>Sub Total</b>					<b>150</b>

  

Team Category Registered	Quantity	Price	Gender	Payment To:	Total
Senior Player	1	0	Female	USA Rugby Geographic Unions	0
<b>Sub Total</b>					<b>0</b>

Total Team Registration Cost 150

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**

Card Details

Card Holder First Name

Card Holder Last Name

Billing Address

Billing Address 2

Billing City

Billing Country

Billing State/Province

Billing Postal code

Card Number

Expiry Date

CVV

Save