

Complete Registration Training Guide - Member

This guide provides step-by-step instructions for swimmers and officials registered by their clubs to complete their registration requirements. 08/21/2024

Notification of Registration



For support, please go to the REMS Knowledge Base to access FAQs and help guides for Members and Club Admins.

<https://sportlomo.atlassian.net/wiki/spaces/SCS2/overview>

You can also log a ticket with the support desk.

The screenshot shows a navigation menu with two main sections: "Member Top topics" and "Admin Top topics".

Member Top topics:

- Registration: Icon showing a person with a checklist and a gear.
- Orientation Sessions: Icon showing a person with a gear and a calendar.
- Member Accounts: Icon showing three people with arrows indicating a cycle.
- Officials: Icon showing five stylized human figures.
- Coaches: Icon showing five stylized human figures.

Admin Top topics:

- Registration: Icon showing a person with a checklist and a gear.
- Orientation Sessions: Icon showing a person with a gear and a calendar.
- Registrant Management: Icon showing a person with a checklist and a gear.
- Club Affiliation: Icon showing a person with three speech bubbles.
- Meets: Icon showing a list of items with checkmarks and an 'X' mark.

1

The member (swimmer or official) will receive an email notifying them that they have been registered for the new season and need to update their registration details.

Hello **Peggy**,

You have been registered with **Swimming Club** for the 2024-2025 Season in the **Masters** category.

Please log in to <https://swimming.canada.sportsmanager.ie/sportlomo/users/login> to complete your registration.

Coaches and Officials will be able to log into the LMS once logged in at the above link.

For more information about our new Registration and Event Management System (REMS) please visit the [Swimming Canada REMS Knowledge Base](#)

Have a great season!

Thank you,
Swimming Club

Bonjour **Peggy**,

Vous avez été inscrit auprès de **Swimming Club** pour la saison 2024-2025 dans la catégorie **Masters**.

Veillez vous connecter à <https://swimming.canada.sportsmanager.ie/sportlomo/users/login> pour compléter votre inscription.

Les entraîneurs et les officiels pourront se connecter au PAL une fois qu'ils auront ouvert une session sur le lien ci-dessus.

Consultez la [base de connaissance REMS](#) pour plus d'information sur le nouveau système de gestion des inscriptions et des événements

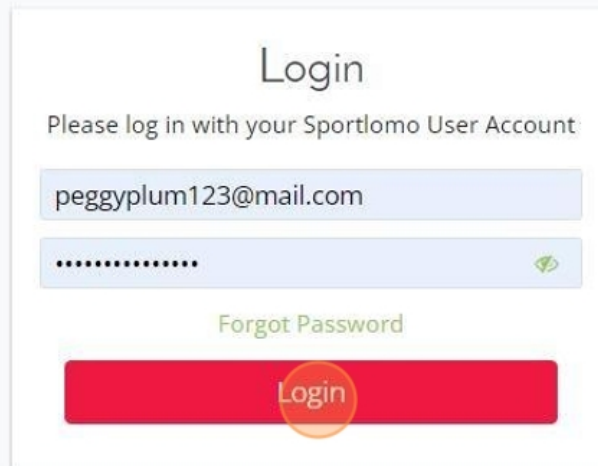
Nous vous souhaitons une excellente saison !

Merci,
Swimming Club

2

The member should copy the link to the REMS login page into a browser and and go to the login page or click here <https://swimming.canada.sportsmanager.ie/sportlomo/users/login>

3 Enter your email address and password to log in to REMS.



Not Looking for member login?

[click here](#) for Admin Login



Note:

1. You will be prompted to activate your account if this is your first time logging into REMS. An email will be sent to the address associated with your registration.
2. If you do not remember your password, click the "Forgot Password" link to reset it.

1. Activate Member Account

4

If you receive a message that your account has not been activated, Click the "Resend Activation Email" link to activate your REMS account.

Login

Please log in with your Sportlomo User Account

jerryswimofficial@mail.com

.....

[Forgot Password](#)

[Resend Activation Email](#)

This account has not been activated. On registration an email was sent to your account with an activation link - you must activate your account to continue

Login

5 You will receive the following message.

User Account Activation

Resend Activation Key

An activation email has been sent to your account - please check your email

[Login](#)

6 Click the "Reactivate Account" link in your email.



Hello,

A Request has been received to reactivate account

To complete the account reactivation click the link below



Kind Regards,
Sportlomo Team



7

Enter and confirm your password, your First and Last Name, and your language preference. Click the check box to Accept Terms and Conditions and Click "Activate"

Email Address *


Password *

Confirm Password *

First Name *

Last Name *

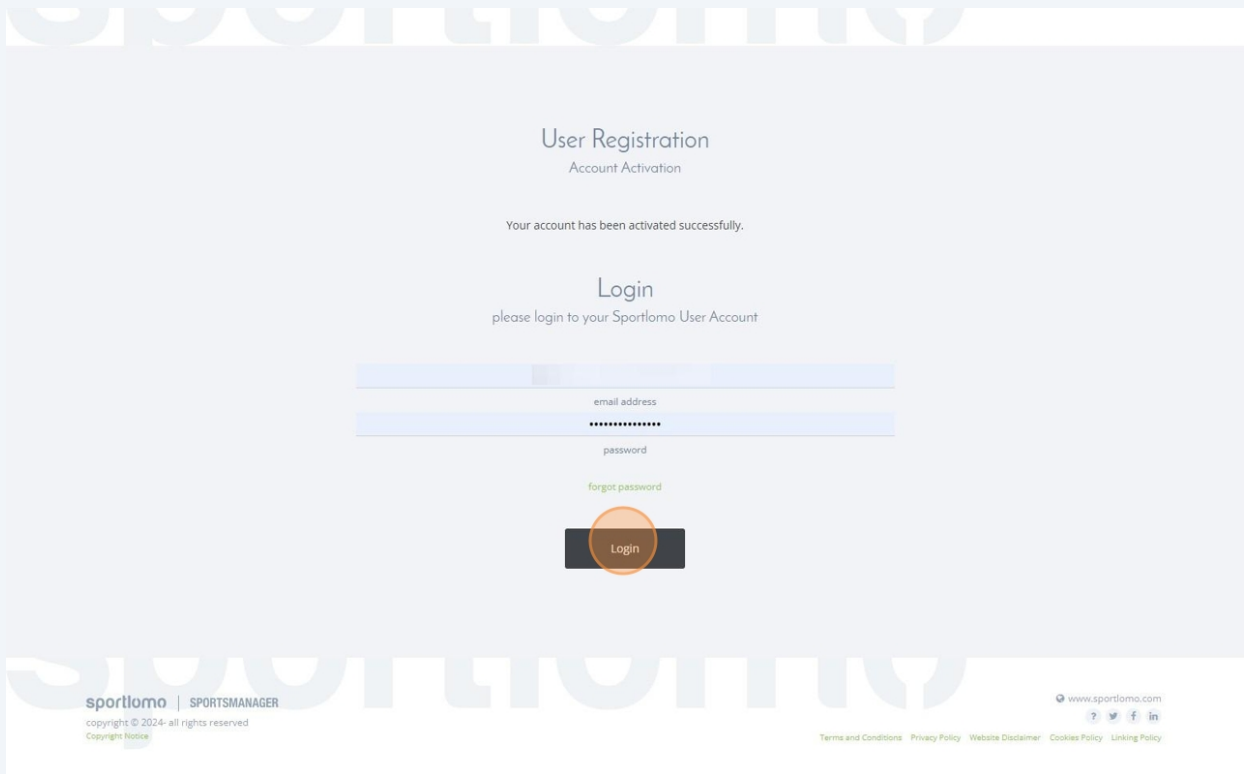
Language

 Accept Terms and Conditions [View](#)

[Login / Register](#)

8 You will receive a notification that your account has been activated successfully.

You can now login to REMS using your email address and password.



2. Forgot Password

9

Enter the email address associated with your registration.

Please contact your club directly if you have questions about the email address used for registration.

Click "Submit"

Forgot Password

You can reset your password by submitting your email and a password reset option will be sent to your email address.

Login

Submit



10

If the email address you entered matches one in REMS, a password reset link will be sent to that email address.

Forgot Password

You can reset your password by submitting your email and a password reset option will be sent to your email address.

A link to reset your password has been sent to your email address.

11

If the email address you entered does not match any in REMS, please double-check the email address you provided or contact your club for assistance.

Please ensure you have used the same email address that was used when creating your user account.
If your email is stored as a public user in the SportLoMo DB, an email will now be sent to reset your password.
If you do not receive one shortly then please check spam folder and if it's not there then please submit a ticket from this page [Click Here](#)

Forgot Password

You can reset your password by submitting your email and a password reset option will be sent to your email address.

[Login](#)

Submit

12 Go to your email account and click the link to reset your password.

sportlomo

Dear Jerry,

You recently requested to reset your password for your SportLoMo account. Click the link below to reset it:

https://swimming.canada.sportsmanager.ie/sportlomo/users/change-reset-password/7119:_____J7f640c5a86f1c6fe8b

If you did not request this password change please ignore this email or contact us at [Sportlomo Support](#) to let us know.

Yours,
The SportLoMo Team

powered by
sportlomo

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Sportlomo Limited.

If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact the sender if you believe you have received this email in error.

Non-binding language if applicable: The above terms reflect a potential business arrangement, are provided solely as a basis for further discussion, and are not intended to be and do not constitute a legally binding obligation. No legally binding obligations will be created, implied, or inferred until an agreement in final form is executed in writing by all parties involved.

TAKE A GREEN STEP TODAY. THINK BEFORE YOU PRINT.

Please consider the environment before printing this email.

13 Enter the new password and Click "Submit"

Reset Password

Please enter and confirm your new password.

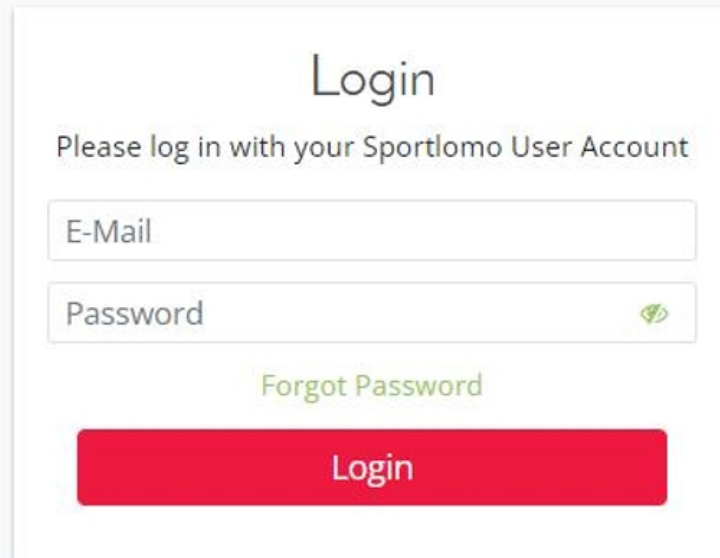
.....

.....

Submit

The image shows a 'Reset Password' form. It has a title 'Reset Password' and a subtitle 'Please enter and confirm your new password.' Below the subtitle are two input fields for passwords, each containing ten dots. A thick green horizontal bar is positioned between the two input fields. At the bottom of the form is a red button with the text 'Submit' and a small orange circle to its right.

14 You can now login to REMS with your email address and new password.



The screenshot shows a login form with the following elements:

- Title:** Login
- Instruction:** Please log in with your Sportlomo User Account
- Input Fields:**
 - E-Mail:** A text input field.
 - Password:** A text input field with a green eye icon on the right side to toggle visibility.
- Link:** A green link labeled "Forgot Password" located below the password field.
- Button:** A prominent red button labeled "Login" at the bottom of the form.

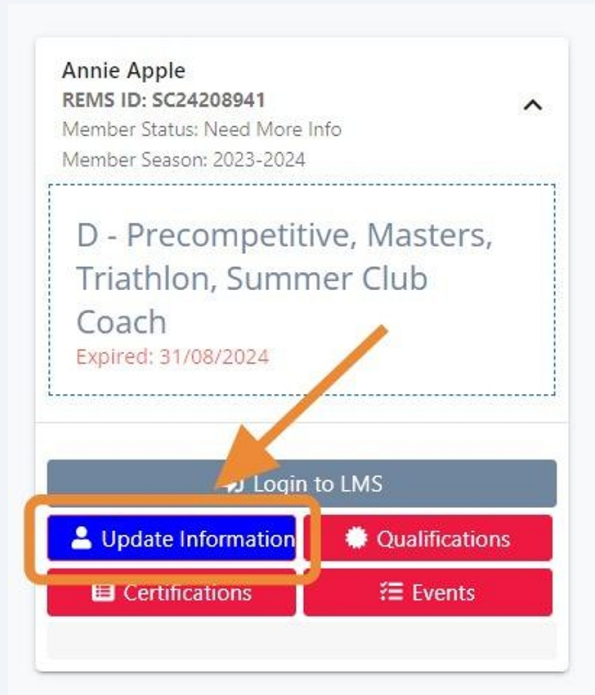
Not Looking for member login?

[click here](#) for Admin Login

Update Information in Member Profile

15

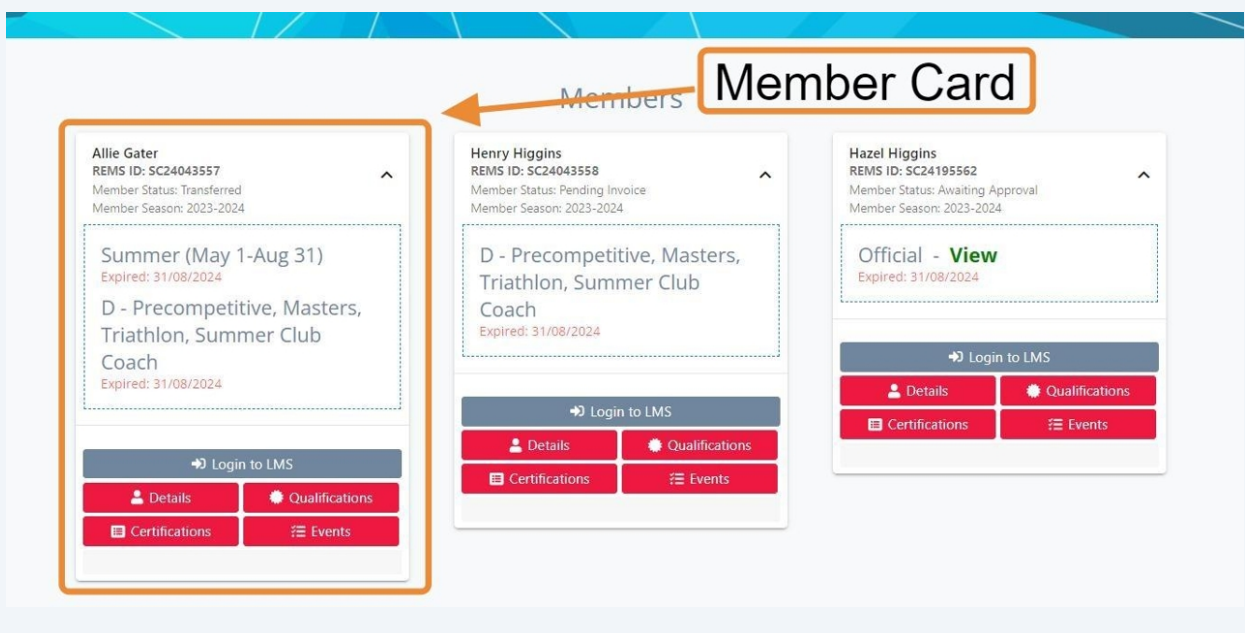
When you log in, you will see "Update Information" in Blue on your member card. Click "Update Information"



If you have multiple members associated with your email address, each member will have their own "Member Card" - see example below. You will update information for all members from this screen.

16

Multiple members (swimmer, officials and/or coaches) can be associated with one email address. Each member has their own "Member Card" with their individual information.



Complete Registration

17 Complete the member details and contact information.

Enter your details

Update Information

Personal Data

First Name *	Annie	Last Name *	Apple
Gender *	Please Select..	Date of Birth *	22/02/2002
E-mail *	annieapple123@mail.com	Address Line 1 *	
Address Line 2	Please Select..	Town/City *	
	Male	Province *	
	Female	Primary Phone Number *	+1 (000) 000-0000
Postal Code *		Citizenship *	Please Select..
Alternate Phone Number	+1 (000) 000-0000	Emergency Contact First Name *	
Emergency Contact Relationship *		Emergency Contact Last Name *	
NCCP Number		Emergency Contact Phone Number *	+1 (000) 000-0000
		Canadian Indigenous Descent	Please Select..

18 Complete the required declarations.


First name *	Annie	Last name *	Apple
Gender *	Please Select..	Date of Birth *	22/02/2002
E-mail *	annieapple123@mail.com	Address Line 1 *	111 Some Street
Address Line 2		Town/City *	Some Town
Country *	Canada	Province *	Ontario
Postal Code *	K2P 0P7	Primary Phone Number *	6132345678
Alternate Phone Number	(000) 000-0000	Citizenship *	Canadian/canadien
Emergency Contact First Name *	Parent	Emergency Contact Last Name *	Apple
Emergency Contact Relationship *	Mom	Emergency Contact Phone Number *	6132345678
NCCP Number		Canadian Indigenous Descent	Please Select..
Gender Identification	Please Select..	BIPOC Declaration	Please Select..

19 Review and accept the Waivers by clicking on the checkboxes.

Waiver

- Privacy Declaration View
- Policy Consent View
- Email Consent View

Test assumptions of risk



Please read this carefully

More

20 Click "More" to review the Assumptions of Risk form.

Waiver

- Privacy Declaration View
- Policy Consent View
- Email Consent View

assumptions of risk

Please read **More** carefully

Please sign above

UPDATE INFORMATION

21 Sign to confirm the Acknowledgement of Risk Form.

Waiver

- Privacy Declaration View
- Policy Consent View
- Email Consent View

assumptions of risk

Medical Assistance

In the event of an Injury or Health-related Problem, you authorize the Organization, for yourself or the Minor, to obtain all necessary on-site medical assistance for the medical situation, including transportation by ambulance or by other means to a hospital.

Acknowledgement

You hereby confirm that you have read and fully understood this Agreement, and further understand that it is binding upon you, your heirs, executors, administrators, and representatives.

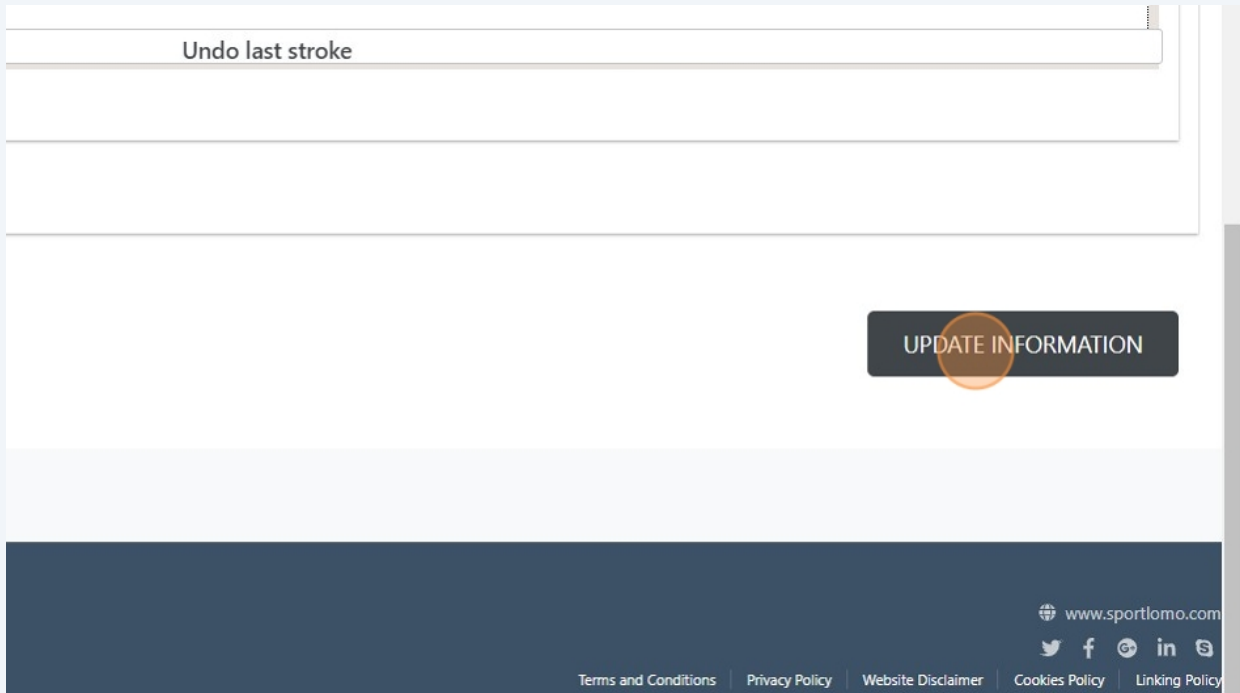
AA ←

Undo last stroke

Please sign above

22 If the member is a coach, proceed to complete the CSCA Screening form.

23 Click "UPDATE INFORMATION" to complete your registration.



24

You can now see that the "Update Information" status has changed. Click "Details" to see your registration details.

Members

Ollie Orange

REMS ID:

Member Status: Transferred

Member Season: 2022-2023

Open (15&O) - **View**

Expired: 31/08/2023

 Details

 Qualifications

 Certifications

 Events