

# Self Registration for NEW Registrants Training Guide

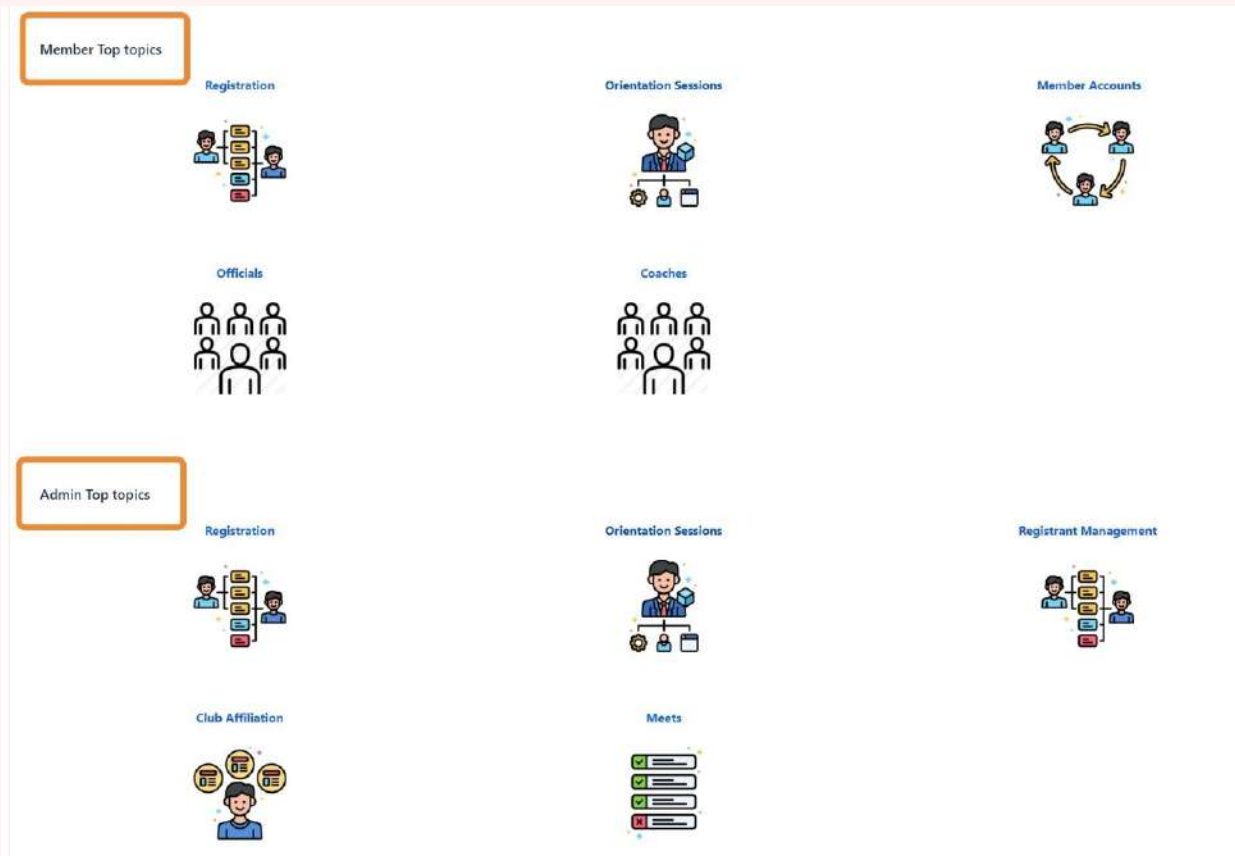
This guide provides step-by-step instructions for NEW REGISTRANTS using Self Registration to register for the new season. A NEW REGISTRANT has never been registered with Swimming Canada in any previous season. 08/17/2024



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.



To complete the Self Registration process, you must begin with the link sent to you by either your club or PSO to register for the new season.

Please contact your club or PSO if you have not received a link to proceed with Self Registration.

## Select Membership

1

Navigate to the link sent to you by your club or PSO to register for the new season. This will take you to the registration portal for the club you are registering with.

2

Select the Membership to register for. Please follow the instructions of your club or PSO to select the correct membership.

For example, if you are registering as an Official, select "Official". If you are registering as an Independent Masters Swimmer, please select the membership category given to you by your PSO.

Click "Register"

Member Registration Portal  
for  
Swimming Club Two

Available Membership(s)  
Please select the membership(s) you wish to purchase

- Coach
- Masters
- Pre-Competitive
- Official

Register



You will need to create a REMS account to continue your registration.

If you have previously registered with Swimming Canada, you should follow the instructions for a returning registrant. See the Self Registration for RETURNING Registrants Training Guide.

## Create REMS Account

- 3 Click "Sign up here" to register for a new user account in REMS.

Glad to see you!

Please login if you have a Sportlomo User Account.

E-mail

Password

Forgot password?

Log in

Dont have an account? Sign up here

- 4 Enter and confirm your email address.

You need to login or create a SportLoMo account to continue registration with Swimming Clu

Sign Up Log In

Create Account

Please create a Sportlomo User Account.

Please provide a personal email address that is not associated with work, school, or college.

jimmyjonesofficial@mail.com

jimmyjonesofficial@mail.com

First Name

Last Name

**5** Enter a password for your account.

Sign Up Log In

### Create Account

Please create a Sportlomo User Account.

Please provide a personal email address that is not associated with work, school, or college.

jimmyjonesofficial@mail.com

jimmyjonesofficial@mail.com

.....

First Name

Last Name

**6** Enter your First and Last Names for the official account.

You need to login or create a SportLoMo account to continue registration with Swimming Club

Sign Up Log In

### Create Account

Please create a Sportlomo User Account.

Please provide a personal email address that is not associated with work, school, or college.

jimmyjonesofficial@mail.com

jimmyjonesofficial@mail.com

.....

jimmy

Jones

English

7

Select Language from the dropdown. Click the checkbox to accept the Terms and Conditions. Click "Register"



The image shows a registration form with the following fields and elements:

- Email: jimmyjonesofficial@mail.com
- Password: masked with dots
- First Name: jimmy
- Last Name: Jones
- Language: English (dropdown menu)
- Terms and Conditions:  Terms and Conditions Accept terms and conditions
- Register button (red)
- Link: Already have an account? [Log in here](#)

An orange box highlights the language dropdown, the terms and conditions checkbox, and the Register button. A red circle highlights the Register button.

8

Click "Add/Renew"



## Register/Renew Membership

New to new season or create a New Membership click below

Add/Renew

9

To complete your registration, make sure that Qty 1 is selected for the category that you are registering in. Click "Continue"

Register/Renew Membership  
To Renew to new season or create a New Membership click below

Add/Renew

2023-2024

Name	Price	Qty	Total
Summer (May 1-Aug 31)	53.50	0	0.00
D - Precompetitive, Masters, Triathlon, Summer Club Coach	94.00	0	0.00
Official	0.00	1	0.00

Total Cost (Ex Fees): 0.00

Continue

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Click "Please Select..."

Select the Member you want to Re-Register for the season  
Select Add New Member to create new member  
s season, please return Home and click Upgrade/Add Category on your member card to register the Member into a

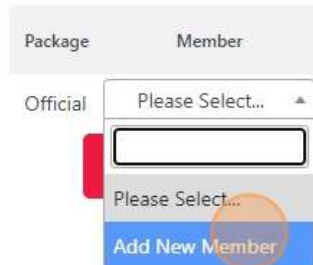
Package	Member
Official	Please Select...

Please Select...  
Add New Member

## 11 Click "Add New Member"

Select *Add New Member* to create new member

season, please return Home and click Upgrade/Add Category on your member card to register the Member into an



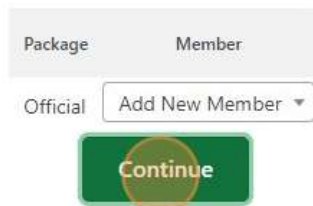
The screenshot shows a form with two tabs: "Package" and "Member". Under the "Member" tab, there is a dropdown menu labeled "Official" with the text "Please Select..." and a small upward arrow. Below the dropdown is a text input field. Underneath the input field is another dropdown menu, also labeled "Please Select...". At the bottom of the form is a blue button with the text "Add New Member". A red vertical bar is visible on the left side of the form.

## 12 Click "Continue"

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

Select *Add New Member* to create new member

club this season, please return Home and click Upgrade/Add Category on your member card to register the Member



The screenshot shows a form with two tabs: "Package" and "Member". Under the "Member" tab, there is a dropdown menu labeled "Official" with the text "Add New Member" and a downward arrow. Below the dropdown is a green button with the text "Continue".

**13** Complete the Personal Data section of the Registration.

Invoice Details

Enter your details ← Back

**Selected Membership**

OFFICIAL

**Official**

**Personal Data**

First Name	Jimmy	Last Name	Jones
Gender	Male	Date of Birth	1977-06-06
E-mail		Address Line 1	
Address Line 2		Town/City	
Country	Please Select...	Province	
Postal Code		Primary Phone Number	

**14** Complete the declarations required by Swimming Canada and your PSO.

Alternate Phone Number	Canadian Indigenous Descent
<input type="text" value="🇨🇦 (000) 000-0000"/>	<input type="text" value="Please Select..."/>
Gender Identification	BIPOC Declaration
<input type="text" value="Please Select..."/>	<input type="text" value="Please Select..."/>
Citizenship*	Emergency Contact First Name*
<input type="text" value="Please Select..."/>	<input type="text"/>
Emergency Contact Last Name*	Emergency Contact Description*
<input type="text"/>	<input type="text"/>
Impairment Declaration*	Emergency Contact Phone Number*
<input type="text" value="Please Select..."/>	<input type="text" value="🇨🇦 (000) 000-0000"/>
D/deaf or Hard of Hearing*	
<input type="text" value="Please Select..."/>	



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Read and Click to accept the declarations and consents required by Swimming Canada and your PSO.

Waiver

**Privacy Declaration**

I hereby acknowledge that I have read, understand that information provided to Swimming Canada will be subject to, and agree to comply with the Swimming Canada Privacy Policy as amended from time to time.

I Accept

**Acknowledgement and Consent**

I hereby acknowledge that I have read and understood and agree to comply with the Swimming Canada Code of Conduct and all other Swimming Canada policies, and those of my provincial section, as amended from time to time (collectively, the "Policies"). I further understand and agree that a violation of the Policies may result in disciplinary action and a suspension or revocation of my registration and privileges with Swimming Canada.

I Accept

**Email Consent**

I would like to receive emails related to commercial activities from Swimming Canada (discounts and promotions from partners), including those related to the Swimming Canada Member Rewards program. I understand that I may unsubscribe from receiving these emails at any time.

I Accept

Receipt

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Click "REGISTER"

ercial activities from Swimming Canada (discounts and promotions from partners), including those related to the Swimming Canada Member Rewards program. iving these emails at any time.

REGISTER

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You will receive a "Registration Complete" message. If you have registered into an account type that requires approval, your registrant status will be "Awaiting Approval".

## Registration Complete

Your registration has been successful, please see details of this below.

Membership Details		
Email Address	Registration Date	Total Fee charged
strawberryfields123@mail.com	29/08/2024 00:43	0.0000


  

Memberships			
Membership ID	Name	Membership Type	Status
224978	Strawberry Fields	Official	Awaiting Approval

## Activate Account

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Go to your email account and find the account activation email sent by Sportlomo. Click "Activate Account" to complete the creation of your new account.




### Sportlomo Account Activation

Dear Jimmy,

You recently started to register with Swimming Club using the SportLoMo Member Management software platform.


To access your receipts and update your membership information, you will need to activate your SportLoMo Account by clicking on the link below.

Please click the following button to activate your SportLomo user account.



SportLoMo provides software to help sports organisations manage their Member Registrations, Events, Competitions, Qualifications, Game Officials, Rosters /Team sheets and Statistics. For more information visit [www.sportlomo.com](http://www.sportlomo.com).

Kind Regards,  
Sportlomo Team

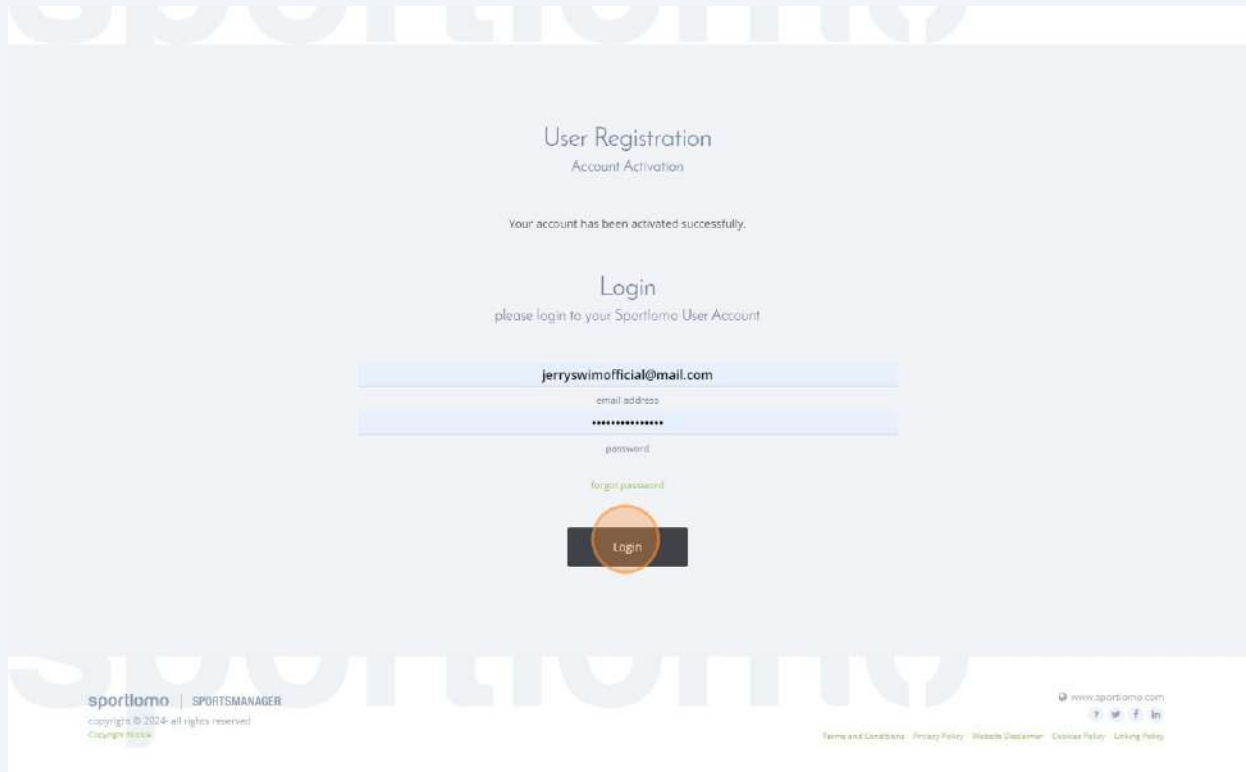


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**19** You will receive a notification that your account has been activated successfully.

If you log in to REMS from this screen by Clicking "Login", you may receive the prompt to add another registration (see next step). You have already completed this step. You can ignore the Add/Renew button and click on the top left menu to go to the main registrant screen.



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You can see your member information at the bottom of the screen. Click the menu at the top right and Click "HOME" to go to the main registrant screen.

Swimming Club Two  
SwimOfficial  
Sportismo.com

### Register/Renew Membership

To Renew to new season or create a New Membership click below

Add/Renew

	Price: 134.00	Qty: <input type="text" value="0"/>	Total: 0.00
	Price: 62.50	Qty: <input type="text" value="0"/>	Total: 0.00
etitive	Price: 64.50	Qty: <input type="text" value="0"/>	Total: 0.00
	Price: 0.00	Qty: <input type="text" value="0"/>	Total: 0.00

Name: Official

Total Cost (Ex Fees): 0.00

Continue

### Members

**Jerry SwimOfficial**  
REMS ID: SC24208934  
Member Status: Awaiting Approval  
Member Season: 2023-2024

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Your Member Status will remain "Awaiting Approval" until your club approves your registration.

## Members

Jerry SwimOfficial  
REMS ID: SC24208934  
Member Status: Awaiting Approval  
Member Season: 2023-2024

Official - **View**

Expiry Date: 31/08/2024

→ Login to LMS

Details

Qualifications

Certifications

Events

22

You may receive a Registration Confirmation email with the details of your registration from Sportlomo or your PSO.

sportlomo

### Registration Confirmation

Please find below details of your member registration

To manage the details of your registration, please login to your account [here](#)

Team Officials / Team Members: Use the Team Manager App (Available with your SportLoMo account) to communicate with team members, track attendance, get live updates of upcoming games, results, League Standings etc. [Click here for more information](#)

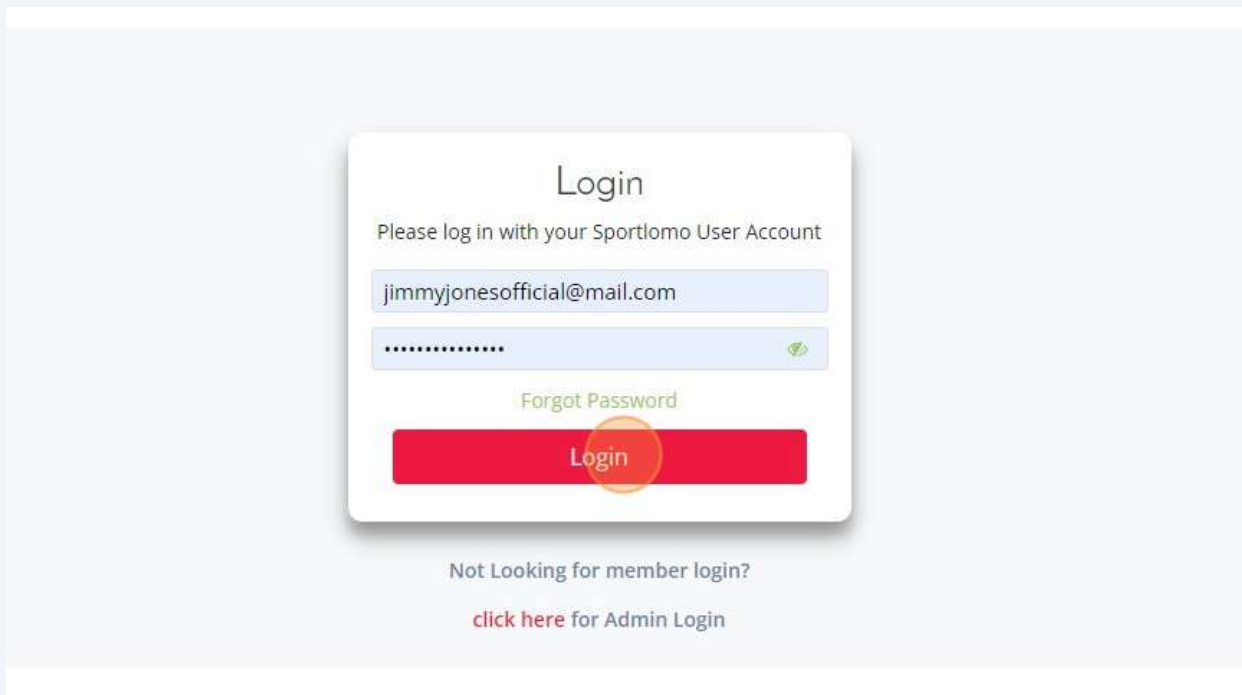
Email Address	Registration Date	Registration Type	Total Paid
strawberryfields123@mail.com	28/08/2024 23:28	New Registration	0.00
Memberships			
REMS ID	Name	Membership Type	Status
	Strawberry Fields	Official	Pending Approval

## Login to your Registrant Account

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To log in to your officials account, navigate to <https://swimming.canada.sportsmanager.ie/sportlomo/users/login>

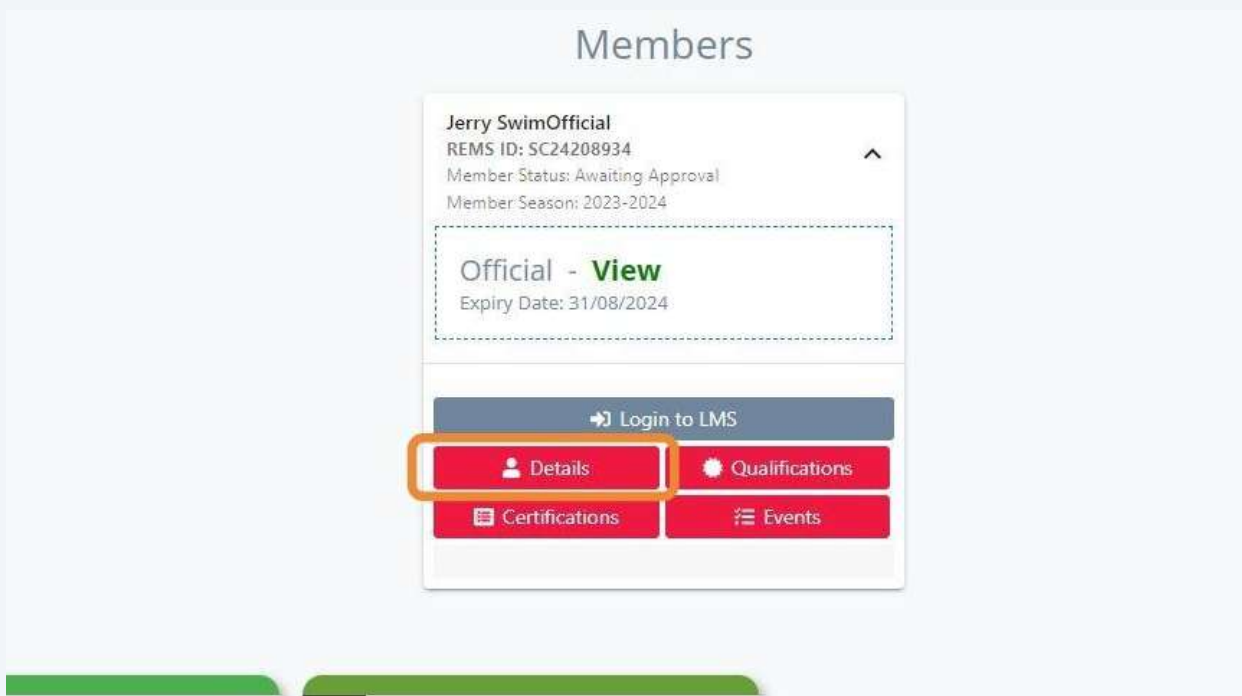
24 Enter your email address and password. Click "Login".



The screenshot shows a login form with the following elements:

- Title:** Login
- Instruction:** Please log in with your Sportlomo User Account
- Email Input:** jimmyjonesofficial@mail.com
- Password Input:** A field with masked characters (dots) and a green eye icon for toggling visibility.
- Link:** Forgot Password
- Button:** Login (highlighted with an orange circle)
- Text:** Not Looking for member login?
- Link:** click here for Admin Login

25 Click the Details buttons to review your member information.



The screenshot shows a member profile card with the following information:

- Name:** Jerry SwimOfficial
- REMS ID:** SC24208934
- Member Status:** Awaiting Approval
- Member Season:** 2023-2024
- Role:** Official - View
- Expiry Date:** 31/08/2024
- Buttons:** Login to LMS, Details (highlighted with an orange box), Qualifications, Certifications, Events