

# Self Registration for RETURNING Registrants Training Guide

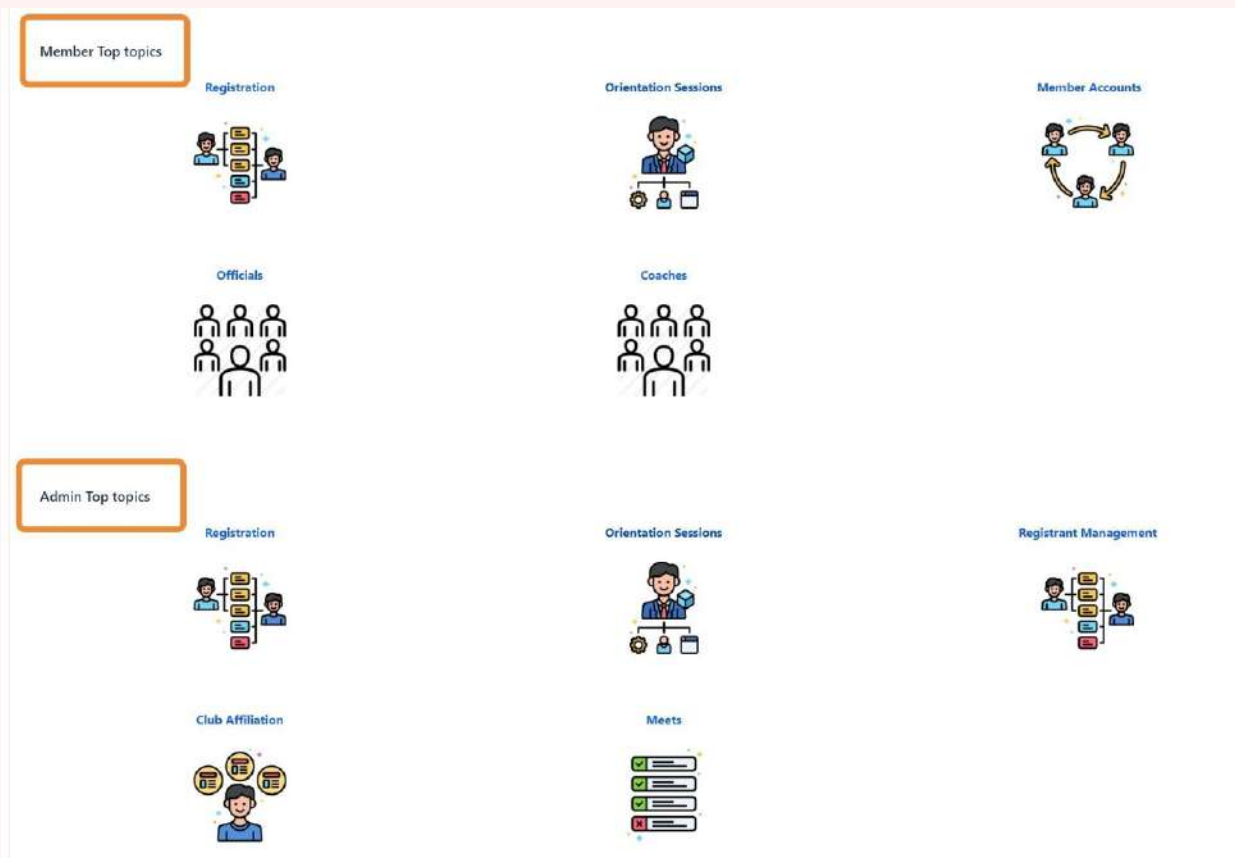
This guide provides step-by-step instructions for RETURNING REGISTRANTS using Self Registration to register for the new season. A RETURNING REGISTRANT has been registered with Swimming Canada in a previous season. 08/31/2024



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.



If you have ever been registered with Swimming Canada in the past, you can register as a RETURNING Registrant.

If you have never been registered with Swimming Canada, you should follow the instructions for a NEW registrant. See the Self Registration for NEW Registrants Training Guide.



To access your existing account in REMS, you must first reset your password and activate your account.

## Reset Password in REMS

1


Go to the Member login page in REMS at the following link:  
<https://swimming.canada.sportsmanager.ie/sportlomo/users/login>

Click the "Forgot Password" link.

Login

Please log in with your Sportlomo User Account

E-Mail

Password 

Forgot Password

Login

Not Looking for member login?

[click here](#) for Admin Login

2

Enter the email address associated with your previous Swimming Canada account in the RTR.

If you can't remember the email that you used in previous seasons, please contact your club.

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



3

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.

4

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

5 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](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 obligation 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.

6 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.'. There are two password input fields, both filled with dots. A green progress bar is visible below the first field. At the bottom is a red 'Submit' button with a circular icon.

## Account Activation

7

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

8 You will receive the following message.

## User Account Activation

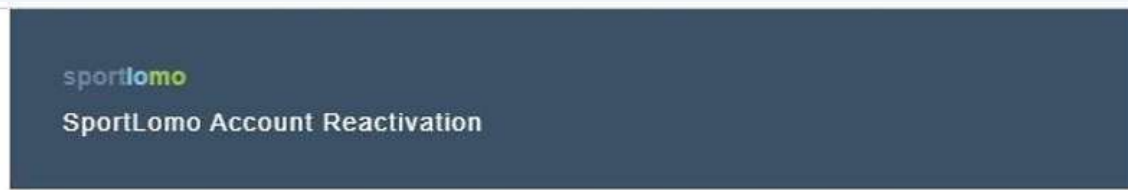
Resend Activation Key

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

[Login](#)



9 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



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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 \* [redacted]@mail.c

Password \* [redacted]

Confirm Password \* [redacted]

First Name \* Jerry

Last Name \* SwimOfficial

Language English

Accept Terms and Conditions [View](#)

**Activate**

[Login / Register](#)

## Register for Membership



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

11

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

12

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

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Login to your Sportlomo account. Enter your email and the new password that you created in Step 6. Click "Enter"

Sign Up Log In

Glad to see you!

Please login if you have a Sportlomo User Account.

jerryswimofficial@mail.com

.....

Forgot password?

Log in

Dont have an account? [Sign up here](#)

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Click "Add/Renew"

Swimming Club

## Register/Renew Membership

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

Add/Renew

15

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

As of this season, please return Home and click Upgrade/Add Category on your member card to register the Member into a new season.

Package	Member
Official	Please Select...

Please Select...

Add New Member

- 17 Select the existing member that you are registering for the season.

new or create Members ← Back

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

Select *Add New Member* to create new member

Member is already active in the club this season, please return Home and click Upgrade/Add Category on your member card to register the Member into an additional category. Home

Package	Member
Official	Jerry SwimOfficial (SC242089... ▲
	<input type="text"/>
	Please Select...
	Jerry SwimOfficial (SC24208934)
	Add New Member

- 18 Click "Continue"

Members

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

Select *Add New Member* to create new member

Member is already active in the club this season, please return Home and click Upgrade/Add Category on your member card to register the Member into an additional category. Home

Package	Member
Official	Jerry SwimOfficial (SC242089... ▼

Continue

19 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: [ ]

20 Complete the declarations required by Swimming Canada and your PSO.

Alternate Phone Number: +1 (000) 000-0000

Canadian Indigenous Descent: Please Select...

Gender Identification: Please Select...

BIPOC Declaration: Please Select...

Citizenship\*: Please Select...

Emergency Contact First Name\*: [ ]

Emergency Contact Last Name\*: [ ]

Emergency Contact Description\*: [ ]

Impairment Declaration\*: Please Select...

Emergency Contact Phone Number\*: +1 (000) 000-0000

D/deaf of Hard of Hearing\*: Please Select...

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

This screenshot shows the 'Waiver' section of a registration form. It contains three distinct sections, each with a heading, a paragraph of text, and a checkbox:

- Privacy Declaration:** The text reads, "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." The checkbox labeled "I Accept" is checked.
- Acknowledgement and Consent:** The text reads, "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." The checkbox labeled "I Accept" is checked.
- Email Consent:** The text reads, "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." The checkbox labeled "I Accept" is unchecked and highlighted with an orange circle.

Below the 'Waiver' section, the word "Receipt" is visible at the top of the next section.

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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.

This screenshot shows the bottom portion of the registration form, focusing on the submission button. The form fields are mostly empty. A dark grey button with white text labeled "REGISTER" is highlighted with an orange circle. The footer of the page contains the website URL [www.sportbmo.com](http://www.sportbmo.com) and several social media icons (Facebook, Twitter, LinkedIn, YouTube, Instagram). Below the icons, there are links for "Terms and Conditions", "Privacy Policy", "Website Disclaimer", "Cookies Policy", and "Linking Policy".



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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

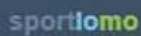
Email Address	Registration Date	Total Fee charged
strawberryfields123@mail.com	29/08/2024 00:43	0.0000

#### Memberships

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

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You may receive a Registration Confirmation email from Sportlomo or from your PSO.



### 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
<b>strawberryfields123@mail.com</b>	<b>28/08/2024 23:28</b>	<b>New Registration</b>	<b>0.00</b>

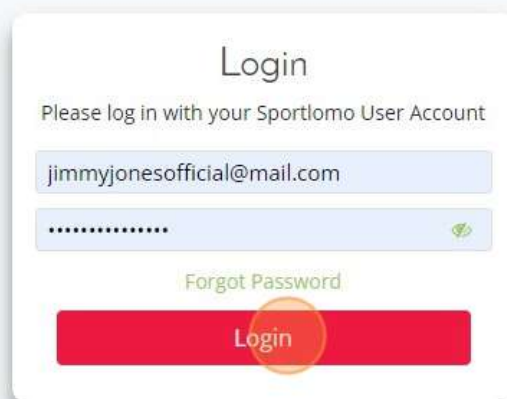
#### Memberships

REMS ID	Name	Membership Type	Status
	<b>Strawberry Fields</b>	<b>Official</b>	<b>Pending Approval</b>

## Login to your Registrant Account

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

- 26 Enter your email address and password. Click "Login".

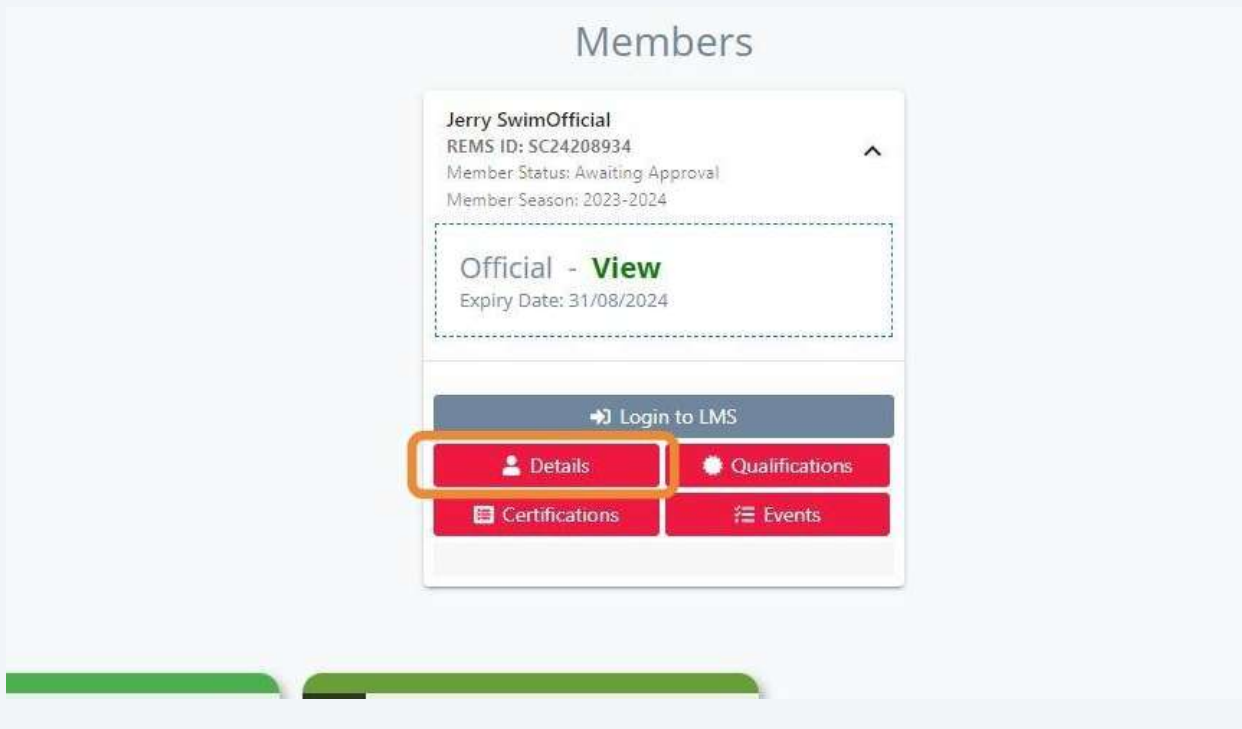


The screenshot shows a login form titled "Login" with the instruction "Please log in with your Sportlomo User Account". It features two input fields: the first contains the email address "jimmyjonesofficial@mail.com" and the second contains a masked password "....." with a green eye icon for toggling visibility. Below the password field is a green link for "Forgot Password". A prominent red "Login" button is centered below the form.

Not Looking for member login?

[click here](#) for Admin Login

27 Click the Details buttons to review your member information.



28 View and update your member details.

