



**AMERICAN
COLLEGE RUGBY**



Team Registration Instructions: Men's D2 & D3 College Programs
2021-2022 Competitive Season

The screenshot shows a web browser window with the URL <https://usarugby.sportlomo.com>. The page features the USA Rugby logo and navigation links: Help, Contact Support, Member Log in, Club Log in (circled in blue), and Rosters. The main heading is "USA RUGBY MEMBER REGISTRATION JOIN USA RUGBY". Below this, there is a "USA SUPPORTER" button labeled "CLICK HERE". A search section includes "Search by Type" (with a dropdown menu), "Search by Region", and "Search by Club Name" (with a text input field). A "CLUB LISTING" section is visible below the search area. At the bottom of the page, there is a large blue button labeled "REGISTER". The browser's address bar shows the URL, and the Windows taskbar at the bottom displays the time as 2:25 PM on 8/24/2021.

1. Go to <https://usarugby.sportlomo.com/>
and click 'Club Log In'



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A screenshot of a web browser displaying the login page for the Sportlomo Sports Manager. The browser's address bar shows the URL <https://usarugby.sportsmanager.ie/maint.php>. The page features the USA Rugby logo at the top center. Below the logo, there is a login form with two input fields: "Username" containing the text "laramie2340" and "Password" with masked characters. A blue oval highlights these two fields. Below the password field is a "LOGIN" button with a right-pointing arrow icon. Underneath the login button is a link for "Forgotten Password". At the bottom of the page, it says "Powered by" followed by the Sportlomo logo. The background of the page is a collage of two photos: one of a men's rugby team in green jerseys celebrating with a trophy, and another of a women's rugby team in blue jerseys posing together.

2. You may also go to this link directly:
<https://usarugby.sportsmanager.ie/>
3. Use your login credentials. Your username and password will be provided to you via email. You may also access these items by emailing your league commissioner / division representative. Your username will be identical to your username from usarugbystats.com but you will be provided with a slightly different password.



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The screenshot shows a web browser window with the URL https://sportsmanager.ie/club_home.php. The page header features the 'sportlomo SPORTS MANAGER' logo and the club name 'COCOLLEGE641 (ROCKY MOUNTAIN RUGBY ACR COLORADO COLLEGE MENS RUGBY)'. The navigation bar includes links for HOME, HELP, MY ACCOUNT, and PRIVACY POLICY, along with a LOGOUT button. The main content area is divided into three sections: Club Details, Membership, and Membership Setup. Under the Club Details section, there is a link for 'Events'. The 'Events' section is expanded, showing two options: 'Events Purchased' and 'Purchase Events'. The 'Purchase Events' option is highlighted with a green bar and a blue circle around it. The footer of the page contains a 'SPORTLOMO LATEST NEWS' section with four news items: 'Welcome to Mayo LGFA Official Website', 'Special Olympics Ireland Meeting', 'Tipp Camogie New Modern Website', and 'Dublin Ladies Gaelic Featured New Website June 2021'. The browser's address bar shows the URL <https://sportsmanager.ie/sportlomo/user/event-registrations/index>. The Windows taskbar at the bottom shows the system clock as 11:10 AM on 8/27/2021.

4. Click 'Purchase Events' under 'Events.'



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Sportlomo : Event Registrations x +

https://usarugby.sportsmanager.ie/sportlomo/user/event-registrations/index

Getting Started (160) Roundcube Web... NIRA 7s Referee Intere... eSports Manager 2021 Summer 7s Resul... Rocky Mountain Rugb... RMR Budgeting 2021-...

Other Bookmarks

Please select the events/programs you wish to purchase

Search/filter options

Available For Sale

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

Total 5 | page 1 of 1

rows per page 15

Waitlist

Basket 0.00

Taxes: 0.00

Total: 0.00

Continue

https://usarugby.sportsmanager.ie/sportlomo/user/event-registrations/index#

Type here to search

79°F 10:00 AM 8/24/2021

5. Click 'Buy' next to 'USA Rugby Team Registration Fees'

Yes, it says '0.00' is the price on this screen – we don't know why either.



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Sportlomo : Event Registrations x +

← → ↺ https://usarugby.sportsmanager.ie/sportlomo/user/event-registrations/index ☆

Getting Started (160) Roundcube Web... NIRA 7s Referee Intere... eSports Manager 2021 Summer 7s Resul... Rocky Mountain Rugb... RMR Budgeting 2021-...

Other Bookmarks

Please select the events/programs you wish to purchase ← Back

▼ Search/filter options ▼

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

Total 5 | page 1 of 1

rows per page 15 ▼

Waitlist ▼

Basket 0.00 ▼

1. USA Rugby Team Registration Fees

Taxes: 0.00

Total: 0.00

Continue

https://usarugby.sportsmanager.ie/sportlomo/user/event-registrations/index#

Type here to search

82°F 10:01 AM 8/24/2021

6. After you click 'Buy,' the 'USA Rugby Team Registration Fees' option will appear in your basket.

Yes, it will continue to say '0.00' on this screen.

Click 'Continue'



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Sportlomo : Event Registrations x

← → ↺ https://usarugby.sportsmanager.ie/sportlomo/user/event-registrations/event-profile ☆

Getting Started (160) Roundcube Web... NIRA 7s Referee Intere... eSports Manager 2021 Summer 7s Resul... Rocky Mountain Rugb... RMR Budgeting 2021-...

Other Bookmarks

LARAMIE 1340 (ROCKY MOUNTAIN RU LARAMIE LUMBERJACKS RU Sportlomo CLUB)

HOME ? HELP MY ACCOUNT LOGOUT

Events / Programs

Please enter your purchaser contact information ← Back

First Name*

Last Name*

Email*

Mobile*

Save

Type here to search 82°F 10:02 AM 8/24/2021

7. Add your contact information



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Sportlomo : Event Registrations x +

← → ↺ https://usarugby.sportsmanager.ie/sportlomo/user/event-registrations/event-club-panel-reg/5233/80693 ☆

Getting Started (160) Roundcube Web... NIRA 7s Referee Intere... eSports Manager 2021 Summer 7s Resu... Rocky Mountain Rugb... RMR Budgeting 2021-... Other Bookmarks

Youth Player (Female) is not currently setup for team registration

Category	Gender	Price	Quantity	Total Cost
High School Player 2021 (Male) is not currently setup for team registration				
Category	Gender	Price	Quantity	Total Cost
High School Player 2021 (Female) is not currently setup for team registration				
Category	Gender	Price	Quantity	Total Cost
College Player 2021	Male	0	<input type="text" value="1"/>	0
Category	Gender	Price	Quantity	Total Cost
College Player 2021	Female	0	<input type="text"/>	
Category	Gender	Price	Quantity	Total Cost
Senior Player 2021 (Male) is not currently setup for team registration				
Category	Gender	Price	Quantity	Total Cost
Senior Player 2021 (Female) is not currently setup for team registration				

Calculate Cost

Type here to search

82°F AQI 53 10:40 AM 8/27/2021

8. Under 'Register Club Teams' scroll to the bottom until you see options for your club level (Example: College Player Male 2021).

We don't know why it still says the Price is '0' here.



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← → ↺ https://usarugby.sportsmanager.ie/sportlomo/user/event-registrations/event-club-panel-reg/5233/80693 ☆

Getting Started (160) Roundcube Web... NIRA 7s Referee Intere... eSports Manager 2021 Summer 7s Resul... Rocky Mountain Rugb... RMR Budgeting 2021-...

Category	Gender	Price	Quantity	Total Cost
High School Player 2021 (Female) is not currently setup for team registration				
Category	Gender	Price	Quantity	Total Cost
College Player 2021	Male	0	<input type="text" value="1"/>	0
Category	Gender	Price	Quantity	Total Cost
College Player 2021	Female	0	<input type="text"/>	
Senior Player 2021 (Male) is not currently setup for team registration				
Category	Gender	Price	Quantity	Total Cost
Senior Player 2021 (Female) is not currently setup for team registration				

College Player 2021
College Player 2021 (x 1)

Calculate Cost

Registration Cost 0

Continue

9. Add a quantity of '1' to your club's proper category and click 'Calculate Cost.'

Do not add more than one total '1'. The screen may continue to say Registration Cost is '0' but it will be \$250 on the next page.



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← → ↺ https://usarugby.sportsmanager.ie/sportlomo/user/event-registrations/event-club-panel-reg/5233/80693 ☆

Getting Started (160) Roundcube Web... NIRA 7s Referee Intere... eSports Manager 2021 Summer 7s Resul... Rocky Mountain Rugb... RMR Budgeting 2021-...

Category	Gender	Price	Quantity	Total Cost
High School Player 2021 (Female) is not currently setup for team registration				
Category	Gender	Price	Quantity	Total Cost
College Player 2021	Male	0	1	0
Category	Gender	Price	Quantity	Total Cost
College Player 2021	Female	0		
Category	Gender	Price	Quantity	Total Cost
Senior Player 2021 (Male) is not currently setup for team registration				
Category	Gender	Price	Quantity	Total Cost
Senior Player 2021 (Female) is not currently setup for team registration				

College Player 2021
College Player 2021 (x 1)

Calculate Cost

Registration Cost 0

Continue

10. After you click 'Calculate Cost' you will see 'College Player 2021 (x1)' appear.

Verify this is correct and click 'Continue.'

Again, it may continue to say the cost is '0' on this screen even though the cost is not '0.'



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Sportlomo : Event Registrations x +

← → ↺ https://usarugby.sportsmanager.ie/sportlomo/user/event-registrations/club-panel-create-names/5233/80693 ☆

Getting Started (160) Roundcube Web... NIRA 7s Referee Intere... eSports Manager 2021 Summer 7s Resul... Rocky Mountain Rugb... RMR Budgeting 2021-... Other Bookmarks

USA RUGBY **ROCKY MOUNTAIN RUGBY ACR COLORADO COLLEGE** **SPORTLOMO**

HOME ? HELP MY ACCOUNT BACK TO YOURS ACCOUNT

Register Club Teams

Fill in team names ← Back

Category	Gender	Season	Team Name
College Player 2021	Male	2021-2022	<input type="text" value="Colorado College 2021-2022"/>

Save

Type here to search 82°F AQI 53 10:44 AM 8/27/2021

11. Once you get to the 'Register Club Teams' page, you need to type in your team's name in the blank bar. So that the system does not confuse itself, add the season (2021-2022) to the end of your team's name.



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Sportlomo : Event Registrations x +

← → ↺ https://usarugby.sportsmanager.ie/sportlomo/user/event-registrations/make-payment/82995 ☆

Getting Started (160) Roundcube Web... NIRA 7s Referee Intere... eSports Manager 2021 Summer 7s Resu... Rocky Mountain Rugb... RMR Budgeting 2021-...

Other Bookmarks

Purchase Summary

Receipt:

Order Summary

Event	Quantity	Price	Processing Fee	Taxes	Discount Value	Line Value
USA Rugby Team Registration Fees	1	0.00	0.00	0.00	0.00	0.00
Team Registrations	0	See Team Breakdown below				250.00
Total (Ex Service Fees)						250.00

Discount Code **Apply**

Card Details

You will have an opportunity to review and confirm your payment before payment is taken.
Your payment will be processed using Stripe, one of the world's leading Payment Processors.
No financial information is disclosed to Sportlomo or your Club.

Please enter your card details

Credit or debit card

Card number MM / YY CVC

Powered by **stripe** What is my CVC / CVV code?

Continue

Club Team Registration Breakdown

Team Category Registered	Quantity	Price	Gender	Payment To:	Total
College Player 2021	1	50	Male	USA Rugby	50
College Player 2021	1	0	Male	USA Rugby Colleges	0
College Player 2021	1	200	Male	American College Rugby	200
College Player 2021	1	0	Male	Rocky Mountain Rugby ACR	0
Sub Total					250

12. Congrats! You're on the checkout page.
You will also now see the proper
\$250.00 registration amount.

From here, enter your credit card
information and finish the Club
Registration Process.