



# Registration Set Up: Membership Start Date on SportLomo

# Overview of process



**IMPORTANT NOTE: Before a Club opens registration to its members, the Club should inform its members of the start date of a program so that members know what Membership Start Date to enter upon registration.**

For the 2020-21 season, since we are working with 12-week Non-Contact Membership Categories, members who are registering as players will need to set their membership start date upon registration.

The membership start date indicates the start of a program and that is the date when a member's insurance becomes active for the 12-week period.

# Player Registration Membership Start Date



When a player registers on Sportlomo, there is a new field called Membership Start Date. This is where the player who is registering enters the start date of the program that they are participating in.

For example: a player registers on August 20<sup>th</sup> but the program begins on September 5<sup>th</sup>. The player would enter September 5<sup>th</sup> as the Membership Start Date.

A screenshot of a registration form. The form contains several input fields: Emergency Contact First Name, Emergency Contact Last Name, Emergency Contact Phone Number (with a Canadian flag icon and '(000) 000-0000' placeholder), Emergency Contact Relation to Participant, Parent / Guardian First Name, Parent / Guardian Last Name, Parent / Guardian Phone (with a Canadian flag icon and '(000) 000-0000' placeholder), and Parent / Guardian E-mail. There is also a checkbox for 'Are you of ethnic descent' and a text area for 'List any health concerns that the participant may have (ie allergies or medical conditions) that we should be aware of.'. At the bottom, there is a 'Membership Start Date' field with three dropdown menus showing '6', 'August', and '2020'. A large red arrow points to this field from the right.

# Club Registrar Membership Start Date Set Up



When a member registers, the Club registrar can see the following:

1. Registration Date - when the member registered
2. Start and Expiry dates - start date refers to the date that a program starts. Expiry date refers to the date when the membership expires (12 weeks after the start date for non-contact memberships)
3. Last Modified – date and time of when changes were made to the profile
4. Member Season History – overview of membership

First Name	M
Last Name	Sison
Registration Date	12/08/2020 14:01
Start Date	12/08/2020
Expiry Date	12/11/2020 23:59
Last Modified	19/08/2020 11:03

  

Club	Season	Status	Start Date	Expiry Date
BC Rugby	2019-2020	Active	12/08/2020	12/11/2020 23:59

## Membership Start Date Changes



If a member registered but did not enter the correct Membership Start Date of the program, please contact Marga ([msison@bcrugby.com](mailto:msison@bcrugby.com)) with the following information to correct the Membership Start Date and she will make the changes necessary:

1. Member Name
2. Member ID
3. Program Start Date for the program that this member is participating in

Please see the next page to see how the changes are reflected on the member's profile.

# Member Season History Before and After



## BEFORE CHANGING START/EXPIRY DATE

First Name	M
Last Name	Sison
Registration Date	12/08/2020 14:01
Start Date	12/08/2020
Expiry Date	12/11/2020 23:59
Last Modified	19/08/2020 11:03

Member Season History

Club	Season	Status	Start Date	Expiry Date
BC Rugby	2019-2020	Active	12/08/2020	12/11/2020 23:59

Before making any changes to the start/expiry dates, the Member Season History indicates that the membership status is **ACTIVE**. The Start and Expiry Date align with the registration date.

## AFTER CHANGING START/EXPIRY DATE

First Name	M
Last Name	Sison
Registration Date	12/08/2020 14:01
Start Date	05/09/2020
Expiry Date	05/12/2020 23:59
Last Modified	19/08/2020 11:06

Member Season History

Club	Season	Status	Start Date	Expiry Date
BC Rugby	2019-2020	Future Start Date	05/09/2020	05/12/2020 23:59

After changing the start/expiry date to the program start date, the Member Season History shows that the membership status is **FUTURE START DATE**. This future start date refers the program start date and the status will change to **ACTIVE** on that start date.