

Registration Renewal Process

Subsequent 12-week Memberships and Upgrades

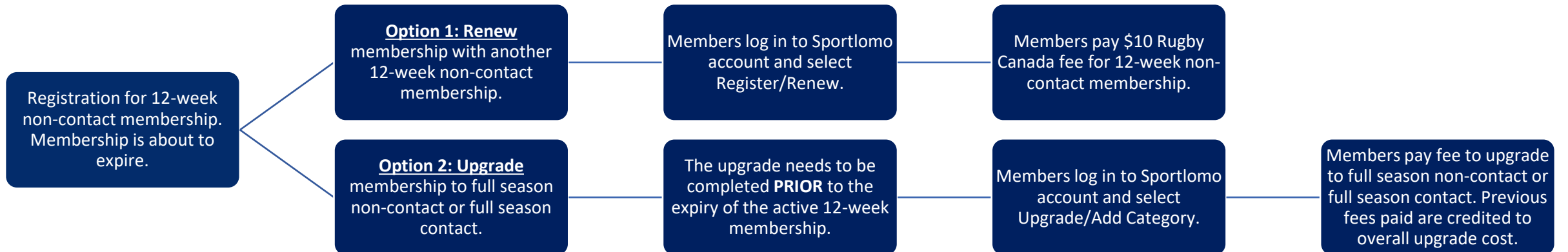


Key Terms

- **Upgrades** – Adding a role to your current registration. When you upgrade, any fees you already paid previously will be credited. Upgrading a membership applies to: going from a non-contact to contact membership, going from a 12-week non-contact to full season non-contact membership, adding a role to your membership (ie. Member has a player membership and upgrades to add a coach role).
- **Renewal** – When the 12-week membership expires and you want to register for another 12-week membership.



Renewal vs. Upgrades



Renewal Setup on Sportlomo

- On Sportlomo, BC Rugby will publish a Round 2 non-contact membership categories that will only have the \$10 Rugby Canada fee.
- Clubs will create Round 2 membership packages using the Round 2 membership categories for members to be able to renew their 12-week membership.
- Name the membership package so that members can easily identify the round 2 membership. (ie. Round 2 Non-Contact Senior 12-week Membership)



Upgrade Setup on Sportlomo

- On Sportlomo, BC Rugby will publish full season non-contact membership categories and/or contact membership categories (**only** when we move into Phase 4 of the Return to Rugby plan).
- Clubs will create membership packages using the categories described above so that members can upgrade their memberships that will be valid until August 31, 2021.
- Important note about upgrades: members need to upgrade their memberships **prior** to the expiry date of current 12-week membership.
- To locate membership expiry date: click the green Details button on your home page.



Member Registration Renewal Process

- Member logs in to Sportlomo user account.
- On the home page, click the green Register/Renew button.
- Click the green Add/Renew button and select the Round 2 non-contact membership package and complete registration accordingly.

The screenshot illustrates the member registration renewal process in three steps:

- Step 1:** The user is on the home page with three main sections: 'Schedule', 'Register / Renew', and 'Events'. A red arrow points to the 'Register / Renew' button.
- Step 2:** The user is on the 'Add/Renew' screen. A red arrow labeled '2' points from the 'Register / Renew' button to this screen. The screen displays a table of membership packages for 2020-2021. A red arrow labeled '3' points from the 'Continue' button to the next step.
- Step 3:** The user is on the 'Continue' screen, which is partially visible at the bottom of the screenshot.

Name	Price	Num. Of Members	Total (CAD)
2020-21 Board Member	0.00		0.00
2020-21 Match Official	124.50		0.00
2020-21 Coach	73.04		0.00
2020-21 Senior Player	27.00		0.00
20-21 Senior Contact Membership (FOR BC RUGBY PROGRAMS ONLY)	124.50		0.00
2020-21 Volunteer	0.00		0.00
2020-21 U19 Contact Membership (FOR BC RUGBY PROGRAMS ONLY)	124.50		0.00
Total Cost (Ex Fees)			0.00



Member Upgrade Process

- Member logs in to Sportlomo user account.
- On the home page, click the blue Upgrade/Add Category button.
- Choose the category you wish to upgrade to and complete registration accordingly.

Members

Margarita Sison
Member ID: 224910
Member Status: Expired
Recent Survey Results: Requirements met

TEST 2020-2021 Rugby Canada - Senior Membership:
TEST 2020-2021 Rugby Canada - Senior Membership
Expired: 31/08/2020

Upgrade / Add Category

Margarita Sison
Member ID: 231280
Member Status: Active

2020-2021 Rugby Canada - Board Member Membership:
2020-2021 Rugby Canada - Board Member Membership
Expiry Date: 31/08/2021

Upgrade / Add Category

Details Qualifications Certifications Events Start Transfer Dual Membership Survey Update Required

Schedule Register / Renew Events

Upgrade Membership

Select the package you wish to upgrade to

Email
msison@bcrugby.com

Select and Confirm currency: CAD

Choose category you wish to upgrade to:	Price	Upgrade Discount	Total
	0	0	0.00
Total Cost (Ex Fees)			0.00

Continue

