



Selecting and Adding your club's membership fees to Swiss Rugby packages

Version 1.0 June 2021

SportLoMo Ltd.

Contents may not be reproduced without the express approval of

SportLoMo Ltd.,
Barcastle Business Park,
Castlebar,
Co Mayo,
Ireland.

+353 94 9026663
www.sportlomo.com
info@sportlomo.com



All clubs within the FSR can use our Sportlomo payment system to allow their members to purchase their clubs membership packages. Once onboarded on to our Stripe payment system it is an easy process to add your club's membership fees on top of FSR's charges. With our unique split payment system both your club and the FSR bank accounts can be credited with the overall payment at the same time. There is no annual or set up cost to the club for using this payment option, the only charge will be the transaction fees that are added to the cost of the purchase.

Eg Adult player for club fees = 200 francs / Swiss Rugby fees = 50 francs. The member when making payment will be charged a total of 250 francs (+ transaction fees) and Stripe will automatically credit your clubs account with 200 francs and 50 francs will be credited automatically to the FSR.

At no stage does either Sportlomo or the FSR handle your club monies – Stripe handles this on payment and credits your account on a 7 day rolling basis.

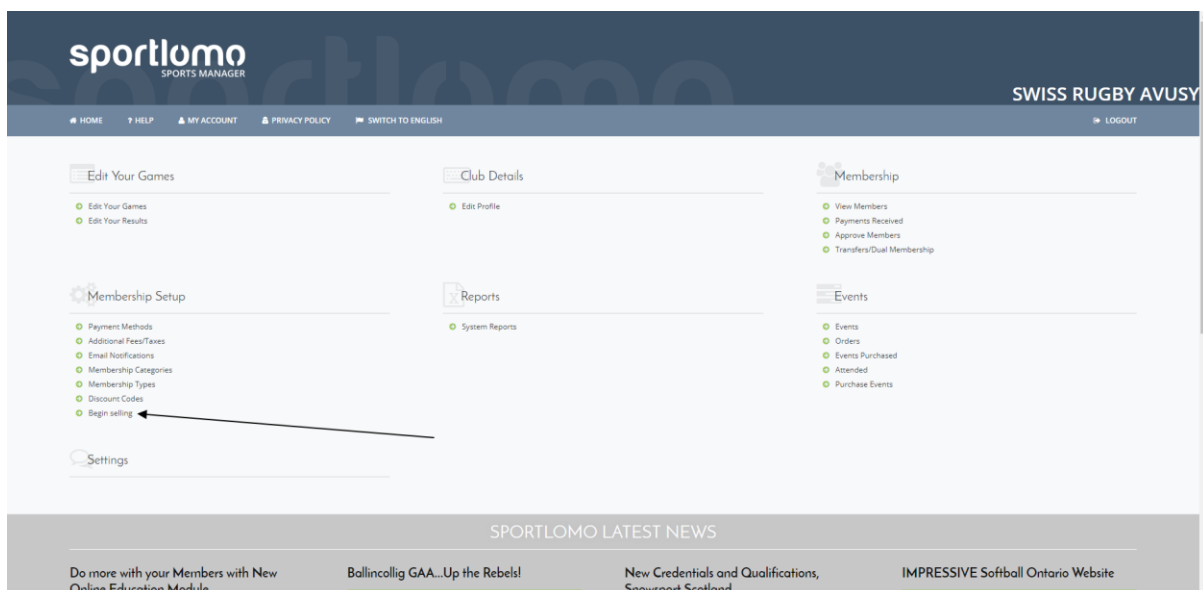
Please note to take your club fees through our system you must have successfully onboarded first.

Step 1

Log into your FSR club admin account at fsr.sportsmanager.ie

Step 2

Select “Begin selling” in your membership setup section



The screenshot displays the Sportlomo Sports Manager web application interface. At the top, the logo 'sportlomo SPORTS MANAGER' is visible on the left, and 'SWISS RUGBY AVUSY' is on the right. A navigation bar contains links for HOME, HELP, MY ACCOUNT, PRIVACY POLICY, SWITCH TO ENGLISH, and LOGOUT. The main content area is divided into several sections:

- Edit Your Games:** Edit Your Games, Edit Your Results
- Club Details:** Edit Profile
- Membership:** View Members, Payments Received, Approve Members, Transfers/Dual Membership
- Membership Setup:** Payment Methods, Additional Fees/Taxes, Email Notifications, Membership Categories, Membership Types, Discount Codes, **Begin selling** (indicated by an arrow)
- Reports:** System Reports
- Events:** Events, Orders, Events Purchased, Attendees, Purchase Events
- Settings:** (empty section)

At the bottom, there is a 'SPORTLOMO LATEST NEWS' section with three news items:

- Do more with your Members with New Online Education Module
- Ballincollig GAA...Up the Rebels!
- New Credentials and Qualifications, Snowsport Scotland
- IMPRESSIVE Softball Ontario Website

Step 3

You will see a list of all the FSR membership fees incorporated for the 2021-2022 season.

Click the edit icon on the right on any of the membership packages that your club offers your members to register for.

The screenshot shows the 'Begin Selling' interface. At the top, there are navigation links: HOME, HELP, MY ACCOUNT, SWITCH TO ENGLISH, and LOGOUT. Below this is a header 'Begin Selling' and a sub-header 'Membership Packages Available for Sale' with a 'Back' button. There are buttons for '+ Add' and 'Membership Types'. A search/filter options dropdown is present. The main content is a table with columns: Active, Name, Price, Featured, Season, and Actions. The table lists various membership types such as Adult Player, Junior U18, Junior U16, Junior U14, Junior U12, Junior U10, Junior U08, Junior U06, Coach, Administrator, Physio/Medic, Referee, Fan/Supporter, and Volunteer, each with a price and a season of 2019-2020. Arrows point to the 'Price' and 'Season' columns.

Active	Name	Price	Featured	Season	Actions
<input type="checkbox"/>	Adult Player	50.00	<input type="checkbox"/>	2019-2020	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Junior U18	25.00	<input type="checkbox"/>	2019-2020	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Junior U16	25.00	<input type="checkbox"/>	2019-2020	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Junior U14	25.00	<input type="checkbox"/>	2019-2020	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Junior U12	25.00	<input type="checkbox"/>	2019-2020	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Junior U10	25.00	<input type="checkbox"/>	2019-2020	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Junior U08	25.00	<input type="checkbox"/>	2019-2020	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Junior U06	25.00	<input type="checkbox"/>	2019-2020	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Coach	0.00	<input type="checkbox"/>	2019-2020	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Administrator	0.00	<input type="checkbox"/>	2019-2020	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Physio/Medic	0.00	<input type="checkbox"/>	2019-2020	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Referee	0.00	<input type="checkbox"/>	2019-2020	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Fan/Supporter	0.00	<input type="checkbox"/>	2019-2020	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Volunteer	0.00	<input type="checkbox"/>	2019-2020	<input type="checkbox"/> <input type="checkbox"/>

Step 4

Add your club price for each member type options, enter your start and end date and click save. Do this for each membership type you offer.

The screenshot shows the 'Add New Membership Package' form. It has a 'Back' button at the top right. The form is divided into 'Package Details' and 'Membership Types'. Under 'Package Details', there are fields for Name (Adult Player), Description (Optional short description - include any program dates), Season (2019-2020), Selling From (2019-07-31), and Selling To (2019-12-31). There is a 'Featured' checkbox. Under 'Membership Types', there is a 'Select membership types to add' section with buttons for Volunteer, Adult Player, Junior U18, Junior U16, Junior U14, Junior U12, Junior U10, Junior U08, Junior U06, Coach, Administrator, Physio/Medic, Referee, and Fan/Supporter. Below this is a table for 'Membership(s) in Package' with columns: Type, Union Price, Club Price, Total, Fees, User Pays, and Options. The table shows one row for 'Adult Player' with Union Price 50, Club Price 0, Total 0, Fees 0, and User Pays 0. There are 'Save' and 'Delete' buttons at the bottom. Arrows point to the 'Club Price' field and the 'Save' button.

Type	Union Price	Club Price	Total	Fees	User Pays	Options
Adult Player	50	0	0	0	0	<input type="checkbox"/> <input type="checkbox"/>

Step 5

You can also create your own membership packages, but you must use the member types offered by the FSR. You can create translations for these packages so they will appear in the users selected language. Once you are happy with your charges click save. You have the ability to create multi role packages within your club, this is basically a combined membership package, e.g. Adult player and Coach – this saves the member time when registering. The membership is set as pay highest so it will use the highest membership fee for the total price.

Begin Selling

Add New Membership Package ← Back

Package Details Fill in package details

Name: English

Translation option for members

- English
- English
- Italian
- German
- French

Description: Optional short description - include any program dates

Season: 2019-2020

Featured:

Selling From:

Selling To:

Club Charges

FSR Charges

Membership Types

Select membership types to add

- + Volunteer
- + Adult Player
- + Junior U18
- + Junior U16
- + Junior U14
- + Junior U12
- + Junior U10
- + Junior U8
- + Junior U6
- + Coach
- + Administrator
- + Physio/Medic
- + Referee
- + Fairy/Supporter
- + Passive Member

Available to add to package

Membership(s) Package

Type	Union Price	Club Price	Total	Fees	User Pays	Options
Volunteer	0	100	100	5.2	105.2	-- ■
Adult Player	50	0	50	3.5	53.5	-- ■
Administrator	0	0	0	0	0	-- ■

Save