



12 Week Program Guide - Club Set Up

Revision 1.3: June 7th, 2021

Rugby Canada Development Department



12 Week Program Guide – Club Set Up

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
support@sportlomo.com



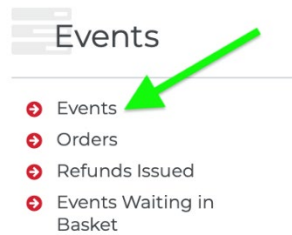
Step 1:

1. Log into your Sportlomo account.

Step 2:

There is only 2 main differences in setting up this event type versus other event set ups.

1. On your home page – Select events



2. To create this 12 week membership select The ADD button.





Step 3:

You will see the ability to edit 5 sections, however only Details / Pricing and Outcomes tabs are applicable to sell this program.

Details / Pricing / Prerequisite / Outcomes / ~~Installments Set up~~

Details Tab

(On the first page the main fields to set up a program event are in bold)

- **Event Name** - will be what member sees as main item line.
- **Description:** - Additional details of the program, times, day of week etc.
- **Additional Info:** Only to be used if you are selling in an external website – not needed here for programs.
- **Event Group:** You can categorise event groups, eg Referee events, Coach events etc.
- **Event Type:** Program must be selected.
- **Requires Membership:**
 - **None** - you are allowing a non member to purchase this plan.
 - **Any Membership** – Any active member can purchase.
 - **Specific Categories** – Eg only a U12 member can purchase.
 - **Specific Parent Categories** – Eg Any underage member can purchase.

STAGING

Options

Location/Contacts View Attachments Priority Lists Contact Attendees Delete

1. Details 2. Pricing 3. Prerequisite 4. Outcomes 5. Installment Setup

Configure settings for the event

Event Name **Testing - 12 Week**

Description

Additional Info

Event Image

Select image

Selling From Date 22/01/2021

Selling To Date 28/02/2021

Event Date

Purchase Time Window Type Days

Purchase Time Window Length 1

Event Survey Requirements

Event Group

Event Type Program

Requires Membership None

Membership Type

Status Active

Make event available to Public users

Make event available to Association users (Internal)

Make Event available on public site

Generate Purchase Link

Previous Next



- **Membership Type** – Only member types that have allow in events ticked in their categories will appear here – not needed for selling Programs.
- **Status** – Makes it easier to find grouped events in search filter – if you want to sell this event it will need to be in active mode. Make the event status active when you want to start selling this program to your membership.
- **Tick Boxes:**
 - **Make event available to Public users** – Non members can purchase.
 - **Make event available to Association users (Internal)** - Existing members can purchase.
 - **Make event available on public site** - Click to have available on Sportlomo front end page.
 - **Generate Purchase Link** - if the club wants to display the event on a Sportlomo event calendar but allow an external supplier to sell it, eg Ticketmaster.
- **Event Image** – If the club would like to add a event image.
- **Selling From Date & Selling To Date** - this is dates that your 12 week program is available to purchase not the length of the membership.
- **Event Date** – Date when program is starting.

STAGING

Options

Location/Contacts View Attachments Priority Lists Contact Attendees Delete

1. Details 2. Pricing 3. Prerequisite 4. Outcomes 5. Installation Setup

Configure settings for the event

Event Name

Description

Additional Info

Event Image

Select image

Selling From Date

Selling To Date

Event Date

Purchase Time Window Type

Purchase Time Window Length

Event Survey Requirements

Event Group

Event Type

Requires Membership

Membership Type

Status

Make event available to Public users

Make event available to Association users (Internal)

Make Event available on public site

Generate Purchase Link

Previous Next



- **Purchase time window type & Purchase Time Window Length** - How long you allow it to sit in a purchasers shopping basket without him buying it.
- **Event Survey Requirements** - Not needed for program sales.

STAGING

Options

Location/Contacts View Attachments Priority Lists Contact Attendees Delete

1. Details 2. Pricing 3. Prerequisite 4. Outcomes 5. Installation Setup

Configure settings for the event

Event Name: Testing - 12 Week

Event Image: [Image Placeholder]

Description: [Text Area]

Additional Info: [Text Area]

Selling From Date: 22/01/2021

Selling To Date: 28/02/2021

Event Date: [Text Field]

Purchase Time Window Type: Days

Event Group: [Dropdown]

Event Type: Program

Requires Membership: None

Membership Type: [Dropdown]

Status: Active

Make event available to Public users

Make event available to Association users (internal)

Make Event available on public site

Generate Purchase Link

Purchase Time Window Length: 1

Event Survey Requirements: [Dropdown]

Previous Next



Step 4:

Details / **Pricing** / Prerequisite / Outcomes / Instalments Set up

Pricing Tab

- **Price** = Cost of Program – note if there is a charge on the event it will be charged every time a user purchases it regardless of what you have set as the charge type in the member category when creating this membership – leave as 0 if needed and the system will only charge the cost of the program created on the category
- **Handling Fee** – Is there an extra charge on top of the cost, select 0 if there isn't (mainly used for post and packaging etc)
- **Max Quantity:** How many programs are for sale, enter a maximum value....eg if unlimited put in a million
- **Per user:** How many can one user buy, enter a maximum value that one user can purchase
- **Wait List:** Are you offering a wait list if program is sold out? If you don't want a wait list enter 0
- **Wait list Quantity:** Enter how many people are you going to allow on the wait list if you intend to use a wait list
- **Configure Taxes:** Do taxes apply on this program, leave blank if not required

Step 5:

Details / Pricing / **Prerequisite** / Outcomes / Instalments Set up

Skip Prerequisite Tab – Not needed for program events.



Step 6:

Details / Pricing / ~~Prerequisite~~ / **Outcomes** / ~~Instalments Set up~~

Outcome Tab

- **Membership Type:** Only membership categories that have added a program option from your NSO or PSO will appear here. Select the correct program from the drop down selection.
- **Start Date:** The start date of the program.
- **End Date:** The end date of the program.
- You will only be allowed to work within the time frame that your NSO/PSO has allowed on the program

Select next at bottom of screen

Events

View Events Notifications ← Back

Location/Contacts View Attachments Priority Lists Contact Attendees Delete

1. Details 2. Pricing 3. Prerequisite 4. **Outcomes** 5. Instalment Setup

Program Settings

Please provide default settings for the Program

Membership Type: Test - 12 Week Test

Start Date: 01/03/2021

End Date: 01/05/2021

Next

Step 7:

Details / Pricing / ~~Prerequisite~~ / Outcomes / **Instalments Set up**

Skip Instalments Set up Tab – As we do not offer Intsallements on this program

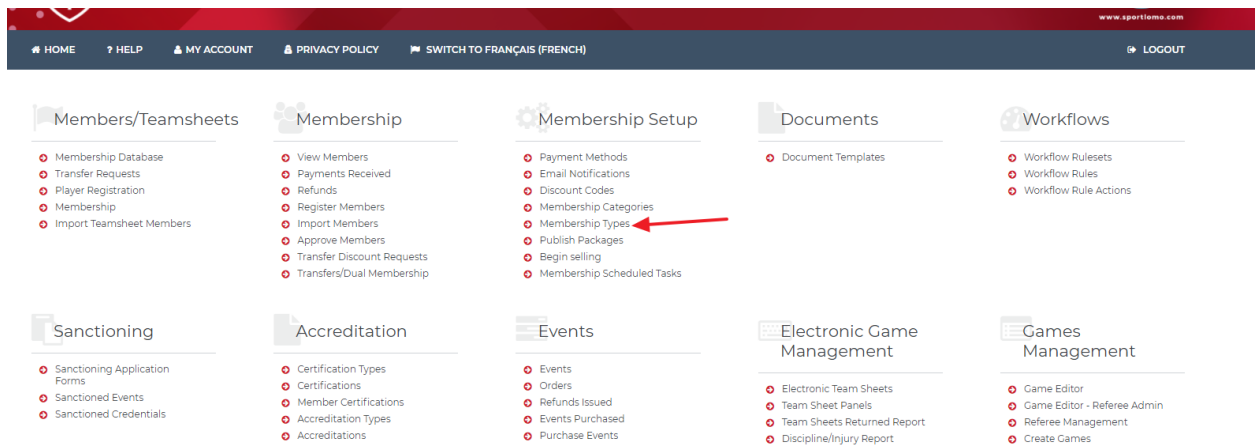
Select FINISH at bottom of screen



Step 8:

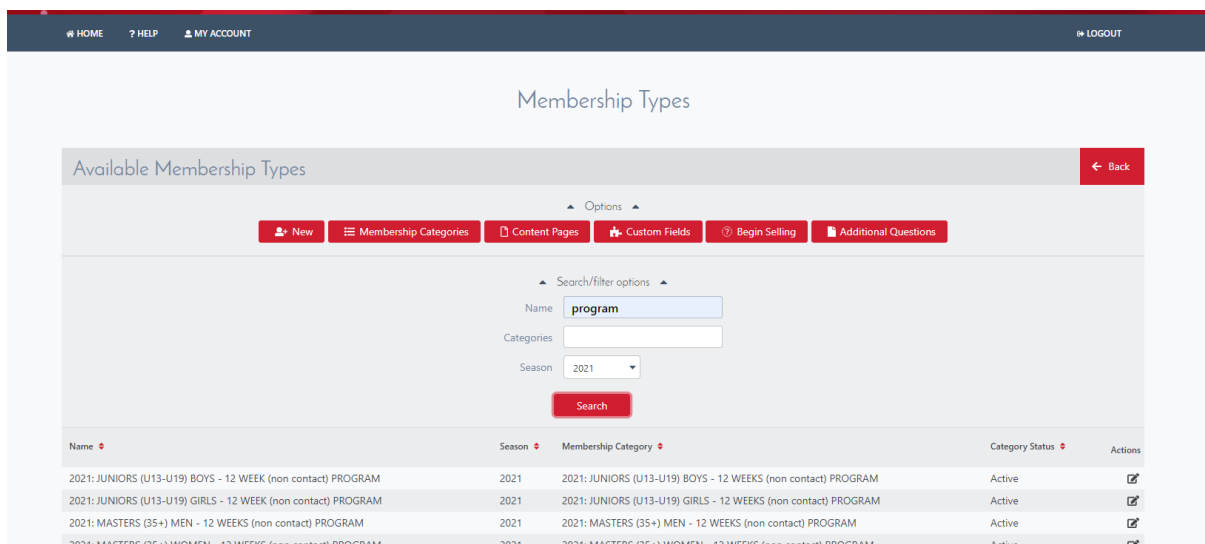
Event Form

The event form is managed from the “**membership type**” page the same as a normal membership registration form is managed. The membership category (the one selected in step 6 under outcomes tab) needs a membership type (registration form) associated to the category.



This membership type (event registration form) will already be set up by the NSO and PSO level - you will not be allowed delete anything that the PSO and NSO has set to be on the form.

If you want to add fields to the registration form please edit the membership type that is associated with the membership category you selected in the “outcomes” tab of the event.



Please edit the form as you normally would. Below is a link to a tutorial on managing membership types.

Link: [Manage membership types](#)



If you are unsure about anything in the above manual or would like some technical support, please contact us on support@sportlomo.com.

